



<u>Name</u>	NATIONAL LIAISON COMMITTEE
<u>Purpose</u>	The National Liaison Committee will ensure that Canadians contribute to decision making on issues affecting the blood system. The National Liaison Committee is intended to identify issues, and offer ideas, opinions and concerns from across Canada.
<u>Functions</u>	<ol style="list-style-type: none">1. To provide input on the blood system and/or on issues coming before the Board of Directors.2. To ensure that special interests are brought to the attention of the Board.3. To promote communication between Canadian Blood Services and pertinent external organizations.

The National Liaison Committee is an advisory committee that reports to the Canadian Blood Services Board of Directors. The Board of Directors may, at any time, vary the membership, structure, and/or meeting schedule of the National Liaison Committee.

Structure and Operations

Membership

The National Liaison Committee will consist of not less than 10 people, including:

- one delegate from each of the Regional Liaison Committees;
- representatives from national organizations such as consumer groups, patient/recipient groups, health care professionals, and hospitals;
- national partners or sponsors of Canadian Blood Services (those organizations that plan or promote donor clinics on behalf of Canadian Blood Services);
- the two Consumer Representatives on the Canadian Blood Services Board of Directors; and
- other appropriate individuals suggested by Committee members.

The following individuals will not be eligible for membership on the Committee:

- individuals currently employed or under contract to Health Canada, the provincial or territorial ministries of health, or Canadian Blood Services.

Appointment Process

The Canadian Blood Services Board of Directors will appoint representatives for a three-year term. This term is subject to an organization's right, at its discretion, to replace its representative at any time. Representatives may also be re-appointed, replaced or staggered to ensure continuity.

Each Regional Liaison Committee will nominate two National Liaison Committee members, representing different interests. The Canadian Blood Services Board of Directors will select one of those nominees to sit on the Committee.

Confidentiality

- Unless otherwise advised, the Committee will assume the proceedings are non-confidential.

Co-Chairs

- The Consumer Representative Members of the Board of Directors will Co-Chair the Committee.

Duties of Co-Chairs

- Prepare meeting agendas based on suggestions from Committee members and the needs of Canadian Blood Services Board of Directors.
- Ensure that the Committee functions within the Terms of Reference and Code of Conduct and Responsibilities approved by the Canadian Blood Services Board of Directors.
- Obtain approval from Committee members, and circulate meeting notes to Board of Directors and the Canadian Blood Services Office of Public Involvement.
- Present a summary of National Liaison Committee meetings to the full Board of Directors.

Duties of the Members

- Participate in accordance with the Terms of Reference and Code of Conduct and Responsibilities.
- Solicit input from the organizations or Regional Liaison Committees that they represent.
- Suggest agenda items to the Co-Chairs.
- Distribute meeting notes to their organizations once they have been approved by the Committee.



Terms of Reference

- Ensure that their organizations are familiar with the issues discussed and actions to be taken at the National Liaison Committee.
- Report through the two Consumer Representative Members of the Canadian Blood Services Board of Directors to the full Board.
- Demonstrate that information is communicated to, and that issues are brought forward to the organizations that they represent.

Forfeiture of Membership

- Members who are absent from two consecutive, regular meetings without valid reason, communicated prior to the meeting in writing or verbally to the co-chairs, may be asked to forfeit membership.

Frequency of Meetings

- The Committee will meet three times per year.
- Two meetings, of one-day duration, will be held in the first and second quarter of the calendar year. The third meeting, of one and one-half day duration, will be held in the fourth quarter of the year to coincide with the annual Honouring Our Lifeblood ceremony. On the second day of the fall meeting, the Committee will meet with the Canadian Blood Services Board of Directors.
- The Co-Chairs may, at any time, request additional meetings, either face-to-face or via teleconference.

Quorum

- A majority of the voting members of the Committee shall constitute a quorum.
- Ordinarily, decisions and recommendations of the Committee will be achieved by consensus.
- Where consensus is not requested or cannot be achieved, both assenting and dissenting views are to be presented.

Notes

- Notes will be prepared by Canadian Blood Services staff according to Canadian Blood Services format, summarizing discussions and recommendations of the



Committee. Draft notes will be reviewed and approved by the Committee prior to circulation and posting on the Canadian Blood Services' Web site.

Agenda

- An agenda for each meeting will be circulated to members of the Committee in advance of each NLC meeting.