

MINUTES

Date of Meeting	18/12/2023	Ref	23/06/MO'D
Meeting	IBTS Board		
Present	Deirdre-Ann Barr, Chairperson; Una Clifford; Dr Sarah Doyle; David Gray; Stephen O'Hare; Kevin Gregory; Dr Liz Kenny; Ann O'Connor; Dr Satu Pastila; Dr Nina Orfali		
Apologies	Dr Sharon Sheehan; Peter Dennehy		
#	Item	Notes/Action	
1.0	Private Members Time		
1.1	The Board met in private session.		
1.2	Welcome and apologies		
	The Chair noted apologies and welcomed Dr Nina Orfali to the Board.		
	For approval		
2.0	Minutes of the Board meeting of 13th November 2023		
2.1	The minutes of the Board meeting of 13 th November were agreed without amendment.		
3.0	Appointment to the MSAC		
3.1	The Board approved the appointment of Dr Nina Orfali to the Medical and Scientific Advisory Committee		
4.0	Policy on seeking sponsorship to support hosting of IBTS led International Conferences		
4.1	The Chair outlined the background to this policy. The policy was approved.		
	For Discussion		
5.0	Chief Executive's Report		
5.1	<p><i>NHO/HPRA</i> – an end of year meeting was held with the HPRA. It is expected that the tender for the electronic Haemovigilance system will be published before year end.</p> <p><i>2024 Business Plan</i> – this will come to the February Board for approval.</p> <p><i>Strategy</i> – initiatives completed in 2023 discussed. Those still in progress will be reprioritised for completion.</p> <p><i>SAHH</i> – a provisional date for go live of 17th June 2024 is being proposed.</p> <p><i>Plasma</i> – stockpiling will commence in July 2024.</p> <p><i>Blood supply</i> – collections are strong in the lead in to Christmas. O negative usage is averaging at 15%, First time donor figure expected to be around 11,500 by year end.</p> <p><i>Platelets</i> – donor panel reducing, currently at 2,200 so targeted recruitment is necessary.</p> <p><i>Donor web portal</i> – 30,000 donor accounts have been created since go live.</p> <p><i>Donors of African heritage</i> – paper submitted to DoH last week. DoH have confirmed they have no funds available to support a targeted campaign.</p> <p><i>Donor awards ceremonies</i> – there are 7 scheduled awards ceremonies for 2024 – dates have been provided to the Board.</p> <p><i>Collections and donor services review</i> – there were no responses to the tender.</p> <p><i>Waste permit</i> – issue is now closed.</p> <p><i>Tissue</i> – 15% increase in sale of ocular products.</p>	Chair asked for Risk to be a separate item on the February Board agenda with an overview presentation from the R&RM.	

	<p><i>DoH Governance meeting</i> – Budget for 2024 approved. Request for a meeting with CMO re: plasma and a meeting for the Chair with Secretary General is still outstanding.</p> <p><i>Board membership</i> – upcoming vacancy in mid-2024 noted.</p> <p><i>T&S</i> – CE noted that the new T&S rate notification was received from the DoH after the budget was approved.</p> <p><i>Risk & Resilience</i> – ARCC reviewed top risks at its last meeting. Risk management and procedures currently being reviewed. Cyber has been added to the risk register as a separate risk. Heart valves packaging issue has now been resolved and has been de-escalated as a risk. Business impact analysis exercise has been completed by the R&RM and is being reviewed with the CIO.</p> <p><i>Finance</i> – year end surplus is expected to be €3.5m.</p> <p><i>Critical recruitment</i> – verbal acceptance from candidate for M&SD post with an indicative start date of June/July 2024.</p> <p><i>GDPR</i> – new DPO started on 29/11 and will present to the Board in April 2024.</p> <p><i>Environmental, Health and Safety System</i> – new platform has gone live.</p> <p><i>Sick leave</i> – year end sick leave rate will be circa 7%. This figure includes LTSL.</p> <p><i>HPRA inspections</i> – there was one major for the NBC from the September inspection.</p> <p><i>IT</i> – the tender for replacing clinic routers is currently open. Medibridge was implemented in November.</p> <p><i>Sustainability</i> – new company engaged to carry out the audit. They have advised that the full report will be ready by June 2024. The sustainability post has been included in the Strategic Workforce Plan submitted to the DoH for approval.</p>	
5.2	Matters to note	
	<p><i>Humanitarian donation</i> - the IBTS has been co-operating with the DoH to facilitate a donation to Egypt of blood bags following a request for assistance from the Egyptian authorities to the European Commission.</p>	
	<p><i>Data Protection issue</i> – CE advised the Board that the DPC have been notified of a DP breach. Management of the breach is ongoing.</p>	CE to provide update to next ARCC meeting.
6.0	Cork Centre	
6.1	Two workshops have been held in NBC to assist the development of the design brief. Further consultation will take place with staff in Cork early in the New Year.	
7.0	Medical & Scientific Director's Report	
7.1	<p>Blood supply – M&SD outlined the ongoing challenges with the blood supply due to the mismatch between patient and donor profiles.</p> <p>Plasma – the reintroduction of Irish plasma should commence in early 2025.</p> <p>IDRA – the M&SD updated the Board on the IDRA one year post implementation review which had been discussed at the M&SAC meeting earlier in the day. IDRA presentation to be given to Board in 2024.</p>	It was noted that the newly appointed Consultant in Cork, Dr S Ni Loinshigh will attend the February Board.

	Medical Model of Care – progress on some elements dependent on successful partnerships with identified teaching hospitals. A similar process is now commencing with the scientific staff. This will complement the Medical Model of Care. R&D – collaborations with various partners ongoing.	
8.0	Quality & Compliance presentation	
8.1	The Director of Quality & Compliance joined the meeting for this item. She outlined the structure of the Quality function and the major change programme being implemented across the function. The importance of implementing a new electronic quality system was discussed. The cost of same was discussed. It was noted that the purchase of the software is only one component of the cost, licensing being a recurring cost post implementation. The timeline for implementing the system was discussed and she emphasised the importance of risk based thinking when transitioning from the current system to the new system. The Chairperson thanked the Q&CD for her detailed and informative presentation.	
9.0	Cyber security update	
9.1	The CIO and representatives of the CISSO provider joined the meeting for this item. CIO advised that the remediation plan for addressing matters raised in the NCSC audit will be agreed with the NCSC following submission date in February 2024. The aim will be to uplift enterprise security overall. NIS-D and NIS-D 2.0 were discussed. Key objectives to be achieved by February were discussed. The Chair asked the CISSO providers what was a fair timeframe to achieve a reasonable assurance and it was noted that cyber security is a process not a project but that a year should see a significant and measurable change. CIO noted that the date for self assessed submission to the NCSC is the end of February. IA are also due to review progress against the remediation plan in late Q2 and again towards the end of 2024. She added that there has been no confirmation as to when NCSC will re-audit. It was confirmed that 3, 6 and 9 month goals will have been identified by the end of February. It was also confirmed that IA will review the IBTS self assessment to the NCSC prior to submission. CIO also confirmed that implementing the remediation plan will commence as soon as it is submitted.	ARCC to follow up on progress and CIO to update Board towards the middle of the year.
10.0	Minutes of the MSAC 18/09	
10.1	Minutes taken as read. Chair updated the Board on the most recent MSAC meeting. Guidance on records retention relating to historic HCV cases discussed. It was noted that an IDRA report will be scheduled for the Board in February or April. Monkey pox now officially called MPox. Malaria testing is going well without any issues.	
11.0	ARCC minutes of 12/09	
11.1	Minutes taken as read. The Chair updated the Board on the most recent ARCC meeting. The Audit Plan for 2024 was approved. The Committee received an audit report on blood stock management. There were no issues cited. It was noted that the IA plan for 2024 will include Cyber. IA Tracker was reviewed and a number of outstanding items were noted. HPRA reports were also reviewed.	

12.0	Performance Development Committee minutes of 11/09	
12.1	Minutes taken as read. The Chair updated the Board on the issues discussed at the recent meeting. The Committee reviewed annual leave accruals. The resource impact of Cyber Security, Haemovigilance, Sustainability, SAHH and Plasma production was discussed. Proposals to address recruitment and retention issues were also discussed. The Chair advised that the CE has been appointed to the EBA Board.	
13.0	R&D Committee Minutes 18/04	
13.1	Minutes taken as read. It was noted that the last meeting of the R&D Committee in November was inquorate so while matters on the agenda were discussed, no decisions were made. The most recent meeting noted that 30 journal articles had been published in 2023. The research partnership with RCSI is continuing to develop and the global partnership with the Tanzanian Blood Bank is also progressing. Collaboration with SFI also noted and a funding application will be progressed.	
14.0	Dates for meetings in 2024	
14.1	The schedule of meetings for Board and sub-committees for 2024 was approved.	
14.2	<i>Awards ceremonies</i> – the Chair urged Board members to try to attend some of the awards ceremonies during the year. The Chair thanked everyone for their work and commitment in 2023 and wished everyone a good Christmas and a happy new year.	
15.0	Date of next meeting	
15.1	The next meeting of the Board will take place in the NBC on 19th February at 12 noon and will be followed by the Board dinner	

Signed: _____

Date: _____