

## **ETHICS COMMITTEE – TERMS OF REFERENCE**

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### **1. BACKGROUND**

The Council of The Transplantation Society (TTS) has established an Ethics Committee to serve the mission of the Society.

### **2. MANDATE**

To provide ethical guidance to the TTS Executive and Council on matters related to the practice of donation and transplantation of organs, tissues and cells.

### **3. ROLE AND RESPONSIBILITIES**

3.1. To provide advice to TTS Council and TTS Executive on ethical issues in the field of donation and transplantation of organs, tissues and cells.

3.2. To identify current and emerging ethical issues in the field of donation and transplantation of organs, tissues and cells.

3.3. To examine ethical issues in relation to clinical or experimental use of organs, tissues and cells and to develop, where appropriate:

3.3.1. position statements which reflect the views of the Society on ethical matters for submission to the TTS Executive and Council;

3.3.2. policy statements which provide ethical guidance for the conduct of societal members and activities for submission to the TTS Executive and Council;

3.3.3. educational resources to assist members in managing ethical issues in the conduct of research, clinical practice or policy-making.

3.4. To stimulate and support research in ethical issues pertaining to donation and transplantation, and the dissemination of knowledge in this field among TTS members. This will include at least the organization of ethics sessions at the biannual congress of TTS, and at the congresses of TTS affiliated Societies, upon request.

### **4. MEMBERSHIP**

4.1. The Committee will be composed of a chair, a co-chair, and up to 12 additional members.

4.2. All members of the Ethics Committee will be full members of TTS.

4.3. The chair and the co-chair will be designated by the President and approved by the Executive of TTS. The chair of the Ethics Committee will be a member of the TTS Council. The term of both chair and co-chair will be of two years, with the possibility of re-appointment and of further appointment as regional members of the Committee.

4.4. The rest of the members of the Committee will be appointed by the TTS President after discussion and advice from the chairs. The term of the members of the Committee will be of 4 years, ensuring half of the committee is renewed every 2 years.

4.5. There will be two members appointed for each of the regions established by TTS. Composition of the Committee will have regard for gender balance and cultural diversity. Members will be appointed with clinical and scientific

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expertise in donation and transplantation, and with bioethics experience in their professional practice.

- 4.6. Experts external to the Ethics Committee may be engaged on occasion to provide the Committee with necessary expertise and experience for the analysis of specific topics.
- 4.7. Each of the TTS affiliated Societies will be invited to appoint a member of their council to act as a liaison point for the Ethics Committee.

### **5. MODUS OPERANDI**

- 5.1. The first priority of the Ethics Committee is to provide advice to the Council or the Executive of TTS on specific issues raised by the Council or Executive of TTS.
- 5.2. The second priority of the Ethics Committee is to provide advice to the TTS Executive on specific issues brought to the TTS Executive, Council or Ethics Committee by a Section of TTS or the affiliated societies of TTS.
- 5.3. The third priority of the Ethics Committee is to provide advice to the TTS Executive on specific ethical issues brought to the TTS Council or Ethics Committee by any member of the Society and/or any member of the Ethics Committee.
- 5.4. Priorities of work and issues to be considered by the Ethics Committee will be determined by the TTS Executive in discussion with the chairs of the Ethics Committee.
- 5.5. Preliminary ethical analysis of issues will be led by 1 or 2 members of the Committee, with subsequent review and deliberation inclusive of all members of the Committee. Where consideration is given to development of a formal policy or position statement, this proposal will be submitted by the Committee chairs to the TTS Executive following a review and preliminary examination of the relevant issues. If the TTS Executive agree with the recommendations, the proposal will be submitted to Council for approval and, if approved for development of a position statement or policy, this document will be drafted by the Ethics Committee and submitted for Council review. Position statements or policy developed by the Committee will require support from the TTS Council and may follow a consultation process with TTS members, if deemed necessary.
- 5.6. The nature of the Committee's work is such that deliberations will aim to produce a set of recommendations rather than to rule on specific issues. Dissenting opinions will be noted in the review and analysis of issues communicated to Council. Where required, the Committee will seek to make decisions by consensus. Where consensus is not reached, a majority vote will be taken.
- 5.7. Deliberations will be carried out by periodical email exchange, and at dedicated face-to-face meetings and conference calls.
- 5.8. Face-to-face meetings will be always held in coincidence with the TTS biannual congress. Additional face-to-face meetings may be held if more than 5 members and the chair or vice-chair are in attendance at another conference

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or event, with provision made to include other Committee members via telephone or web-conferencing.

5.9. Conference calls will be held at least quarterly. Additional teleconferences will be scheduled as required to address the work of the Committee throughout the term.

5.10. Meetings and conference calls will be announced by the chair and the co-chair with a proposed agenda.

5.11. The co-chair or another designated Committee member will be responsible for documentation of minutes of each meeting, which will be shared with all members via email within a fortnight.

### **6. ACCOUNTABILITY**

The Ethics Committee of TTS is a Standing Committee of TTS and is therefore accountable to the TTS Executive and TTS Council.

### **7. REPORTING REQUIREMENTS**

The chairs of the Ethics Committee will provide a written and verbal report on the workings of the Committee to TTS Council on the occasion of the TTS Council meetings. The chairs of the Ethics Committee will report on the workings of the Committee to the TTS Executive on a 6 monthly basis.