

ISPRM COMMITTEE OPERATIONAL GUIDELINES – DISASTER REHABILITATION COMMITTEE (DRC)

10 August 2016

1. Name

Disaster Rehabilitation Committee (DRC)

2. Mission

To advocate PRM perspective in minimizing disability and optimizing functioning and health-related quality of life in persons who sustain traumatic injury and those with pre-existing disability in a natural or man-made disaster.

3. Goals

Committee goals advance the global disaster rehabilitation community of practice, enact the ISPRM humanitarian agenda, and are consistent with ISPRM goals. The committee aims to:

- a. **Support** ISPRM member National Society response to disasters
- b. **Provide** education and training resources on rehabilitation disaster management
- c. **Host** disaster rehabilitation programming at ISPRM congresses and other professional meetings
- d. **Provide** expert PRM consultation to WHO and other rehabilitation disaster management stakeholders
- e. **Partner** with WHO, other international rehabilitation professional societies, and other organizations to advance global disaster rehabilitation policy and practice
- f. **Perform and facilitate** disaster rehabilitation research.

4. Membership

- a. **Eligibility.** ISPRM members in good standing with demonstrated interest in disaster rehabilitation
- b. **Joining.** Candidates complete the ISPRM Committee & Task Force Membership Application Form (available: <http://www.isprm.org/discover/committees/>) and are joined at the discretion of the Chair with subsequent updating of the committee webpage. Candidates who are members of ISPRM NS also require NS confirmation of 'good standing' status
- c. **Term.** Members may be terminated by written resignation, lapsed ISPRM membership, or by circumstances deemed appropriate by the Chair
- d. **Privileges.** Members may participate in committee activities including elections, hold office, and represent the committee as designated by the Chair

5. Administrative Structure (offices, terms of service, election terms, and duties)

- a. **Chairperson's Cabinet (CC).** The CC consists of the Chairperson, Chair-Elect, Vice-Chair, Immediate Past-Chair, Secretary, and Treasurer. The CC facilitates committee strategic planning and operational performance.

- b. Chairperson.** S/he serves a two (2) year non-renewable term with automatic succession from Chair-Elect. Assumption of duty is contingent on appointment by the ISPRM President with the approval of the Executive Committee. The Chair reports to the ISPRM PC per ISPRM Policy and Procedures. S/he provides executive committee leadership and is accountable to the President for its performance. Generally, the Chair provides committee action plan oversight, enforces operational decisions, endorses elected prospective officers and joined new members to the ISPRM President, and officially represents the committee within ISPRM and externally to other entities. The Chair with the approval of the CC may also appoint special task forces/workgroups for specific activities. S/he is also responsible for performance of the committee Elections Officer, the ISPRM WHO Liaison Committee Policy Advisory Group Representative, the WHO Emergency Medical Team Initiative Focal Point, and other special function offices. Specifically, the Chair also serves as the 'Research' Workgroup Coordinator.
- c. Chair-Elect.** S/he serves a two (2) year non-renewable term with automatic succession from Vice-Chair. S/he serves as the 'Meetings' Workgroup Coordinator and at the discretion of the Chair. If the Chair is unavailable to perform duties (and succession is not indicated), the Chair-Elect will serve in the Chair office.
- d. Vice-Chair.** S/he serves a two (2) year non-renewable term with committee election and automatic succession to Chair-Elect. S/he serves as the 'Education & Training' Workgroup Coordinator, as the ISPRM WHO Liaison Committee Policy Advisory Group Representative, and at the discretion of the Chair.
- e. Immediate Past-Chair.** S/he serves a two (2) year term with automatic succession from Chairperson. The Immediate Past-Chair serves as the 'Disaster Preparedness, Response, and Recovery' Workgroup Coordinator, Elections Officer, the WHO Emergency Medical Team Initiative Focal Point, and at the discretion of the Chair.
- f. Secretary.** S/he serves a two (2) year term, maximum of two additional terms, with committee election. S/he performs routine administrative duties which including management of the committee action plan (via the Work Breakdown Structure format or other mechanism), congress administration including Book of Reports (BOR) preparation and committee business session organization, committee webpage content, and membership affairs. The Secretary coordinates internally with ISPRM Main Office, the ISPRM Secretary, and other members, and externally with other entities in support of the committee's administrative agenda. The Secretary makes recommendations on committee administrative matters, performs additional administrative duties at the discretion of the Chair, and also serves as the 'Communications' Workgroup Coordinator.
- g. Financial Manager.** S/he serves a two (2) year term, maximum of two additional terms, with committee election. The Financial Manager performs financial activities including oversight of submission of ISPRM funding applications in support of committee projects. S/he coordinates internally with the ISPRM Treasurer primarily and externally with other entities in support of the committee's financial agenda. The Treasurer makes recommendations on committee financial matters, performs additional financial duties at the discretion of the Chair, and serves as the 'Finances' Workgroup Coordinator.
- h. ISPRM WHO Liaison Committee (ISPRM-WHO LC) Representative.** S/he represents the committee on the ISPRM WHO Liaison Committee Policy Advisory Group (attending the annual ISPRM-WHO-LC congress meeting) with specific attention to items of shared responsibility on the WHO-ISPRM Collaboration Plan. This special function position is served by the Vice-Chair.
- i. Elections Officer.** The Elections Officer recommends committee elections policy and administers elections and related procedures (see 8.a.). This special function position is served by the Immediate Past-Chair.
- j. WHO Emergency Medical Team Initiative Focal Point.** S/he liaises with the WHO Emergency Medical Team Initiative and translates relevant policy and procedure to ISPRM and its member National Societies. This special function position is served by the Immediate Past-Chair.
- k. ISPRM President's Cabinet Liaison.** S/he liaises with the PC on committee matters involving external organizations, thereby facilitating bilateral communication and decision-making. This special function position is appointed by the PC for an indefinite period.
- l. Advisor(s).** S/he serves an indefinite term and advises the CC at the discretion of the Chair.

6. Operational Structure

The DRC is comprised of ‘Disaster Preparedness, Response & Recovery’, ‘Education & Training’, ‘Meetings’, ‘Research’, ‘Communications’, and ‘Finances’ workgroups led by respective coordinators to enact its action plan. (See 5. Administrative Structure).

7. Procedures

a. Decision-making

DRC operational decisions (including elections) are made by majority vote (50% + 1) of committee members present at the annual business session of the ISPRM congress. Motions made and seconded electronically may also be passed between annual congresses through electronic voting by a majority vote of responding members. In case of a tie, the Chair may cast a deciding vote. The Chair may make decisions with CC consultation if committee voting is not feasible; rationale and results will be reported to the committee.

b. Elections General policy

At least two (2) of the three (3) ISPRM geographic areas will be represented on the CC. An officer on the CC may concurrently serve the office of Secretary or Financial Manager if necessary with election of the office no later than the next election. In the event of vacation of the Vice-Chair, Chair-Elect, or Chair offices, a replacement will be immediately elected to the Vice-Chair office with automatic succession of the other offices as applicable. A previous Chair (other than the Immediate Past-Chair), Secretary, or Financial Manager may be elected to office after a break in service of at least one full term.

Procedures. Nominations and elections are administered by the Elections Officer (Immediate Past-Chair). The Vice-Chair, Secretary, and Treasurer are elected positions. An electronic call for nominations will be made within two (2) months of the annual ISPRM congress; nominations may also be made during the congress committee business session. Elections will be held during the session prior to which procedures will be confirmed with the PC monitor who attends the election. Results will be approved by the PC and posted on the RDR webpage.

c. Congress business session

- **Frequency.** The committee will hold a business session at the ISPRM Congress to conduct its main business. Interim meetings may also be held.
- **Attendance.** Member attendance is highly encouraged. Non-members are welcome but may not vote.
- **Agenda.** The meeting agenda will be pre-approved by the Chair and may include administrative updates, workgroup reports, and other relevant items.
- **Correspondence.** The Secretary will forward the congress meeting announcement from Main Office to the committee on receipt. The meeting agenda and supporting documentation will be published by the Secretary to the committee two (2) weeks prior to the session. Meeting minutes will be published within two (2) weeks of the congress session.

d. Review and revision of operational guidelines

These operational guidelines will be formally reviewed by the committee at least every two (2) years and the proposed revised guidelines submitted to the PC for approval per ISPRM Policy and Procedures.

Interim item revision of the guidelines may be proposed by any committee member at any time, preliminarily decided by committee vote, and submitted to the PC for approval.

Approved: ISPRM President's Cabinet (29 Jul 2016 meeting)



Jan Reinhardt

Chairperson, Disaster Rehabilitation Committee