ANNEX 1

Nomination

The Chair and the other members of the Committee are selected by Ad Hoc Nominations Committee and confirmed by the General Assembly, after seeking nominations from Member Societies and the previous Chair of the Committee.

Membership

Committee members are individuals with expertise in the area of interest of their Committee and an interest in the WFSA’s commitments to education, science, patient safety and physician well-being. The Committees of the WFSA direct their time, knowledge, skills, networks and expertise towards the programmes and function of the WFSA and are essential to its success.

Members shall:
• Support the programmes of the WFSA, with emphasis on the member’s geographical region;
• Respond appropriately to all communications from their Chair and from the WFSA Board, Council and Secretariat;
• Attend face-to-face Committee meetings at the World Congress;
• Participate in regular video- or teleconferences held by the Committee (usually at least four times per year);
• Provide input into preparation of reports by the Chair (submitted to the Director of Programmes and the WFSA Board at least twice per year);
• Submit at least one tutorial to Anaesthesia Tutorial of the Week (ATOTW) or one article to Update in Anaesthesia (UIA) every 2 years;
• Keep up-to-date with the work of the WFSA and its Committees so that the programmes of the WFSA can be delivered in a collaborative and synergistic way.

The Chair plays a crucial role in leading the decision making and discussion of each Committee (under the guidance of the WFSA Director of Programmes), so that informed suggestions and guidance for the positive development of the WFSA can be put in place.

Specifically, the Chair is responsible for:
• Reporting to the Board (including written reports twice a year and presentations usually once a year at face-to-face or virtual meetings);
• Arranging and chairing meetings of the Committee at least twice a year (quarterly if possible);
• Leading on ensuring Committee contributions to UIA and ATOTW;
• Situating the work of the Committee within the mission, objectives and programmes of the WFSA;
• Liaising with the Director of Programmes (Board), Chairs of other Committees where relevant and the Head of Programmes (Secretariat);
• Managing any budget requirements for the Committee, such as meeting costs and any WFSA Small Grants applied for;
• Take part in interviews for future Committee Chairs when requested as part of the Ad Hoc Nominations Committee.

The Chairs of Permanent Committees are members of the WFSA Council and report to the Board through the Director of Programmes and to the Council.
**Term of Office**

The term of office of the Committees’ Members is currently four (4) years with one further four-year term, subject to satisfactory performance. However, please note the anticipated move to two-year terms, renewable twice for a maximum of six years.

Members of Permanent Committees shall serve from the time of the General Assembly at which the appointment is made until the next regular meeting of the General Assembly or the electronic vote of the General Assembly.

Under exceptional circumstances and with the approval of the Council and ratification of the General Assembly, Committee members may serve an additional four (4) year term as Chair of a Committee and, thus, serve a total of 12 years on a given Committee. Should the anticipated move to two-year terms come about, this will mean a maximum of eight years including two years as Chair.

Membership of a Committee will be automatically reviewed for all members after the first year and non-participatory members will be asked to stand down so that new members can be co-opted on to the Committee with the approval of the Board. Membership may be revoked at any time if, in the opinion of the Chair of the Committee and the Director of Programmes, a member is not playing an active or sufficiently contributory role. Membership may also be revoked if their National Member Society has not paid its dues.

The Board also has the power to recommend the replacement of a Chair of a Committee, such recommendations to be approved by General Assembly. The Board may also appoint new members to a Committee by co-option. This may take place at any time between General Assemblies with co-opted members serving the remainder of the two-year term. Such co-opted members shall be eligible for a further full term of office.

**Committee Mandates**

Each Committee should review its mandate on a regular basis to ensure that it remains relevant.

Quorum: For most Committees the quorum should be half the membership plus one.

Committee decisions are normally reached by general agreement of the members as determined by the Chair, unless a vote is requested by any member. In the latter case the vote shall rest upon a simple majority of those present (or communicating by phone, fax or e-mail). In the event of a tie, the Chair shall have an additional casting vote.

**Constitution Committee**

Aim

To review and recommend revisions to the WFSA Constitution as required in order to support a proper and effective governance of the organisation.

Composition
The composition of the Constitution Committee shall be the Chair, the Secretary and at least one member from each of the geographical regions of the WFSA. The CEO and the Governance Officer shall be an ex-officio member of the Committee.

Duties

The duties of the Constitution Committee shall be to:

- Recommend to the Board and Council amendments to the Constitution that it considers will facilitate the work of the WFSA;
- Ensure that the latest version of the Constitution is available to all members of the WFSA;
- Guide the process of Constitutional revision;
- Ensure that the Administrative Manual and the WFSA policies are in line with the Constitution.

The Council will present proposed amendments, with explanation, at the next meeting of the General Assembly or for approval of the General Assembly by extraordinary resolution.

**Diversity, Equity and Inclusion (DEI) Committee**

**Aims**

To create global awareness of the importance and impact of DEI in anaesthesiology and to develop strategies for bridging the gap and promoting more DEI in our profession.

**Composition**

The composition of the DEI Committee is a Chair and at least six (6) other members. The WFSA Secretariat will be also represented by a member with no voting rights. The Committee should be gender, race, and geographically balanced.

**Duties**

The duties of the DEI Committee shall be to:

a) Ensure DEI within WFSA's structure and events;

b) Devise and implement support for anaesthesiologists of diverse and underrepresented backgrounds to participate in leadership training programs;

c) Liaise with all Committees to implement the DEI WFSA policy and take action to address any non-conformity;

d) Support the WFSA mentorship program to help promote DEI among anaesthesiologists;

e) Develop partnerships with similar groups in different societies or regions that share our DEI values;

f) Monitor and report on DEI implementation with the support of the Secretariat.

**Education Committee**

**Aim**

To create, develop and strengthen the WFSA's Anaesthesiology Education and Training Programme.
**Composition**

The composition of the Education Committee shall be up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**

The duties of the Education Committee shall be to:

a) Initiate and carry out education and training projects which fulfil the aims of the Federation;

b) Orient and develop the educational strategy and programme;

c) Liaise with all Committees;

d) Develop partnerships with other organisations that share our aims;

e) Develop partnerships with implementing organisations;

f) Monitor and report on education and training projects with the support of the Secretariat;

g) Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Intensive and Critical Care Medicine Committee (ICCM)**

**Aim**

To improve care for acute life-threatening illnesses and injuries pre- and post-operatively, and also for those not needing operative care.

**Composition**

The composition of the ICCM Committee shall be up to twenty (20) individuals including the Chair. The Director of Programmes, CEO and the Head of Programmes shall be ex-officio members of the Committee.

**Duties**

The duties of the Intensive & Critical Care Medicine Committee shall be to:

a) Develop educational and training materials in ICCM;

b) Support and develop WFSA publications covering ICCM;

c) Support and develop WFSA educational activity covering ICCM;

d) Work in collaboration with other WFSA Committees on ICCM related activities;

e) Work collaboratively to develop WFSA Intensive and Critical Care Standards;

f) Foster high quality research relevant to ICCM including obtaining research grants in collaboration with the WFSA Secretariat, Scientific and other relevant Committees;
g) Work in collaboration with other organisations with similar interests to advance the care of patients needing ICCM;

h) Advocate for, and lead, the improvement and/or the development of optimal ICCM facilities and clinical care processes, esp. in LMIC;

i) Serve as a globally recognized leading advisory or resource group on matters or projects related to ICCM, especially related to LMIC.

j) Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Obstetric Anaesthesia Committee**

**Aim**
To provide support, training and education for anaesthesia providers (both physician and non-physician) who care for pregnant women across the world, with particular focus on resource-poor countries.

**Composition**
The composition of the Obstetric Anaesthesia Committee shall be up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Obstetric Anaesthesia Committee shall be to:

a) Develop educational and training materials in Obstetric Anaesthesia;

b) Support and develop WFSA publications covering Obstetric Anaesthesia;

c) Support and develop WFSA educational activity covering Obstetric Anaesthesia;

d) Ensure relevant WFSA guidelines and standards are appropriate;

e) Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Paediatric Anaesthesia Committee**

**Aim**
To provide support, training and education for anaesthesia providers (both physician and non-physician) who care for children across the world, with particular focus on resource-poor countries.

**Composition**
The composition of the Paediatric Anaesthesia Committee shall be up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Paediatric Anaesthesia Committee shall be to:

a) Develop educational and training materials in Paediatric Anaesthesia;

b) Support and develop WFSA publications covering Paediatric Anaesthesia;

c) Support and develop WFSA educational activity covering Paediatric Anaesthesia;

d) Ensure relevant WFSA guidelines and standards are appropriate;

e) Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Pain Management Committee**

**Aim**
To provide support, training and education for anaesthesia providers (both physician and non-physician) who specialise in pain management, with particular focus on resource-poor countries.

**Composition**
The composition of the Pain Management Committee shall be up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Pain Management Committee shall be to:

a) Develop educational and training materials in pain management;

b) Support and develop WFSA publications covering pain management;

c) Support and develop WFSA educational activity covering pain management;

d) Ensure relevant WFSA guidelines and standards are appropriate;

e) Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Safety & Quality Committee**

**Aim**
To promote the highest standards of safety and quality in anaesthesiology internationally.

**Composition**
The composition of this committee shall be a Chair and up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Safety & Quality of Practice Committee shall be to:
a) Foster safe practice and high quality of practice in all Member Societies;

b) Maintain, disseminate and advocate for the "International Standards for a Safe Practice of Anaesthesia";

c) Ensure excellent relations with standards setting bodies such as ISO;

d) Ensure effective communication of innovative practices having considered the financial and social constraints that may prevent their adoption by all Member Societies;

e) Develop partnerships with other organisations who share our aims on safety and quality;

f) Seek new methods to implement safe practices throughout the world;

g) Manage the WFSA's Innovation Awards (with the Scientific Affairs Committee);

h) Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Scientific Programme Committee**

**Aim**

To support the development of scientific programmes for World Congresses.

**Composition**

The composition of the Scientific Affairs Committee shall be a Chair and up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**

The duties of the Scientific Programme Committee (SPC) shall be to:

a) Determine the Scientific Program of WCA every 2 years and other WFSA main scientific meetings, like SAFE-T Summit, with a reasonable DEI representation - gender/geographical/country income (it is recommended to engage the WFSA Committee Chairs in the WCA tracks or sessions).

b) Assess abstracts submitted for presentation at the WCA Congress and to coordinate the Best Abstract Prize Competition (it is recommended to engage the members of the SPC in this duty).

c) Revise the content of WFSA educational events on clinical and scientific topics such as webinars, podcasts, e-learning modules, etc.

d) Participate in the Ad hoc Group for Management of the WFSA’s Innovation Awards (with the Safety and Quality Committee and Council members).

e) Carry out other functions as decided by the Board of the WFSA.
**Sustainability & Environment Committee**

**Aim**
To create global awareness of the importance and impact of sustainability, climate change and environmental concerns within anaesthesia globally; to develop strategies for improving the organisation and the profession’s ability to support carbon-neutral working.

**Composition**
The composition of the Sustainability & Environment Committee shall be a Chair and up to six (6) individuals including the Chair. The CEO shall be an ex-officio member of the Committee.

**Duties**
The duties of the Sustainability & Environment Committee shall be to:

a. Lead the organisation on environmental matters and green anaesthesia;

b. Consider how the WFSA interacts with other agencies and stakeholders to promote green healthcare across the profession globally;

c. Examine what the WFSA does itself in terms of environmental sustainability;

d. Create a focus of expertise/information sharing on environmental sustainability within the WFSA;

e. Promote research on environmental issues;

f. Support and contribute to the sustainability track at World Congresses and regional conferences.

**Workforce Wellbeing Committee**

**Aim**
To create awareness of the impact of occupational stress in our profession and to implement strategies for its prevention and management.

**Composition**
The composition of the Workforce Wellbeing Committee shall be up to twenty (20) individuals including the Chair. The Director of Programmes, the CEO and Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Workforce Wellbeing Committee shall be to:

a. Stimulate research into occupational health as it pertains to the specialty of anaesthesia;

b. Devise and implement programmes for monitoring and mitigation of occupational stress in the profession;

c. Advise on working time directives for trainees in anaesthesia;

d. Develop consensus statements on duty hours for providers of anaesthesia at trainee and specialist levels;

e. Develop care plans for impaired practitioners in the specialty;
f. Disseminate educational resources about occupational health in collaboration with the Education Committee;

g. Seek funding and other support for the activity of the WFSA and for expanding such activity.