



INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE

International Federation for Emergency Medicine

WHO IMPLEMENTATION TASK FORCE TERMS OF REFERENCE (TOR) and OPERATIONAL GUIDELINES

Introduction and Purpose

The WHO Implementation Task Force (WHOTF) is chartered by the Board of the International Federation for Emergency Medicine (IFEM) to provide a forum in which members of the IFEM with a special interest in emergency medical care in low resource settings can identify common goals and opportunities to work together to improve emergency medical care across different WHO regions via coordinated implementation of WHO tools, providing technical input into the development of critical new emergency care tools for the WHO toolkit, facilitating the sharing of resources between member organizations, and helping to steer and improve upon implementation projects.

Within IFEM, Task Forces will not have separate bylaws or formal incorporation documents, and their existence and operations shall be subject to approval by the Board.

Projects in the area of emergency medical care and its practice shall be undertaken only with the advice and consent of the Board. The activities of the Task Force shall be intimately coordinated with those of the IFEM.

1 Name

The name of this Task Force shall be the WHO Implementation Task Force (WHOTF).

2 Objectives

In addition to the general objectives of the IFEM as set forth in the Bylaws, the objectives of the WHO Implementation Task Force shall be:

- 2.1 Provide technical input and review as requested by WHO.
- 2.2 Facilitate the dissemination, adoption and implementation of WHO emergency medical care resources through IFEM's national society network.
- 2.3 Provide a forum for networking and the exchange of information and views among individuals with a particular interest in implementation of WHO emergency medical care resources.



INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE

- 2.4 Foster collaboration among individuals or groups with an interest in WHO activities with a view to the identification of research and quality improvement initiatives.
- 2.5 Serve as a resource to the IFEM President and Board on issues related to WHO resources and meetings.

3 Membership

- 3.1 The membership of the WHOTF shall consist of emergency medical care providers who:
 - 3.1.1. have a special interest or expertise in emergency medical care,
 - 3.1.2. are interested in facilitating the collaboration of IFEM and WHO,
 - 3.1.3. are interested in contributing toward the objectives of the WHOTF, and
 - 3.1.4. fulfil membership requirements as defined in the IFEM Bylaws.
- 3.2 The WHOTF will encourage interested members from all IFEM member countries to support broad representation and diverse experience but shall maintain balanced representation of the 6 WHO regions and any WHO emergency and trauma care collaborating centres.
- 3.3 Task Force members may vote on task force matters and be officers of the task force.

4 WHO Task Force Officers, Co-ordinating Group and Ordinary Members

- 4.1 The co-ordinating group of the WHOTF shall be composed of IFEM member representatives from all 6 official WHO regions (AFR, EMR, SEAR, WPR, EUR, AMR) and all WHO emergency and trauma care collaborating centres. Each WHO region shall have two (2) representatives, and each collaborating centre shall have one (1) representative.
 - 4.1.1 There shall be ordinarily be four (4) officers of the section: chair, vice-chair, secretary, and immediate past chair. In the event of the first election, the role of immediate past chair will not exist, therefore the first elected cycle shall only have 3 members.
 - 4.1.2 When one of these officers is not able to participate or is not yet appointed, the immediate past chair may act in this role. Representation shall not be mutually exclusive.
 - 4.1.3 The coordinating group will liaise with the WHO HQ programme leadership, who will be invited to join any convening of the WHO TF. Maximum membership shall be 15 members.



INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE

- 4.2 The WHOTF shall have a core steering group to direct strategy: this shall comprise the chair, vice chair, secretary, immediate past chair, and one (1) other member. The other member shall be nominated from within the WHOTF membership and elected by a simple majority vote of the task force.
- 4.3 Nominees for officers shall be members of the WHOTF and may self-nominate membership at least 30 days prior to the taskforce's annual meeting, which will be held in conjunction with the International Conference on Emergency Medicine (ICEM). Nominations from the floor will also be accepted at the time of the WHOTF annual meeting.
- 4.4 The election cycle of the task force's officers will be every four years and will coincide with the dates of the ICEM. Election is renewable once, to a maximum of eight years' service on the WHOTF.
- 4.5 The election of officers shall be by a majority vote of the WHOTF members voting at the annual meeting. The WHOTF will elect a chair-elect, vice-chair, and a secretary.
- 4.6 The WHOTF shall meet as a face-to-face meeting, at the ICEM and shall also meet by teleconference (or other medium) on a bi-annual basis.
- 4.7 Non IFEM member experts may be invited to contribute to WHOTF work, with the approval of the officers.

5 Chair and Officer roles

Following the chair's term of 4 years, there will be an additional 2-year term designated as immediate past-chair. Officers may not serve more than two consecutive terms, to a total of 8 years.

- 5.1 Duties of the chair of the task force include:
 - 5.1.1 Receive minutes of meetings of the IFEM Board. The chair may also attend Board or Assembly meetings at his/her own expense.
 - 5.1.2 Keeping the Board informed of task force activities via reporting.
 - 5.1.3 Submitting an annual report to the IFEM President, which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.



INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE

- 5.1.4 Submitting to the Board for approval all task force plans, goals, objectives, budgets, and meetings before they are implemented by the task force.
- 5.1.5 Presiding at the annual meeting of the task force and at any other meetings of the WHOTF. If absent, the chair shall assign this function to the chair-elect.
- 5.1.6 Appointing a chairperson and members to any standing and special committees of the task force to carry out task force activities.
- 5.1.7 Acting as an ex-officio member of all standing and special committees of the task force.
- 5.2 Duties of the Chair-elect include:
 - 5.2.1 Serving as an officer of the task team.
 - 5.2.2 Assisting the chair in task force duties as designated by the Chair.
 - 5.2.3 Serving as chair in the absence of the chair.
- 5.3 Duties of the immediate past chair include:
 - 5.3.1 Serving as an officer of the task force.
 - 5.3.2 Assisting the chair in task force duties as designated by the chair.
 - 5.3.3 Serving as chair in the absence, resignation or death of the chair.
- 5.4 Duties of the Secretary include:
 - 5.4.1 Taking the minutes of the annual meeting of the task force.
 - 5.4.2 Providing the Board with the names of the elected task force officers.
 - 5.4.3 Providing the Board and IFEM membership with relevant information regarding WHOTF and WHO emergency care activities.
 - 5.4.4 Assisting the WHOTF chair in the preparation of an annual meeting and the chair of other committees of the WHOTF, as requested.
 - 5.4.5 Distributing to the membership via the WHOTF section of the IFEM website:



INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE

5.4.5.1 The minutes of the annual formal meeting of the WHOTF.

5.4.5.2 The minutes of the bi-annual meetings of the WHOTF

5.4.5.3 Such information as shall, from time to time, be of interest to members of the WHOTF.

5.4.6 Notifying members regarding their appointment to any committees of the WHOTF and shall send copies of such notification to the Board.

5.4.7 Giving due notice of all meetings of the WHOTF to the membership of the WHOTF and the Board of the IFEM.

5.4.8 Carrying out such other duties as are assigned by the chair of the WHOTF and the Board of the IFEM.

6 Standing and Special Committees

The task force Chair shall appoint special committees as needed, with the approval of the Officers.

7 ICEM Meetings

The annual meeting of the task force will be held during the ICEM meeting of the IFEM. A WHOTF member should liaise with the local organizing committee at least a year in advance of the ICEM meeting, to advise regarding emergency medical content, and ensure coverage of clinical knowledge, policy, programs, joint initiatives, research and training.