

# AGENDA

## TELECONFERENCE: DONORS AND SURGEONS ADVISORY COMMITTEE

**Date:** 21 September 2011

**Time:** 4:00 pm to 5:30 pm [AEST]

**Venue:** remote, telephone conference

**Chair:** John Chen; **Co-Chair** Tina Coco

Item, #	Topic	Introduced by	Allocated time
1	Apologies	Iman	4:01pm – 4:02 pm
2	Introduction of the Project Officer	John	4:03 pm – 4:05pm
3	Confirmation of the agenda	John	4:06pm – 4:08pm
4	Confirmation of the Minutes of meeting of 28 June 2011	John	4:09 pm – 4:10pm
5	Matters arising from the previous meeting	All	4:11pm-4:21pm
6	Terms of Reference	John	4:22pm- 4:35pm
7	Meeting Schedule 2011 a. Meeting # 1 b. Meeting # 2 c. Meeting # 3 d. Meeting # 4 e. F2F Meeting	All	4:36pm – 4:41pm
8	Confirmation of key priorities for year ending 30 June 2011. a. Finalisation of TOR b. State membership of donors and	Tina/John	4:42pm - 4:52pm

	<p>surgeons</p> <p>c. Document standardisation for inter-state transit of organs</p> <p>d. Standardised guidelines for storage and packaging of donor vessels</p> <p>e. Standardised packaging of organs</p> <p>f. Standardised document accompanying organs and tracking systems</p> <p>g. Donor Surgery Retrieval Guidelines</p> <p>h. Review of Confidential Donor Referral Form.</p> <p>i. Printing &amp; distribution of CDRF</p>		
9	<p>Scoping of deliverables (What will be delivered? When? By whom?)</p> <p>a. Finalisation of TOR</p> <p>b. State membership of donors and surgeons</p> <p>c. Document standardisation for inter-state transit of organs</p> <p>d. Standardised guidelines for storage and packaging of donor vessels</p> <p>e. Standardised packaging of organs</p> <p>f. Standardised document accompanying organs and tracking systems</p> <p>g. Donor Surgery Retrieval Guidelines</p> <p>h. Review of Confidential Donor Referral Form.</p> <p>i. Printing &amp; distribution of CDRF</p>	Iman	4:53pm – 5:20pm
10	Other Business	All	5:21pm-5:27pm
11	Next Meeting	All	5:28pm – 5:29pm
12	Closure	John	5:30 pm