ISPO Scientific Committee

Roles and Responsibilities

(Revised in Oct 2015)

Mission
The ISPO Scientific Committee (ISPO-SC) is responsible for all matters of ISPO relating to Science (research, development & knowledge translation).

In particular, the ISPO-SC is to:
- strengthen ISPO’s contribution to creation and dissemination of science in P&O;
- oversee the scientific activities of the Society as directed by the Executive Board; &
- make recommendations to the Executive Board about the scientific policy of ISPO.

Composition & Appointment
The ISPO-SC shall comprise at least five (5) members, one of whom must be a current Executive Board member. Further members may be co-opted from the membership at large and approved by the Executive Board, to carry out specific tasks.

The Chair shall be appointed by the Executive Board from among the active members of the Society in good standing.

All Committee members should be members in good standing of the Society and should reflect the diverse origins, professional interests, backgrounds and geographic representation of the membership of ISPO. Preference should be given to individuals actively engaged with ISPO member societies and with strong scientific backgrounds and interest.

Terms
The terms for all members of the ISPO-SC shall begin immediately following the International Committee meeting during ISPO’s World Congress.

The Chair and the members shall be appointed by the Executive Board for one term and may be re-appointed for up to 2 further consecutive terms (subject to revision by the Protocol Committee of ISPO).

Collaboration
The ISPO-SC is expected, under the Chair’s leadership, to collaborate actively throughout the year.

The Committee shall convene as often as is considered necessary to meet by conference calls or on-line meetings.
The Committee is expected to have one physical meeting per year, for which ISPO will cover travel expenses, accommodation and subsistence for the Chair and the Committee members. It is emphasized that personal meetings should in particular be considered when the majority of committee members is already in the same place while attending a conference or event in the field, in order to keep the expenses for the Society as low as possible.

**Reporting**

The Chair of the ISPO-SC shall present a report on the Committees’ activities at every Executive Board and International Committee meeting as well as at any other business meetings of the Society or as requested by the President.

The Chair of the Committee shall be regularly invited to attend ISPO Executive Board calls and meetings as a non-voting participant, he/she shall be entitled to any reimbursements of expenses (same as the Chairs of the other standing committees of ISPO).

**Principles**

The ISPO-SC shall always:
- act in the best interest of the Society;
- align its activities with the overall mission and vision of the ISPO;
- represent the interests of the Society’s membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties; &
- work closely with and support the Executive Board and other ISPO Committees and leaders, and ISPO Headquarters staff in any science-related endeavors.

**Responsibilities & Objectives**

The responsibility of the ISPO-SC shall be to oversee the Society’s scientific activities, review the Society’s scientific policy, and make recommendations to the Executive Board.

The ISPO-SC shall always:
- identify gaps and recommend research priorities;
- review the need for, recommend the Society and organize Consensus Procedures;
- oversee the selection process of the ISPO scientific awards;
- make recommendations for ways to stimulate the work of early-stage researchers, bring early-stage researchers together, support them with ideas, provide supervision, etc.;
- support the scientific program development of ISPO meetings;
- bring together industry, researchers and clinicians, and support/initiate these meetings;
- review and recommend activities that promote clinical applications of research;
- review and recommend activities that promote technical and technological advancements;
- review and recommend mechanisms to identify, review, rank and translate existing research into clinical practice;
- develop strategies to facilitate international collaborative research projects (multidisciplinary or special interest group);
- liaise with other Committees on science-related matters; &
- update the ISPO-SC information on the ISPO website.

The ISPO-SC shall also submit to the Executive Board each year a one-year forward plan projection for the activities it oversees.
**Commitment**
The ISPO-SC members are expected to:
- have their involvement in the Committee as a high priority;
- contribute to the discussions of issues and business to be addressed at scheduled meetings, conference calls, etc.;
- carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures;
- represent ISPO and the ISPO-SC in a positive and supportive manner at all times and in all places;
- When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists;
- display a proactive approach to issues and challenges; &
- work closely with the ISPO professional staff and outside consultants as required.

End