ISPRM COMMITTEE OPERATIONAL GUIDELINES - DISASTER REHABILITATION COMMITTEE (DRC)

10 October 2021

1. Name

Disaster Rehabilitation Committee (DRC)

2. Purpose

To advocate for the Physical and Rehabilitation Medicine (PRM) perspective in minimizing disability, optimizing functioning and health-related quality of life in persons who sustain a traumatic injury, and those with a pre-existing disability during natural or manmade 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 sessions/workshops at ISPRM congresses and other professional meetings
d. **Provide** expert PRM consultation to the WHO and other rehabilitation disaster management stakeholders
e. **Partner** with the WHO (and WHO Emergency Medical Team Initiative), other international rehabilitation professional societies, and other organizations to advance global disaster rehabilitation policy and practice
f. **Promote,** facilitate and disseminate rehabilitation research and build evidence for rehabilitation in disasters
g. **Assist** the ISPRM in achieving its humanitarian mission through enacting its leadership role in global humanitarian rehabilitation disaster response

4. Membership

a. **Number:** Chair, Vice Chair, and an unlimited number of additional members
b. **Mechanism of selection:** nominations for Chair to be submitted at least 3 months before the ISPRM World Congress (election years) and officially appointed by the President . New members are proposed by the Committee Chair and approved by the President's Cabinet (PC) ; the Vice Chair and other is appointed within the committee.
c. **Eligibility.** ISPRM members in good standing with a demonstrated interest in disaster rehabilitation. Interested candidates complete the ISPRM Committee & Task Force Membership Application Form (available: https://www.isprm.org/discover/committees1/) and are appointed at the discretion of the Chair with the approval of the President's Cabinet (PC).
d. **Term of Appointment:** The term of the committee members is two years with no limit on the number of additional terms. Membership may be terminated by a 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).
e. **Responsibilities include:**
    - Participating in committee activities including vote, hold office, presentations in educational sessions and represent the committee as designated by the Chair

- Attending periodic committee meetings and business meetings (virtual, in-person), typically held in conjunction with the annual ISPRM World Congress
- Working with other committee members and ISPRM staff to accomplish the committee's projects.

5. Organizational structure

The committee will have a Chair, Vice Chair, Secretary, Business Manager, Immediate Past Chair, Working Group (WG) Coordinators, and committee members working together to accomplish its work.

The DRC will comprise of 'Disaster Preparedness, Response & Recovery', 'Education & Training', 'Meetings', 'Research', 'Communications', and 'Finances' workgroups led by respective Coordinators to enact its action plan. In addition, various specific WGs can be set up for 2 years as required and quarterly updates from all WGs will be reported to the DRC.

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. This special position is appointed by the PC for an indefinite period.

6. Reporting mechanism

The DRC will submit any committee proposals requiring President's Cabinet consideration at least 60 days before the date of their desired approval.

7. Required resources

a. Central Office to support and coordinate the proposals of the committee with their distribution to the President's Cabinet, Executive Committee, and Assembly of Delegates as required.
b. Access to the ISPRM website to facilitate the dissemination of information
c. Support of the Congress Scientific Committee to ensure inclusion of topics on disaster rehabilitation

8. Procedures

a. **Periodic meetings** to discuss the progress of the DRC and regular review of the outcome of committee activities and implement changes to existing policies and procedures to improve the operation of the Committee.
b. **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 the consultation Committee if Cabinet voting is not feasible; rationale and results will be reported to the Committee.
c. **Procedures for selecting committee leadership**
Nominations and elections are administered by the Elections Officer (Immediate Past-Chair). The Committee – based on a majority vote - makes suggestions of appropriate candidates for the position of Chair to the ISPRM President. The Vice Chair, Secretary and Business 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 the nomination in advance do not need to be present at the session for election and may be represented by proxy.
Committee leadership positions may be changed due to unusual circumstances (health issues/other) between regularly scheduled elections at the discretion of the DRC Chair and upon approval by the ISPRM PC.

d. **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 Secretary will send the meeting agenda and supporting documentation to the Committee two (2) weeks prior to the session. Meeting minutes will be published within two (2) weeks of the Congress session.

e. **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. The committee will formally review these operational guidelines at least every two (2) years and the proposed revised guidelines submitted to the PC for approval per ISPRM Policies and Procedures.

f. **Recurring review and update of the resources** on the ISPRM website**.**

g. **Submission of an annual report** via Central Office for inclusion in the annual congress Book of Reports. or as otherwise requested.

Approved: ISPRM President's Cabinet (28/10/2021 meeting)

Dr Bhasker Amatya

Interim Chair, Disaster Rehabilitation Committee

Prof Fary Khan

Chair, Disaster Rehabilitation Committee