

Standing Committee on Ethics



Terms of Reference

1. **Purpose:** Give advice or opinion to the Board of Directors on ethical issues relating to the objectives of ISBT
2. **Scope:** The SCE will:
 - Give advice or opinion on ethical issues as requested and directed by the Board of Directors
 - Submit to the Board of Directors ethical issues that it determines require clarification or opinion. The Board of Directors decides whether or not the SCE works on the submitted issues or not.
3. **Membership:** All members are appointed by the Board. A Chair will be appointed by the Board. The SCE will comprise no more than 10 ISBT members, including the Chair. The committee will have broad international representation and comprise individuals who have experience or an interest in ethics. At least 3 members will be Directors. The term of membership for all positions will be three years, renewable once.

The ISBT Secretary General will be an ex-officio member of the SCE.

4. **Meeting arrangements:** When the Board submits an issue to the SCE, the Committee will meet at least once per year in association with the International and Regional Congress and additionally as requested by the Chair. Quorum shall be comprised of at least 50% of the members. Meetings may take place electronically. Other communications may be conducted by e-mail. The meeting agenda will be set by the Chair, in consultation with the Board members on the SCE. The minutes will be prepared by the Chair.
5. **Reporting:** The SCE is responsible to the Board of Directors. The chair, in consultation with the members of the Standing committee, will make an annual report to the ISBT Board on the outputs from their activities. A report will also be sent for inclusion in the ISBT annual report.
6. **Review:** The TOR will be reviewed every two years; this will be the responsibility of the Chair.