

Terms of Reference JACIE Inspector Committee

1. Introduction

Name	JACIE Inspector Committee (JIC)
Members	The JIC consists of a Chair plus a group of experts representing the different areas of expertise of JACIE inspectors: Clinical Adult Transplant, Clinical Paediatric Transplant, Haematopoietic Progenitor Cell Collection, Cell Processing and Quality Management.
Accountable to	JACIE Committee
Number of members	Min 4 / Max 10 Ideally, from all 4 areas (including Clinical Adult /Paed) and with even geographic distribution
Relationship	The representation of this group relies on the Chair. All members of this group are accountable to the Chair
Starting	2020
Ending	Permanent (DISSOLUTION BY JACIE COMMITTEE)
Contribution to EBMT Mission	Inspectors are the backbone of JACIE and the accreditation process, providing their time and expertise voluntarily. The JACIE Inspector Committee (JIC) is an important committee supporting the JACIE Accreditation Programme by helping to develop strategies for maintaining and improving the quality of inspections and making recommendations on how to retain a committed, high performing pool of inspectors and recruitment of new inspectors. A well-functioning JIC could have a significantly influential role within the overall JACIE Accreditation Process.
Appointment / dismissal of members	Appointment by selection process and decision by JACIE Committee
Expected commitment by members	2 years + renewable for a further 2 years.
Meetings	Presential; 1 per year where circumstances permit Conference Calls: frequency to be established by the committee but preferably at least bi-monthly (every 2 months) calls and a session at EBMT Annual Meeting Currently on the 3 rd Wednesday each month, except August and December, 1200 - 1300 CET/CEST

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Reporting obligations	<p>Annual report on Committee activities to the JACIE Committee (Activities & Budget)</p> <p>Report request by the Board on a case-by-case basis</p> <p>Any recommendations should be presented to the JACIE Committee</p>
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2. Background

The EBMT is a non-profit organisation which was established in 1974 to provide scientists and physicians involved in blood and marrow transplantation the opportunity to share their experiences and develop co-operative studies. Over the last 30 years the EBMT has developed into the lead scientific society in Europe in the cutting-edge field of stem cell transplantation and cellular therapy.

EBMT's mission is to save the lives of patients with blood cancers and other life-threatening diseases by advancing the fields of blood and marrow transplantation and cell therapy worldwide through science, education and advocacy. One of the ways we do this is by developing quality and technical standards and offering accreditation for those centres performing and supporting stem cell transplantation to the indicated level of excellence.

The JACIE Inspector Committee (JIC) is an important committee promoting the JACIE Accreditation Programme by helping to develop strategies for maintaining and improving the high level and quality of inspections making recommendations for retaining a committed, high performing pool of inspectors and recruiting new inspectors.

Inspectors are the backbone of JACIE and the accreditation process, providing their time and expertise voluntarily. The committee has an influential role within the JACIE Accreditation Process in terms of advancing the inspection process, the inspector pool and in the strategic support for continuing training and education.

The JIC consists of a Chair plus a group of experts representing the different areas based on the expertise of JACIE inspectors: Clinical Adult Transplant, Clinical Paediatric Transplant, Haematopoietic Progenitor Cell Collection, Cell Processing and Quality Management.

The JIC is supported by the JACIE Operations Manager and the JACIE Volunteer's HR Coordinator based at the EBMT Executive Office in Barcelona.

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3. Responsibilities of the JACIE Inspector Committee

- Contribute to the development of the inspection format, including inspector team composition, checklist and onsite inspection format.
- Making recommendations for retention strategies in order to strengthen the pool of JACIE inspectors and maintain a high performing pool of inspectors.
- Making recommendations for development of continuing training and education both online and in-person training formats.

3.1. Responsibilities of Committee Members

JIC members must be JACIE inspectors and are appointed to the committee by virtue of their relevant experience or specific technical skills.

JIC members undertake to:

- set aside enough time to participate in committee meetings
- undertake any commitments in terms of work and contributions
- raise any concerns about any issues with the committee, and try to resolve these issues within the committee
- The committee should act with a high degree of autonomy as well in line with the other EBMT/JACIE committees
- Meet the expected standards of conduct as described below

3.2. Time commitment

- JIC members are required to participate in a teleconference (frequency to be established) and 1 annual event. At least 60% meeting attendance is required from members on an annual basis.
- Active participation from members is required in between meetings, particularly to provide their input on projects the sub-committee decides to undertake. Therefore, the required time commitment may fluctuate depending on the scale of the project, however, should not exceed 3-4 hours per week.

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4. Selection process

The JACIE Committee will form the selection panel every 3 years so that new members overlap with outgoing members for 1 year.

After the closing date for applications:

- The panel will assess candidates' CVs and motivation letters to determine who it believes best meets the criteria for the role (see selection criteria below). The panel will rely only on the information provided by the applicant members in their application to assess whether they have the skills and experience required.
 - JACIE Office team to provide input on the candidates
- The panel will select only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification.
- The applicant members will receive a letter/email from the recruiting team that will confirm the terms on which the appointment is offered.
- All appointments are made on merit.
- Unsuccessful candidates will be notified by the recruiting team.

5. Selection Criteria

Criteria	
1.	Experience of inspections - minimum 3
2.	Experience of other audit processes e.g. ISO, regulatory inspections, internal audits, other professional accreditation schemes
3.	Motivation letter should include 1 concrete proposal that they would be prepared to lead
4.	Overall satisfactory outcome from the JACIE Onsite Inspection Evaluation Process
5.	High level of expression in English.

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6. Expected standards of conduct

Selflessness

EBMT representatives should act solely in terms of the interest of the society. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

EBMT representatives should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out society business, including making society appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of society office should make choices on merit.

Accountability

EBMT representatives are accountable for their decisions and actions to the society and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

EBMT representatives should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest of the society clearly demands.

Honesty

EBMT representatives have a duty to declare any private interests relating to their society duties and to take steps to resolve any conflicts arising in a way that protects the interest of the society.

Leadership

EBMT representatives should promote and support these principles by leadership and example.