



# International Federation for Emergency Medicine

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## TERMS OF REFERENCE

### DISASTER MEDICINE SPECIAL INTEREST GROUP

#### 1. FOUNDATION AND PURPOSE

The Disaster Medicine Special Interest Group (DMSIG) was founded in 2011 and exists to assist and expand Disaster Medicine development for emergency medicine specialists worldwide.

#### 2. MEMBERSHIP

Membership of the DMSIG will be as follows:

- a. The Chair will be appointed by Clinical Practice Committee (CPC). Term of office will be 2 years.
- b. A small DMSIG Coordinating Group (DMSIGCG) of approximately 6 members will be appointed from members of the DMSIG to guide activities, moderate the website discussion, maintain correspondence and ensure representation at the IFEM CPC. This group will be representative of the international membership of IFEM and include the DMSIG Chair.
- c. Other members of the DMSIG will be nominated by member countries of IFEM.

This will be a relatively large group with representation from all member countries. Nominated members should ideally include the Chair, or representative, of the relevant Disaster Medicine Special Interest Group / Committee / Sub-Committee / Work Group from that country.

#### 3. REPORTING

The DMSIG will advise the CPC on matters relating to the development, practice, teaching and education of disaster medicine, with particular focus on those aspects relevant to Emergency Medicine and the role of Emergency Physicians.

The DMSIG will also be expected to liaise with other international bodies with regards to common practice areas and also to promote unification.

The DMSIG will report to the CPC Chair, via the DMSIG Chair, who if unable to attend, will delegate this responsibility to another member of the DMSIG CG.

#### 4. FUNCTIONS

The objectives of the IFEM DMSIG are to:

1. Promote the sharing of information, resources and experiences between Disaster Medicine Special Interest Groups / Committees / Sub-Committees / Work Groups from various member countries of IFEM.

2. Promote networking of individuals with interest and expertise in Disaster Medicine from member countries of IFEM.
3. Promote collaboration in planning, education, training and research in Disaster Medicine between member countries of IFEM with particular emphasis on evidence based practice, access to quality education and advancing research.
4. Act as a point of contact for individuals, or organisations, seeking assistance in aspects of Disaster Medicine relevant to Emergency Medicine and to support development of local Emergency Physician disaster preparedness regardless of location.
5. Act as a liaison point and assist coordination of Disaster Medicine related sessions at conferences such as ICEM.
6. Promote the role of Emergency Physicians in Disaster Medicine.
7. Promote the role, and work, of IFEM as part of this.

Responsibility for particular areas of disaster medicine preparedness, education and research activities may be designated to DMSIG members, including liaison with other committees / subgroups of IFEM and their member organisations. Additional members may be co-opted, on an ad hoc basis, regarding specific matters of expertise at DMSIG's discretion.

## **5. MEETINGS**

### **5.1 Timing and Frequency**

Given that the DMSIG is a large group representative of all member countries this will be a virtual group with all discussion occurring through a forum operated via the IFEM website.

The DMSIGCG will normally meet 3 times a year. In order to allow flexibility and reduce travel costs, the subgroup will communicate via telephone or video conferencing arrangements. Extraordinary meetings will be arranged ad hoc, as necessary and may include face to face meetings if these coincide with other events, such as ICEM.

### **5.2 Quorum**

A quorum for meetings of the DMSIGCG will be 50% of the total membership. A quorum for meetings of the DMSIG will be 50% of the total members present at the Conference where the meeting is held.

## **6. LIMITATIONS**

### **6.1 Representation of IFEM**

The IFEM President is the official spokesperson for IFEM on all matters including the areas of special interest. No member of the SIG, to include, the Chair, may speak on behalf of IFEM in any way, by any method of communication, without the authorization of the IFEM President.

### **6.2 Resources**

Unless otherwise informed by the Executive in advance, the SIG shall not be authorized access to support from the Secretariat or the ability to commit or expend IFEM funds.

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