



PUBLICATION COMMITTEE

Mission

The mission of the ISPO Publication Committee is to oversee and evaluate all publications efforts of the ISPO from a business, organizational, and financial point of view; represent the interests of the Society towards partners and vendors in ISPO publication efforts; and assist the Society, editors, and editorial teams in their overall support of ISPO's mission.

Principle

All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO.

Exceptions to the above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO member societies and who have a particular expertise and/or interest in publication matters.

ISPO Committee members 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 Head Office staff.

Commitment

ISPO Publication Committee members are expected to:

- Have their involvement in the ISPO Publication Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in 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 ISPO Publication Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. 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 conflict exists.
- Showcase initiative in matters crucial to ISPO and its future development.
- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

Responsibilities & Objectives

The responsibility of the Publication Committee is to oversee and evaluate all publications efforts of the ISPO that are intended to provide clinically-relevant information or ISPO news, except those specified below. The Publications Committee ensure that ISPO publications contribute to the overall goals of the ISPO and help to enhance the Society's image through publications efforts. The Publication Committee has responsibility for:

- Prosthetics and Orthotics International



- ISPO eUpdate
- How to Treat
- Website content oversight
- Pay for access content
- Other publications as they are developed in future

Evaluation and Planning

- Evaluate the competitive position of ISPO's publications.
- Ensure effective organizational planning and the strategic development of ISPO publications.
- Review and recommend other publication strategies (books, news, online, etc.) for the achievement of ISPO's publications goals.
- Define and monitor the interrelationship of ISPO publications; specifically, potential issues of overlap, competition, and/or redundancy.
- Develop strategies to increase international distribution of ISPO publications.
- Submit to the Executive Board each year a one-year forward plan projection for the activities it oversees.

Staffing & contracts

- Based on its evaluation, recommend the appointment and/or replacement of ISPO publications editors.
- Negotiate with publishers and other vendors and recommend to the Executive Board publishing arrangements for ISPO publications.
- Review and recommend (to the Executive Board) any and all contractual issues related to ISPO publications or publishing activities.
- Represent the Society and the Committee, as required, with vendors, partners and other third parties (such as sponsors, consultants, lawyers).
- Assist in resolution of any disputes that may arise between editors or editorial staff and outside individuals or entities or between the editors and the Society leadership.

Policy & procedures

- Develop and revise policies and procedures for all non-editorial aspects of ISPO publications.

Financial matters

- Collaborate with the editors of ISPO publications to provide necessary resources for their respective publications.
- Establish and monitor all financial aspects of the ISPO publications – particularly in relation to the overall budget of the Society. All decisions involving financial obligations must be brought to the Executive Board for final discussion and voting.
- Provide overall oversight of the institutional locations of editorial operations.

Communication and administration

- Liaise with other Committees (e.g., Scientific Committee) on publication-related matters
- Liaison with the POI Editorial team and POI Publisher
- Ensure that copies of Publications Committee correspondence, contact details and Editorial Board minutes are shared and archived in the ISPO office.
- Assist the ISPO Office staff in performing any tasks that are publications-related
- Ensure that the sections related to publications on the ISPO website are up-to-date and that relevant input is continuously provided
- Evaluate and advise on publications-related sub-committee makeup and structure
- Represent the Society and the Committee, as required, with Member Societies, Affiliate Societies, individual members and other third parties (such as sponsors)

The ISPO Publication Committee submits to the Executive Board each year a one-year forward plan projection for the activities it oversees.



Composition & Appointment

ISPO Publication Committee shall comprise of a Chair Elect, a Chair, and an Immediate Past Chair. In addition to the Committee leadership, the Committee shall be comprised of the ISPO Treasurer and four (4) members, half of them should be nominated by an ISPO National Member Society. If the positions allocated to nominations from National Member Societies are not filled, or if the candidates nominated by Member Societies do not have the required qualifications and experience, then the Committee Chair can co-opt candidates until the Committee is complete.

In addition, the Editor in Chief of ISPO's official journal Prosthetics and Orthotics International shall be a non-voting member of the Publications Committee.

The Committee Chair and Chair Elect are appointed by the Executive Board. The Chair is responsible to both the Executive Board and the membership. Other Committee members, as well as the Chairs are validated by the Executive Board following submission of a list of the proposed compositions by the Committee Chair, four (4) months before the next World Congress.

When submitting the list of proposed Committee members, the Chair should ensure that the following criteria are respected:

- All Committee members should represent the Society's multi-disciplinary membership and its worldwide distribution.
- The different professional disciplines, geographical, cultural backgrounds, and gender diversity of the members should be considered to ensure an equitable distribution.

Preference should be given to individuals actively engaged with ISPO member societies and who have a particular expertise and/or interest in publication matters.

The ISPO Publication Committee also includes one current Board member as nominated by the Board (this Board nominee may have previously served the maximal time as a committee member).

Additional individuals with expertise in Publication matters may be co-opted by the ISPO President upon recommendation by the Chair of the Publication Committee.

Terms

To ensure continuity of direction and leadership of the Committee, Committee leadership will reflect the Executive Board model with a Chair who is supported by a Chair Elect and the Immediate Past Chair of the committee at the next World Congress. The term of the Chair Elect begins at the conclusion of the World Congress, continues automatically to Chair following the subsequent World Congress, and concludes with a final term as Immediate Past Chair at the next World Congress. The Chair, Chair Elect, and Immediate Past Chair will work closely together.

The terms of new Committee members begin at the conclusion of the World Congress and shall be appointed for up two consecutive bienniums (i.e., from one scheduled World Congress to the Second World Congress thereafter).

Committee members are nominated in groups (half of the Committee members, excluding the Chair, Chair Elect, and Immediate Past Chair) will take office at alternate World Congresses to ensure some continuity of Committee membership. They may not be re-nominated as member for another term but may be nominated as Chair Elect. However, the maximum period for any individual in any Committee shall be 10 years (i.e for anyone who would serve a term as a Committee member and then become Chair Elect, Chair, and Immediate Past Chair) or 8 years for anyone who would serve 2 non-consecutive 4-year terms as a Committee member.

To ensure continuity in the work of the Committee, newly nominated members shall be invited to attend Committee meetings three (3) months before beginning their terms (without having any voting rights).



Collaboration

The Publication Committee is expected – under the leadership of the Chair and through the facilitation of the ISPO staff liaison(s) – to collaborate actively throughout the year.

At the beginning of each year a schedule of monthly virtual meetings will be agreed by the Committee and sent to the ISPO Head Office.

Additionally, a notice of each meeting confirming:

- the time and date
- venue or electronic access arrangements
- the agenda of the meetings

will be sent to each member of the Committee, and any other person attending, at least 7 working days before the date of the meeting.

Decisions and rulings are reached on the basis of a consensus during the meeting. In the event of disagreement, decisions are made by the majority.

The Chair of the Committee is responsible for ensuring that brief notes are taken about:

- Observation of all necessary meeting protocol
- Attendance
- Decisions/rulings
- Significant conclusions and action items arising

The ISPO Publication Committee has the opportunity to have one physical meeting per year of up to two meeting days, for which ISPO will cover travel expenses, accommodation, and subsistence for the Chair and the Committee members. Physical meetings should be considered when the majority of Committee members are already in the same place (e.g., while attending a conference or event in the field) to keep Society expenses as low as possible.

Reporting

The Chair of the Publication Committee presents a report on Committee activities at every ISPO Executive Board and International Committee meeting as well as any other relevant meetings of the Society or as requested by the President. In case of unavailability of the Chair, the Chair Elect may act as a proxy and represent the Chair.

The Chair of the Committee is invited to attend all ISPO Executive Board calls and meetings. If the Chair is not an Executive Board member, he/she will attend Executive Board calls and meetings, as a non-voting participant as deemed appropriate by the President and the Executive Board. Related expenses shall be reimbursable upon prior approval by the Treasurer.