



## **Cellular Therapy Coding and Labeling Advisory Group Terms of Reference**

### **Title**

Cellular Therapy Coding and Labeling Advisory Group

### **Purpose**

- a) review existing regulation regarding labeling;
- b) design product label templates that satisfy regulatory requirements;
- c) provide a focus for the standardization of terminology and product naming;
- d) promote the adoption of the *ISBT 128* standard in cellular therapy facilities around the world;
- e) provide advice and support to facilities introducing the standard;
- f) advise on the ongoing development of the *ISBT 128* standard to support new developments in cellular therapy.

### **Membership**

Sponsoring Bodies may each nominate a member to the Advisory Group. The Advisory Group members may also appoint additional members with specific expertise. Members are appointed for a three year term and may be re-appointed for consecutive terms.

Liaisons will be invited from regulatory authorities.

Observers from vendors licensed with ICCBBA, Inc will be permitted to attend at the Chair's invitation.

The Chairman and Secretary will be elected annually by the full members, and may be re-appointed for a maximum term of three years.

### **Meetings**

An annual meeting will be held at the annual ISCT meeting. Additional meetings will be held as required (but no more than five in the first year and three per year subsequently). Conference calls will be held as required to support the work of the group. Minutes shall be taken at all meetings and conference calls and published on the internet.

### **Administration**

ICCBBA, Inc will provide a web presence for the Advisory Group and publish notices of meetings and minutes.

### **Funding**

Members will need to be granted appropriate time by their employing institutions to attend meetings and carry out task group activities.

Sponsoring bodies will be responsible for covering the travel, subsistence and conference call costs of their nominated members.

Sponsoring bodies have provided funding to the Advisory Group to cover the provision of meeting rooms, conference call administration costs, expenses of members not supported directly by a sponsoring body and miscellaneous expenses.

Liaisons and observers would be expected to fund their own expenses. If appropriate sponsoring bodies may provide support to specific liaisons.

Approved Athens Meeting, October 2005. Posted: December 2005