ISPRM COMMITTEE OPERATIONAL GUIDELINES - INTERNATIONAL EXCHANGE COMMITTEE

1. Name

International Exchange Committee (IEC)

2. Purpose

To assist the International Society of Physical and Rehabilitation Medicine (ISPRM) in achieving its mission through providing its members international exchange learning opportunities in Physical and Rehabilitation Medicine (PRM). The IEC may serve as a central clearing house for these international learning opportunities in PRM.

3. Goals

a. To facilitate placement of medical students, residents, fellows, faculty physicians, and allied rehabilitation professionals in global observership clinical rotations.
b. To share information about global PRM educational opportunities with the membership of the organization.
c. To interface and network with other rehabilitation educational organizations in pursuit of International Education and Scholarship in the field.
d. To interface with other organizations related to developing healthcare in low- and middle-income countries (LMICs), to contribute to PRM and allied Rehabilitation professionals strengthen or develop in LMICs, by means of international exchange.

4. Membership

**Number:** Chair and unlimited number of additional members.

**Mechanism of selection:** Chair to be recommended by the President and approved by the President’s Cabinet (PC). Members are appointed at the discretion of the Chair and approved by the PC. Eligibility: ISPRM members in good standing who through ISPRM or PRM-related activities have demonstrated strong interests in international exchange and have fostered international exchange. Interested candidates complete the ISPRM Committee & Task Force Membership Application Form (available:
a. **Terms 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 one year or longer, or by circumstances deemed appropriate by the Chair and approved by the PC.

b. **Responsibilities include:** 1. Attending periodic committee meetings (in-person; virtual, if possible), 2. Participating in committee activities, as designated by the Chair. 3. Working with other committee members and ISPRM staff to accomplish the committee's projects.

5. **Organizational structure**
The committee has the Chair; the Vice Chair, the Secretary, the immediate Past Chair, and other committee members working together to accomplish its work. The incumbent Chair appoints current members, one of them to be Vice Chair, another one to be Secretary, and vetted by the Committee members.

**ISPRM PC Liaison.** This representative from the PC liaises with the Committee and the PC, thereby facilitating bilateral communication and decision-making. This special position is appointed by the PC for an indefinite period.

6. **Reporting mechanism**
Submission of an annual report to the PC before the ISPRM World Congress to be included in the ISPRM Annual Book of Reports.
Submission of the Haim Ring Memorial (HRM) Award’s candidates’ application voting result to the Awards and Nomination Committee, on an annual basis.
The committee will submit its proposals to the PC, at least 60 days before the date of their expected approval.

7. **Required resources**
Central Office support to coordinate the proposals of the committee with their distribution to the PC and Assembly of Delegates, and to support committee’s administrative activities.

8. **Procedures**
a. Periodic meetings to discuss the progress of the IEC. Recurrent review of the resources on the ISPRM website.
b. Continuous outreach to different institutions to join the International Visiting Scholars Program.
c. HRM Award candidates’ application appraisal and voting (Individual and Institution categories) by the IEC members.
Haim Ring Memorial Award

Membership to appraise and vote the candidates’ application
The Chair, the Vice Chair, the Secretary, and the immediate Past Chair.

Haim Ring Memorial Award categories
Individual and Institution categories.

Applicants’ requirements
Individual category:
To be an Active Member (AM), in good standing.
Institution category:
Institution and Non-Governmental Organization (NGO), with PRM education or clinical programs or programs of care accreditation. The application must be submitted by an AM in good standing, with an academic and/or professional affiliation to the institution or to the NGO.

Appraisal, scoring and voting procedure
HRM Award Individual and Institution categories appraisal and scoring is based on the applicant’s:
- Competence
- Contribution to international exchange, regarding
  a. Number of participants who have benefited from the exchange program.
  b. Content and impact of the program
  c. Grant-aiding of participants
  d. Other initiatives, regarding LMICs

The Chair, the Vice Chair, the Secretary, and the immediate Past Chair appraise and score the candidates’ application. Each of them selects the one with the higher score to be voted. The application that receives the highest number of votes, either as individual or as institution category, is submitted to the Awards and Nominating Committee.