

ISSCD Committee – terms of reference

The Asian-Pacific Society for the Study of Celiac Disease (the AP region APSSCD)

The ISSCD Board approved the establishment of a standing Committee to be known as the Asian Pacific Society for the Study of Celiac Disease (APSSCD) on 17 April 2024.

The ISSCD Board will appoint a Chair who, along with the ISSCD Board, will convene a committee of experts in the field with broad clinical and scientific expertise in aspects of celiac disease impacting on the Asian Pacific Region.

Role

The role of the Committee is to advance the ISSCD's Objectives (ISSCD Statutes Section 2.1 and 2.2) in relation to promoting scientific knowledge, education and quality of care of patients in the Asian Pacific region (the AP region).

Remit

Specifically, the Committee will:

- Promote strategies to improve knowledge and awareness of CeD in the AP region.
- Promote specialist expertise of CeD in leading academics within the AP region medical centers.
- Encourage expansion of expert clinical centers in the AP region specialized in CeD care.
- Facilitate Asian language (Hindi, Mandarin, Japanese, Malay, etc.) communications to relevant groups
- Liaise with relevant professional and patient oriented societies in the Asian Pacific region
- Identify and support research priorities for CeD in the AP region
- Promote the involvement of the AP region in global pharmaceutical development programs
- Recommend relevant topics and speakers to the ICDS Committee.
- Interact with other ISSCD Committees.

Membership

Members are:

- The Board will appoint the Chair of the Committee.
- The Committee members would be appointed by the Chair and the ISSCD Board.
- The Committee will be composed of about eight members, including the Chair, but may be enlarged by agreement with the ISSCD Board

In attendance shall be:

- The Chair and Committee members
- ISSCD Board Members may attend the meeting as required
- Ad hoc appointees
- ISSCD administrators may attend the meeting as required

Meetings

The Committee will meet at least three times a year. The Committee may meet additionally to discuss specific issues at the request of the Chair. The Committee will

report at least annually to the ISSCD Board. Meetings will be held online, except for meetings during the ICDS or other conferences. Notes and actions from meetings will be minuted.

Selection process:

ISSCD members will be notified of Committee vacancies on the ISSCD website and/or by other electronic means. Expressions of interest for Committee membership will be reviewed by the Chairperson who will provide their recommendations to the ISSCD Board for final approval. The members of the Committee will be selected by the Chair and ISSCD Board based on their proven clinical and scientific experience in the field.

Conduct

Members of the committee will be formally announced on the ISSCD website and are not permitted to publicly promote themselves as members of the committee e.g. on third party websites or social media platforms. Committee members do not have authority to speak on behalf of or represent the ISSCD, unless authorised by the ISSCD Board. All members of the committee must complete a conflicts of interest and confidentiality form and at each committee meeting they must disclose any new conflicts of interest that may have arisen.