



TSANZ

The Transplantation Society of Australia and New Zealand

TERMS OF REFERENCE FOR THE IMMUNE TOLERANCE ADVISORY COMMITTEE (ITAC)

1. Preamble

The Transplantation Society of Australia and New Zealand (TSANZ) is the peak body for transplantation related matter in the respective jurisdictions. TSANZ has established a number of **Advisory Committees** to provide advice and clinical standards in the areas of organ retrieval, allocation, clinical care, including the the promotion of science and education. This document defines the terms of reference of the Immune Tolerance Advisory Committee (ITAC) which will be a subcommittee of TSANZ Council and provide Council expert advice on matters relating to all aspects of immune tolerance in transplantation.

2. Objective

The clinical application of tolerance in transplantation is currently in a development phase from non-mainstream medicine to clinical practice and clinical trials underway. ITAC will be an essential committee to develop this practice toward safe clinical application and excellence in clinical standards. ITAC will support TSANZ in developing equitable and transparent criteria for listing patients for organ transplantation and in the allocation of organs. Against the background of rapid advances in global activity in clinical trials of tolerance, ITAC will advocate for research funding, provide expertise in interpreting clinical trials and maintain an oversight of the clinical standards.

3. Responsibilities

- a. Bring together those individuals actively involved in the preclinical and clinical investigation of biological agents pertaining to organ transplantation.
- b. Promote educational programs, including an annual meeting and other meetings, which advance and promote the Committee's objectives
- c. Seek funding support to conduct trials of tolerance and immune modulation
- d. In collaboration with other organisations, facilitate clinical trials with biological agents aimed at improving organ transplantation outcomes.
- e. Regularly review the information uploaded by ITAC on TSANZ's website for accuracy and current applicability.

- f. Provide a forum for discussion of current or emerging immune tolerance issues pertaining to organ transplantation.
- g. Provide advice to TSANZ Council on current new or emerging approaches to immune for organ transplantation.
- h. Undertake auditing of the protocols and clinical standards adopted by ITAC.

4. Membership*

- a. Members of ITAC shall ordinarily be members of TSANZ although non membership would not normally prevent appointment to the Committee.
- b. ITAC shall have 24 members reflecting different regions and professions as follows, including ex officios:
 - i. Two representatives, (a surgeon, physician or a scientist / researcher) from the following jurisdictions
 - 1. New South Wales/Australian Capital Territory
 - 2. Queensland
 - 3. South Australia/Northern Territory
 - 4. Victoria/Tasmania
 - 5. Western Australia
 - 6. New Zealand
 - II. Six representatives from research organisations as follows:
 - i. Two Queensland Institute Medical Research
 - ii. Two from Centenary Institute
 - iii. One from Garvan Institute
 - iv. One from Walter and Elizabeth Hall Institute
 - v. OTHERS – TO BE DISCUSSED /ADDED
 - III. One representative from the Paediatric transplant interest group appointed by the Chair of TSANZ Paediatric Working Group.
 - IV. One representative of the Australian Transplant Coordinators Association and or Transplant Nurses Association.

- V. A consumer representative
 - VI. A community representative
 - VII. The President of TSANZ and Chair of TSANZ advisory committees and working group shall be ex-officio members of ITAC.
- c. The members of ITAC shall normally hold office for a 2-year term with the possibility of extension for an additional term.
 - d. Membership shall be reviewed every two years from the date of the confirmation the terms of reference (section 11 below)
 - e. ITAC may co-opt specific persons to attend meetings either for a single meeting, part of a meeting, or for the term of a project as appropriate.

* See Appendix 1

5. Subsidiaries

To develop clinical and research tools, methods of monitoring immune clinical protocols ITAC will form a Subcommittee, with its own terms of reference, called the Tolerance Research and Protocols Subcommittee. This subcommittee will report directly to the ITAC. (See Appendix 2 for the Terms of Reference)

6. Chairperson

- a. The Chair will have the responsibility for conducting meetings and representing the ITAC as appropriate in other meetings and forums.
- b. The Chair shall be selected by ITAC by consensus for a term of three years, with the possibility of a further term, at the discretion of the Advisory Committee.
- c. The Chair shall be rotated by regions, if possible, at the end of each term.
- d. Where there is no consensus, selection of the Chair will be by a vote of the members of ITAC cast electronically or by show of hands at a meeting.
- e. The person who receives the most votes in the ballot will be declared the Chair.

7. Governance and Reporting

- a. The Chairman shall issue an Agenda a week prior to a meeting.
- b. The quorum for a meeting shall be one half of the membership of the Committee for face-to-face meetings and for teleconferences and shall comprise representation from at least three jurisdictions and at least one research organization.

- c. Where a member is unable to attend a meeting for whatever reasons he/she should appoint a suitable person to represent him/her and subsequently advise the Chair of the name of the proxy prior to the meeting.
- d. There shall be a face-to-face meeting of ITAC coinciding with the Annual Scientific Meeting of TSANZ (usually mid to late June), followed by another such meeting approximately six months later coinciding with the transplantation science symposium of TTS.
- e. Attendance at the June meeting is open to all TSANZ members with an interest tolerance but voting is restricted to members of the advisory committee.
- f. Additional face-to-face meetings and teleconferences will be held, as required, to discuss more urgent issues.
- g. Minutes will be kept of all meetings and distributed to all members.
- h. Minutes and recommendations of meetings will be tabled to TSANZ Council.
- i. The Chair of ITAC will report to the TSANZ Council on a regular basis.
- j. The Chair of ITAC will participate in the meeting with other Advisory Committee chairs by teleconference at least once per year, with a face to face meeting also held once per year.
- k. The Chair and members of ITAC should report back to the general membership as appropriate.

8. Conflict of Interest

- a. A committee member must declare any conflict of interest to the Chair of ITAC if they, their partner or close family friend has a direct financial or other interest which influences, or may appear to influence, proper consideration or decision-making by the committee on a matter or proposed matter.
- b. ITAC chairperson shall determine the matter and advise the person concerned and also report his decision to the Committee.

9. Confidentiality

The Chair may declare some material and discussion at the ITAC meetings as confidential and any disclosures in this respect are not permitted except with the approval of the Chair.

10. Review

The terms of reference can be reviewed any time at the discretion of ITAC.

11. Confirmation

The Terms of Reference of the Immune Tolerance Advisory Committee was approved at its meeting dated XXXX XXXX 2018 and is confirmed as correct.

Name:

Signature:

Title: Chair, Immune Tolerance
Advisory Committee

Date: