

World Confederation for Physical Therapy Congress 2019

Congress Programme Committee

Open call for applications for chair and members

The Executive Board of WCPT invites applications for chair and members of the WCPT Congress Programme Committee (CPC) to serve from October 2017 to the end of the congress evaluation period in 2019. The Congress will take place in Geneva, Switzerland from 10-13 May.

Eligibility: Only physical therapists who are members in good standing with a WCPT Member Organisation, who is itself in good standing with WCPT, are eligible to be appointed to the CPC.

Application requirements: Individuals wishing to serve as either chair or member of the CPC should submit a letter of application, providing evidence that addresses the person specification, along with a curriculum vitae (max 4 pages). A letter of support from their WCPT member organisation must accompany this submission. They should indicate if they are applying to be considered as chair or member only, or if they are willing to be considered for either role.

Membership of the CPC requires commitment of time and dependable availability to participate in meetings and undertake activities as required, working closely with and supported by WCPT secretariat staff. Terms of reference for the CPC are attached. Please direct any informal enquiries to Tracy Bury, Director Professional Policy tbury@wcpt.org

Applications should be submitted by e-mail, no later than **5 October 2017**, to info@wcpt.org

Applicants will be notified of the outcome by the **3 November 2017**.

Person specification: Chair of the Congress Programme Committee

Responsibilities:

The Chair of the Congress Programme Committee is responsible for:

- providing leadership of the committee as it fulfils its duties and responsibilities towards the organisation of the scientific programme of the World Confederation for Physical Therapy Congress 2019;
- working with WCPT secretariat staff to ensure that the programme is developed in a timely manner and in line with the strategic framework and policies agreed by the WCPT Executive Board;
- working with WCPT secretariat staff to ensure that the interface between the scientific programme and organisational matters is managed collaboratively;
- ensuring that the committee works collaboratively to build a high quality, diverse programme that appeals to physical therapists all over the world.

Education

Essential

- Qualified physical therapist who is a member of a WCPT member organisation in good standing
- Educated to PhD or equivalent

Experience

Essential

- Experience in scientific programme planning at the international, regional and/or national level
- A track record of publishing in peer-reviewed publications and presenting internationally
- Previous participation in a WCPT congress (eg as a presenter, session coordinator)
- Attended at least 2 recent WCPT congresses or at least one Congress and another two substantial international physical therapy (or equivalent) conferences.
- Experience of:
 - chairing committees
 - strategic thinking and planning
 - prioritising between conflicting pressures
 - peer reviewing journal papers/conference abstracts/grant applications

Desirable

- Member of a previous WCPT Congress International Scientific Committee (ISC)
- Familiarity with a range of research methodologies
- Experience of teleconferencing for decision making
- Experience with ethics review committees

Special knowledge and skills

Essential

- An understanding of the ethical guidelines and responsibilities that govern physical therapy research in different countries
- Ability to work in English
- Ability to work effectively with people of different backgrounds
- Effective communication, influencing and negotiating skills
- Sensitivity to/recognition of international differences in practice, education, professional needs and culture.

Desirable

- Knowledge of scientific publishing partnerships

Special qualities and attributes

Essential

- Respected individual within the internationally physical therapy community
- Ability to establish her/himself as a respected and representative voice of the WCPT Congress
- Commitment to respond in a timely manner to CPC work
- Commitment to the international exchange of information

Person specification: Members CPC

The following criteria will be considered in making the appointments to the CPC:

- relevant international experience and familiarity with WCPT's international congress
- experience in scientific programme planning at the international, regional and/or national level
- commitment to respond in a timely manner to CPC work to facilitate decision making and agreed actions
- commitment to the international exchange of information
- international peer-reviewed presentations and publication track record
- evidence of leadership in one or more of the following areas of practice: clinical, education, research, professional policy development or advocacy
- sensitivity to/recognition of international differences in practice, education, professional needs and culture
- has the support of their WCPT member organisation and that member organisation is in good standing
- ability to work effectively in English

WCPT Congress 2019

Congress Programme Committee

Terms of Reference

Background

The Committee derives its remit from the Articles of Association, which allows for the appointment of committees by the Executive Board [the Board].

Purpose

To plan the content and format of the scientific and educational programme for WCPT's Congress 2019.

1. Membership

- 1.1. The Congress Programme Committee (CPC) will consist of a chair and at least seven members. The membership will reflect the diversity of the WCPT community. These members will all be physical therapists in good standing with a WCPT member organisation.
- 1.2. The Board is responsible for appointing individuals with the appropriate knowledge, expertise and standing, aligned to the person specification and selection criteria.
- 1.3. The Board appoints the chair; the Board and chair then review and agree further appointments.
- 1.4. All members appointed are accountable to the Board and not to any region, member organisation (MO), subgroup or network.
- 1.5. The Board reserves the right to appoint one of its members to serve on the CPC.
- 1.6. The Board reserves the right to appoint additional individuals as required to ensure that the CPC fulfils its duties and reflects the diversity of the WCPT community.

2. Selection procedure for appointing committee members

- 2.1. An open call will be issued for applications for the Chair and membership of the CPC.
- 2.2. Applications can be submitted by individuals who are in good standing with their WCPT member organisation. In addition, these member organisations must be in good standing with WCPT at the time that applications close.
- 2.3. The host member organisation nominates individuals for membership of the CPC, from which one will be selected.
- 2.4. The Board reserves the right to seek additional suggestions independently if they do not feel that there are appropriate individuals to appoint from the applications/suggestions received.

3. Person specification and selection criteria

- 3.1. Where possible, at least one member of the CPC will have served a previous term on the International Scientific Committee (ISC) of a WCPT congress, to provide continuity and experience.
- 3.2. Membership of the CPC requires commitment of time and dependable availability to participate in meetings and undertake activities as required, working closely with and supported by WCPT Secretariat staff.

- 3.3. All appointments are made by the Board after considering the criteria and balance of skills, knowledge and attributes amongst the membership.
- 3.4. The following criteria may be considered in making the appointments to the CPC:
- relevant international experience and familiarity with WCPT's congress eg previous attendance on more than one occasion, previous presenter, involvement with planning elements
 - experience in conference programme planning at the international, regional and/or national level
 - commitment to respond in a timely manner to CPC work to facilitate decision making and agreed actions
 - international peer-reviewed presentations and publication track record
 - sensitivity to/recognition of international differences in practice, education, professional needs and culture
 - has the support of their WCPT member organisation and that member organisation is in good standing with WCPT
 - ability to work in English

4. Term of office

- 4.1. The term of office will be to the close of the evaluation period of the WCPT Congress in 2019.*
- 4.2. The Board reserves the right to replace any member of the CPC who it considers is unable to adequately fulfil their duties.

5. Specific duties

- 5.1. Coordinated by the WCPT Secretariat and with appropriate consultation where required, CPC duties include:
- 5.1.1. Develop the scientific and educational programme to fulfil the congress policies agreed by the Board.
 - 5.1.2. Consider and review options for a suitable theme and/or programme tracks for the congress.
 - 5.1.3. Plan the content of the programme to meet diverse international needs while ensuring it is creative and of a high standard. Planning includes:
 - a. developing calls for presentations;
 - b. proposing a range of session formats and contributors
 - c. appointing and liaising with presenters through the Secretariat;
 - d. ensuring that the content is attractive to clinicians, educators, researchers, managers and policy makers as well as staff and volunteers of WCPT member organisations;

* The Board reserves the right to remove a committee member from the CPC if they are not in good standing with their MO or their MO is not in good standing with WCPT.

- e. ensuring that the programme design provides cohesive programming to deliver a meaningful congress experience for delegates.

5.1.4. Agree the call for abstracts/other session formats and selection processes, including the content of the calls, categories of presentation, selection criteria, peer review process and standard for acceptance.

5.1.5. Review and revise as necessary the guidelines for presenters and chairs.

5.1.6. Ensure that any pre- and post-congress programming is complementary to the congress scientific and educational programme.

5.1.7. Set up sub-committees/working groups as necessary to fulfil the duties of the committee, using co-opted members as appropriate.

5.1.8. Produce a post-congress report evaluating the procedures and outcomes to inform future planning.

6. Meetings and Method of Work

6.1. Committee work will be coordinated and supported by the Secretariat. It will conduct its day-to-day work by teleconference and e-mail. The full committee or subsections may meet face to face as necessary and budget permitting.

6.2. WCPT Secretariat staff form an integral part of the CPC and provide full secretariat support across all aspects of the work. In addition, the host organisation may have a member of staff, or appointed volunteer, supporting the WCPT Secretariat and CPC to provide a link with the host organisation.

7. Finance

7.1. A budget for the committee's activity will be developed by the secretariat and will be included in the congress budget.

7.2. Meeting and operational expenses of committee members, if pre-approved and within WCPT policy, will be paid by WCPT.

7.3. Committee members' registration fee, economy travel, accommodation and per diem costs to attend the congress will be funded.

7.4. An honorarium or payment for time to undertake CPC duties is not provided.

8. Authority

8.1. The Committee is accountable to the WCPT Executive Board.