

This document is designed to clarify the role of the ANZDATA Advisory Committee, the processes for member selection and succession, and committee responsibilities.

Purpose

The ANZDATA Advisory Committee provides advice and guidance to the Executive Committee about activities of the Registry. It has a particular focus on clinical matters and relationships with clinical stakeholders, including a close relationship with the Australian and New Zealand Society of Nephrology (ANZSN). In addition, the committee provides input on the structure and membership of ANZDATA's working groups and helps maintain strong relationships with clinical stakeholders and data contributors.

Committee Responsibilities

The primary responsibilities of the ANZDATA Advisory Committee are to advise on matters and provide strategic input regarding:

- Data collection, including frequency, quantity, quality, and type of data collected as well as methods of collection.
- Dissemination of information from the Registry (including reports and other publications)
- Release of data from the Registry to contributors, government, industry, and others seeking access to the database
- Function and membership of the various working groups
- Relationships with clinical stakeholders and contributors

Committee Meetings

- The Advisory Committee will meet for four (4) meetings per year, held on a quarterly basis. This will comprise of (3) one-hour virtual meetings held in November, February, May and a full day meeting in August (face-to-face or virtual meeting held on the alternate years).
- It is expected that members will attend a minimum of 3 meetings each calendar year.
- A quorum for meetings shall be comprised of 10 members.
 - Members representing an external organisation (RSA, ANZSN etc.) and working group convenors may nominate a proxy if unable to attend.
 - General members will not be required to be represented by proxy if unable to attend.
- Standing agenda items include:
 - Welcome, Apologies, Acknowledgement of Country and Māori Welcome
 - Acceptance of Previous Minutes and Action Items
 - Report from ANZDATA Executive
 - Reports from Working Groups
 - Data Governance & Management issues
 - Strategic Directions

Composition and Terms

The Advisory Committee will comprise the following members:

- The Chairperson; appointed by the ANZDATA Executive for a period of 3 years
- The Deputy Chairperson (and Chair elect); appointed by the ANZDATA Executive for a period of 3 years
- Members of ANZDATA Executive (Director of Strategy and Policy, Technical Director, Director of Analytics and Reporting, Registry General Manager)



Terms of Reference

- Convenors of ANZDATA working groups:
 - Representatives from contributing Renal units including:
 - four (4) “general” members from contributing units (including at least one member from New Zealand and one early career nephrologist) and
 - Representatives (or proxies) from:
 - Kidney Health Australia – CEO, general manager clinical research or delegate
 - Australia and New Zealand Society of Nephrology (ANZSN) - President or Council Member
 - Renal Society of Australasia (RSA) - nominated by RSA from EOI
 - General Members of contributing units will be chosen by the Chairperson and Deputy Chairperson, based on an Expression of Interest (EOI), circulated as a minimum through Heads of Units, ANZSN, RSA, KHA and TSANZ.
 - Consumer representation
 - The Chair and Deputy Chair (or delegates) of the ANZDATA Consumer Advisory Panel (CAP) are invited for the August annual meeting to give an update and raise items for Advisory Committee consideration.
 - The Chair of the CAP may submit agenda items to the Chair of the AAC for consideration at other quarterly meetings throughout the year
 - Membership for general members and working group heads will be for 3 years, with an option to extend if deemed in the interests of the members and the Advisory Committee.
 - Selection of nominee(s) will consider applicants diversity, geographical location and skill set (noting one of the aims is to provide a broad range of perspectives).
 - The Chair and Deputy Chair will be members of the ANZDATA Executive.
 - Resignations can be received at any time and should be addressed in writing to the Chairperson via anzdata@anzdata.org.au
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**ANZ
DATA**

AUSTRALIA &
NEW ZEALAND
DIALYSIS & TRANSPLANT
REGISTRY

ADVISORY COMMITTEE

Australia and New Zealand Dialysis and Transplant Registry

Terms of Reference

Version	Version Date	Approval Date	Outcome
2017.0.2	19/02/2018	19/02/2018	Draft Endorsed to be Final
2020.1.8	16/10/2020	18/11/2020	Update to responsibilities, WG title, and Consumer Representation reflecting feedback from August 2020 meeting
2020.1.9	18/11/2020	18/11/2020	ANZSN Representative changed to add 'or Council Member' KHA Representative changed to add 'or Delegate'
2023 2.0	20/04/2023	27/04/2023	Update to include one general member early career nephrologist, selection of nominees wording and time commitment
2024 2.1	29/05/2024	20/11/2024	Consumer representation added to the committee from the ANZDATA Consumer Advisory Board (CAP) – including Chair and Deputy Chair.
2025 2.2	3/06/2025	3/06/2025	Update to KHA representative or delegate