



Blood and Transplant

Commonwealth Tribute to Life Project International Advisory Panel Final Terms of Reference Version: 0.7

Author: Kam Rai
Date: 18th July 2021



B037-2 Terms of Reference	
Template Version:	0.1
Next Template Review Date:	

Contents

1. COMMONWEALTH TRIBUTE TO LIFE PROJECT CONTEXT	3
2.0 PROJECT GOVERNANCE	3
4.0 MEMBERSHIP AND ROLES.....	5
5.0 RESPONSIBILITIES AND RACI	9
6.0 MEETING SCHEDULE AND AGENDA.....	10
7.0 ESCALATION THRESHOLDS	10
8.0 DOCUMENTS AND OUTPUTS	10
9.0 DOCUMENTS CONTROL	10

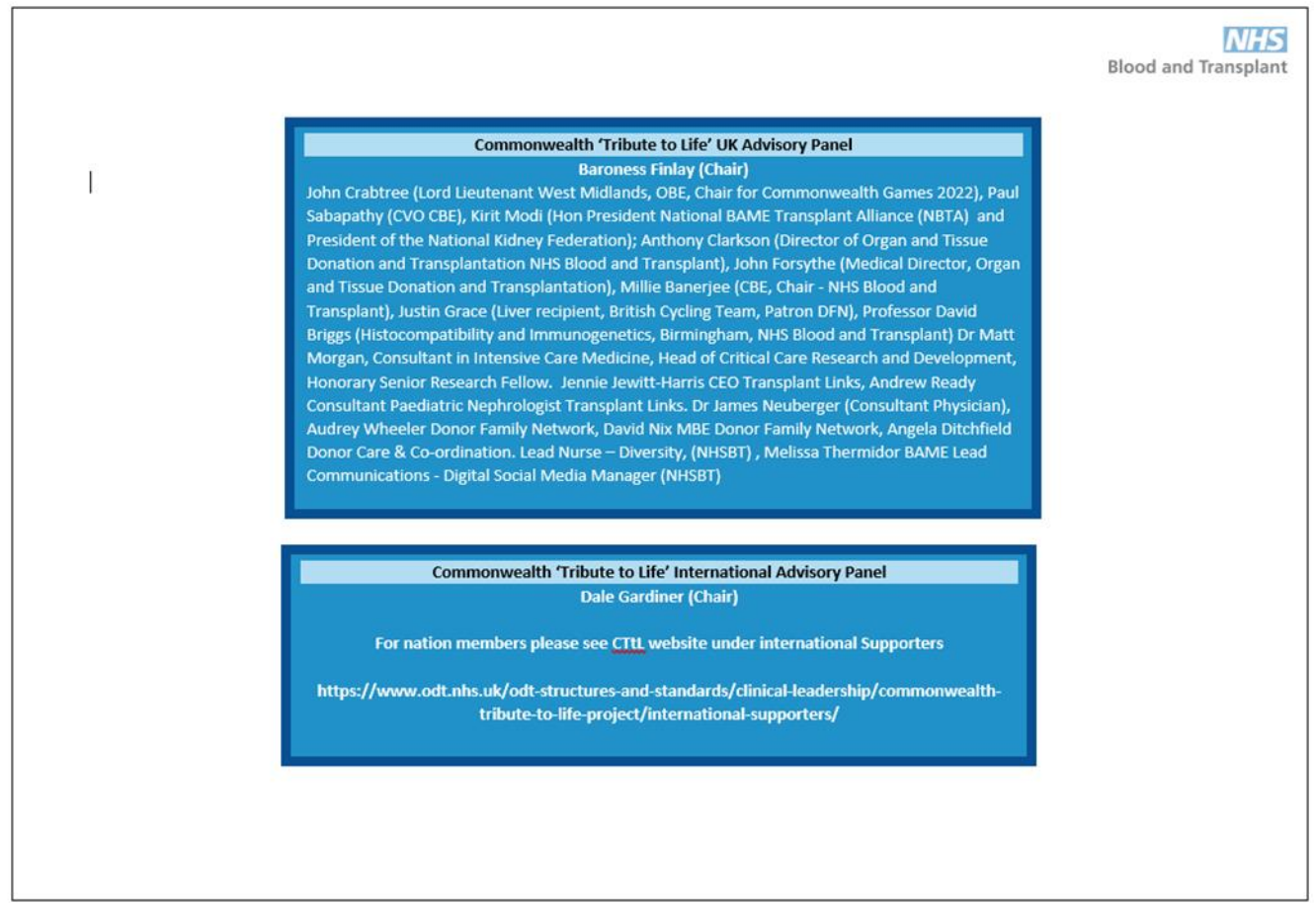
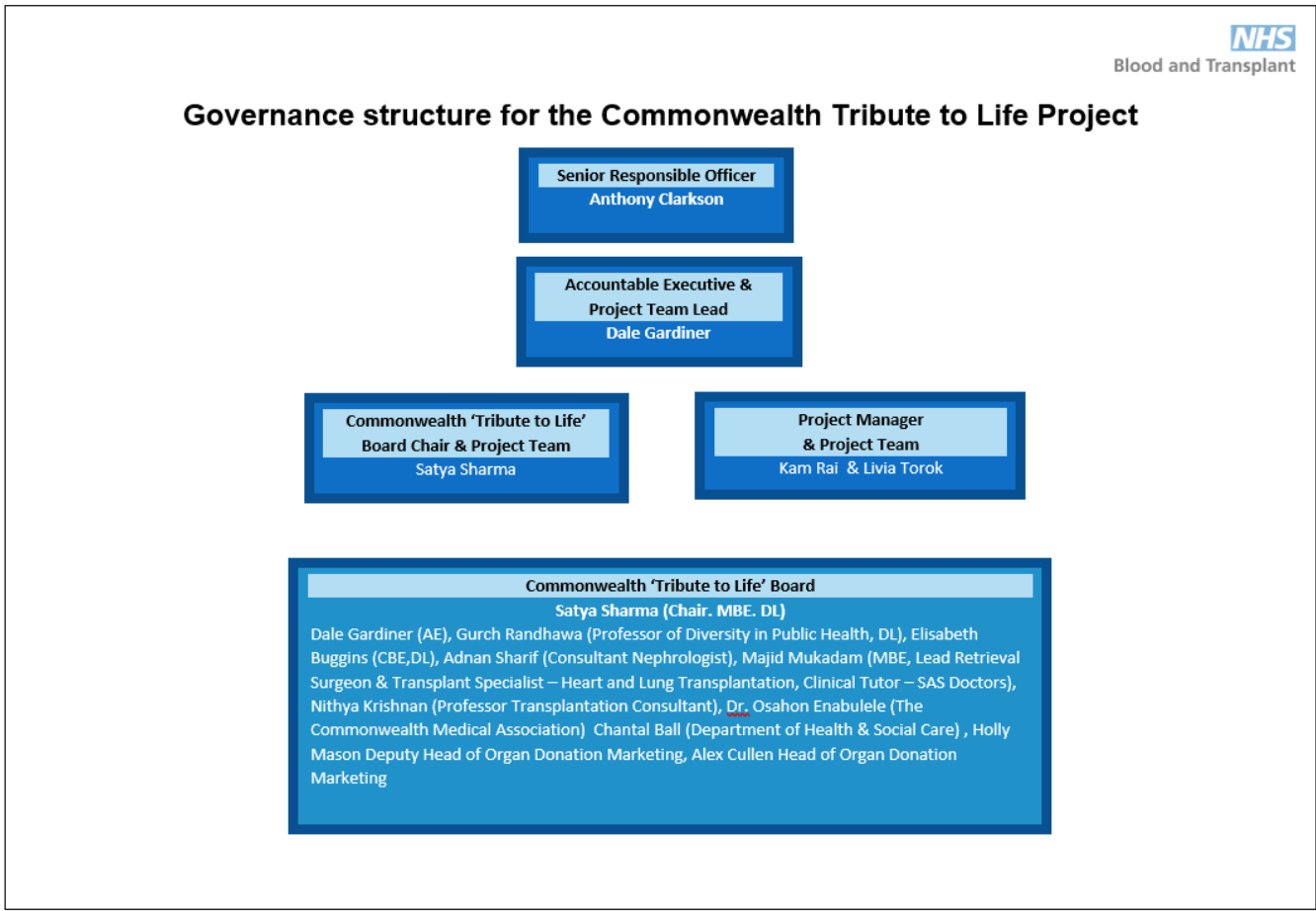
1. Commonwealth Tribute to Life Project Context

- Organ failure and the need for transplantation remains high in all countries. Such unmet need can lead to the death of those on the transplant waiting list or commercially driven transplantation to the detriment of both organ donors and recipients. Several international resolutions and declarations have called on each country to strive toward self-sufficiency in organ donation and transplantation.
- However, no country has yet to achieve this ambition. The rate of donation varies from zero donors in some Commonwealth countries to over 20 per million population in countries like Australia, Canada, Malta, and the UK. We face common challenges to increase rates of donation across all social groups, ethnicities, and religions.
- Using the historical ties and established relationships of our Commonwealth citizens and governments, we believe more can be done through Commonwealth nations working together to share knowledge and expertise.
- The Commonwealth Tribute to Life (CTtL) Project aims to promote:
 - The value of organ and tissue donation and transplantation in saving and transforming lives.
 - The need to ensure safe and ethical practice in accordance with the Declaration of Istanbul and the resolutions of the World Health Organisation's Guiding Principles on Organ Transplantation.
 - The benefits that can be shared by all Commonwealth nations through learning and sharing solutions with each other about the common challenges we face
- Our ambition is that by the 2022 Commonwealth Games in Birmingham, we will have gained support from Commonwealth nations for a memorandum of understanding on organ and tissue donation and transplantation which reflects our shared values.

2.0 Project Governance

- The Commonwealth Tribute to Life Project will be managed by a dedicated Project Team who report monthly via the Accountable Executive and Programme Manager to the Commonwealth Tribute to Life Project Board.
- The Project Team is supported by the Commonwealth Tribute to Life UK Advisory Panel and International Advisory Panel with each workstream assigned to a Workstream Lead as shown in Figure 1.

Figure 1: Governance structure for the Commonwealth Tribute to Life Project.



3.0 Scope of the Commonwealth Tribute to Life (CTtL) International Advisory Panel

No	Scope
1.	To use the opportunity provided by the Birmingham 2022 Commonwealth games to launch a Memorandum of Understanding in organ donation and transplantation between Commonwealth nations designed to lead to the sharing of knowledge and expertise.
2.	To use the opportunity created by the MoU and Commonwealth games to promote organ donation and transplantation within Commonwealth nations.
3.	To work collaboratively between the Commonwealth Tribute to Life (CTtL) Board and UK Advisory Panel.
4.	To produce documents relating to the project, where necessary, using the expertise and experience of the CTtL Board and CTtL UK Advisory Panel.
5.	To produce correspondence for the CTtL Board and CTtL UK Advisory Panel's consumption and respond according to the CTtL Board Project team requests.
6.	All documents produced must be signed off and approved by the Board.
7.	Members must not bring the project into disrepute with internal or external stakeholders and required to seek advice via the Chair in the first instance.
8.	Members are required to seek advice from the Chair concerning policy matters which will impact in the public domain and damage the project and its stakeholder's reputation.
9.	To maximise the CTtL Board and CTtL UK Advisory Panel's leadership and influence particularly around mobilising existing networks and communities to further enhance the work of the project.
10	Support dependency initiatives, where appropriate complement the newly launched Birmingham 2022 programmes.
11	To contribute and advise on appropriate content and milestones, for delivering the Commonwealth Tribute to Life project as part of the 'good' governance process.
12	To initiate and communicate with the project manager/stakeholders and advise on how to mitigate risks or resolve issues that may be present within the project.
13	Membership of the CTtL International Advisory Panel is voluntary and only expenses approved by NHSBT will be reimbursed.

4.0 Membership and roles

No	Name & Job Title	Membership	Role in workstream
14.	Dale Gardiner National Clinical Lead for Organ Donation NHS Blood and Transplant	Chair	<ul style="list-style-type: none"> Chairs the CTtL International Advisory Panel meetings. Provides advice and guides the CTtL International Advisory Panel to achieve project objectives. Designs strategies for the completion of the project objectives.

			<ul style="list-style-type: none"> Identify stakeholders and opportunities to promote the project. Directs the completion of MoU, ready to be launched at the Commonwealth Games 2022. Membership of the CTtL International Advisory Panel are at the discretion of the Chair and the CTtL Board Chair.
15.	Satya Sharma	CTtL Board Chair & Project Team	<ul style="list-style-type: none"> Provides advice and guides the CTtL International Advisory Panel to achieve project objectives. Designs strategies for the completion of the project objectives.
16.	Livia Torok	Project Team	<ul style="list-style-type: none"> Administrative Support Maintains library of documents on dedicated area. Ensures all agreed work is completed on time
17.	Kam Rai	Project Manager & Project Team	<ul style="list-style-type: none"> Brings oversight to the work package or activity to maintain alignment with the overall -project plan and project initiation document. Produces and maintains the project's governance documents and tools. Maintains library of documents on dedicated area. Ensures all agreed work is completed on time.
18.	(Antigua) Dr. Ian Thomas.	PANEL MEMBERS	<ul style="list-style-type: none"> Guides and supports the achievement of delivering the CTtL MoU to the agreed timelines. Provides specialist input into work packages, activities, members, contributors, and Project Team to support decision making. Working collaboratively with the Project Team by supporting the status of the work package or activity. Escalates to the Project Team any issues that may result in a breach of tolerance on timing and cost. Undertakes to communicate with stakeholders matters that may be of relevance to them. Meets once a month or as frequently required via MS Teams or face to face.
19.	(Australia) Lucinda Barry Chief Executive Officer OTA.		
20.	(Bahamas) Dr. Vantario Taylor.		
21.	(Bangladesh) Dr. Harun Ur-Rashid.		
22.	(Barbados) Dr. Margaret O'Shea,		
23.	(Belize) Dr. Byron Simmons.		
24.	(Botswana) Professor Gordana Cavric		
25.	(Brunei) Dr Jackson Tan		
26.	(Cameroon) Dr Nzana Victorine.		
27.	(Canada) Catherine Butler		
28.	(Cyprus) Dr Andreas Soloukides		
29.	(Gambia) Dr. Abubacarr Jagne		
30.	(Ghana) Dr. Dwomoa Adu.		
31.	(Grenada)		

	Dr. Robbie Yearwood.		
32.	(Guyana) Dr. Kishore Persaud		
33.	(India) Dr Vasanthi Ramesh		
34.	(Jamaica) Dr. Adedamola Soyibo		
35.	(Malaysia) Dr Rosnawati Yahya.		
36.	(Maldives) Dr. Ibrahim Shiham		
37.	(Mauritius) Dr. Davy Ip Min Wan.		
38.	(Mozambique) Dr. Elsa Rosalia Chambale Chissico		
39.	(New Zealand) Dr. Mark O'Carroll.		
40.	(Kenya) Dr Ahmed Twahir		
41.	(Nigeria) Professor Aliyu Abdu. Professor Sani Alhassan.		
42.	(Pakistan) Dr Faisal Saud Dar.		
43.	(Papua New Guinea) Dr. Damien Hasola.		
44.	(Sierra Leone) Dr Joshua Coker		
45.	(Singapore) Dr. June Goh.		
46.	(Soloman Islands) Dr. Mike Buin	PANEL MEMBERS	
47.	(South Africa) David Thomson.		
48.	(Sri Lanka) Professor Vajira Dissanayake.		
49.	(St Lucia) Dr. Charles Greenidge.		
50.	(St Vincent and Grenadines) Dr. Reisha Twanna Browne-Caesar.		
51.	(Tanzania) Dr. Francis Furia		

52.	(Trinidad and Tobago) Dr. Hassina Mohammed.		
53.	(Uganda) Dr. Robert Kalyesubula.		
54.	(Zambia) Dr Job Kasweshi		

5.0 Responsibilities and RACI

Figure 2: Roles and Responsibilities for the Commonwealth Tribute to Life Board Governance Structure

Responsibility Assignment Matrix RACI Chart (Responsible, Accountable, Consulted & Informed)	Dale Gardiner Accountable Executive & Project Team	Satya Sharma CTtL Board Chair & Project Team	Kam Rai Project Team	Livia Torok Project Team	CTtL UK Advisory Panel Chair	CTtL International Advisory Panel Chair
Successful delivery of the TtL project (including in each member's nation)	A	R	R	A	A	A
Planning & resource profiling	A	R	R	C	C	C
Ensuring relevant resources and inputs given to the project at right time	A	R	R	R	C	C
Monitoring progress against project plan	A	R	R	C	C	C
Monitoring expenditure against approved funding	A	C	R	C	C	C
Reporting & escalation	A	R	R	C	C	C
Action Log	A	C	R	C	C	C
Identifying, Monitoring, Risks, and Issues	A	C	R	C	C	C
Operational Communications	A	R	C	R	R	R
Management of internal & external stakeholders	A	R	C	R	C	C
Quality Management	A	C	C	C	C	C
Signatories (key stages)	A	R	I	C	C	C
Glossary	R-Responsible	C-Consulted	A- Accountable	I- Informed		

6.0 Meeting schedule and agenda

The CTtL International Advisory Panel Chair or a deputy nominated by the CTtL International Advisory Chair will chair the meetings.

Meetings will be held at the discretion of group and use a virtual platform. Owing to the complexity of different worldwide time zones of International Advisory Panel members, each meeting will be repeated twice.

Apologies should be given at least 48 hours to the CTtL International Advisory Panel Chair and a representative, familiar with the project, nominated to attend. (where possible)

Key discussion points, meeting actions and decisions will be recorded and circulated as soon as possible of the meeting. A copy for audit purposes will be retained by the Project Manager.

The agenda may vary but must include the following discussion items:

- Decisions agreed
- Risks and Issues reported to the TtL Board Chair and Project Manager

7.0 Escalation Thresholds

- Time: Tolerance of 4 weeks slippage from plan.
- Risks and Issues: Risks scoring 12 and more and Issues recorded as High should be escalated to the TtL Board.

8.0 Documents and Outputs

The expected outputs for the Project Team are listed below.

No	Workstream output	Timetable
1.	To produce documents relating to the project, where necessary , using the expertise and experience of the Board and UK Advisory Panel.	Ongoing

9.0 Documents Control

This document is only valid on the day that it was printed

Version History

Version	Date	Author	Brief Description of Key Changes
1	13/05/2020	Kam Rai	Draft.
2	08/06/2020	Kam Rai	Section 3. No 1. To use the opportunity provided by the Birmingham 2022 Commonwealth games to launch a Memorandum of Understanding in organ donation and transplantation between Commonwealth nations designed to lead to the sharing of knowledge and expertise.
2	08/06/2020	Kam Rai	Section 3. No 2. To use the opportunity created by the MOU and Commonwealth games to promote organ donation and transplantation within the UK - especially to Black, Asian, and Minority Ethnic communities.
2	08/06/2020	Kam Rai	Section 5 RACI Matrix. Updated Roles and Responsibilities.
3	06/07/2020	Kam Rai	Governance structure titles amendment

4	24/03/2021	Kam Rai	Governance structure titles amendment
5	20/05/2021	Kam Rai	Governance structure titles amendment
6	18/06/2021	Kam Rai	Insert new IAP Members & Chair
7	18/07/2021	Kam Rai	Governance members updated

Document Reviewed by

Version	Date	Approver Name / Body	Approver Role
1	13/05/2020	Satya Sharma & Dale Gardiner	Review of amendments
2	08/06/2020	Satya Sharma & Dale Gardiner	Review of amendments
3	06/07/2020	Satya Sharma & Dale Gardiner	Review of amendments
4	24/03/2021	International Advisory Board	Review of amendments
5	20/05/2021	Satya Sharma & Dale Gardiner	Review of amendments
5	09/06/2021	IAP Members	Final version approved via both meetings on the same day
6	18/06/2021	Satya Sharma & Dale Gardiner	Review of amendments
7	18/07/2021	Satya Sharma & Dale Gardiner	Governance members updated

Document Approved by

4	26/03/2021	Satya Sharma & Dale Gardiner	Approved
6	18/06/2021	Satya Sharma & Dale Gardiner	Review of amendments
7	18/07/2021	Satya Sharma & Dale Gardiner	Governance members updated