

APPENDIX V

DRAFT TERMS OF REFERENCE OF THE COMMITTEE OF EXPERTS ON BLOOD TRANSFUSION AND IMMUNOHAEMATOLOGY (SP-HM) FOR 1997/1998

1. Name of the Committee : Committee of Experts on Blood Transfusion and Immunohaematology (SP-HM)
2. Type of Committee : Committee of Experts
3. Source of Terms of Reference : European Health Committee (CDSP)
4. Terms of Reference :

Policy Activities

With the view to shaping European policies, the SP-HM :

- i. analyse, study and discuss safety, quality and policy aspects of transfusion and the related ethical issues,
- ii. analyse the impact of new therapeutic and regulatory developments ,
- iii. promote safety of transfusion,
- iv. follow the developments in the field of European self-sufficiency, in cooperation with the EC and other organisations;
- v. assist the new Member States in the restructuring of their blood transfusion services.

To carry out the above, the SP-HM should define a programme of work by identifying a limited number of subjects for short-term study, either by the Bureau of the SP-HM or by consultants. For each subject of study, terms of reference should be drafted, a calendar prepared and an outcome suggested.

Service Activities

- vi. a. Ensure the revision of the guidelines to the Recommendation (95) 15 on the preparation, use and quality assurance of blood components and of the technical protocol to Agreement 26 on the Exchange of therapeutic substances of human origin.
- b. Ensure availability of rare blood products by means of the European Bank of Frozen Blood of Rare Groups according to Agreement 26 on the Exchange of therapeutic substances of human origin.

5. Membership of the Committee :

- a. The governments of all member States are entitled to appoint one or two delegate among the experts and the Health authorities responsible for blood transfusion related activities .
The Council of Europe's budget bears travelling and subsistence expenses for one delegate per member State.
- b. The Commission of the European Communities may send a representative without the right to vote or defrayal of expenses, to meetings of the select committee.
- c. The following States or organisations may send representatives, without the right to vote or defrayal of expenses, to meetings of the Committee : Australia, Canada, United States of America, WHO, International Society of Blood Transfusion, International Federation of Red Cross and Red Crescent Societies, Order of Malta.

6. Working Structures and Methods :

One plenary meeting of three days every 24 months in Strasbourg or outside, to be decided by the Bureau and approved by the CDSP.

A Bureau consisting of 10 SP-HM delegates responsible for policy matters should meet twice for two days each year the SP-HM does not meet, and once, for two days one day before the meeting, in the year the SP-HM meets in order to:

- monitor progress in the implementation of the programme of work,
- deal with urgent questions and take the necessary decisions,
- carry out relevant research work when appropriate.
- decide - on the basis of progress made in the programme of work and of the possible emergence of new developments - on the holding of a plenary SP-HM meeting,
- prepare the relevant agenda, identify the preparatory work needed and possible follow-up;

The Chairman and the members of the Bureau will be elected by the SP-HM at its meetings; in addition to the 10 members, the SP-HM will also nominate two reserve members.

The Bureau will meet in Strasbourg unless the choice of another place can be duly motivated (technical reasons, short meetings with better communications than Strasbourg).

7. Duration : These Terms of Reference expire on 31 December 1998.