



## The IR and INR Tripartite Committee

### Terms of Reference

<b>Name</b>	<b>The Interventional Radiology (IR) and Interventional Neuroradiology (INR) Tripartite Committee</b> <i>(hereafter referred to as the 'Tripartite Committee')</i>	
<b>Type</b>	A Tripartite Committee of: <ol style="list-style-type: none"><li>1. The Royal Australian and New Zealand College of Radiologists (RANZCR);</li><li>2. The Australian and New Zealand Society of Neuroradiology (ANZSNR); and</li><li>3. Interventional Radiology Society of Australasia (IRSA)</li></ol> Referred to as the 'constituent bodies'	
<b>Date</b>	Ratified by the <i>Tripartite Committee</i> on 6 August 2020; reviewed by FCR Council on 24 June 2021	
<b>Review/cessation date</b>	<b>Review</b> <input checked="" type="checkbox"/> Date: 12 months from date of last FCR review – June 2022	<b>Cessation</b> <input type="checkbox"/> Date:
<b>Aim</b>	To establish a regular communication forum that facilitates a shared understanding of the common areas of interest in interventional radiology and interventional neuroradiology, which is underpinned by quality and safety, best practice and patient benefit.	
<b>Objectives</b>	<ol style="list-style-type: none"><li>a) To provide a structured and ongoing forum for the constituent bodies to facilitate dialogue of common priority areas for the benefit of interventional radiology and interventional neuroradiology.</li><li>b) To promote effective communication and proactive engagement between the constituent bodies to communicate with transparency, accountability and integrity</li><li>c) To optimise the roles and responsibilities of each constituent body, ensuring areas of shared interest complement each other's efforts.</li></ol>	
<b>Reporting and decision making</b>	<ul style="list-style-type: none"><li>• The Tripartite Committee reports to the Interventional Radiology Committee (for RANZCR) and to the relevant executive body (for IRSA and ANZSNR)</li><li>• Action items arising out of each meeting should be circulated to respective constituent bodies for review and if needed endorsement.</li></ul> Minutes of meetings must be recorded and copies kept by each constituent body.	
<b>Membership</b>	<ol style="list-style-type: none"><li>1) RANZCR – Chief of Professional Practice or Dean, Faculty Clinical Radiology</li><li>2) RANZCR – Chair of the Interventional Radiology Committee (IRC) or delegate from the IRC (IR or INR)</li><li>3) RANZCR – Delegate from the IRC (IR)</li><li>4) RANZCR – Delegate from the IRC (INR) – co-opted</li><li>5) RANZCR – Delegate from the Professional Practice Committee (PPC)</li><li>6) IRSA – President or executive committee member</li></ol>	

	<p>7) IRSA - Executive committee member  8) IRSA - Nominated delegate  9) IRSA – Nominated delegate  10) ANZSNR – President or executive committee member  11) ANZSNR - Executive committee member  12) ANZSNR - Nominated delegate  13) ANZSNR - Nominated delegate</p> <p><b>Co-opting members</b></p> <p><i>If a member is to be co-opted to the membership of the committee, this must be discussed with the Committee and agreement sought from the Faculty of Clinical Radiology Council. The term of office of co-opted members shall be determined by the Committee.</i></p> <p><b>Chair</b></p> <p>The position of chair will be held by RANZCR's Dean, Faculty of Clinical Radiology or Chief of Professional Practice.</p>
<b>Terms of membership</b>	By nomination of the organisations being represented
<b>Meeting frequency</b>	A minimum of two face to face (or video conference) meetings per annum, convened and hosted by RANZCR .
<b>Meeting organisation and funding</b>	<p><b>Secretariat support</b></p> <p>The constituent body responsible for providing the Chair shall be responsible for:</p> <ul style="list-style-type: none"> <li>a) Developing the meeting agenda, requesting papers for discussion and coordinating any relevant preparatory work</li> <li>b) Liaising with the Tripartite Committee Chair regarding agenda items and issues of significance for discussion</li> <li>c) Circulating an agenda, no less than one week prior to the scheduled meeting date</li> <li>d) Taking the minutes of the meeting and ensuring that a copy is provided to each of the constituent bodies in a timely manner</li> </ul> <p><b>Meeting host</b></p> <p>RANZCR will host the Tripartite Committee meetings. It is the responsibility of the meeting host to provide the venue (whether for an in-person meeting or teleconference or videoconference), and fund catering and AV costs (including teleconference or videoconference facilities, as required).</p> <p><b>Funding</b></p> <p>Each constituent body is responsible for funding any travel costs for its own representatives to attend the meetings.</p>
<b>Quorum</b>	Greater than half the members, that is, at least seven members, including at least two representatives of each of the constituent bodies.
<b>Responsibilities of Committee members</b>	<p>Members must keep abreast of pertinent issues within their organisation and provide information to the Tripartite Committee where relevant.</p> <p>Members are responsible for updating their nominating organisation of any key issues on the Tripartite Committee agenda, including on arising issues, activities, risks, and opportunities, when appropriate.</p>

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**Conflict of Interest**

Any recognised or potential conflict of interest is to be declared and recorded in the minutes / reports of the Tripartite Committee.

**Meeting attendance**

All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting.

**Confidentiality**

Committee members are required to maintain confidentiality on matters that can affect the interests of the constituent bodies and the clinical radiology professions (see Appendix 1). Prior to reporting of matters to external parties on matters discussed in the Tripartite Committee meetings, agreement needs to be provided by each of the governing bodies of the constituent bodies.

**Conduct**

Members of the Tripartite Committee are required to:

1. Attend meetings and actively participate in discussions at these meetings.
  2. Read agenda papers and minutes of meetings.
  3. Act with care and diligence and in the best interests of the constituent bodies.
  4. Keep abreast of key issues, including bi-national & international developments that may impact on the work and areas of responsibility of the Tripartite Committee.
  5. Specific agenda items may be nominated as confidential and should not be discussed outside the Tripartite Committee meeting.
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## **Confidentiality Levels for Consideration**

There are three major levels of confidentiality for matters considered by a Faculty of Clinical Radiology Body.

### **Level One**

The highest level relates to matters that must not be discussed outside the meeting room at any time: for example, a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

### **Level Two**

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at that point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. The objective is to release information at a time when it has been sufficiently well-considered that a useful discussion can be had and rumour and supposition minimised.

### **Level Three**

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.