

**The Global Surgery Foundation**

**Geneva, Switzerland**

**PURPOSE, STATUS, FUNCTIONS AND PROCEDURE**

**The United Nations Global Surgery Learning Hub - Content Committee**

**Version 1 – September 2022**

**PURPOSE**

**The United Nations Global Surgery Learning Hub Content Committee** (“Content Committee”) is one of three committees each tasked with delivering a discrete part of the United Nations Global Surgery Learning Hub (“Hub”) project. The Content Committee is responsible for ensuring that high-quality and appropriate global surgery education and training content is selected for inclusion in the Hub.

The main task of the Content Committee is to create inclusion and exclusion criteria against which pre-existing global surgery e-learning content will be reviewed for potential inclusion in the Hub. Furthermore, the Content Committee will then review content against these criteria and propose inclusion or exclusion of reviewed content. The Content Committee will continue to refine the content criteria, document decisions made, and report on progress in reviewing proposed content.

**STATUS**

1. The Content Committee will report to the Global Surgery Foundation Secretariat.
2. The Content Committee is responsible for the functions listed below. The Content Committee will seek to work in a consultative manner in its relationship with other United Nations Global Surgery Learning Hub Committees.

**FUNCTIONS**

**Educational Functions**

1. Create *Content Inclusion and Exclusion Criteria* against which pre-existing global surgery e-learning content will be reviewed for potential inclusion in the Hub.
2. Review content supplied by the project team against these criteria and propose inclusion or exclusion.
3. Review and iteratively develop these criteria.

**Administrative Functions**

1. Keep minutes of meetings and records of all decisions made
2. Report on progress

3. Manage the affairs and procedures of the committee

The committee will be supported in its work by the **Project Team**, comprised of assigned staff members of the Global Surgery Foundation, the United Nations Institute of Training and Research and the Royal College of Surgeons in Ireland Institute of Global Surgery.

**PROCEDURES**

**1. Membership:**

All members of the Content Committee shall be committed to UNGS Learning Hub’s identity and strategic direction.

The Committee shall have ten members and an additional non-voting member. The Global Surgical Foundation Secretariat Programme Manager will be a member of this committee, and all other United Nations Global Surgery Learning Hub Committees. An educationalist from the Royal College of Surgeons in Ireland will be the non-voting member. Nine members will be selected from individuals nominated by appropriate “global surgery” institutions – including but not limited to hospitals and healthcare institutions, academic institutions, NGOs and advocacy groups.

The Committee will at all times contain at least one member belonging to the following cadres:

1. Surgeon
2. Anaesthesiologist / anaesthetist
3. Peroperative nurse
4. Obstetrician/gynaecologist
5. Global surgery academic educator/researcher

A single member may satisfy the requirement for more than one cadre (eg. an anaesthesiologist may also teach a global surgery course). The committee shall additionally endeavour to obtain a balanced geographic spread, and gender balance.

The Project Team, with a representative of the GSF Technical Advisory Council, will choose the initial Committee members from among those nominated for membership of the Content Committee, or one of the other two Hub Committees. Thereafter members of the Committee will be elected by the Committee as follows:

- 6 months prior to (a) seat(s) on the committee falling a call for nominations will be issued by the Project Team.
- The committee will appoint members to review nominations, follow an appropriate recruitment process and bring proposed new members to the Committee for consideration.

The above members have sole voting rights on resolutions at meetings.

**2. Length of service:**

The Content Committee Members serve for a period of 2 years with option of renewal based on the consensus of the Committee Members. The Committee has no fixed term.

**3. Post holders:**

During the initial start-up period, the Project Team will nominate the Committee **Chairperson**. Subsequently, the Chairperson position will be chosen by the board membership and will hold this position for a 1-year period. In his/her absence, s/he may appoint another person from among the members of the Committee. The **Secretary** will be chosen by the Committee. In his/her absence or at his/her request Chairperson may appoint another member of the team to act as Secretary for a particular meeting.

**4. Quorum for Meetings:**

Equal to or greater than 50% of the Committee members of the filled positions as stated in Section No. 1 above.

**5. Right to Attend Meetings:**

The Committee members may invite guests to the meetings to address specific items but in consensus agreement.

Project Team members – in addition to the Global Surgical Foundation Secretariat Programme Manager who will be a member of this committee - may be invited to attend meetings at the discretion of the Chairperson.

**6. Attendance of Alternates:**

In the unavoidable absence of a member of the Committee, that member, in agreement with the Chairperson and Secretary, may request to be represented by someone at absent member’s recommendation.

**7. Co-Option:**

On request from any member of the Committee, the Secretary, may invite persons after consultation with the Chairperson, for part or all of any meeting.

At the discretion of the Chairperson, subject area specialists may be co-opted onto the Committee for a limited time for input on specialist content, as required.

**8. Calling Meetings:**

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| <p>With the exception of emergencies, meetings will normally be called by the Secretary, who will also prepare the agenda items to be submitted by members. Papers will be sent out normally 1 week in advance of the meeting.</p>  |
| <p><b>9. Frequency of Meetings:</b></p> <p>The Committee shall meet monthly for the initial 6-month period. The Committee will then meet at least twice a year, or more often as the Chairperson decides. Meetings are expected to be convened virtually.</p>   |
| <p><b>10. Extra Ordinary Meeting:</b></p> <p>An extra-ordinary meeting may be called by the Secretary and Chairperson together where needed.</p>  |
| <p><b>11. Location of Meetings:</b></p> <p>Meetings are expected to be convened virtually.</p>  |
| <p><b>12. Minutes:</b></p> <p>The Secretary will keep and maintain the minute book.</p> <p>The Secretary or a chosen minute taker will write minutes to be checked by the Secretary and approved by Chairperson.</p>  |
| <p><b>13. Minutes Distribution:</b></p> <ul style="list-style-type: none"> <li>• Minute book</li> <li>• Members Committee</li> </ul>  |
| <p><b>14. Decision Making:</b></p> <p>Resolutions at meetings should be approved by all members of the Committee in attendance however a greater than 2/3 majority of the Committee members in attendance will be sufficient.</p>   |
| <p><b>15. Style:</b></p> <p>The processes used, relationships built, conflicts managed, decisions taken, and style of communication used all shape the Hub project culture. Therefore, they should all be carefully managed. For example:</p> <ul style="list-style-type: none"> <li>• The meetings will seek not to emphasize hierarchy, but rather will value all member’s opinions. Diversity and unity will be encouraged, but uniformity will be discouraged.</li> <li>• Where possible, the reasons for decision making will be recorded and where appropriate, carefully communicated.</li> <li>• Although preferable to maintain a collegial and informal environment, the Committee meetings will follow the standard policies and protocols of “Robert’s Rules for Meetings” to ensure efficiency and effectiveness.</li> </ul> |

**16. Confidentiality:**

Confidentiality of matters discussed in the meeting must be maintained by all members. Discussion leading up to decision and general discussion of the Committee are also confidential to the members of that Committee. Unless otherwise agreed, individual opinions and content of the discussion should not be shared outside the meeting.

**17. Changes and Modification:**

The Chairperson will see that this TOR is reviewed each year by the Content Committee and will initiate and bring the proposed changes back to the Global Surgery Foundation Secretariat for approval.