

Terms of reference

UK Kidney Week Programme Committee

Purpose of committee/how it supports our mission

The UK Kidney Week (UKKW) programme committee (the committee) makes a major contribution to the UK Kidney Association's (UKKA's) mission by ensuring it supports its members in delivering the UK's main annual kidney conference. It is fundamental to the supporting statement:

- **Education and training.** Nurturing professional development of clinicians and researchers in the kidney community.

Accountability

The committee reports through the nominated responsible trustees to the UKKA Operational Leadership Group.

Responsibilities

The committee concerns itself with all aspects of programme development for UKKW.

It strengthens the contribution of the association to the care of people with kidney disease and the planning of renal services by developing a scientific programme that covers a balanced and broad area of topics relating to kidney care for the whole multi-professional team and people living with kidney disease.

The committee in particular is responsible for:

- Development of a program which includes key areas to meet the educational development needs of all members of the UKKA
- Identifying keynote and plenary session speakers
- Supporting the development of sessions which includes
 - Reviewing proposals for sessions
 - Development of sessions with relevant subject matter experts
 - Ensuring balance of sessions throughout the program
 - Liaising with session proposers, special interest groups (SIGs), clinical study groups (CSGs) and professional groups to develop sessions
 - Session chair selection
- Overseeing the abstract submission process which includes:
 - Ratifying the abstract marking and accepting or rejecting abstracts based on marks
 - Selecting submitted abstracts for oral presentation or moderated poster sessions
 - Poster moderator selection

- Ensuring the committee, chairs and speakers reflect the diverse nature of the UKKA and our kidney patients
- The committee does not:
 - Make financial decisions
 - Make budgetary decisions
 - Decide on conference venue or conference support

Membership of the Committee

The committee comprises:

- Co-chairs x 4
- Renal scientists
- Patient charity representatives
- Industry liaison
- Representatives from the professional groups as required for specialist programme workstreams
- Representatives from local renal centres where the conference is being held
- UKKA events manager
- UKKA CEO

Committee rules

Co-chairs

- Expressions of interest for co-chairs are sought from within the committee in December, ready to take up position the following June.
- Appointments are made on the recommendation of the responsible trustees and in accordance with the UKKA's equality and diversity statement.
- The co-chair normally serves for two years and may be invited to remain on the committee as a member for a further year following their term.

Members

- Members of the committee are expected to contribute actively to the work of the committee as required by the co-chairs and should contribute to the development of at least one session in the programme.
- Committee membership is open to any member of the UKKA in good standing and expressions of interest are sought via the UKKA news bulletins, or nominated from an affiliate group of the UKKA
- Expressions of interest are reviewed and appointments made on the recommendation of the co-chairs and in accordance with the UKKA's equality and diversity statement.
- Members of the committee usually serve for no more than three years.

Meetings

- The committee will meet at least fortnightly during the programme planning period, virtually or in person. More frequent meetings may be convened where appropriate.
- Chairing is rotated through the co-chairs
- The responsible trustees intermittently oversee progress and report back to the operational leadership group.
- To be quorate, the committee has a minimum of 1 co-chair, 2 medical members, 2 MDT members and a UKKA business representative. If insufficient members are present to make a decision, the issue will be referred to the full committee via email.
- Confirmation of final decisions is made by the co-chairs.
- The committee is supported by the UK Kidney Association events team and an agenda and papers are circulated before the meeting.
- Action notes are taken and circulated following the meeting.
- The social programme will be developed alongside the scientific programme by the events team.

Specialist programme workstreams

The committee will establish specialist programme workstreams with the appropriate membership to develop specific topics of interest within the scientific programme, liaise with other professional groups or local members of the committee to develop sessions or to oversee a process. The leads of these groups will be selected from within the committee membership and report on progress to the committee.

Representatives from local renal centres will be invited to develop a certain number of sessions within the scientific programme.

Risk management

Risks to achieving the key objectives are escalated to the CEO and staff who inform appropriate trustees and record them on the corporate risk register.

Date agreed 16/9/2022

Date amended 5/9/23

Date for review 16/9/2025

Corporate sponsorship

None