



ISPRM OPERATIONAL GUIDELINES -

EMERGENCY REHABILITATION COMMITTEE (previously known as DISASTER REHABILITATION COMMITTEE until Jan 2025)

20th Jan 2026

1. Name

Emergency Rehabilitation Committee (ERC)

2. Mission

The purpose of the Emergency Rehabilitation Committee (ERC) is to advocate for the early and integrated Physical and Rehabilitation Medicine (PRM) expertise in minimizing disability, optimizing functioning, and improving the health-related quality of life for individuals who sustain injuries or have pre-existing disabilities during natural or human-made disaster emergencies.

The role of the ERC will be only advocacy, educational support and offering technical expertise during natural and human-made disaster emergencies to improve the PRM response.

ERC will not offer or support deployment of professionals and members in disaster emergency areas and will not take any liability in case a member visits the disaster emergency area in their individual capacity.

ERC as a global PRM scientific organization will remain neutral in human-made conflicts (including regional conflicts and wars)

3. Goals

The committee aims to:

- a. Support the local ISPRM National Society Member response to disaster emergencies.
- b. Provide education and training resources on rehabilitation disaster emergency management.
- c. Host disaster emergency rehabilitation sessions/workshops at ISPRM congresses and other professional meetings.
- d. Provide expert PRM consultation to the WHO and other rehabilitation disaster emergency management stakeholders.
- e. Partner with the WHO (including the WHO Emergency Medical Team Initiative), other international rehabilitation professional societies, and organizations to advance global disaster emergency rehabilitation policy and practice.
- f. Promote, facilitate, and disseminate rehabilitation research to build evidence for rehabilitation in disaster emergencies.
- g. Assist the ISPRM in achieving its humanitarian mission through its leadership role in global humanitarian rehabilitation disaster emergency response.



4. Membership

Leadership: The core committee leadership will consist of a Chair, Vice Chair, and Secretary. Ideally the leadership should be selected from at least three different regions of the world to provide a diverse perspective

General Members: There will be maximum of 50 general members of the committee.

Mechanism of selection: Elections for the leadership will be held every 3 years at the annual business meeting of ERC. Nominations for the Chair, Vice Chair and secretary position should be submitted at least 2 months before the ISPRM World Congress (during election years) and officially appointed by the President after the approval of the President's Cabinet (PC). New general members must apply via the ISPRM website

Eligibility: ISPRM members in good standing with a demonstrated interest in medical rehabilitation after disaster emergencies are eligible to apply for ERC membership. Interested candidates should complete the ISPRM Committee & Task Force Membership Application Form (available at: <https://isprm.org/isprm-group-membership-application-form/>) and be appointed at the discretion of the Chair with the approval of the President's Cabinet (PC).

Term of Appointment: The term for committee members is three years with maximum 2 consecutive 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).

Responsibilities include:

- Active participation in committee activities, including voting, holding office, and presenting in educational sessions, as designated by the Chair.
- Attendance at periodic committee meetings and business meetings (virtual or in-person), typically held in conjunction with the annual ISPRM World Congress.
- Collaboration with other committee members and ISPRM staff to accomplish the committee's projects.

5. Organizational structure (offices, terms of service, election terms, and duties)

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

A representative from the ISPRM President's Cabinet (PC) will serve as the liaison and facilitate bilateral communication and decision-making between the Committee and PC. This position will be appointed by the PC for an indefinite period.

6. Reporting mechanism

The ERC will submit any committee proposals requiring President's Cabinet consideration at least 30 days before the desired approval date.

ERC Chair will submit the annual report for the Annual Book of Reports each year when asked by the ISPRM main office.

ERC Chair will provide 3 monthly updates about the accomplished tasks and future plan to the PC.



The ERC secretary will compile the minutes of online/in-person meetings within 2 weeks after the meeting and submit them to the Chair. The chair after review will forward them to the ISPRM office and PC liaison for onward submission to the PC.

7. Required resources

- a. Central Office Support: The Central Office will provide support and coordination for the committee's proposals, including their distribution to the President's Cabinet, Executive Committee, and Assembly of Delegates as required.
- b. ISPRM Website Access: The committee will have access to the ISPRM website to facilitate the dissemination of information related to disaster emergency rehabilitation.
- c. Support from Congress Scientific Committee: The Congress Scientific Committee will provide support to ensure the inclusion of topics on disaster emergency rehabilitation in the ISPRM congress program.
- d. Financial Support: In case of a financial support , a proposal with the details and justification of the financial support will be forwarded to the PC via PC liaison at least 2 months before the event.

8. Procedures

- a. Regular Meetings: The ERC leaders will hold periodic online meetings (at least once every 2 months) to discuss the progress of its work and conduct regular reviews of committee activities. The general online meeting with all members will be held every 3 months and at the annual ISPRM congress. The Secretary of ERC will coordinate the meetings and send the invitation at least 2 weeks in advance.
- b. Decision-making: ERC operational decisions, including elections, will be made by a 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 the event of a tie, the Chair may cast a deciding vote. The Chair may make decisions in consultation with the committee if Cabinet voting is not feasible. Rationale and results of such decisions will be reported to the committee.
- c. Procedures for Selecting Committee Leadership: Nominations and elections for committee leadership positions will be administered by the Elections Officer (Immediate Past-Chair). The Chair, Vice Chair, Secretary positions will be elected by the committee by majority vote. A call for nominations will be made electronically minimum two months before month of the annual ISPRM congress. Elections by secret voting will be held during the business session, with procedures confirmed by the PC. A PC representative will monitor the elections. The results will be approved by the PC and posted on the ERC webpage. 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 (such as health issues) between regularly scheduled elections at the discretion of the ERC Chair and upon approval by the ISPRM PC.
- d. Congress Business Session:
 - Frequency: The committee will hold a business session at the each ISPRM Congress to conduct its main business. Interim meetings may also be held as needed.
 - Attendance: Member attendance is highly encouraged, and non-members are welcome to attend 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 will subsequently be approved by committee members present at the session.



- Correspondence: The Secretary will forward the congress-meeting announcement from the Central Office to the committee upon receipt. The Secretary will send the meeting agenda and supporting documentation to the committee members at least two (2) weeks prior to the session. Meeting minutes will be published within four (04) weeks of the Congress session.

- Administrative support: The local organizing committee of the ISPRM congress will arrange space, technical support, and refreshments (tea and coffee) for the business meeting. This will be communicated to the Committee Chair and secretary 2 months in advance

e. Review and Revision of Operational Guidelines: The ERC will formally review these operational guidelines at least every two (2) years and propose any necessary revisions to the President's Cabinet for approval, following ISPRM Policies and Procedures.

f. Recurring Review and Update of Resources: The committee will regularly review and update the resources available on the ISPRM website pertaining to disaster emergency rehabilitation. ERC will ask the speakers at the business and scientific sessions for their formal permission and a copy of the presentation. This will be forwarded to the ISPRM office for uploading on the ERC -ISPRM resources website.

g. Annual Report: The Chair ERC will submit an annual report via the Central Office for inclusion in the annual Congress Book of Reports or as otherwise requested.

9. Regular Online Meetings (ERC leadership):

a. The ERC recognizes the importance of regular communication and collaboration among its leadership members. As such, regular online meetings will be conducted at least once every two months. The meeting will be held using any feasible meeting tool (Zoom, Microsoft Teams, Google Meet, Cisco Webx, GoToMeeting). These meetings will provide an opportunity for the Chair, Vice Chair, Secretary, Immediate Past Chair, Working Group Coordinators, and other designated leaders to discuss ongoing projects, share updates, and address any issues or concerns.

b. The Secretary will be responsible for scheduling and facilitating these online meetings, ensuring active participation from all leadership members. Meeting agendas and relevant materials will be circulated in advance to allow for effective discussion and decision-making. He/ She will also maintain the minutes of the meeting and share them with the ERC leadership, members, PC liaison and the main ISPRM office after the meeting.

10. Quarterly Online Meetings (All Members):

a. In order to foster collaboration and engagement among all ERC members, a larger meeting involving all committee members will be organized once every four months. This meeting will serve as a platform for sharing progress, exchanging ideas, and promoting a unified approach to disaster emergency rehabilitation initiatives.

b. The Secretary in coordination with the ISPRM office will arrange and coordinate the logistics of this meeting. As it is near impossible to accommodate different time zones of all members, time zones suitable for North America, Europe, Asia, and Oceania will be considered. This will be changed at every meeting.

11. Research and Funding:

a. The ERC recognizes the importance of conducting research to advance the field of disaster emergency rehabilitation. Research initiatives will be encouraged, and efforts will be made to seek funding support from the ISPRM office, as appropriate.



b. The committee will actively explore funding opportunities, grants, and collaborations to support research endeavors related to disaster emergency rehabilitation. The Chair and designated leaders will coordinate and oversee research activities, ensuring adherence to ethical guidelines and best practices.

c. ERC members who plan to conduct research specific to disaster emergency rehabilitation will be encouraged to submit a detailed proposal for funding as per the ISPRM approved template to the Committee Chair. The Chair will review and forward the proposal to PC via PC liaison for final approval of the funding. The funding request must be less than 10,000 Euros.

c. Regular updates on research projects and funding applications will be shared during committee meetings, allowing for input and feedback from the members.

These revised operational guidelines aim to enhance the structure, communication, and collaborative efforts of the Emergency Rehabilitation Committee (ERC) within the International Society of Physical and Rehabilitation Medicine (ISPRM). The inclusion of regular online meetings, larger meetings with all members, and a focus on research and funding will facilitate the committee's goal of advocating for the PRM perspective in disaster emergency rehabilitation and advancing global policies and practices in this critical field.

Dr Farooq Azam Rathore (Pakistan), Chair ERC

Dr Maria Paul (Australia) , Secretary ERC

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