

# ISPRM COMMITTEE OPERATIONAL GUIDELINES – UN LIAISON COMMITTEE

5 September 2018

## 1. Name

United Nations (UN) Liaison Committee

## 2. Mission

To assist the International Society of Physical and Rehabilitation Medicine to optimize function and health related quality of life for persons with disabilities (PWD) through collaboration with the UN.

## 3. Goals

- 3.1.** To assist the UN Conference of States Parties to the Convention of the Rights of Persons with Disabilities (COSP UNCRPD) in its efforts to support the UN Sustainable Development Goals
  - 3.1.1.** as a Non-Governmental Organization (NGO) in consultative status with the COSP CRPD
  - 3.1.2.** through participation in COSP CRPD meetings by presenting side event conferences addressing relevant rehabilitation topics
  - 3.1.3.** through assisting the COSP CRPD in its initiatives through informing ISPRM members on how they can contribute to those initiatives
- 3.2.** To emphasize the inclusion of PWD in the initiatives of the United Nations Department of Economic and Social Affairs (UN ECOSOC)
  - 3.2.1.** as an NGO in consultative status with the UN ECOSOC
  - 3.2.2.** through providing consultation to the UN ECOSOC on ways in which UN ECOSOC programs can benefit PWD
- 3.3.** To discuss and coordinate the activities of the UN Liaison Committee with the ISPRM World Health Organization (WHO) Liaison Committee.

## 4. Membership

### 4.1. Number

Chair and unlimited number of additional members.

### 4.2. Eligibility

Members must be in good standing and must have experience and interest in issues related to international policy, particularly as it relates to ways to enhance the quality of life of PWD.

### 4.3. Joining

Candidates are joined to this committee upon the recommendation of the Chair of this committee and with the consent of the President of ISPRM and the Executive Committee. The list of members of this committee will be subsequently updated on the ISPRM committees' webpage.

### 4.4. Term

Members join for a minimum term of 2 years with renewable 2-year terms as necessary.

## **5. Organizational structure**

### **5.1. Committee structure**

Committee will have a Chair, appointed by the ISPRM President with the approval of the Executive Committee, who will coordinate its activity. At least one member who is the Chair or his/her designee will meet regularly with leaders of the COSP UNCRPD to coordinate the interactions between the committee and the UN.

### **5.2. ISPRM President's Cabinet (PC) Liaison**

This representative from the President's Cabinet liaises with the Committee and PC, thereby facilitating bilateral communication and decision-making.

## **6. Reporting mechanism**

The committee will report to the President's Cabinet.

## **7. Required resources**

The committee may require financial support for participating in the UN projects by this committee's members, and for participation in the ISPRM World Congresses by staff members of the UN. All financial requests will be made according to ISPRM's established processes, and no commitment to participate will be made until such requests have been approved.

## **8. Procedures**

### **8.1. The members will communicate regularly with each other.**

**8.1.1.** There will be at least one face to face meeting each year at the ISPRM Annual World Congress

**8.1.2.** Other meetings of the committee will be carried out via conference calls at least twice annually

**8.1.3.** Other communications will be by way of email

### **8.2. The committee will coordinate its activities with the WHO Liaison Committee.**

**8.2.1.** The UN Liaison Committee and the WHO Liaison will share the periodic operational plans that they developed in coordination with their respective collaborating organizations (WHO, COSP UNCRPD, UN ECOSOC, etc.)

**8.2.2.** Each of these two committees will share descriptions of their interactions with their respective collaborating organizations

**8.2.3.** Each of these two committees will ensure that their interactions with the UN and the WHO reflect consistent policy approved by the President's Cabinet

### **8.3. The UN Liaison Committee will comply with the various UN ECOSOC and COSP CRPD requirements for NGOs.**

**8.3.1.** These requirements include submission of periodic reports of the ISPRM activities that are carried out to assist in achieving the goals of the UN agencies

### **8.4. The UN Liaison Committee will annually review its Operating Guidelines and update them as necessary.**

### **8.5. The UN Liaison Committee will submit periodic reports as required by the President's Cabinet, the Assembly of Delegates and other ISPRM oversight groups.**