

ISBT Central Office support for Working Parties (WPs)



The aim of the ISBT Central Office (CO) is to facilitate the operation and activities as far as possible with the finite resources available. This document outlines the tasks that the ISBT CO *can* and *cannot* support for WPs, categorized by team members and activity types. The Scientific Officer (Eszter Herczenik) has a job description that includes specific responsibility for supporting the ISBT WPs and should be kept informed of all WP activities.

General Support

Eszter Herczenik science@isbtweb.org

Caroline Hochheuser academy@isbtweb.org

- Schedule Zoom meetings and send links/recordings
- Send out Doodle polls for scheduling
- Schedule in-person meetings (excluding those during the June Congress)
- Create surveys using SurveyMonkey
- Create Kahoot! polls or quizzes
- Coordinate publication of short WP articles in *Transfusion Today*
- Collect funding requests and coordinate review by the ISBT Board
- Collect Terms of Reference (ToR), coordinate ISBT Board review, and publish them on the WP webpage
- Publish WP-related information and resources on the ISBT website
- Organise and host WP webinars and Live Journal Club (LJC) events. Please note that each WP may host a maximum of three webinars per year.
- Assist in the development of eLearning content, toolkits, and other educational materials
- Coordinate WP elections
- Provide webpage analytics upon request

Congress-Related Support

Eszter Herczenik science@isbtweb.org

Caroline Hochheuser academy@isbtweb.org

- Organise WP business meetings during the June Congress
- Send invitations to WP meetings, including agendas and/or minutes
- Send Zoom links and post-meeting recordings
- Provide attendance lists using the most up-to-date WP membership data

Membership Support

Mildred Kada membership@isbtweb.org

- Verify ISBT membership status of WP applicants and forward to WP chairs

- Add approved members to WPs
- Remind chairs of expired memberships
- Remove expired members after three reminders ("3 strikes" policy)

Communications & Media

Ava MacPherson communication@isbtweb.org

Beatriz Galindo marketing@isbtweb.org

- Create social media posts based on WP content; report engagement statistics
- Invite Corporate Partners to annual WP meetings during ISBT Congresses
- Coordinate and organise headshots for new WP Chairs
- Edit and publish WP podcasts; promote through ISBT communicational channels
- Manage and schedule photography requests during ISBT Congresses
- Distribute survey-related emails
- Add surveys or announcements to eNews and ISBT website news

Compliance & In-Person Support

Maro Markozani office@isbtweb.org

- Collect Conflict of Interest (COI) forms from WP leadership
- Support in-person meetings held at the ISBT office
- Help with reimbursements and budgets for WP meetings in CO

Financial support

Ralph Zepeda finance@isbtweb.org

- Invoice participants (primarily for workshops)
- Settle invoices related to WP activities

Strategic support

Jenny White ed@isbtweb.org

- Meeting with new WP Chairs for induction sessions
- Advising WP Chairs on the suitability and alignment with ISBT strategy of proposed projects / external collaborations / funding requests
- Facilitating work with WHO

Limitations – tasks the CO is not resourced to support

- Taking or providing notes at WP meetings
- Maintaining internal subgroup and membership lists for each WP
- Conducting complex data analysis from surveys or research
- Writing publications or research outputs on behalf of WPs
- Reviewing or updating content on WP pages (unless updates are provided by WP chairs)