

ISPRM COMMITTEE OPERATIONAL GUIDELINES - DISASTER REHABILITATION COMMITTEE (DRC)

27 September 2018

1. Name

Disaster Rehabilitation Committee (DRC)

2. Mission

To advocate for Physical and Rehabilitation Medicine (PRM) perspective in minimizing disability, optimizing functioning and health-related quality of life in persons who sustain traumatic injury, and those with pre-existing disability during natural or man-made disasters.

3. Goals

The committee aims to:

- a. **Support** the local ISPRM National Society Member 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. An annual review of membership status is required to update DRC member lists.
- b. **Joining.** Candidates complete the ISPRM Committee & Task Force Membership Application Form (available: <http://www.isprm.org/discover/committees/>) and are appointed at the discretion of the Chair with approval of the ISPRM Executive Committee
- c. **Term.** Membership may be terminated by written resignation, lapsed ISPRM membership for two consecutive-years, or by circumstances deemed appropriate by the Chair and approved by the President's Cabinet (PC).
- d. **Privileges.** Members may participate in committee activities including vote, 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, Vice Chair, Immediate Past-Chair, Secretary, and Financial Manager. The CC facilitates committee strategic planning and operational performance.
- b. **Chairperson.** Serves a two (2) year non-renewable term (Chair should have the option of being appointed to another term if approved by the PC). Candidates may be proposed by the Committee based on the below outlined voting procedures. 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 as per ISPRM Policies and Procedures, provides leadership for the Committee, and is accountable to the President for its performance. Generally, the Chair provides committee action plan oversight, enforces

operational decisions, endorses elected prospective officers, presents 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 and 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. Co-Chairs.** Instead of one Chair, two (2) Co-Chairs may be appointed by the ISPRM President if required.
- d. Vice Chair.** Is elected by the Committee, and serves a two (2) year term. Serves as the 'Education & Training' Workgroup Coordinator, and at the discretion of the Chair. If the Chair is unavailable to perform duties (and succession is not indicated), the Vice Chair will serve in the Chair in office - until a new Chair has been appointed by the ISPRM President. Coordinates Work Groups (WGs) with the Chair as required.
- e. Immediate Past Chair.** Serves a two (2) year term - with automatic succession from the position of Chairperson. The Immediate Past Chair serves as Elections Officer and at the discretion of the Chair.
- f. Secretary.** Is elected by the Committee, and serves a two (2) year term, with a maximum of two additional terms. 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 the ISPRM Central Office, 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 serves as the 'Communications' Workgroup Coordinator.
- g. Financial Manager.** Is elected by the Committee, and serves a two (2) year term, with a maximum of two additional terms. The Financial Manager performs financial activities including oversight of submission of ISPRM funding applications in support of committee projects. 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. Elections Officer.** The Elections Officer recommends committee elections policy and administers elections and related procedures (see 7.b.). This special function is served by the Immediate Past-Chair.
- i. WHO Emergency Medical Team Initiative Focal Point.** Liaises with the WHO Emergency Medical Team Initiative and translates relevant policy and procedure to ISPRM and its member National Societies. This special function is served by the Immediate Past-Chair/Chair or as directed by PC liaison.
- j. ISPRM Présidents Cabinet (PC) Liaison.** Works with the Chair and liaises with the PC on committee matters involving external organizations, thereby facilitating bilateral communication and decision-making. This special position is appointed by the PC for an indefinite period.
- k. Advisor(s).** Serve(s) an indefinite term and advise(s) the CC at the discretion of the Chair.

6. Operational Structure

The DRC comprises 'Disaster Preparedness, Response & Recovery', 'Education & Training', 'Meetings', 'Research', 'Communications', and 'Finances' WGs led by respective coordinators to enact its action plan. (See 5. Administrative Structure).

In addition, the following specific WGs will be set up for a period of 2 years and quarterly updates from all WGs will be reported to the DRC. **The Action Plan includes:**

- a.** Evidence-based Guidelines for TBI in Disaster settings (WG leads: Fary Khan, Bhasker Amatya, Vandana Vasudevan)

- b. Systematic review of International TBI Guidelines and applicability to Disaster settings (WG leads: Fary Khan, Su Yi Lee)
- c. Managing TBI Complications in disaster settings (WG leads: Bhasker Amatya and Vandana Vasudevan)
- d. Set up educational on-line training module for TBI in Disaster Settings (WG leads: Fary Khan, Mary Galea)
- e. Disaster-preparedness Skill Survey for Rehabilitation Physicians with RMSANZ (WG leads: Fary Khan, Bhasker Amatya)
- f. Establish Rehabilitation Physician Disaster Training and Deployment Registry for Asia-Pacific Region- (complementary process to the WHO) (WG leads: Fary Khan, Jan Reinhardt, Mary Galea)
- g. Humanitarian assistance for displaced persons/refugees (WG leads: Fary Khan, Seema Chopra, Taslim Uddin)
- h. Education Guidelines and Training for Rehabilitation in Disasters (WG leads: Jan Reinhardt, Harry Li)
- i. DRC Outreach in Africa (WG lead: Andy Haig)
- j. DRC Education platform for TBI, multiple trauma, burns, fractures etc. (WG leads: Mary Galea, Filipinas Ganchoon)
- k. Conflict zone, Humanitarian conflicts report (WG leads: Filipinas Ganchoon, Katharina Sunnerhagen)
- l. Develop Acute Trauma Education Module (Chengdu Centre) (WG leads: Jan Reinhardt, Harry Li)
- m. Hospital Preparedness Survey for Nurses and families (WG leads: Jan Reinhardt, Harry Li)
- n. SCI-ISCoS ICF assessment tool (WG leads: Jan Reinhardt, Harry Li)
- o. ISPRM Action Plan in Disasters (WG leads: Andy Haig, Bhasker Amatya)
- p. MoUs and Collaboration Facilitation (WG Lead: Katharina Sunnerhagen)
- q. Communications Working Group- ISPRM news and views quarterly report and website updates (WG leads: Filipinas Ganchoon and Katharina Sunnerhagen)
- r. Funding Opportunities for Committee outside of ISPRM (WG lead: Harry Li)
- s. Operational Guidelines Working Group (WG lead: Jan Reinhardt, Coordinator: Andy Haig - Advisory: Peter Lim, John Melvin)
- t. Committee history (WG lead: James Gosney).

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 in 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. Procedures for selecting committee leadership

Nominations and elections are administered by the Elections Officer (Immediate Past-Chair). The Committee – based on majority vote - makes suggestions of appropriate candidates for the position of Chair to the ISPRM President. The Vice Chair, Secretary and Financial Manager are positions elected by the Committee. An electronic call for nominations will be made within one (1) month of the annual ISPRM congress; nominations may also be made during the congress Committee business session. Elections by secret voting will be held during the business session prior to which procedures will be confirmed with the PC. A PC representative will also monitor the elections. Results will be approved by the PC and posted on the DRC webpage. Only those nominees who have accepted nomination in advance does not need to be present at the session for election and may be represented by proxy.

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. It is subsequently to be approved by Committee members present at the session.
- **Correspondence.** The Secretary will forward the congress meeting announcement from Central Office to the Committee on receipt. The meeting agenda and supporting documentation will be sent 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

DRC operational guidelines must be compatible with and cannot be in contradiction to the ISPRM's overall Statutes and Policies & Procedures. 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 Policies 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.