

Fertility Fairness Committee Constitution

1. Introduction and Purpose

Fertility Fairness' (hereafter referred to as FF) primary purpose is to lobby national and local policy makers, across the UK, for the full implementation of the recommendations contained within the 2013 NICE guideline on fertility. This includes a commitment to the commissioning of three full cycles of IVF, as defined by NICE.

Alongside implementation of the NICE guideline, FF's aim is to encourage the development of universally agreed eligibility criteria that take into account clinical and social factors that do not differ according to locality.

The FF Committee will consist of:

- patient organisations;
- health professionals;
- representatives of the pharmaceutical industry;
- other individuals or organisations with an interest in infertility;
- political advisors.

2. Governance and Guidance

Responsibility for the good governance of FF rests with its two Co-Chairs (the 'officers'). The officers of FF are responsible for providing leadership and guidance to the members of the FF Committee, which together decides the aims and activities of the campaign.

3. Administration

FF's activities will be administered by an external organisation (typically a public affairs agency), to be called the Secretariat. It will be contracted for that purpose by the members of the FF Committee. It will be responsible, *inter alia*, for:

- providing strategic direction to FF generally and with respect to governmental and political issues
- organising meetings with key stakeholders (particularly political audiences) and for providing secretarial support for these meetings – this may include written briefings, biographies of participants or any other tasks requested by the Co-Chairs of FF;
- recruiting MPs and Members of the House of Lords to FF's cause;
- arranging meetings at the House of Commons or the House of Lords;
- co-ordinating consultation responses and arranging publication/distribution of any reports to be published under FF's name.

In addition, the secretariat shall be responsible for:

- direct liaison with Parliamentarians;
- advising the FF Committee on Parliamentary matters and procedures, including, e.g.:
 - Parliamentary Questions;
 - Early Day Motions;
 - meetings with Ministers;
 - holding events at the House of Commons and the House of Lords;

The secretariat will provide a proposal of activity for approval by the Committee annually and shall report on progress against it at successive meetings of the Committee. It will be accountable to the officers on a day-to-day basis.

Other activities may be provided by other parties, for example, INUK or another external individual or agency. This would include activity to support media outreach.

4. Responsibilities of the Officers

- To ensure the financial good governance of FF;
- To promote FF and its objectives;
- To coordinate, with the Secretariat, the activities arising from meetings of the Committee;
- To attend all meetings (where possible) with key stakeholders including MPs, Peers, NHS leaders and patient organisations;
- To encourage participation from other organisations working in the field;
- To provide information on relevant infertility issues to members of FF.

5. Meetings

The FF Committee will meet in person no less than three times a year.

6. Membership

The FF Committee will be made up of not more than fourteen members, including:

- at least three lay representatives, all of whom must be a member of a patient organisation

and at least one member able to reflect the interests of:

- the British Fertility Society and/or Royal College of Obstetricians and Gynaecologists
- the Royal College of Nursing or equivalent nursing group
- the NHS (commissioning insights being especially important)
- the Association of Clinical Embryologists
- the British Infertility Counselling Association
- a representative from primary care
- pharmaceutical companies (two).

There shall also be:

- up to 2 co-opted members;
- the Secretariat (one vote, except on matters relating to its contractual arrangements with FF, where it shall have no vote).

During the course of FF's activities it might be sensible to recruit additional expertise in advisory capacities. Advisers should only attend meetings of the FF Committee upon request. They do not enjoy voting rights.

Five members of the FF Committee will constitute a quorum. No binding business shall be transacted at a FF Committee meeting unless a quorum is present.

Membership of the FF Committee is by invitation. Candidates for membership must be proposed by an existing Committee member and the invitation must be approved by a quorum. The invitation will be issued by one of the Co-Chairs.

Membership of the FF Committee is for a term of three years, renewable for further three year terms by mutual agreement.

Each member may appoint an alternate, nominated in advance, notified to the Secretariat and approved by one of the Co-Chairs, to attend meetings (only) in his or her absence. However this person will not enjoy voting rights. Proxy votes may be used if notified in advance to one of the Co-Chairs and Secretariat.

Failure to attend more than two consecutive meetings, either in person or by telephone link, will result in the Committee reviewing the membership of that individual.

7. Election of the Co-Chairs

Co-Chairs shall be elected for a period of three years with the option to re-new for a further three years provided this is approved by a majority of at least 75 per cent of the other committee members (proxy votes apply – see section 6).

Election to both posts will require a nominator and seconder from the Committee. If more than two nominations are provided, a formal vote will take place. A simple majority would be sufficient for election. Core skills for the role of Co-Chair include government affairs, media handling and an understanding of funding processes. Consideration should be given to these skills when making nominations.

Incumbent officers may issue a request for a re-election at any time. Any member can make nominations for the positions of Co-Chair. The two Co-Chairs cannot be from the same organisation.

ENDS