

Name **Organ and Tissue Donation and Transplantation (OTDT) Steering Committee (SC)**

Purpose

The OTDTSC will provide leadership and direction in designing the optimal organ and tissue donation and transplantation system for Canadians. It is anticipated that this will be completed by the end of fiscal year 09/10, at which time the Committee will be disbanded.

Scope

The scope of the plan includes organs and tissues, live and deceased donors, and encompasses areas where Canadian Blood Services will be directly involved and where it will be indirectly involved.

Goals

Building on the Canadian Blood Services' national consultation held in September 2008, the Committee will pursue the following goals:

- Guide the development of a national vision and strategic direction for organ and tissue donation and transplantation in Canada;
- Review the current state of OTDT in Canada and internationally, and determine areas of priority based on risk, patient need, and the needs of OTDT service providers;
- Coordinate and review the outputs and recommendations of the Expert Committees created to focus on specific areas;
- Ensure the overall strategic plan is practical and fundable, and capitalizes on synergies between the different areas of OTDT;
- Develop recommendations on strategies and governance for implementation;
- Ensure that the OTDT community is kept informed of the progress of the strategic plan and has mechanisms to provide meaningful input into the plan.

Membership

- The Committee will consist of seven to ten members who are either prominent public figures in the OTDT community, or are Canadian health leaders with broad base experience in public health policy and/or expertise in the OTDT area;
- Members shall be appointed by the CEO, Canadian Blood Services.

Duties of Chair

The CEO, Canadian Blood Services, will chair the Committee. The Chair will be responsible for:

- Preparing meeting agenda based on suggestions from committee members and the needs of Canadian Blood Services;
- Ensuring that the Committee functions within the Terms of Reference;
- The Chair may vary the membership or structure of the Committee at any time;

- The Chair may also extend the term of the Committee should it be required.

Duties of the Members

- Participate in accordance with the Terms of Reference;
- Bring forward issues/ideas to the Chair;
- Champion the project throughout the health care community.

Meetings

Meetings will be held at the call of the Chair, and may be held in person or by teleconference.

Quorum

- A majority of the voting members of the Committee shall constitute a quorum;
- Ordinarily, decisions and recommendations of the Committee will be achieved by consensus;
- Where consensus is not requested or cannot be achieved, both assenting and dissenting views are to be presented.

Notes

Notes will be prepared by Canadian Blood Services staff according to Canadian Blood Services format, summarizing discussions and recommendations of the Committee.

Expenses

Expenses for travel related to meetings will be reimbursed by Canadian Blood Services in accordance with Canadian Blood Services travel policy.

Support

Canadian Blood Services will provide administrative and logistical support for the Committee.