

World Confederation for Physical Therapy Congress 2015 1-4 May, Singapore

Call for members of the International Scientific Committee

Suggestions for members to serve on the WCPT Congress 2015 International Scientific Committee (ISC) are now invited. The period of office is from 2012 to the end of the Congress evaluation period in 2015.

Positions available:

- Host organisation: one
- Regional members: one for each of WCPT's 5 regions
- Subgroup member: one

Suggestions are invited from:

- Congress host member organisation who may submit more than one name
- WCPT's regions who should submit a minimum of three names
- WCPT's subgroups who may each submit up to three names
- WCPT member organisations who may submit more than one name
- Individual physical therapists wishing to serve

The WCPT Executive Committee (EC) and ISC Chair will review all suggestions to ensure that the composition of the committee provides complementary skills and knowledge to fulfil its duties.

Only physical therapists who are members of a WCPT member organisation are eligible to be appointed to the ISC.

Membership of the ISC requires commitment of time and dependable availability to participate in meetings and undertake activities as required, working closely with and supported by WCPT secretariat staff.

Suggestions made by a WCPT region, member organisation, host member organisation and the WCPT subgroups should include a letter setting out their support for the individual and addressing the person specification. This should be accompanied by a current curriculum vitae and a letter of consent from the individual that they agree to being considered for membership and can commit the time necessary to fulfil the requisite duties.

Individuals wishing to serve must submit a letter addressing the person specification, a current curriculum vitae and a letter of support from their WCPT member organisation.

Suggestions should be submitted by e-mail, no later than **14 September 2012**, to Catherine Sykes csykes@wcpt.org.

Applicants will be notified of the outcome by **31 October 2012**.

Person Specification

The following criteria will be considered in making the appointments to the ISC:

- Relevant international experience and familiarity with WCPT Congresses
- Experience in scientific programme planning at the international, regional and/or national level
- Commitment to respond in a timely manner to ISC work to facilitate decision making and agreed actions
- Commitment to the international exchange of information
- International peer-reviewed presentations and publication track record
- Sensitivity to/recognition of international differences in practice, education, professional needs and culture
- Has the support of their WCPT region, member organisation and, where relevant, their subgroup
- Ability to work effectively in English

WCPT Congress 2015
International Scientific Committee
Terms of Reference

1. Purpose

- 1.1. To plan the content and format of the scientific and educational programme for WCPT Congress 2015.

2. Membership

- 2.1. The ISC will consist of a chair and at least 7 members, one from each of the five WCPT regions, one nominated by the subgroups and one nominated by the host organisation.
- 2.2. The WCPT Executive Committee (EC) is responsible for appointing individuals with the appropriate knowledge, expertise and standing, aligned to the person specification and selection criteria.
- 2.3. In the first instance the WCPT EC appoints the chair. The EC and chair then review and agree further appointments.
- 2.4. All members appointed are accountable to the WCPT EC and not to any region, member organisation (MO) or subgroup.
- 2.5. The host organisation also has the option to have a member of staff, or appointed volunteer, supporting the ISC to provide a link with the host organisation.
- 2.6. The WCPT EC reserves the right to appoint additional individuals as required to ensure that the ISC fulfils its duties.
- 2.7. WCPT secretariat staff form an integral part of the ISC and provide full secretariat support across all aspects of the work.

3. Selection procedure for appointing committee members

- 3.1. The WCPT EC issues a call for applications/suggestions for chair of the International Scientific Committee (ISC).
- 3.2. The WCPT EC issues a call for applications/suggestions for committee members of the ISC.
- 3.3. Applications/suggestions can be submitted by individuals, WCPT member organisations, regions or subgroups, as appropriate to the category, in line with the application/suggestion requirements issued by the WCPT secretariat.
- 3.4. The WCPT EC asks regions to suggest individuals for consideration for membership of the ISC (minimum of 3 names requested). Regional membership is designed to ensure regional coverage, but appointments do not require approval of the region.
- 3.5. The WCPT subgroups review the applications/suggestions for the subgroup position against WCPT criteria and suggest 2-3 names for the ISC all of whom have the support of the subgroups, from which one will be selected.
- 3.6. The host member organisation is asked to nominate an individual for membership of the ISC.

3.7. The WCPT EC reserves the right to seek additional suggestions independently if they do not feel that there are appropriate individuals to appoint from the applications/suggestions received.

3.8. Additional members may be appointed by the WCPT EC as necessary.

Position	Source	Supporting material	Review and selection
Chair	Individuals Suggestions from MO	Letter of application/consent from individual Letter of support from MO Curriculum vitae	WCPT EC
Regional members	Suggestions from regions (minimum of 3) Suggestions from MOs Individuals Unsuccessful candidates for ISC Chair	Letter of application/consent from individual Letter of support from MO and/or region Curriculum vitae	WCPT EC ISC Chair
Subgroup member	Subgroups	Letter of application/consent from individual Letter of support from subgroup Curriculum vitae	WCPT subgroups
Host organisation member	Host organisation	Letter of application/consent from individual Letter of support from host organisation Curriculum vitae	Host organisation

4. Person specification and selection criteria

- 4.1. Where possible, at least one member of the ISC will have served a previous term on the ISC of a WCPT Congress, to provide continuity and experience.
- 4.2. Membership of the ISC requires commitment of time and dependable availability to participate in meetings and undertake activities as required, working closely with and supported by WCPT secretariat staff.
- 4.3. Appointments are made by the WCPT EC after considering the criteria and balance of skills and attributes amongst the membership.
- 4.4. The following criteria are considered in making the appointments to the ISC:
 - relevant international experience and familiarity with WCPT's congresses, eg previous attendance on more than one occasion, previous presenter, involvement with planning elements

- experience in scientific programme planning at the international, regional and/or national level
- commitment to respond in a timely manner to ISC work to facilitate decision making and agreed actions
- commitment to the international exchange of information
- international peer-reviewed presentations and publication track record
- sensitivity to/recognition of international differences in practice, education, professional needs and culture
- has the support of their WCPT region/member organisation as required for the category of membership
- ability to work in English

5. Term of office

- 5.1. The term of office will be to the close of the evaluation period of the 17th WCPT Congress in 2015.
- 5.2. Members may be considered by the WCPT EC for reappointment.
- 5.3. The WCPT EC reserves the right to replace any member of the ISC who it considers is unable to adequately fulfil their duties.

6. Specific duties

- 6.1. Coordinated by the WCPT secretariat, ISC duties include:
 - 6.1.1. Set the scientific and educational programme policy so that it fulfils the policies agreed by the WCPT EC.
 - 6.1.2. Consider and review options for a suitable theme and/or programme tracks for the Congress.
 - 6.1.3. Plan the content of the programme to meet diverse international needs while ensuring it is creative and of a high standard. Planning includes:
 - a. developing calls for presentations;
 - b. proposing a range of session formats and contributors, eg symposia, discussion panels, platform presentations, workshops, posters and seminars
 - c. appointing and liaising with presenters through the secretariat;
 - d. ensuring that the content is attractive to clinicians, educators, researchers, managers and policy makers; and
 - e. ensuring that the programme construction provides continuity and cohesive programming thereby providing a meaningful Congress experience for delegates.

- 6.1.4. Agree the call for abstracts/other session formats and selection processes, including the content of the calls, categories of presentation, selection criteria, peer review process and standard for acceptance.
- 6.1.5. Review and revise as necessary the guidelines for presenters and chairs.
- 6.1.6. Ensure that any pre and post congress programming is complementary to the congress scientific and educational programme.
- 6.1.7. Contribute to the development of general Congress policies.
- 6.1.8. Set up sub-committees/working groups as necessary to fulfil the duties of the committee, using co-opted members as appropriate.
- 6.1.9. Produce a post-congress report evaluating the procedures and outcomes to inform future planning.

7. Meetings and Method of Work

- 7.1. ISC work will be coordinated and supported by the WCPT secretariat. It will conduct its day to day work by teleconference, e-mail, VOiP and telephone as appropriate. The full ISC or subsections may meet face to face as necessary and budget permitting.

8. Finance

- 8.1. A budget for the ISC's activity will be developed by the secretariat in consultation with the chair and will be included in the congress budget.
- 8.2. Meeting and operational expenses of ISC members, if pre-approved and within WCPT policy, will be paid by WCPT.
- 8.3. ISC members' registration fee, economy travel, accommodation and per diem costs to attend the Congress will be funded.
- 8.4. An honorarium or payment for time to undertake ISC duties is not provided.

9. Authority

- 9.1. The ISC is accountable to the WCPT EC.