



THE WORLD MEDICAL ASSOCIATION, INC. REVIEW COMMITTEE

TERMS OF REFERENCE

Scope:

1. The Review Committee shall provide input and guidance to WMA secretariat in handling WMA policy documents submitted to the Council and General Assembly for consideration, with the aim of ensuring consistency and rationality, so that:
 - The policy proposals lie within the scope of WMA's mission and are realistic (implementable).
 - Duplication and/or potential conflicts between WMA policies are prevented;
 - The standardized WMA policy format and style are respected;
 - The overall volume of WMA policy is regulated, including by proposing opportunities to consolidate WMA policies where appropriate.

Tasks:

2. Based on the annexed WMA policy development flow chart, the Review Committee shall:
 - Review new policy items proposed by WMA membership (Constituent and Associate members¹), including the Secretariat's recommendations / rationale. Committee members will recuse themselves from documents in which they may have a conflict of interest.
 - In the context of annual policy review (ten-year-old Declarations/Statements and five-year-old Resolutions), review only those policies that the Council decided should undergo major revisions.
 - Ensure that the new proposed policies have a clear motion expressing the intention of the submitter and the action(s) to be taken.
 - Evaluate the feasibility of implementation of new proposed policies and proposed major revisions, including the financial implications, if any;
 - Determine appropriate action on the status of the proposal and ensure follow-up (see annexed policy development flow chart);
3. Prior to the Council session, the Secretariat will communicate to the Chairs of MEC and SMAC the recommendations of the Review Committee, together with the new proposed policies to be considered in their committees.

¹ New policy proposals by Associate Members will be reviewed by the RC before transmission to the annual Associate Members' Meeting taking place at the General Assembly session.

Reporting Structure

4. The Review Committee shall report directly to WMA Finance and Planning Committee.
5. During Committees' sessions and when relevant, the Chair of the RC shall supplement the presentation of new proposed policies and proposed major revisions by outlining the RC recommendations on that particular proposal.

Composition:

6. The Review Committee members and its Chair shall:
 - Be appointed by Chair of Council based on qualifications and availability, in cycle similar to WMA Council standing committees;
 - Contain 4 to 5 members drawn from the WMA membership² with sound understanding of WMA policies.
 - Reflect a balance of members from Council /non-Council and represent 3 or more WMA regions.
7. The Review Committee will be staffed by a representative of WMA Secretariat.

Functioning:

8. The review Committee will operate by electronic mail exchange, online and face-to-face meetings during WMA statutory sessions where appropriate.
9. The working language will be English.

19.03.2020

★★★

² Associate membership can be included.

Policy Development Flow Chart

