



International Federation for Emergency Medicine

TERMS OF REFERENCE

RESEARCH COMMITTEE

1. FOUNDATION AND PURPOSE

The Research Committee was founded by the IFEM in October 2010 to:

- 1.1 Consider the merit of research proposals and collaborations that are submitted to IFEM for endorsement.
- 1.2 Explore and potentially develop global research collaborations to further emergency care internationally.
- 1.3 Act as a resource for IFEM to develop a research agenda and assist in prioritization of research internationally.
- 1.4 Act as a resource of research training and scholarship for the international research community.

2. MEMBERSHIP

- 2.1 **Chair:** The Chair is nominated by the IFEM Executive and ratified by the Board. Term of office is two years, and is renewable.
- 2.2 **Members:** Members are nominated by either the Board or the Chair, and should be as representative of IFEM membership as possible. Maximum number of voting members shall not exceed 15. With the approval of the Chair, other IFEM member nations may sponsor observers to the committee in order to facilitate a more global perspective and gain committee experience. Committee work and sub-committee assignments are at the discretion of the Chair and may be assigned to both voting and non-voting members. Membership should also include a Communications Lead.
- 2.3 **Appointment and Terms of Office:** All members are nominated for a period of no less than two (2) years; members may be reappointed at the end of their term.

3. REPORTING

The Research Committee will report through the Chair to the IFEM Board and IFEM Executive and provides a summary of activity at each Board meeting. The Committee Chair will provide additional reports as requested by the Executive.

4. FUNCTIONS

The IFEM Research Committee will accomplish its purposes (as listed above) in the following manner:

- 4.1 Identify EM research leaders internationally and invite to collaborate with the Committee.
- 4.2 Identify present research programs in member countries and collate to prioritise international research agenda.
- 4.3 Receive potential research projects, programs and collaborations that require IFEM endorsement and assess alignment with international emergency medicine research priorities.
- 4.4 Recommend projects, programs and collaborations for IFEM endorsement.

5. MEETINGS

5.1 Timing and Frequency

The Research Committee will meet at least 3 times every two years, coinciding with the dates of the Board meetings. Additional meetings via teleconference or cyberconference will take place on an as-needed basis. Most communication will be electronic.

5.2 Quorum

Quorum will be 50% of total membership.

5.3 Agenda Deadlines

Agenda items will be submitted to the Secretariat no later than fourteen days prior to a Committee meeting. The Chair or the Secretariat will ensure electronic distribution of addenda items to all members so that any additions may occur prior to a Committee meeting. The Chair will submit addenda items and committee reports for the IFEM Board at least thirty (30) days prior to the scheduled meeting dates.