

## SCIENTIFIC COMMITTEE

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### Mission

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The mission of the ISPO Scientific Committee (ISPO-SC) is to oversee all matters relating to science (research, development & knowledge translation). In particular, the ISPO-SC aims to:

- Strengthen ISPO's contribution to creation and dissemination of science in P&O
- Oversee the scientific activities of the Society as directed by the ISPO Executive Board
- Make recommendations to the ISPO Executive Board about the scientific policy of ISPO.

### Principle

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All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO.

Exceptions to the above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies and with a strong scientific background (including track records of funded research projects as principal investigator, science citation indexed journal publications with the first or corresponding authorship, and successive supervision of research students as chief supervisor).

ISPO Committee members shall always:

- Act in the best interest of the Society.
- Align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Head Office staff.

### Commitment

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ISPO Scientific Committee members are expected to:

- Have their involvement in the ISPO Scientific Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and ISPO Scientific Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists.
- Showcase initiative in matters crucial to ISPO and its future development.
- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

### Responsibilities & Objectives

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The responsibilities of the ISPO Scientific Committee are to oversee the Society's scientific activities, review the Society's scientific policy, and make recommendations to the ISPO Executive Board. The ISPO Scientific Committee should always:

- Identify gaps and recommend research priorities
- Review the need for, recommend to the Society, and organize Consensus Procedures
- Oversee the selection process of the ISPO scientific awards
- Make recommendations for ways to stimulate the work of early-stage researchers, bring early-stage researchers together, support them with ideas, provide supervision
- Support the scientific programme development of ISPO meetings
- Bring together industry, researchers, and clinicians, and support/initiate these meetings
- Review and recommend activities that promote clinical applications of research
- Review and recommend activities that promote technical and technological advancements
- Review and recommend mechanisms to identify, review, rank and translate existing research into clinical practices
- Develop strategies to facilitate international collaborative research projects (multidisciplinary or special interest group)
- Liaise with other Committees on science-related matters
- Update the ISPO-SC information on the ISPO website.

The ISPO Scientific Committee submits to the Executive Board each year a one-year forward plan projection for the activities it oversees.

## Composition & Appointment

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ISPO Scientific Committee shall comprise of a Deputy-Chair, a Chair, and an Immediate Past Chair. In addition to the Committee leadership, the ISPO-SC shall comprise of eight (8) members, half of them nominated by ISPO National Member Societies. If the positions allocated to nominations from National Member Societies are not filled, the Committee Chair can co-opt candidates until the Committee is complete.

Committee Chair and Deputy-Chair are appointed by the Executive Board. The Chair is responsible to both the Executive Board and the membership. Other Committee members are validated by the Executive Board after a list of the proposed Committees members is submitted by the Committee Chair, four (4) months before the next World Congress. When submitting the list of proposed members, the Chair should ensure that the following criteria are respected:

- All committee members should represent the Society's multi-disciplinary membership and its worldwide distribution.
- The different professional disciplines, geographical, cultural backgrounds, and gender diversity of the members should be considered to ensure an equitable distribution.

The ISPO Scientific Committee includes one current Board member as nominated by the board. (please note the board nominee may have previously served the maximal time as a committee member previously but is now a member as a board representative). **The nominated Executive Board member shall be the Chair of the Scientific Committee.**

Additional individuals with expertise in Scientific matters may be co-opted by the ISPO President upon recommendation by the Chair of the Scientific Committee.

## Terms

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To ensure continuity of direction and leadership of the committee, committee leadership will reflect the Executive Board model with a Chair who is supported by a Deputy-Chair and the Immediate Past Chair of the committee. The term of the Deputy-Chair begins at the conclusion of the World Congress, continues automatically to Chair following subsequent World Congress, and concludes with a final two-year term as Immediate Past Chair. The Chair, Deputy-Chair, and Immediate Past Chair will work closely together.

The terms of new committee members begin at the conclusion of the World Congress and shall run for two biennium's (i.e., from one scheduled World Congress to the Second World Congress thereafter).

Committee members are nominated in groups (half of the committee members, excluding the Chair, Deputy-Chair, and Immediate Past Chair) to take office at alternate World Congresses to ensure some

continuity of committee membership. They may not be re-nominated as member for a consecutive term but may be nominated as Co-Chair. However, the maximum period for any individual in any committee shall be 10 years (for anyone who would serve a term as a committee member and then become Deputy-Chair, Chair, and Immediate Past Chair) or 8 years for anyone who would serve 2 non-consecutive 4-year terms as a committee member.

To ensure continuity in the work of the Committee, new nominated members shall attend (without voting rights) Committee meetings three (3) months before beginning their terms.

## Collaboration

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The Committee is expected – under the leadership of the Chair and through the facilitation of the ISPO staff liaison(s) – to collaborate actively throughout the year.

At the beginning of each year a schedule of monthly virtual meetings will be agreed by the Committee and sent to the ISPO Head Office.

Additionally, notice of each meeting confirming:

- the time and date
- venue or electronic access arrangements
- the agenda of the meetings

will be sent to each member of the Committee, and any other person attending, at least 7 working days before the date of the meeting.

Decisions and rulings are reached on the basis of a consensus during the meeting. In the event of disagreement, decisions are made by the majority.

The Chair of the Committee is responsible for ensuring that brief notes are taken about:

- Observation of all necessary meeting protocol
- Attendance
- Decisions/rulings
- Significant conclusions and action items arising

The ISPO Scientific Committee has the opportunity to have one physical meeting per year, for which ISPO will cover travel expenses, accommodation, and subsistence for the Chair and the Committee members. Personal meetings should be considered when the majority of committee members are already in the same place (e.g., while attending a conference or event in the field) to keep Society expenses as low as possible.

## Reporting

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The Chair of the Scientific Committee presents a report on Committee activities at every ISPO Executive Board and International Committee meeting as well as at any other business meetings of the Society or as requested by the President. In case of unavailability of the Chair, the Co-Chair may act as a proxy and represent the Chair.

The Chair of the Scientific Committee is invited to attend all ISPO Executive Board calls and meetings. If the Chair is not an Executive Board member, it will attend Executive Board calls and meetings, as a non-voting participant as deemed appropriate by the President and the Executive Board. Related expenses shall be reimbursable upon prior approval by the Treasurer.