

ANZDATA ADVISORY COMMITTEE

Terms of Reference



This document is designed to clarify the role of the ANZDATA Advisory Committee, the processes for member selection and succession, and committee responsibilities.

Governance and Funding of ANZDATA:

Funding of ANZDATA is provided by the Australian Organ and Tissue Authority (AOTA), the New Zealand Government Ministry of Health (NZ MoH) and Kidney Health Australia (KHA). The ANZDATA Executive has broad and specific accountability to all of these organisations and to the South Australian Health and Medical Research Institute (SAHMRI). Contracts exist between SAHMRI and AOTA, and SAHMRI and the NZ Ministry of Health. Substantial in-kind support is provided to the Registry by SA Health and contributing renal units throughout Australia and New Zealand.

The operational and administrative governance of ANZDATA currently resides with the ANZDATA Executive within SAHMRI. ANZDATA staff and the Executive Officer are responsible to the SAHMRI Chief Executive.

The ANZDATA Advisory Committee provides advice and guidance to the Executive about activities of the Registry. It has a particular focus on clinical matters and relationships with clinical stakeholders, including a close relationship with the Australian and New Zealand Society of Nephrology (ANZSN).

Committee Responsibilities

The primary responsibilities of the ANZDATA Advisory Committee are to advise on matters and provide strategic input regarding:

- Data collection, including frequency, quantity, quality and type of data collected as well as methods of collection
- Dissemination of information from the Registry (including reports and other publications)
- Release of data from the Registry to contributors, government, industry and others seeking access to the database
- Function and membership of the various working groups
- Relationships with clinical stakeholders and contributors

Committee Meetings

- There are at least four meetings each year, held on a quarterly basis. There are 3 one-hour meetings and a full day face to face meeting held in Adelaide in August each year.
- It is expected members attend a minimum of 3 meetings each calendar year.
- A quorum for a meeting shall comprise of 10 members
 - Members representing an external organisation (RSA, ANZSN etc) and working group convenors may nominate a proxy if unable to attend;
 - General members will not be required to be represented by proxy if unable to attend
- Standing agenda items include:
 - Welcome, Apologies, Acknowledgement of Country and Maori Welcome
 - Acceptance of Previous Minutes and Action Items
 - Report from ANZDATA Executive

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- Reports from Working Groups
- Data Governance & Management issues
- Strategic Directions

Composition and Terms

The Advisory Committee will comprise the following members:

- The Chairperson; appointed by the ANZDATA Executive for a period of 3 years
- The Deputy Chairperson (and Chair elect); appointed by the ANZDATA Executive for a period of 3 years
- Members of ANZDATA Executive (Executive Officer, Deputy Executive Officer, Registry General Manager)
- Convenors of ANZDATA working groups:
- Representatives from contributing Renal units including:
 - four (4) “general” members from contributing units (including at least one member from New Zealand and one early career nephrologist) and
- Consumer representatives *
 - 2 consumer representatives, from the ANZDATA consumer advisory panel(s).
- Representatives (or proxies) from:
 - Kidney Health Australia - Clinical Director or Delegate
 - Australia and New Zealand Society of Nephrology (ANZSN) - President or Council Member
 - Renal Society of Australasia (RSA) - nominated by RSA from EOI
- General Members of contributing units will be chosen by the ANZDATA Executive, based on an Expression of Interest (EOI), circulated as a minimum through Heads of Units, ANZSN, RSA, KHA and TSANZ.
- Membership for general members and working group heads will be for 3 years, with an option to be extended to a second 3-year term in any given role.
- Selection of nominee(s) will consider applicants diversity, geographical location and skill set (noting one of the aims is to provide a broad range of perspectives).
- The Chair and Deputy Chair will be members of the ANZDATA Executive
- Resignations can be received at any time and should be addressed in writing to the Chairperson via anzdata@anzdata.org.au

* *once formed/established*

| Version | Version Date | Endorsement Date | Outcome |
|----------------|---------------------|-------------------------|---|
| 2017.0.2 | 19/02/2018 | 19/02/2018 | Endorsed |
| 2020.1.8 | 16/10/2020 | Pending | Update to responsibilities, WG title, and Consumer Representation reflecting feedback form August 2020 meeting |
| 2020.1.9 | 18/11/2020 | 18/11/2020 | ANZSN Representative changed to add ‘or Council Member’ KHA Representative changed to add ‘or Delegate’ |
| 2023 2.0 | 20/04/2023 | 27/04/2023 | Update to include one general member early career nephrologist, selection of nominees wording and time commitment |