



ISPO INDUSTRY ADVISORY GROUP TERMS OF REFERENCE

1. Mission/Purpose

The ISPO IAG brings together the expertise of the industry partners that allows for strategic dialogue, the joint exploration of common challenges and seeks responding solutions in the field of assistive technology. The ISPO IAG also explores ways for ISPO to collaborate with industry partners worldwide, ultimately to the benefit of assistive technology users globally.

2. Administration

The ISPO Industry Advisory Group (IAG) is an advisory group reporting to the Executive Board of the International Society for Prosthetics and Orthotics (ISPO). The IAG is chaired by ISPO's President, or, in the absence of the President, the ISPO President-Elect.

3. Membership Criteria

The IAG is open to companies active in the fields of rehabilitation practice of prosthetic, orthotic, mobility and assistive technology either manufacturing devices and/or providing services. Companies participating in the Group are expected to comply with international standards related to rehabilitation and assistive technology such as the WHO Standards for Prosthetics and Orthotics, the ISPO Education Standards for Prosthetics/Orthotics Education, etc. and component specifications subscribed to by ISPO and its partners such as WHO and ISO.

4. Membership Benefits

Member Companies have the following benefits:

- Regular meetings with ISPO leadership (one face-to-face meeting per year including a social function, in addition to ad-hoc virtual meetings):
 - Discussion of developments in the P&O field and define concrete objectives and areas for collaboration with ISPO,
 - Platform for companies to showcase their work towards the strategy and future needs of P&O industry,

- Presentations from experts and other senior personnel from ISPO contacts and outside ISPO to provide support towards the strategic objectives established by this partnership,
 - Direct opportunity to input into ISPO activities,
 - Opportunities to support and develop ISPO education activities and events around the world, as suitable occasions arise,
 - Debate problems in P&O services to develop best practices and share and disseminate experiences freely and explore collaborative work.
- Online access to ISPO's journal POI (*Prosthetics and Orthotics International*);
 - The possibility of proposing, on the ISPOLearn platform courses/modules that enhance the skills and knowledge of professionals providing services
 - Exposure on the ISPO website (listing on the IAG section of the ISPO website);
 - One-time promotion in ISPO eUpdate incl. link ("*ISPO welcomes...*");
 - Free posting of up to five job advertisements on ISPO website per year;
 - Usage of ISPO logo on the company website ("*Member of the ISPO IAG*");
 - A member certificate for the company to display as a member of the ISPO Industry Advisory Group.

Sub-groups of experts from ISPO and the Industry Advisory Group may scope specific projects related to objectives set in common agreement. The projects however need to be managed and implemented solely under the jurisdiction of ISPO.

5. Members' Responsibilities

Members' responsibilities include:

- Alignment to ISPO's mission;
- Appointment of a permanent company representative (and a delegate substitute if desired);
- Attendance and active participation in meetings;
- Meeting agenda input;
- Full observance and respect of EU Antitrust policy. Amongst others, this implies avoidance of any discussion of prices, pricing policies, terms or conditions of doing business, or any sort of market allocation. Also to be avoided is any discussion that might be perceived as suggesting that anyone should cease doing business with a particular supplier or customer, or any other discussion that might be viewed as coercive or exclusionary toward another company. These guidelines apply not only to the formal meetings of the IAG, but also to any discussions on breaks and in informal settings.
- Support recruitment efforts of new members;
- Active participation in activities of interest;
- Payment of membership fees.
- Nominate and vote for a co-chair out of their membership who co-drives the meeting agendas.

6. ISPO Responsibilities

ISPO responsibilities include:

- Coordination and management of meetings;
- Driving meeting agendas;
- Ensure all ISPO activities are in full observance of EU Antitrust policy;
- Active participation in meetings and activities of interest;
- Group facilitation and administration (e.g. establishing and facilitating with National associations)
- Recruitment and administration of new members.
- Maintain full independence from industry and other third parties for decisions of processes and the direction of the society, while taking into consideration advice received as far as possible.

7. Membership categories and fees

Category I:

Open to companies with \geq 250 employees

Membership fee (annual): €5,000 + VAT if applicable

Category II:

Open to companies with $<$ 250 employees/ small and medium enterprises (SMEs)

Membership fee (annual): €1,000 + VAT if applicable

8. Duration and dissolution

The Industry Advisory Group was created on 1st January 2018 with indefinite duration, following a revision of the mandate of the Industry Council, which had been in existence since 1st July 2013 and was replaced by the IAG. The ISPO Executive Board is responsible for the creation and dissolution of the Group, if deemed necessary due to a change of strategic priorities.
