

# ISPRM COMMITTEE OPERATIONAL GUIDELINES – INTERNATIONAL EXCHANGE COMMITTEE

2025

## 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 with international exchange academic, learning and humanitarian opportunities in Physical and Rehabilitation Medicine (PRM). The IEC may serve as a central clearing house for these opportunities in PRM.

## 3. Goals

- a. To facilitate placement of medical students, residents, fellows, faculty physicians, and allied rehabilitation professionals in global clinical rotations.
- b. To share information about global PRM academic, learning and humanitarian opportunities with the membership of the organization.
- c. To interface and network with other rehabilitation, educational, clinical and research organizations in pursuit of International Academic 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:

<https://www.isprm.org/discover/committees1/>

a.

**Terms of appointment:** The committee members 'term 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 Leadership, Awards and Nominating Committee, on an annual basis.

## 7. Required resources

Central Office supports coordinating the proposals of the committee with their distribution to the PC and Assembly of Delegates and supports the 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 Exchange Program of ISPRM.
- 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 on 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 Individual Member, in good standing.

Institution category:

Institution and Non-Governmental Organization, with PRM education or clinical programs or programs of care accreditation.

The applications may be proposed and submitted by any professional that may deliver each candidate's appropriate information.

## **Appraisal, scoring and voting procedure**

HRM Award Individual and Institution categories appraisal and scoring is based on the applicants:

- 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 for. The application that receives the highest number of votes, either as individual or as institution category, is submitted to the Leadership, Awards and Nominating Committee.