



Department of Health & Social Care

ISOU Stakeholder Forum Terms of Reference

PURPOSE:

The general purpose of the Stakeholder Forum is to ensure that the Implementation Steering Group for Organ Utilisation (ISOU) understands the views of key stakeholders and enables them to contribute to and / or influence the work of the Group, thereby contributing to the implementation of the Organ Utilisation Group recommendations. Advice from the Forum will support improvements in transplantation, support transplant teams and save more lives.

ROLE:

The Stakeholder Forum will seek and support stakeholders to:

- Articulate their views and their experiences.
- Provide advice, guidance and insight into organ transplantation including their views on the effectiveness of mechanisms for increasing the number of transplants.
- Act as a 'critical friend' to the organisations leading implementation of the OUG recommendations and ISOU members
- Provide an environment to consider and develop thinking about implementation approaches and future service development.
- Inform the evidence base for any implementation approaches.

The forum will also contribute to:

- Providing a mechanism to support stakeholder engagement, where appropriate.
- Providing feedback.

Abide by the Nolan Principles of:

- Selflessness.
- Integrity.
- Objectivity.
- Accountability.
- Openness.
- Honesty.
- Leadership

REPORTING:

The Stakeholder Forum Co-Chairs will liaise closely with the ISOU Secretariat and report to the ISOU Chairs.

CHAIRS:

The Forum will have Co-Chairs to represent the transplant and patient communities. The Chairs will provide leadership to the Forum and speak on its behalf as appropriate to represent views of members.

DEPUTISING ARRANGEMENTS

In the absence of one of the Co-Chairs, the other Chair will chair the meeting.

MEMBERSHIP

The membership will not be restricted in terms of numbers or UK location.

The following stakeholder categories should be invited to attend either as permanent members of the Forum or co-opted as a Subject Matter Expert basis:

- UK adult and paediatric transplant services
- Patient representative organisations (e.g. Cystic Fibrosis Trust; British Heart Foundation; Kidney Care UK etc)
- Organ donation service
- Organ retrieval service
- Diversity and inclusion representatives (e.g. NBTA)
- Relevant Royal Colleges and professional bodies

Each organisation will be invited to send a representative, who will articulate the views of their organisation.

Members are expected to make every effort to attend all meetings either in person or via online meeting. Attendance will be recorded formally through the minutes from the meeting.

In addition to the members of the Stakeholder Forum, it may be appropriate to invite subject matter experts to provide advice and information on an ad-hoc basis.

QUORUM

As the Stakeholder Forum is not a decision-making body, there is no specific quorum for its meetings.

MEETING FREQUENCY

The Forum should meet as often as required, as directed by the Co-Chairs. The meetings will be held online. The group will continue to meet in alignment with the ISOU meetings and will terminate (in this form) when the ISOU meetings come to an end.

MEETING ORGANISATION AND SECRETARIAT

- i. Meeting administration and secretariat support will be provided by the Department of Health and Social Care and shared with ISOU
- ii. The draft agenda shall be compiled by the meeting administrator and agreed by the Co-Chairs