



TSANZ

The Transplantation Society of Australia and New Zealand

TERMS OF REFERENCE

TSANZ TISSUE TYPING ADVISORY COMMITTEE (TTAC)

1. Preamble

The Tissue Typing Advisory Committee (TTAC) of The Transplantation Society of Australia and New Zealand (TSANZ) is the peak clinical advisory body for issues related to tissue typing in Australia, providing professional advice to optimise patient outcomes and maximize equity and utility in the transplantation sector.

TTAC provides advice in the areas of Histocompatibility and Immunogenetics in transplantation. This document defines the terms of reference which are intended to guide the functions of TTAC.

2. Reporting to TSANZ

TTAC shall report to its main governing body TSANZ. The following lines of communication are to be used:

- a. The TTAC Chair or Co-Chair will report directly to the TSANZ Board through the minutes of meetings and through summary reports.
- b. A TSANZ Board member will be appointed to the TTAC membership and will be able to report on TTAC activities directly to the TSANZ Board (see "Membership").
- c. The TTAC Chair or Co-Chair will participate in meetings with other TSANZ Advisory Committee Chairs by videoconference or face to face, as requested by TSANZ.

3. Communication

- a. Members of TTAC are responsible for consulting with and reporting back to their constituencies. Each TTAC member should report directly to their respective affiliated group (e.g., State Transplant Advisory Committees, OrganMatch oversight groups etc.).
- b. The TTAC report should be circulated broadly to interested parties. This should include (via each secretariat) all TSANZ members.
- c. TTAC shall at times convene special meetings or arrange presentations to facilitate communication with the broader Transplant Sector. This will generally occur in conjunction with other planned meetings such as the TSANZ Annual Scientific Meeting.
- d. TTAC acts as a vital link between TSANZ and Tissue Typing Laboratories, allowing representation of the broader solid organ transplant community in decisions regarding transplantation. TTAC membership includes representatives from all the Aust and NZ Tissue Typing Laboratories.

4. Responsibilities

- a. Act as the peak national body for tissue typing for advice in the areas of histocompatibility and immunogenetics laboratory science, application for clinical guidance, organ allocation and standards of practice.
- b. Advise and support the review and implementation of changes around laboratory testing and impact on allocation.
- c. Participate and regularly review TSANZ Histocompatibility Guidelines and the TSANZ Clinical Guidelines for Transplantation
- d. Develop Laboratory and Clinical Guidance Documents informing additional areas of current practice in tissue typing.
- e. Report, review and advise on serious incidents or errors in laboratory processes that had or could have direct impact on patient management and/or organ allocation.
- f. Regularly review relevant information on the TSANZ website for accuracy and current applicability.
- g. Provide a forum for discussion of current new or emerging technologies and laboratory assays or practices in the field of tissue typing.
- h. Provide advice to TSANZ Board on current new or emerging technologies and laboratory assays or practices in the field of tissue typing.
- i. Be responsible and responsive primarily to the TSANZ Board, but also to communicate with organ advisory committees, for advice about the views and interests of their transplant communities.
- j. Provide input into the development of OrganMatch functionality and inform OrganMatch operations oversight group of any changes to laboratory practice.
- k. Receive and comment on reports from the Vigilance and Surveillance Expert Advisory Committee (VSEAC).
- l. Support diversity, equity, and inclusion

5. Membership

To fulfill its functions and responsibilities, and to develop standards and policies that will be adopted nationally, it is intended that TTAC is fully representative of the individuals, units and states taking part in Tissue Typing.

The membership of TTAC may be up to 20, including multiple ex-officio members.

All members, except ex-officio members of TTAC, shall normally hold office for an initial 3-year term with the possibility of extension according to advice from TSANZ Board. Where voting is necessary, voting members can be represented by a proxy.

The composition of TTAC should represent different jurisdictions and relevant clinical and professional bodies as follows:

- a. Five (voting) state delegates – a representative from each of the 5 Australian regions (nominated via each State-based Tissue Typing Advisory Committee or relevant State-based Tissue Typing Governance body):
 - New South Wales/Australian Capital Territory.
 - Queensland.
 - South Australia/Northern Territory.
 - Victoria/Tasmania.

- Western Australia.

- b. Ex-officio voting members of the TTAC shall comprise:
 - i. One Representative of the TSANZ
 - ii. One Representative of the Australian and New Zealand Paired Kidney Exchange (ANZKX) program
 - iii. One ASHI Director
 - iv. One Asia-Pacific Histocompatibility and Immunogenetics Association (APHIA) representative
 - v. Chairs of organ advisory committees
- c. Ex-officio non-voting members of the TTAC shall comprise:
 - i. A representative from New Zealand nominated by the Tissue Typing Leadership Team*
 - ii. One Australasian Donors and Transplant Coordinators Association (ADTCA) Representative
 - iii. One Transplant Nurses Australia (TNA) Representative
 - iv. A representative of DonatLife State Managers
 - v. OrganMatch representative

*NZ representative will have voting rights if there is a vote on ANZKX issues

6. Chair/Co-Chair

- a. The inaugural Chair and Co-Chair will be appointed one of the Australian jurisdictions identified under 5a and will serve for a period of one year.
- b. The Chair and/or Co-Chair will have the responsibility for conducting meetings and representing the TTAC as appropriate in other meetings and forums.
- c. The incoming Chair and/or Co-Chair shall be selected by TTAC by consensus for a term of three years, with the possibility of a further term, at the discretion of the Advisory Committee.
- d. Where there is no consensus, selection of the Chair and/or Co-Chair will be by a vote of the members of TTAC. The person who receives the most votes in the ballot will be declared the Chair and/or Co-Chair.
- e. A Chair and/or Co-Chair elect to replace the outgoing TTAC Chair and/or Co-Chair will be nominated in a similar way at the start of each new term to allow for forward planning.

7. Meetings & Decision Making

- a. There will be a minimum of two face-to-face meetings of TTAC during the year, additional meetings may be arranged.
- b. Videoconferences may be held in between face-to-face meetings, as required, to discuss more urgent issues.
- c. The Chair and/or Co-Chair shall issue an Agenda a week prior to a meeting.
- d. The quorum for a meeting shall be two thirds of the membership of the Committee (voting members only) for face-to-face meetings or 10 whichever is less and one half for teleconference meetings or 8 whichever is less.
- e. Members of TTAC may nominate a suitable proxy or alternate to represent them if they are unable to attend a meeting for any reason.

- f. Decisions of TTAC will normally be made by consensus but where a common point of view cannot be reached decisions will be made by voting with the views of individual members duly recorded in the Minutes.
- g. The Minutes will be kept of all meetings and distributed to all members.
- h. Minutes, reports, and recommendations of meetings will be tabled at TSANZ Board meeting. TSANZ Board endorsement will be required for any TTAC- initiated changes to policy and/or guideline documents.
- i. TTAC may assign specific work to be undertaken by subcommittees which will function under a terms of reference and report back to the group.

8. Conflict of Interest

- a. Committee members must declare any conflict of interest to the Chair of TTAC if they, their partners, or close family friends have 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. The TTAC Chair shall determine the matter and advise the person concerned and report his/her decision to the Committee.

9. Confidentiality

Some material and discussion at the TTAC meetings may be declared confidential by the Chair.

10. Review

The terms of reference can be reviewed at any time at the discretion of the TTAC. Periodic review should also occur every 3 years.

11. Confirmation

The Terms of Reference of the National Tissue Typing Advisory Committee were approved at its meeting dated 13th of March 2024.