



The purpose of this document is to clarify the terms of reference for the EQALM working group (WG) for Immunohaematology.

A WG is a set of EQALM members or third parties with an interest in a common project addressing scientific or educational external quality assessment (EQA) issues. The WG may focus on a particular speciality or on a specific topic. The working group must clearly define the area of interest, their aims, and objectives. The WG proposal should include specific objectives with associated timelines and must be approved by the Scientific Committee.

The EQALM Executive Board will appoint Chairs of WGs for a period of 3 years and this appointment is renewable once for a period of 3 years. Chair of WG may be issued from EQALM membership or third parties. The WG steering Committee consists of the chairperson of the WG and the project leaders. The Chair is responsible for the output of the WG and must report back to the Scientific Committee.

1. Tasks and purpose

1.1. The Haematology WG is established to develop and coordinate projects in the field of immunohaematology on behalf of the EQALM Scientific Committee.

2. The objectives of the WG are:

- 2.1. To establish a steering committee to lead the WG activities
- 2.2. To hold a WG meeting at the annual EQALM symposium
- 2.3. To identify and prioritise projects in the field
- 2.4. To manage projects within a practical timeframe that considers other work in hand in the wider EQALM organisation
- 2.5. To report activities to the EQALM scientific committee
- 2.6. To report activities to the wider EQALM membership
- 2.7. To support and promote the EQALM organisation through publication of projects, posters and presentations

3. WG Steering Committee

3.1. The WG Steering Committee is accountable to the EQALM Scientific Committee and the EQALM Board.

4. Members

- 4.1. Membership of the WG is open to any EQALM member with an interest in the field of haematology.
- 4.2. The WG is led by a steering committee, which has a Chairperson.
- 4.3. Membership of the Steering Committee is open to any member of the WG but will be limited to a maximum of ten individuals, for operational purposes.
- 4.4. The WG chairperson is a member of the EQALM Scientific Committee.
- 4.5. The WG will abide by EQALM policy on declarations of interest and length of service for the chairperson and members.



Terms of Reference

Working Group: Immunohaematology

5. Current ongoing projects

5.1. Antibody detection sensitivity project – Details to follow

6. Financial aspects

EQALM does not finance working group chairs or members. For specific and approved projects, the Executive Board can allocate financial support.

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