



## Terms of Reference

### Working group: Immunology

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

*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.*

### Tasks and purpose

The Immunology WG is established to develop and coordinate projects in the field of immunology on behalf of the EQALM Scientific Committee.

The objectives of the WG are:

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

### WG Steering Committee

#### Immunology

The WG will cover immunological areas including autoimmunity and analytes based on immunological methods

- The WG meets annually at an open meeting at the EQALM annual symposium. The EQALM organisation will arrange a meeting room and schedule a time for the meeting. The WG meeting is open to any EQALM member.
- The WG Steering Committee meets a minimum of twice a year, either in person or by telephone/video call.
- The WG chair is responsible for the provision of an agenda for each meeting and for keeping notes and actions of each meeting and to provide these to the EQALM Scientific Committee.

- The WG Steering Committee members are expected to participate actively in WG projects, to provide feedback on reports and to contribute to WG meetings at the EQALM symposium.
- The WG Steering Committee will provide a workplan to the Scientific Committee for comment and approval.
- A report of the WG operations will be presented to the Scientific Committee and the EQALM annual symposium for review and comment.
- The WG will operate any questionnaires and communications with EQALM members through the EQALM Central Office.
- The WG Steering Committee will maintain a list of publications, posters and presentations made of WG projects.
- The WG may be terminated on the advice of the EQALM Scientific Committee.
- The ToR and workplan will be reviewed on an annual basis to ensure that the objectives and content are relevant.

## **Members**

Dina Patel (Chair) UK  
 Manfred Herold (Vice Chair) (Austria)  
 Werner Klotz( Austria)  
 Zoe Vayanos (Australia)  
 Annechien Lambeck (Netherlands)  
 Stephanie Albarede (France)  
 Lucile Musset (France)  
 Francois Fortenfont (France)

## **Current ongoing projects**

### **Anti Nuclear antibody survey**

This project is the highest priority work item. Work on this project will continue by email and meetings.

The survey will aim to determine:

- the impact of the ANA ICAP harmonisation initiative within ANA reporting and whether harmonisation is apparent
- identify whether changes in technology are reducing or improving skills within the workforce e.g immunofluorescence testing and the associated impact this may have

The survey will be circulated electronically via the EQALM Central Office to the EQALM members, for them to send to their laboratories. Target date for circulation is Autumn 2022 so that there will be information to report to the EQALM symposium.

## **Financial aspects**

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

**Publication list**

Not applicable at present

Updated: *DP 10/01/24*