



Terms of Reference for Australia and New Zealand Transplant and Cellular Therapies Limited Data Manager Special Interest Group

1. Background

The ANZTCT Society is a professional association that represents healthcare professionals involved in transplantation and cellular therapies in Australia and New Zealand. The ANZTCT board has approved a data manager special interest group (DMSIG) in recognition of the importance of this field in transplantation and cellular therapy (TCT) and the need for the ANZTCT to meaningfully support this professional community that provides the backbone of clinical quality in TCT. This special interest group is responsible for providing guidance and recommendations on issues related to data management in TCT. The ANZTCT DMSIG reports directly to the ANZTCT Board.

2. Role of the Data Management Special Interest Group

The ANZTCT DMSIG will provide leadership, education, and support to TCT data managers. The group is responsible for identifying and addressing TCT data management areas, including accreditation support, research strategies, education and advocacy for best data management practice.

3. Objectives

- 3.1 To provide data management expertise and support to the ANZTCT community
- 3.2 To facilitate communication and collaboration between data managers and other TCT professionals
- 3.3 Identify and address data management research areas in TCT
- 3.4 Provide educational and training opportunities for TCT data managers
- 3.5 To promote and advocate for the highest standards of data management in TCT
- 3.6 To promote and support FACT/JAICIE accreditation in Australia and New Zealand
- 3.7 To represent the interests of TCT data managers

4. Responsibilities

The responsibilities of the DMSIG are as follows:

- 4.1 To meet regularly to discuss the issues and opportunities related to TCT data management



- 4.2 To provide recommendations and advice to the ANZTCT Board on matters related to data management in Australia and New Zealand
- 4.3 To organise and coordinate relevant educational and training opportunities for TCT data managers
- 4.4 To collaborate with other ANZTCT subcommittees and SIGs on matters related to data management in TCT
- 4.5 To liaise with other professional organisations and relevant societies in the field of TCT data management
- 4.6 To provide reports to the ANZTCT Board on the activities of the DMSIG

5. Membership and Appointment

Membership of the DMSIG is open to all data managers who are members of the ANZTCT. The goal is for the group to include a data manager from each TCT centre in Australia and New Zealand. The group will nominate a chair, deputy chair and secretary.

- 5.1 Chairperson: The chairperson is responsible for the overall direction and coordination of the group. Their specific responsibilities include:
 - 5.1.1 Setting the agenda and chairing meetings of the group
 - 5.1.2 Coordinating the group's activities and ensuring they align with the ANZTCT's strategic objectives
 - 5.1.3 Representing the group at the ANZTCT Board on two appointed meetings per calendar year, and reporting back to the group on Board activities and decisions
 - 5.1.4 Facilitating communication and collaboration among group members
 - 5.1.5 Encouraging the participation of all group members in the group's activities
 - 5.1.6 Liaising with other ANZTCT subcommittees and special interest groups on matters related to data management in TCT
 - 5.1.7 Preparing and presenting the group's annual report at the ANZTCT Annual General Meeting
- 5.2 Deputy Chair: The Deputy Chair works closely with the Chairperson to help manage the activities and operations of the group. They provide support and share the workload, contributing to decision-making, planning, and execution of tasks. Their specific responsibilities include:
 - 5.2.1 Serving as a backup to the Chairperson so that in their absence they lead meetings, make decisions, and ensure that the group's work continues smoothly.
 - 5.2.2 They may liaise with other subcommittee members, stakeholders, and external parties to ensure that the group's tasks are completed on time and information is effectively shared.
 - 5.2.3 May be asked to represent the group.
- 5.3 Secretary: The secretary is responsible for keeping records of minutes and activities for liaising with the ANZTCT Board on behalf of the group. Their specific responsibilities include:
 - 5.3.1 Preparing and distributing agendas and minutes of group meetings
 - 5.3.2 Maintaining a record of group activities and decisions
 - 5.3.3 Coordinating and communication among group members, including sharing relevant information from the ANZTCT Board and other subcommittees and groups.
 - 5.3.4 Liaising with the ANZTCT Board on behalf of the group, including presenting reports and recommendations
 - 5.3.5 Assisting the Chairperson with the preparation and presentation of the group's annual report



6. Meetings and quorum

The DMSIG shall meet at least four times per year, or as necessary to address emerging issues related to TCT data management. Meetings may be conducted in person or virtually, as determined by the group chair. A quorum shall be at least 50% plus one.

7. Reporting

The DMSIG shall report to the ANZTCT Board on a regular basis, providing updates on its activities and recommendations. The DMSIG shall also prepare an annual report on its activities for presentation at the ANZTCT Annual General Meeting.

8. Finances

Any funds raised by the DMSIG for the ANZTCT will be quarantined for the educational and training opportunities (including but not limited to conference registration and travel) for data management in TCT.

9. Accountability

To fulfil responsibilities as outlined in the Terms of Reference.

10. Compliance with ANZTCT Policies and Procedures

The DMSIG and its members are required to adhere to all ANZTCT policies, procedures, and governance frameworks in carrying out their responsibilities. This includes compliance with ethical, financial, operational, and strategic directives as set by the ANZTCT Board.

11. Amendments

These Terms of Reference will be reviewed every 3 years and may be amended by a two-thirds majority vote of the DMSIG, provided that notice of the proposed amendment has been given to all members of the group at least 14 days prior to the vote. Any amendments must also be approved by the ANZTCT Board.



Approval

Approved on behalf of the ANZTCT Board of Directors by:

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Signed on: 6 March 2025

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