



ASIAN AND PACIFIC FEDERATION OF CLINICAL BIOCHEMISTRY

**MASS SPECTROMETRY
HARMONISATION
WORKING GROUP
(MSHWG)**

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1 Introduction and Background

The proposal for the establishment of this new working group developed from The Asian Pacific Conference of Chromatography and Mass Spectrometry (APCCMS) which was held in Hong Kong, SAR, China during January 2010. Early in the conference discussion developed around the need for standardisation of vitamin D. This general theme continued throughout the conference with discussions, both in presentations and during question time, relating to analytical variation between laboratories. The general consensus from these discussions was that the harmonisation of standards, methods and reference intervals is of high importance for the future development and implementation of mass spectrometry assays in routine clinical laboratories. A focus group meeting was subsequently arranged during the conference to further discuss this important issue.

The inaugural meeting of the proposed “Mass Spectrometry Harmonisation Group” was held on Saturday 16th January 2010 at the Postgraduate Education Centre, The Chinese University of Hong Kong, Prince of Wales Hospital, Shatin, Hong Kong. As participants of this first MS harmonisation group meeting included members from the Australasian Association of Clinical Biochemists (AACB), Hong Kong Society of Clinical Chemistry (HKSCC) and industry it is proposed that the group form under the Asian and Pacific Federation of Clinical Biochemistry (APFCB) umbrella.

2 Aims and Objectives

To set up a Working Group of the APFCB for Harmonisation in Mass Spectrometry Methods (the MSHWG). This group will use the resources and expertise of the Asian Pacific region to move towards standardisation of reference intervals and methods for Mass Spectrometry and to use this to contribute to resolving problems with analytes in Clinical Biochemistry which are measured by non-MS methods.

3 General Terms of Reference

The MSHWG shall be a working group under the APFCB Scientific Committee.

4 Membership

4.1 Structure and Responsibilities

The MSHWG shall consist of the following:

4.1.1 Executive. The executive shall consist of:

- a. The Chair. The Chair will be appointed by the Scientific Committee of the APFCB and should have relevant interest and expertise in Mass Spectrometry.
- b. Vice-Chair, or upon agreement with the APFCB Scientific Committee a Co-Chair, will be appointed. The vice chair may be drawn from the membership listed under point 4.1.2.
- c. Secretary. The secretary will be responsible for all correspondence and minutes and will assist the chair in organising meetings and teleconferences.

4.1.2 Project group. The project group shall be formed by and be inclusive of the executive and include:

- d. Ordinary members. Members should be drawn from societies under the umbrella of the APFCB. It is recognised there is currently a differing level of expertise in Mass Spectrometry between member societies and as such the level of input from representative societies under the umbrella of the APFCB may be unequal.
- e. Industry members. Members from industry should be invited to participate in the project.
- f. Other members at the discretion of the Chair to provide additional expertise as required.

4.2 Term of Membership

The term for each executive position of MSHWG shall be three years with the option of extending for one additional term.

The term for project group members shall be for the life of the project which is anticipated to run for two to three years.

4.3 Conflict of Interest

Members of the committee who have a connection with a commercial organisation that may lead to a real or perceived conflict of interest should declare this interest to the committee in writing.

5 Projects

5.1 Formation of project group

The selection of members of the MSHWG should be based upon their knowledge of and interest in the particular topic. Members of the MSHWG are encouraged to solicit the help of all colleagues interested in the topic.

5.2 Project Documentation

For each project the MSHWG should prepare a document on the following:

- a) Definition of the project
- b) Goals
- c) Strategies to achieve goals
- d) Timeline

5.3 Proficiency Testing

The participation of project members in a common external quality assurance (EQA) program will allow comparison of results between members. As such, members of the one project group should agree to participate in the same EQA program for the life of the project. In general the recommended EQA program for the MSHWG should be drawn from the RCPA QAP set of programs where practicable. When an alternative program is chosen, the RCPA QAP shall be notified of the alternative and the reasons why it has been chosen.

6 Meetings

The Chair will call and arrange meetings of the Working Group. As members are not located in the same region routine meetings and correspondence of the MSHWG will be conducted by teleconference or email. If face to face meetings of the MSHWP are proposed, these should be conducted in conjunction with a meeting of the APFCB or with a meeting of a relevant member society of the APFCB e.g. AACB, HKSCC, etc. Individual expenses to participate in such meetings will not be reimbursable form the MSHWG or the APFCB.

6.1 Quorum

A quorum shall consist of fifty per cent of the membership of the MSHWG plus one.

6.2 Voting

Ordinary members shall have the right to vote at all meetings of the committee. Industry members are not eligible to vote.

6.3 Confidentiality

Discussions within the MSHWG, and all related correspondence and information obtained through membership shall be regarded as privileged information.

7 Reporting

The Chair will prepare reports of the activities of the MSHWG at agreed intervals – usually annually via the Annual report (section 8.2). Where practicable, the Chair of the MSHWG should meet at least once with the APFCB Scientific Committee during the term of operation of a project. Such a meeting may be either face to face or via teleconference.

8 Output

8.1 Minutes

Copies of MSHWG Minutes shall be sent to the APFCB Scientific Committee. In addition minutes may be distributed to the executive of umbrella societies under the APFCB who have members participating in the MSHWG.

8.2 Annual Report

An annual report of the activities of MSHWG will be made to the APFCB Scientific Committee by the Chair of the MSHWG. In addition individual members are encouraged to report back to their respective umbrella societies through distribution of the Annual Report. The Annual Report should be completed in July of each year.

8.3 Website

MSHWG will use the APFCB website to post information relating to the activities of the MSHWG.

8.4 Conference

MSHWG conference abstract submissions to individual society meetings are encouraged as a vehicle to disseminate and discuss MSHWG projects. Authorship for such submissions should include all members of the project group which would normally include the executive, ordinary and industry members of the MSHWG.

Copies of abstracts, posters and power point presentations should be added to the APFCB website.

8.5 *Publications*

Publications arising from the project group should include the author affiliations of the individual institutions and also recognise the working group: i.e. APFCB – Mass Spectrometry Harmonisation Working Group.

8.5.1 **GUIDELINES FOR THE PREPARATION OF POSITION PAPERS**

Ideally, a position paper should be produced during a specific project for scientific and educational purposes, allowing for discussion and clarification of the selected topic. Once the manuscript is complete it should be submitted to the APFCB Scientific Committee for review prior to submission for publication. The choice of the journal for publication is at the discretion of the Chair of the MSHWG.

9 **Expenses / Funding**

9.1 *Projects*

Funding for projects will need to be sourced from industry support, grant applications and individuals.

9.2 *Personal Expenses of Members*

There is no budget allocation for reimbursement of individual member expenses related to MSHWG activities. Members of the MSHWG are encouraged to obtain travelling expenses from sources outside the APFCB.

10 **Revision History**

Date of Revision	Version	Changes	Author(s)
4 th July 2010	Draft	None	R. Greaves
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