REPORT OF THE Secretary

Annex 4 – proposed amendments to IMIA Standard Operating Procedures (SOPs).

Introduction

The IMIA Board Policy, approved by the General Assembly (GA) on 28 August 2016 states in clause 5.3 that:

“The Board may establish Standard Operating Procedures to define:

1. Procedural aspects of IMIA’s policies,
2. Specific duties and responsibilities of Officers and other members of the Board not defined in policies
3. Rules and guidelines for specific IMIA activities or events, and
4. Such other matters as deemed appropriate”

During the review process, nineteen documents were identified with title or content indicating that it was an SOP. Most had an unclear status, some as proposals, some as approved documents, some as drafts.

Enclosed is a complete list of SOPs proposed to be continued or amended. Other documents marked as SOPs with unclear status not listed here is proposed to be withdrawn. The aim is that IMIA after the Board meeting should have a complete and approved list of SOPs.
Complete list of IMIA SOPs

The current list makes a distinction between documents that are continued without amendments, and documents that are amended from previous versions. Major aspects for each document are listed in the following, but as some of the amendments are quite extensive, each document should be read in full.

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Award of excellence
This replaces a version approved by the GA in 2012. The SOP has been given the correct title, the AWARDS Committee members are defined, there is a time schedule, and there is a clause on conflict of interest.

Annual Financial Review
Minor amendments to comply with the proposed Policy for Committees.

IMIA Treasurer description
Minor amendments to specify that the treasurer, the President and the CEO should sign all major contracts and approve all disbursements.

Corresponding member
Minor amendments of editorial nature

Endorsement of Documents
Minor amendments of editorial nature

VP MedInfo
References to previous MEDINFOs have been removed. Document amended to comply with new SOPs for MEDINFO SPC, LOC, Editorial and steering committees.

Sponsorship and Endorsement
Minor amendments of editorial nature. Added reference to statues and policies.

Policy WG/SIG
Minor amendments of editorial nature. Document history removed.

Regional support
Minor amendments of editorial nature. Reference to statues included.

Working Group Conferences
Added clause about financial responsibility and conditions. In addition, minor amendments of editorial nature.

MedInfo Editorial Committee
Minor amendments proposed to 2015 version. Listed for formal approval.

MedInfo Local Organizing Committee
No amendments proposed to 2015 version. Listed for formal approval.

MedInfo Scientific Program Committee
Minor amendments proposed to 2015 version. Listed for formal approval.

MedInfo Steering Committee
No amendments proposed to 2015 version. Listed for formal approval.
The IMIA François Grémy Award of Excellence is awarded at MedInfo. The purpose of the IMIA François Grémy Award of Excellence Committee is to nominate a recipient, or joint recipients, for the IMIA François Grémy Award of Excellence.

**Composition:**

The IMIA François Grémy Award of Excellence Committee shall consist of four members.

1. The IMIA President
2. The IMIA VP MedInfo
3. Two internationally recognized persons in the field of biomedical and health informatics with strong links to IMIA. Regional balance shall be taken under consideration.

The IMIA President shall chair the committee. In case of equality of votes among nominees, the President has a deciding vote.

Although not a member of the committee, the IMIA CEO will participate in the meetings / mail communication of the committee and will support their work.

**Process:**

The members of the IMIA Awards Committee are proposed by the IMIA Nominating Committee to the IMIA General Assembly, for its approval, at its meeting in the year immediately prior to each MedInfo.

A member of the Awards Committee may not be proposed without his or her prior consent, given in writing (which may include by email).

A member of the IMIA Nominating Committee may not be a member of the Awards Committee.

If there is a potential conflict of interest in the award committee, the IMIA Nominating Committee may nominate a deputy, to be approved by the IMIA Board or Executive Committee.

An open call for nominations for the François Grémy award will be made by the IMIA CEO or other staff member, on behalf of the IMIA François Grémy Award of Excellence, in early January in each year a MedInfo is to be held. This call will be made on the IMIA website and through other such communications channels as may be appropriate to ensure widespread publicity among the IMIA community.

The call will invite nominations for suitable candidates and will provide any other information as may be needed.

The call for nominations will usually close at least 3 weeks prior to the first IMIA Board meeting of the year; this will allow the IMIA François Grémy Award of Excellence to consider nominations and reach a recommendation, and submit this to the IMIA Board for ratification. The final decision is made by the IMIA General Assembly.

The Board may decide on a different time schedule and delegate the task of ratification to the Executive Committee.
The IMIA François Grémy Award of Excellence will be awarded at each Medinfo, usually in a separate panel session, where the Award recipient will be honored and where she or he will give a presentation.

IMIA will provide suitable funding support to the recipient(s) to allow the attendance of Medinfo.

The IMIA François Grémy Award of Excellence may, from time to time and with the agreement of IMIA, be additionally supported, financially or by other means, by other organizations, following agreement with IMIA.

*Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017*

*Replacing SOP Approved by IMIA General Assembly meeting in Beijing, China; 23 October, 2012*
Background

The current IMIA Policy for finances states that “These [The IMIA books] shall be reviewed once a year by a Financial Review Committee appointed by the GA for the purpose, and/or by contracted external accountants or auditors, and a report given to the General Assembly” (Article 3.1). As a result, IMIA has, for many years, had a Financial Review Committee. Its purpose has been to ensure that the Financial Statements of the prior fiscal year are audited and to present an annual report to the IMIA Board and General Assembly. The appointment of the Financial Review Committee is described in the Policy for Committees (article 1).

The Financial Review Committee shall provide assurances to the IMIA Board and General Assembly as to the material accuracy of the internal financial operating statements provided by the IMIA Office/Secretariat. In addition, the committee must assure that the financial statements provided by the accountants are submitted to the Geneva tax authorities in order to maintain IMIA’s status as a not-for-profit organisation under the Swiss law.

Standard Operating Procedure

The Board shall appoint a Financial Review Committee, consisting of a chair and two members, for a three year term. The term of office may be renewed by the Board, and one member replaced each year, so as to provide both continuity and consistency as well as renewal, but the chair and any member shall serve a maximum term of six years. The chair and members of the committee should have sufficient relevant experience to enable them to undertake the roles.

No member of the Committee may be a member of the Board. The President and Treasurer may sit on the Financial Review Committee in an ex-officio (non-voting) capacity.

The Financial Review Committee shall ensure that the Financial Statements of the prior fiscal year, as provided by the external accountants, are reviewed and provided to the Board with a report of that review. This report, along with the Financial Statements, shall be tabled by the Treasurer for approval at the next meeting of the General Assembly.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017

To replace version approved by IMIA General Assembly meeting in Cape Town, South Africa; 12 September, 2010
SOP IMIA Treasurer description for approval

The Treasurer, an officer of the Board and a member of the Executive Committee, is responsible for the conduct of the financial affairs of IMIA in a manner consistent with generally accepted accounting principles and procedures and is supported in this task by the Chief Executive Officer and the Secretariat.

Along with the President and the CEO, the Treasurer is the signatory of any contract or other instrument which binds IMIA to a financial obligation in excess of US$500. Smaller contracts may be signed by the CEO.

Whereas day-to-day financial management for IMIA is done by the CEO and the Secretariat, the duties of the Treasurer include to:

1. Prepare a summary of the Year-end Financial Statements and a budget for the following fiscal year for the Spring Board meeting, based on the financial reports prepared by IMIA’s Secretariat;
2. Prepare and table the Financial Report and Five-Year Budget for approval by the General Assembly;
3. Approve, together with the President and the CEO, all disbursements of IMIA and check that they are in accordance with the approved budget;
4. Support IMIA projects in financial issues;
5. Support the Financial Review Committee’s activities;
6. Pursue other services as determined by the Board.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017
Replaces version from 2004
SOP Corresponding member for approval

Preamble:
The IMIA Statutes makes provision for Corresponding Members in Article 2:

“3.5. Corresponding Members
An individual residing in a country that does not have an appropriate body eligible to be an IMIA Member Society may apply to become a Corresponding Member.”

Corresponding members are the only category of membership (other than Honorary Fellows) that is referred to as “individuals” rather than members of a society or as representing a country. The Statutes do not specify any criterion of eligibility for the individual applying. Corresponding members are invited to attend the meetings of the General Assembly, but they may not vote on any items arising from the Assembly’s deliberations. Corresponding members do not pay a fee for membership.

Position Statement

Corresponding members must agree with and support the following aims of IMIA as cited in its Statutes:

- to promote informatics in health care, public health and biomedical research;
- to advance international cooperation;
- to stimulate research, development, and routine application;
- to move informatics from theory into practice in the full range of health and care settings;
- to further the dissemination and exchange of knowledge, information, best practice and technology;
- to promote education and responsible, professional and ethical behaviour;
- to seek and maintain formal channels of communication with any relevant professional or governmental organizations.

And, in accordance with the unwritten aim of IMIA, to support and advance colleagues in developing countries to achieve these aims within their respective environments, it is the position of IMIA that Correspondent membership shall be encouraged and that Corresponding members be encouraged to actively participate in IMIA activities.

Principles

The following principles apply in respect to the admission and acceptance of Corresponding members:

1. The admission of correspondent members falls within the purview of the IMIA Board and General Assembly
2. The application of the Corresponding member must be accompanied by a Curriculum Vita, and must include the reason for requesting membership. It shall be reviewed by the Board prior to acceptance for recommendation to the General Assembly for approval
3. Where the applicant resides within the geographic area of a defined IMIA Region, the Chief Executive Officer shall advise the Regional VP of the applicant so that the IMIA region may encourage the proposed member’s participation in Regional activities
4. Where there is more than one IMIA Corresponding member from a country, those members shall be encouraged to collaborate to form a Society within that country and IMIA will provide advice and mentorship to assist them in that process.

5. Where a Corresponding member attends a General Assembly meeting, the Vice President of Membership will facilitate a face-to-face meeting between Corresponding members and appropriate Board members to engender discussion and address their issues.

6. Corresponding members are not entitled to any financial assistance, grants, waiver of registration fees or like benefits from IMIA or its member societies and regions as a consequence of their membership status.

Renewal and Termination of Membership

Each Corresponding member shall submit a short report to the VP Membership before 15th February each year.

Corresponding members who fail to report two years in a row shall be regarded as lapsed, subject to approval by the General Assembly.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017

Replaces version updated 25th November 2009 at the Hiroshima General Assembly.
SOP Endorsement of Documents for approval

From time to time, position papers, guidelines, and other like documents may be prepared by Working Groups, Special Interest Groups, Working Conferences, ad-hoc committees and other IMIA related groups which are considered to be of significant interest and use to the Biomedical and Health Informatics Community.

Where the author(s) of such a document desire IMIA’S endorsement, they shall:

1. Submit the document to the Board of IMIA, who will review it (or cause it to be reviewed) for scientific content, merit, relevance, and significance to the International Biomedical and Health Informatics Community. The Board may request modifications to the document.

2. Where the Board deems that the document is worthy of the endorsement of IMIA, the Board may recommend its endorsement by the General Assembly. In that case, the document to be endorsed shall be placed on the Agenda of the next meeting of the General Assembly.

3. Where the document is approved by the General Assembly, the document shall have the Logo of IMIA placed on it along with the words "Endorsed by IMIA, the International Medical Informatics Association on (date of the General Assembly meeting) and be posted on the IMIA web site. The document will also be published in the next edition of the Yearbook of Medical Informatics or to the IMIA website.

4. The Vice President of Special Services shall review the endorsed documents on an annual basis to assess their continued relevance, and shall advise the Board accordingly. Where the document is no longer relevant or outdated, the Board may request that the document be revised, or seek approval of the General Assembly to withdraw endorsement.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017
Replaces version approved by the GA on 26th August 2000 in Hannover, Germany
SOP VP MedInfo for approval

The Vice-President MedInfo is responsible for facilitating the proposal, bidding and selection process for MedInfos - IMIA’s biennial international congress.

The VP MedInfo chairs the MedInfo Steering Committee, which establishes the contract between IMIA and the MedInfo host country; appoints the Scientific Program Committee and the Editorial Committee; and approves fees, financial arrangements and other issues as appropriate in accordance with the SOP for MedInfo Steering Committee:

Candidates for the Chairs of the SPC and EC are recommended for approval at the following meeting of the General Assembly

Duties:

- Encourages IMIA Member Societies to submit proposals to host MedInfo congresses.
- Establishes and maintains guidelines and a master plan for bidding member countries.
- Maintains and updates the MedInfo Manual, which describes the details involved in MedInfos.
- Ensures that update material is delivered by the host country within one year after the conclusion of the MedInfo.
- Ensures that the MedInfo database is transferred to the host country of the next MedInfo.
- Monitors progress to ensure that target dates are met by all MedInfo Committees.
- Arbitrates differences that might arise between committees.
- Ensures that contractual matters are adhered to by all parties.
- Hands over all documentation and correspondence relating to the office of the VP MedInfo to his/her successor at the end of the term of office.

Term of office:

The term of office of the VP MedInfo is two years. However, the VP is elected one year before taking up the position. This year is a 'shadowing' period where the VP MedInfo-elect should be working with his/her predecessor to learn the role and the issues involved.

The VP MedInfo is additionally expected to assist informally for a short period (up to 3 months) in any 'wrap up' of issues and handover to the next MedInfo teams, at the end of the MedInfo for which they are responsible.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017

Replaces version approved by GA on 31st October, 2014 in New Delhi, India
1. **Preamble**

From time to time IMIA is approached to sponsor or support the activities of other organizations. Within the context of the goals and objectives of IMIA, the purpose of this procedure is to define general guidelines of sponsorships and endorsements for the Board of IMIA and the Executive Director.

2. **Definitions**

For the purposes of this procedure the following definitions apply:

1. "IMIA bodies" include IMIA Members as defined in the Statues clause 2.2., and other bodies created by the IMIA General Assembly in accordance with the GA Policy clause 3.3, including the following:
   a. IMIA Member Societies (National Members)
   b. Academic Members (Institutional Member Category)
   c. Corporate Members (Institutional Member Category)
   d. Affiliate IMIA Members
   e. Regional IMIA Members
   f. IMIA Working Groups
   g. IMIA Special Interest Groups

2. “Conferences” for the purposes of this procedure includes:
   a. Congresses
   b. Workshops
   c. Symposia
   d. “Virtual” conferences
   e. Other similar educational events

3. “Sponsor” is defined as actively promoting a conference subject to the caveat that IMIA will assume no financial responsibility or liability, except where specifically and contractually agreed to by the IMIA Board.

4. “Support” is defined as IMIA’s general agreement with the principles and objectives of a conference.

5. “Approval” of sponsorship, support and endorsement is on a case-by-case basis and shall not be construed to be granted for any other situation without express approval.

3. **IMIA Conference Sponsorship**

Sponsorship will only be granted where the organization seeking to have IMIA sponsor a conference officially requests it.

1. Requests for sponsorship will normally be granted without formal Board approval by the President as a matter of course for conferences held by:
   a. Regional IMIA members
   b. IMIA member Societies (National member societies of IMIA) in good standing for their annual conferences
   c. IMIA Working and Special Interest Groups

2. Sponsorship requests from other IMIA bodies must be specifically approved by the Board of IMIA, such approval may be subject to IMIA representation on the conference program committee.
3. The Board may enter into agreements with non-IMIA bodies for sponsorship subject to the following conditions:
   a. There is a financial or any other tangible benefit to IMIA or its members.
   b. There is no financial liability to IMIA.
   c. There is a contractual agreement appropriately signed by both parties duly approved by the Board.
Such agreements are reported to the General Assembly at the General Assembly meeting that follows the agreement.

4. Sponsorship services that may be provided by IMIA include:
   a. The use of the term “Sponsor” and the IMIA logo on all promotional material in printed and electronic media.
   b. Electronic circulation to IMIA members of materials such as:
      i. Calls for participation
      ii. Call for papers
      iii. Registration announcements
      iv. Availability of proceedings
   c. A logo on the IMIA website and URL link
   d. Listing in “Coming Events” on the IMIA website.
   e. Access to “News and Announcements” on the IMIA website.

4. **IMIA Conference Support**
   1. Support may only be considered where the organization seeking to have IMIA support a conference officially requests it.
   2. Support of conferences held by all IMIA bodies will normally be considered for approval.
   3. Otherwise, only conferences held by not-for-profit organizations will be considered.
   4. Requests for support will normally be considered by the Board for approval.
   5. Where “time is of the essence”, such requests may be reviewed and approved by an ad-hoc committee of the IMIA Board consisting of:
      a. The President of IMIA
      b. The Vice President of Services
      c. The CEO
   6. Support services that may be provided by IMIA include:
      a. The use of the term “Supported” and the IMIA logo on all promotional material in printed and electronic media.
      b. Electronic circulation to IMIA members of materials such as:
         i. Calls for participation
         ii. Call for papers
         iii. Availability of proceedings
      c. Listing in “Coming Events” on the IMIA website
      d. Access to “News and Announcements” on the IMIA website

5. **Other IMIA Endorsements**
   All other uses of the IMIA logo or references to IMIA support, sponsorship or endorsements other than those which are a direct benefit of IMIA membership that are not specifically covered by this or other Standard Operating Procedures shall require the approval of the Board of IMIA.

*Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017*

*Replaces version approved by GA on 4th October 2002*
1. Preamble

The IMIA Vice-President for Working Groups and Special Interest Groups (VP WG/SIG) is responsible to the IMIA Board and General Assembly to propose the creation of new Working Groups and Special Interest Groups, and for ensuring the relevance and functioning of existing Working Groups and Special Interest Groups.

2. Charter and Mission of Working Group and Special Interest Group

The WG/SIGs are the main locus for the detailed scientific work of IMIA.

3. Composition of WG/SIG

A WG or SIG is normally led by a chair and vice-chair, or by two co-chairs.

- The chair or co-chairs of a WG or SIG shall be proposed by the members of the Working Group, or by the VP WG/SIG, and approved by the IMIA General Assembly upon recommendation of the Board.
- The chair of a WG or SIG may designate a vice-chair, a secretary and other officers as necessary for the operation of the WG or SIG, with the recommendation of the WG or SIG membership. The vice-chair(s) and the secretary shall be approved by the IMIA General Assembly upon recommendation of the WG or SIG chair.
- Large groups may have more than one vice-chair. In such cases, one of the vice-chairs should be appointed alternate to the chair.
- The chair and vice chair of each WG shall each serve for a term of three years, but may be re-elected for one more term. When the chair falls vacant, the vice-chair or alternate to the chair shall automatically assume the role of the chair until the General Assembly approves a new chair.
- To become a member of a WG, a member should contact the chair of that WG. Membership is not restricted to IMIA Member Societies, and there may be more than one member from any one Member Society. Expertise in the field of the Working Group takes precedence over geographic distribution, but each WG or SIG must maintain significant international representation. Member Societies or Institutional Members of IMIA may submit nominations for membership of particular WG or SIG to the WG or SIG Chairs or Co-Chairs. At the discretion of the WG or SIG chair or co-chairs, these nominations may be accepted or rejected.

4. Procedure for Creating New Working Groups and Special Interest Groups

4.1 Any IMIA member can make a proposal to create a new Working Group. The IMIA Board or VP WG/SIG may also solicit interest from other experts where the formation of a WG/SIG is necessary to address a particular set of issues. IMIA’s three-part process for approving a new WG/SIG begins with a formal proposal from the person(s) wishing to develop the new group that includes the following requirements.

- Proposed WG/SIG Name
- Focus area or topic for the WG/SIG
- Expanded description of the content areas that will be worked on by the proposed WG/SIG
- Proposed work plan
- Contact information of the proposal chair and vice-chair/or co-chairs
- Review of the Scientific Map and IMIA Knowledge Base to locate the other IMIA working groups where interactions are expected (refer to the Endorsed Documents area of the IMIA website).
- Outline of the potential overlaps with other IMIA WG/SIG
- A list of individuals who will constitute the WG/SIG’s initial membership, including a brief introduction of each member with information of title, institute, country and region. (A minimum 10 WG/SIG members from at least three different IMIA regions must be included)
- An outline of plans to recruit other WG/SIG members from throughout the world.

The topical focus of the WG/SIG must be relevant and important world-wide and the potential participants are representative of and have connections within the international informatics community.

The VP WG/SIG completes a pre-submission evaluation of their proposals and emphasizes the need for topics that are important worldwide and that the potential participants are international and have connections worldwide.

4.2 When satisfied that the requirement criteria have been met, the VP WG/SIG presents the proposal to the Board for review and approval. The Board will review this proposal based on relevance, scope, and clarity of the proposal, sufficient number of experts among the proposed members and details of the proposed action plan. The Board may grant Provisional Status to the WG/SIG. This allows more time to refine their proposals prior to submission for full review before approval by the General Assembly.

4.3 Finally, VP WG/SIG proposes acceptance of the Working Group by the IMIA General Assembly at its next annual meeting. The proposed chair of the WG/SIG attends this meeting as an observer to participate in any discussion that may ensue prior to the approval or otherwise of the WG/SIG by the General Assembly.

5. Appointing WG/SIG Chairs

5.1 Qualified individuals may be identified by members of the WG/SIG. Candidates for the position of WG/SIG chair must be familiar with the objectives, and procedures of the WG/SIG and IMIA. Candidates for the position of WG/SIG chair must be able to perform the duties of leading the WG/SIG. Candidates for the position of WG/SIG chair must be able to assure the IMIA Board that they have and can provide the time necessary to effectively lead the WG/SIG so that the mission of IMIA can be accomplished.

5.2 The IMIA Board reviews candidates for WG/SIG chair and selects the best qualified individuals to be proposed as Chair of a WG/SIG.

The IMIA Board solicits and obtains a written commitment from the qualified candidate(s) to serve as WG/SIG chair. If an individual who is selected cannot or does not have sufficient time to meet the demands of leading a WG/SIG, the identification and review process will be repeated. The term of the Chair of a WG/SIG is three years, renewable for one term period. This may be varied in the case of SIG chairs only after approval by the IMIA Board and General Assembly.

5.3 Upon appointment of a WG/SIG chair, the appointment will be announced on the IMIA website and via any other announcements or publications that reach the medical informatics community.
6. Responsibilities of the WG/SIG Chair or Co-Chairs

Each WG/SIG conducts its affairs in accordance with its approved mandate. The WG/SIG chair is responsible for:

- Administering the WG/SIG
- Encouraging active participation of WG/SIG members
- Enforcing policies and procedures of IMIA
- Maintaining documents for the management of the activities of the WG/SIG
- Writing/updating the work/activity plan for the group, ensuring that the future work plan is linked to IMIA's Strategic Plan
- Arranging WG/SIG activities and meetings at least once a year; a meeting could be in person if the majority of the group is attending a conference/congress
- Set the agenda and record the minutes of the WG/SIG meetings
- Report to the IMIA Vice President for WG/SIGs not less than once per year regarding the activities and future plans of the WG/SIG
- Assist the IMIA Board in setting its Strategic Plan by providing timely expert inputs to that work
- Regularly submit updated relevant WG/SIG information to IMIA VP WG/SIG and IMIA CEO for updating the IMIA website
- Attend WG/SIG chair meetings during Medinfo conferences
- Promote linkage and collaborative activities among members using professional networks such as LinkedIn.
- Promote linkage and collaborative activities with other WG/SIGs and regional Working Groups.

7. Publications

Publication by a WG/SIG may be made only after authorisation from the IMIA Board on the recommendation of the VP WG/SIG. After approval, the publication becomes an official IMIA publication.

8. Evaluation and Monitoring of WG/SIG Activities

8.1. Purpose of performance measurements

- To evaluate how well an IMIA Working Group or Special Interest Group (WG/SIG) is performing, in accordance with its scope, objectives and proposed work plan.
- To motivate members of each IMIA WG/SIG by giving measurable goals to be achieved.
- To celebrate each IMIA WG/SIG’s accomplishments.
- To promote collaborative activities between IMIA WG/SIG and other organizations.

8.2. Areas to be measured

- Participation
- Outreach
- Collaboration
- Outcome

8.3. Standards (benchmarks) to compare performance of WGs/SIGs
1. Demonstrate that the WG/SIG has been able to recruit at least 10 members from at least three different IMIA regions, and has a formal link with WG/SIGs within IMIA regions.

2. Produce a work plan every 3 years.

3. Produce an annual report.

4. Organize at least one virtual business group meeting every year, or physical business group meeting every year at an IMIA Medinfo conference or one of the IMIA regional meetings.

5. Publish a paper related to WG/SIG activities by a member of the WG/SIG every 3 years in the IMIA yearbook or similar publication.

6. Collaborate with other organizations within IMIA or IMIA regional or member societies every 2 years.

8.4. Resolution of WG/SIG if standards are not met

If one of the following conditions apply after the performance evaluation, the IMIA VP WG/SIG will recommend dissolving the WG/SIG if:

- A WG/SIG has less than 10 WG/SIG members from at least 3 different IMIA regions, and the chair or co-chairs do not submit an action plan for recruiting more members within a 2 year period or cannot demonstrate that it can recruit and maintain this number of members
- A WG/SIG does not produce a work plan for 3 years
- A WG/SIG does not produce an annual report three times in a row
- A WG/SIG does not organize at least one business group meeting at an IMIA MedInfo conference or an IMIA regional meeting for 3 years
- A WG/SIG does not publish a paper related to WG activity by a member of WG for 3 years
- A WG/SIG does not demonstrate collaboration with other organizations within IMIA, or IMIA regional or Member Societies for 2 years, and the chair or co-chair do not provide an action plan to initiate such collaboration

9. Working Group of the Year Award

The IMIA Working Group of the Year Award, established by the GA in 2011, recognizes and rewards the efforts and achievements of Working Groups in support of IMIA’s mission. By focusing on the Working Groups, it specifically recognizes both outstanding accomplishments and team effort.

All Working Groups are eligible to receive the award under the Working Group of the Year Award Program. One award will be given every year. If a Working Group wins the Working Group of the Year Award three years in succession, it is then not eligible for one year.

The Working Group must have contributed significantly to progress in the field of expertise covered by its stated focus area or topic, and its goals and objectives.

Selection criteria include:

- Outcomes – Publication relevant to its activities in academic journals, including the IMIA
Yearbook. Presenting papers or posters at regional or global meetings (including MedInfo). Organizing Working Group panels, workshops or other activities at regional or global meetings (including MedInfo).

- Participation – Participation in Working Group activities by members from different countries and different IMIA regions
- Collaboration – Working with other Working Groups within IMIA and/or regional members of IMIA, and other organisations and associations outside IMIA
- Outreach – Organizing virtual business meetings or physical business meetings at an IMIA MedInfo conference or an IMIA regional meeting

The award will be decided by the IMIA Board, on the recommendation of the Awards Committee.

The Awards Committee decides the Award winner on the basis of the Working Group Annual Reports uploaded to the IMIA website (a new requirement to activate the traffic of the Working Groups to the IMIA website).

The Award will be presented during the General Assembly Meeting or the closing ceremony of an IMIA MedInfo conference.

The Award consists of a diploma and a right to add a logo (see Working Group of the Year Award logo) to the website.

There may be a short presentation by the winning Working Group at the IMIA event where the award is presented.

The name of the Award-winning Working Group will be published in:

- the IMIA website
- the IMIA Working Group website
- the IMIA Yearbook

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017

Replaced SOP approved by the GA in Oslo, Norway in August 2011
1. Preamble

IMIA Statutes state, in relation to Regional Groups, that:

“2.2.2. Regional IMIA Members

Where a functional Regional Group of Member Societies exists, it may be accepted by the IMIA General Assembly as a Regional Member.

The Regional Member is allowed to elect a representative to act as a liaison officer to the IMIA Board.”

Many Regional Groups have existed within IMIA for many years, with their own well-established governance and financial structures, and strong internal processes. Others are more recently formed, and may have less robust structures, or may still be working on ways to operationalise their legal status, financial stability and internal governance. Some Regional Groups are financially sound and need no additional financial support, while others may, from time to time, benefit from additional financial support to activities, either from IMIA or from other sources.

One of IMIA’s strategic goals is to be a truly global organisation, embracing all countries and regions, irrespective of cultural, political or economic differences, or the stage of development they have reached with regard to the use of informatics within their respective health delivery systems. Accordingly, in addition to support through the involvement of IMIA, its officers and structures, and individuals to activities and events of Regional Groups, financial support through grants or loans from IMIA may occasionally be of benefit.

In practice, IMIA has provided such financial support on many occasions, but often on an ad hoc, ‘first-come-first served’ basis that may not be of most benefit to meeting needs and appropriate financial governance.

2. Purpose

The purpose of this Standard Operating Procedure (SOP) is to enable the IMIA Board, in a planned manner and within parameters set from time to time by the IMIA General Assembly, to provide financial assistance to Regional Groups within IMIA.

The total amount of funds to be made available on an annual basis will be as approved by the IMIA General Assembly within the rolling 5 Year Budget.

3. Policy/SOP Items

a. The IMIA Board will have access to a Regional Support Fund to provide support to Regional Group activities.

A duly recognised and constituted IMIA Region may apply for funds up to a normal maximum of $US 5,000 per event to support regional activity, such as conferences. (Higher amounts may be approved by the Board or Executive Committee if the case is well-justified and funds remain unspent in a given year). The conditions for providing support are that:

- applications must be related to truly regional events (as opposed to national meetings with international participation);
- applications must be submitted at least six months in advance of the planned activity, to allow for proper consideration by the IMIA Board; the IMIA Executive is empowered to consider and approve applications if the timing of IMIA Board meetings necessitates, subject to proper reporting to the next IMIA Board meeting;
- applications must be submitted to, and made by, the region's official representative to the IMIA Board via the CEO;
- applications must fully describe the need for the funding support, and the uses to which the funds will be put (a pro-forma application will be developed);
- agreement to the timely provision of a report of the activity, and the use to which the IMIA funding support was put, is a precondition of funding being granted;
- to provide for equity of access to the funds from all Regional Groups, a Regional Group will not normally be able to apply for funds if they have received such funds in the previous year.

The fund may not be used to support individuals' activities outside of the above description, even where they may support regional activity.

b. The Board will provide a full accounting of expenditures from this fund to the IMIA General Assembly at its annual meeting. The Regional Group will provide IMIA with a full accounting of expenditures within six months of the event or activity.

c. The total amount of funds to be made available on an annual basis will be as approved by the IMIA General Assembly within the rolling 5 Year Budget.

d. In recognition of the funding support, IMIA will be appropriately recognised as a sponsor, supporter, or co-organiser of the event; the precise nature will be agreed within each funding application.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017

Replaces version approved by GA on 23rd October 2012 in Beijing, China.
Preamble

1. The purpose of this document is to identify the approval process and provide some suggestions and guidelines.
2. IMIA Working Groups bring related experts from throughout the world together. It is through this expertise that we can conceptualize, discuss, and create new knowledge to enhance informatics. One strategic method to accomplish this is for the IMIA Working Group to organize a working conference.
3. A working conference is defined as a formal gathering of experts to share experiences and discuss a topic or an area as defined by the Working group.

Process

1. Once an IMIA Working Group focuses on a needed topic and has an outline of their intentions, they must inform the IMIA Board through the IMIA Vice President for Working Groups and Special Interest Groups (VP WG/SIG) as early in the process as possible to alert the Board to a pending working conference.
2. IMIA Working Group proposals for working conferences must be presented to the IMIA General Assembly for their information and approval. This approval is required to have the Working Conference held under the auspices of an “official” IMIA conference. The vote is for overall endorsement of the conference and not on the content items.

Responsibilities

1. The Working Group is responsible for the overall conference, including content, organizing aspects, financing and the proceedings of the conference. Normally such conferences’ organization includes:
   a. A Scientific Program Committee, for the purposes of:
      i. Selecting invited speakers
      ii. Peer review of submitted papers
      iii. Organization and development of the conference’s program
   b. A Local Organizing Committee, for the purposes of:
      i. Selecting the location of the conference, along with meeting room and accommodation bookings and associated logistics such as catering, audio-visual, etc.
      ii. Preparing and monitoring the conference budget and financing, and maintaining accurate financial records of receipts and disbursements. Note that a “cash-flow projection is essential.
      iii. Preparing marketing, advertising and promotional plans and their subsequent execution.
      iv. Preparation and distribution of the conference program and other like materials.
      v. Handling the registration logistics and process for conference participants.
   c. A Proceedings Committee, for the purposes of:
      i. Preparing the proceedings of the conference in whatever media is decided upon.
      ii. Making arrangements with publishers or other organizations for the production of the proceedings (i.e. print media; CD ROM; web, Video Disk or any combination thereof.)
Financing
Financing the conference, as indicated, is the responsibility of the working group.

Typically, “financing” consists of two phases – working capital (i.e. “up-front” capital) and revenue emanating from the conference. Potential sources of working capital include:

i. Government or Granting Agencies
ii. Universities and other educational institutions
iii. The national society of the host country
iv. Corporations who have a vested interest in the promotion of the conference’s topic (as sponsors or patrons of the conference)
v. IMIA - Where the Conference has been approved by the General Assembly, the WG may request that IMIA provide a repayable loan – note that the loan is available only on a pre-determined maximum.

Potential Revenue Sources include:

i. Registration fees for participants
ii. Corporations, vis-à-vis:
   1. Attendance and participation
   2. Exhibit stands or tables
   3. Promotion on the conference web site, and/or program material, letterhead, etc.
   4. Sponsorship of meals, breaks, and social events.

Unless otherwise agreed, IMIA bear no financial responsibility for the working conference. However, IMIA may condition its support on a fee provided from the conference, e.g. based on a percentage of the surplus, exhibition revenue or other. This is to be agreed in a contract with the IMIA VP WG/SIG and CEO before the conference is endorsed by the General Assembly.

IMIA Support
IMIA will assist the conference organizers by:

1. Promoting the conference on the IMIA web-site including hyperlinks to registration and exhibitor’s application forms
2. Distributing information through its data base
3. Where possible, assist with generating sponsorship interest
4. Provide handouts to participants at other conferences where IMIA has an official presence.
5. Provide for courtesy print advertising in magazines and journals where IMIA has a relationship conducive for doing so.
6. Providing advice and contacts.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017
Replaces version from 26th August 2001.
Composition
The Editorial Committee shall consist of a Chair, approved by the General Assembly, and not more than two members proposed by the Chair for approval by the Vice-President for MedInfo. One member of the Committee shall represent the host country. The Chair shall be a member of the SPC "Core Group".

Meetings
Meetings of the EC shall be held in conjunction with other IMIA events, such as the General Assembly, Working Conferences, etc., where the expense of attendance to the EC is minimized. Electronic meetings are encouraged.

Financing
Financing of the activities of the EC is arranged through a contractual budget as approved by the MedInfo Steering Committee and paid by the Local Organizing Committee (LOC). This budgeted amount may not be exceeded.

Responsibilities
The Editorial Committee has the following general responsibilities:

- The determination of the length of papers, posters, and scientific demonstrations for publication in the Proceedings; the length of the proceedings should not exceed 1200 pages;
- Participation in the preparation of the Instructions to Authors;
- Participation in the logistical plan for milestone events, particularly as it applies to the date of transfer of material approved for inclusion in the proceedings;
- Liaising with the LOC and IMIA’s preferred publisher in regards to the publication of the proceedings
- Receiving the manuscripts from the SPC
- Ensuring that copyright transfers and other legal requirements are met
- Obtaining and fulfilling ISBN requirements;
- Fulfilling MedLine indexing requirements;
- Editing the proceeding manuscripts as to English grammar, spelling, length, formatting, etc.;
- Classifying submissions as to content;
- Preparation of the Table of Contents, Author’s list, and indexes;
- Preparing a draft of the proceedings, submitting the draft to the publisher, and proofing the publisher’s bluelines; and
- Ensuring that the proceedings are published and distributed in time for the Congress.

Note: The same publishing responsibilities apply in the case of publishing in Electronic Media.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017
SOP MedInfo Local Organizing Committee for approval

The Local Organizing Committee (LOC) is responsible for the conduct of the MedInfo Congress

Composition

The host country member shall propose a Chair for the LOC to the MedInfo Steering Committee; approval of a reasonable candidate will not be withheld. The composition of the organizing committee may be appointed at the discretion of the host country. Notwithstanding the foregoing, a deputy or vice-chair of the LOC must be appointed.

Meetings

Meetings of the LOC are at the discretion of the LOC; the costs of such meetings are borne by the LOC.

Financial Obligations to IMIA

The LOC is financially obligated as itemized in the contract between IMIA and the host member society. The Contract includes conditions which relate to registration revenue, exhibit revenue, pre-congress tutorials, workshops, seminars, and other educational events.

The LOC must provide IMIA by documentation that there is no legal hindrance in transferring contractually agreed funds to IMIA.

Payment under the terms of the contract shall be made within six months of the conclusion of the congress along with an independent audit statement verifying that the registration and exhibit fees are correct.

SPC/EC/Secretariat Expenses

The LOC, in conjunction with the Steering Committee, the SPC chair, and the EC Chair will negotiate a budget and a cash flow statement for the following:

- SPC meeting expenses;
- SPC secretariat and administrative expenses (refer to SPC/EC Secretariat function, section 3.c);
- The Honoraria and expenses of Keynote and Invited Speakers;
- Provide IMIA Best Paper Award Medallions for Gold, Silver and Bronze winners – design of Medallion is supplied by IMIA
  - Special note, Best Student Paper Awards are covered by IBM Research Sponsorship currently
- EC meeting expenses;
- EC secretariat and administrative expenses including submission editing costs;
- Publication costs of the Congress Proceedings irrespective of the media employed; and
- Bursaries for developing countries.

The individual budgets, once established, are fixed. Any expense incurred beyond the budget is the personal responsibility of the individual incurring the expense.
Expenses incurred within the budget and within the cash flow plan shall be reimbursed within 30 days of submission. Unexpended funds shall revert to the LOC.

**Congress Expenses**

The LOC is responsible for financing the cost of:

- all promotional material and advertising, including distribution;
- meeting rooms, audio-visual requirements and other facility expenses;
- the exhibits;
- the honorariums and expenses of Keynote Speaker(s) and invited speakers;
- coffee breaks and other hosted catering functions; and
- social events.

**Revenue Sources**

Revenue sources for MedInfo’s include (among others):

- Corporate or Institutional Patron Fees
- Registration Fees
- Exhibit Fees
- Workshop and Tutorial Fees
- Accompanying Person’s Program Fees
- Ticket Sales for Social Events
- Hotel Commissions
- Commissions on Tours and Travel
- Sales of Promotional Items
- Grants from Government or Funding Agencies

**Registration Fees**

Registration fees are paid by all participants including the IMIA Board, General Assembly, Working Groups, Special Interest Groups, the MedInfo Steering Committee, the LOC, SPC, and EC, except where specifically excluded in this section as follows:

- Keynote or invited speakers who are paid expenses and/or honoraria.
- IMIA Administration Staff
- Senior full time staff of the World Health Organization under the WHO/IMIA agreement.
- Members of the LOC, their staffs, or local volunteers whose function is to work at the Congress.

**Other Congress Responsibilities**

The general Congress responsibilities are included in the MedInfo workbook as modified from time to time; other specific responsibilities include:

- The Organization of the Opening Ceremonies including the selection of the Congress Keynote Speaker.
- Organizing pre-conference tutorials and workshops
- Providing IMIA with a single booth in the exhibit hall with basic table & seating and internet connection
- Providing meeting space and limited catering for IMIA-based meetings including, but not limited to:
  - The Executive Committee and the Board of IMIA
- Working Groups and Special Interest Groups
- the SPC and EC
- Senior Officer Club,
- the General Assembly, and
- other ad-hoc official meetings
- Press and other and other media publicity
- The preparation and distribution of Speaker’s gifts
- The preparation of MedInfo medallions of excellence
- The organization of the closing ceremonies.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017
The Scientific Program Committee is responsible for the Scientific Program of the MedInfo Congress, excluding pre-conference tutorials and workshops.

Composition

The SPC is composed of two Co-Chairs, one or more Chairs of active IMIA Working Groups and Special Interest groups, and members with expertise in varying areas of Scientific and Academic health informatics interests including the R&D groups of industries. The international distribution of SPC members shall be taken into consideration and may include members from the current MedInfo host country. The total composition of the SPC may not exceed 20 individuals. One member of the SPC may be appointed as the Scientific Demonstration Coordinator.

The "Core-Group" of the SPC is composed of the two co-chairs, the Scientific Demonstration Co-Coordinator (if applicable), a representative of the Local Organizing Committee (LOC), and the Editorial Committee (EC) Chair.

Selection

The Co-Chairs are approved by the General Assembly; other members are submitted by the Co-Chairs to the Vice-President for MedInfo for approval.

Meetings

Meetings of the SPC shall normally be held in conjunction with other IMIA events, such as the General Assembly, Working Conferences, etc., where the expense of attendance to the SPC is minimized (attendance at meetings of the General Assembly is not an IMIA or SPC responsibility). Electronic meetings and conference calls by the SPC for planning purposes are encouraged.

Financing

Financing of the activities of the SPC is arranged through a contractual budget between the SPC and the LOC as approved by the MedInfo Steering Committee. This budgeted amount may not be exceeded.

Responsibilities

The SPC, specifically the "Core Group", has the following general responsibilities:

- encouraging the participation of colleagues in the scientific component of the MedInfo;
- determining audio-visual requirements of presenters and advising the LOC;
- identification of the provided audio-visual requirements in conjunction with the LOC;
- determining in conjunction with the LOC and the EC a dated plan of action for milestone events including:
  - publication of the Call for Participation,
  - publication of the Instructions to Authors
  - the selection and appointment of referees and reviewers,
  - the closing date for acceptance of papers, posters, scientific demonstrations etc.,
the closing date for the review process,
the date for completing the adjudication of submitted materials,
- preparation of the final program for publication by the LOC;
- submission of the papers, etc. to the EC for editing and publication;
- coordinating the Scientific Program component of the Call for Participation;
- preparation of "Instructions to Authors" and its printing and distribution to respondents to the Call for Participation;
- the selection of referees or reviewers and the provisions of guidelines for the scientific review of papers, posters, and scientific demonstrations;
- the acceptance of contributions and the subsequent logistics involved with the review process, including the assurance that each contribution has been reviewed by three (3) referees;
- ensuring that authors have appropriately transferred copyright of their material to IMIA.
- approving, re-categorizing, or declining acceptance of submitted papers and advising the contributors accordingly;
- organizing accepted papers, posters, and scientific demonstrations into sessions;
- the selection and appointment of session chairs and co-chairs;
- adjudicating and coordinating panel discussions, "meet the experts", and workshops included in the scientific program;
- preparation of the Scientific Program for inclusion in the Congress' Final Program for publication by the LOC;
- transferring approved papers, posters, and scientific demonstrations to be included in the proceedings, along with other documentation to the EC;
- providing on-site assistance to presenters at the congress; and
- the selection of MedInfo Award Medal winners.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017
Responsibility

The MedInfo Steering Committee serves the purpose of:

- establishing the contract between the MedInfo host member society and IMIA;
- approving the Chairs of the:
  - Local Organizing Committee (LOC)
  - Scientific Program Committee (SPC)
  - Editorial Committee (EC)
- establishing or approving the budget of the EC, SPC, where applicable, the SPC/EC secretariat in consultation with the MedInfo LOC, SPC, and EC chairs.
- approving the registration fees for the Congress.
- identifying the timelines necessary for a successful MedInfo and reaching consensus by the LOC, EC, and SPC.
- ensuring that the schedule of the timelines are being met.

Note: Candidates for the Chairs of the SPC and EC are recommended for approval at the following meeting of the General Assembly

Composition

The Steering Committee shall consist of The Vice-President, MedInfo (Chair), the President, the President Elect and the Treasurer. The CEO or Interim CEO of IMIA shall serve on the committee in an ex-officio capacity. The Committee meets annually in conjunction with the General Assembly.

Status: Proposal for approval at the Board meeting in Hangzhou, China, 20th August 2017

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1 Name changed from Executive Director in 2010