



IAPB DIABETIC RETINOPATHY WORK GROUP: TERMS OF REFERENCE

PURPOSE

The primary role of the IAPB Diabetic Retinopathy (DR) Work Group is to facilitate shared learning, support the development of tools and resources, and to inform and guide IAPB's advocacy efforts on diabetic retinopathy.

ACTIVITIES

The Work Group will:

- Form and foster greater partnership and collaboration between NGOs who are active in DR;
- Act as a forum for information exchange, learning and debate on DR;
- Collate and disseminate evidence, knowledge and information and support new research and tools relating to the development, testing and scale up of innovative models for the prevention, treatment and management of DR;
- As appropriate, support advocacy efforts to influence policy makers, practitioners and other key stakeholders on DR;
- Monitor key events and policy processes relevant to DR and share relevant information, analysis and opportunities for engagement with the wider IAPB membership, other IAPB work groups, and the IAPB Board;
- As appropriate, prepare policy papers, position statements and other external communications on DR for consideration by the IAPB Board.

STRUCTURE CHAIR

The Chair is elected by the Work Group. The minimum term of office is two years, after which the position is open to other nominees from the Work Group. Re-election of an incumbent chair is also possible.

The Chair's role is to:

1. Schedule and chair the Work Group meetings;
2. Represent the Work Group at internal and external meetings;
3. Oversee the workplan of the Work Group and ensure the group's work is carried out;
4. Coordinate communications (online) between Work Group members between scheduled Work Group meetings.



GROUP MEMBERSHIP

Membership of the group is open to all IAPB members actively engaged in DR.

All Work Group members are expected to actively contribute their particular expertise and knowledge to ensure the group meets its stated objectives.

MEETINGS

The Work Group will meet either face to face or by teleconference at least twice a year. Opportunities for face-to-face meetings will be sought around other events that may already see the attendance of the Work Group members.

Decisions at a meeting of the Work Group must be determined by a resolution passed by a majority of votes of those present and voting. The quorum for a meeting shall be not less than 50% of members. In the event that a quorum is not reached for any meeting, any decisions made by the Work Group during said meeting will be held as provisional until the Chair is able to communicate the decision to all members via email and a period of five days has been provided for additional feedback, approval or dissent.

The Chair will not have a casting vote.

Responsibility for minute-taking will be on rotation.

ACCOUNTABILITY

The Work Group will regularly report on its activities to the IAPB Board of Trustees. The Work Group, through its Chair, will seek the approval of the IAPB Board for any new position statement it wishes to be formally approved as an IAPB position. The Board will periodically review the activities of the Work Group and make any relevant decision on its focus and continuity.

Date Terms of Reference created: February 2018. Date for next review: March 2019