



The Royal College of **Pathologists**
Pathology: the science behind the cure

Pathology is global.

Shape our international agenda
Represent the College overseas
Act as a strategic voice for overseas members

International Advisor
Recruitment Information Pack

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Introduction

With approximately 20% of our members based outside the UK, this is an exciting time to get involved in the international work of the College. Over the past year, the College's international activities focused on building the capacity of pathology services in developing countries, establishing a cadre of College Fellows and members capable of being deployed overseas as volunteers and advocating for high quality laboratory medicine training and services around the world.

The impact of our work continues to raise awareness amongst policy makers about the role of laboratory medicine in addressing global health challenges and its contribution towards achieving the health-related Millennium Development Goals (MDGs). In sub-Saharan Africa, the College's **LabSkills Africa** initiative has been working to improve services in 20 public sector laboratories in Kenya, Tanzania, Uganda, Zambia and Zimbabwe. Together, these laboratories serve a combined population of approximately 110 million and perform more than 7 million tests per year. Our training and mentoring of 100 laboratory professionals (technologists, pathologists and biomedical scientists) is helping to strengthen laboratory teams as well as deliver higher quality front-line services to those communities that are most in need. In Europe, we are with the European Society of Pathology to develop a pan-European proficiency test in cellular pathology, which will lead to the introduction of a recognised and trusted Europe-wide standard that will allow individuals to demonstrate the transferability of their diagnostic skills from one member state to another. The overarching goal is to encourage the continuous improvement of training programmes in member states in order to meet these European standards.

Key achievements

Pathology training in Iraq: In partnership with the Iraq Embassy in London, the College hosted a roundtable to discuss ways to support the Federal Government of Iraq's vision of developing the country's pathology workforce and improving the quality of its laboratory services to internationally accredited standards.

Molecular/ Anatomic Pathology in Europe: The College hosted a roundtable of key leaders in molecular/ anatomic pathology in Europe to discuss common issues relating to training, practice and

standards. A key outcome of the meeting was the agreement to develop a pan-European Proficiency test in Cellular Pathology.

African Society for Laboratory Medicine (ASLM): The College has signed a memorandum of understanding with ASLM, committing both organisations to work together to improve pathology and laboratory medicine in Africa.

Chennai Declaration on Tackling Antimicrobial Resistance in India: The College has endorsed the Chennai Declaration, which aims to raise the profile of the issue and stimulate efforts towards the development of an antibiotic policy. Since its publication, the declaration has produced a significant change in attitude amongst doctors and health authorities in India.

Train the Trainer, Iraq: working with the College's International Advisor for the Middle East & North Africa (MENA) region, the Director of Training and Assessment (Dr David Bailey) and the Director of Examinations (Dr Kevin West) delivered a two-day training of trainers course in Erbil, Kurdistan. Supported by the Kurdistan Regional Government and the Kurdistan Board for Medical Specialties (KBMS), more than 70 trainers, pathologists and students from across Iraq attended the course.

Pakistan Association of Pathologists (PAP): In March 2014, the College hosted the UK visit of Dr Chughtai Akhtar, President of the Pakistan Association of Pathologists (PAP) and organised a meeting of Pakistani Diaspora pathologists in the UK to discuss how they might work together to improve pathology training and laboratory medicine services in Pakistan. These meetings led to the establishment of the British Association of Pakistani Pathologists (BAPP) and the delivery of a joint RCPPath-PAP Molecular Pathology Conference, which took place in Lahore in November 2014.

African Strategies for Advancing Pathology (ASAP): The College participated in an international meeting in Siena, Italy aimed at developing a strategic framework to increase and improve pathology capacity in sub-Saharan Africa.

LabSkills Africa: 30 course mentors, drawn from the UK, Australia, Canada, Northern Ireland and South Africa were successfully recruited to support the learning of 100 participants from Kenya, Tanzania, Uganda, Zambia and Zimbabwe on the LabSkills Africa courses. In January 2014, 40 lab technicians from Kenya, Tanzania, Uganda, Zambia and Zimbabwe attended a 5-day residential training course for the Technical Skills Development Course at the Aga Khan University Hospital in Nairobi, Kenya. This was

then followed in February with a 5-day leadership retreat for 60 pathologists and senior biomedical scientists, which took place in Moshi, Tanzania.

Looking Forward

International Department: the work of the Department has grown dramatically and this trend is set to continue. Increasing the capacity of the College's international team and identifying new sources of funding to support international activities will be a key priority in 2015-16.

Clinical Attachments: we will work to establish a register of Fellows willing to supervise and mentor International Medical Graduates who visit the UK to undertake a period of clinical attachment or observership. The register will provide an invaluable resource for overseas doctors wishing to sit the FRCPath examinations.

LabSkills Africa: the second year of this DFID-funded project will focus on the mentoring of course participants, the implementation of 5 country-led laboratory improvement projects and the development of the LabSkills e-learning.

Overseas examinations: New FRCPath Part I examination centres will be established in Cairo (Egypt) and Khartoum (Sudan) by autumn 2015. The College will also be establishing its first overseas regional centre for the delivery of the FRCPath Part II examination in Histopathology in Jordan.

Pathology is global: international strategy

Pathology is Global is the College's 5-year International Strategy (2013-18), which aims to raise the profile of the College internationally and strengthen its position as a leading professional standard setting body for the training, examination and development of pathologists and Clinical Scientists world-wide.

Our international strategy:

- Recognises the value of the College's internationally diverse membership and fellowship base;
- Focuses on the need to engage internationally on global health issues;
- Builds on the strength, expertise and international reputation of the College in setting standards, developing curricula, training programmes and delivering exams;
- Acknowledges the importance of advocating for pathology by building strategic alliances and raising awareness of the role and contribution of pathology to health systems strengthening, improvement and provision; and
- Provides the foundation for identifying and maximising the College's ability to take advantage of the many international funding opportunities that may be available to support and resource the implementation of **Pathology is Global**.

Over the next five years, the College's international work will focus on achieving outcomes in five key areas:

Theme A: Engaging our members	
1	Increase the involvement and participation of overseas members in the work and promotion of the College internationally.
2	Support overseas members wherever they are based, creating opportunities for their career development and training that is relevant to their practice and local environment.
3	Mobilise the capacity and capability of the UK's pathology workforce to respond to international requests for assistance, through the creation of 'PathLINK', an online database, which will match UK pathologists and trainees with overseas volunteering and training opportunities.
4	Work with members and stakeholders to promote overseas volunteering as well as address the barriers that exist to volunteering.
5	Establish a recognition and reward scheme aimed at showcasing the positive contributions being made by pathologists, scientists and laboratory medicine professionals to raise standards

Theme A: Engaging our members

and strengthen health systems in low-income countries.

Theme B: Improving standards, practice and professional development

- 1 Promote and deliver capacity-building, technical assistance and training programmes aimed at raising standards and developing the pathology workforce in resource-poor countries.
- 2 Develop and deliver Continuing Professional Development (CPD)/ Continuing Medical Education (CME) schemes and courses.
- 3 Establish a programme of professional exchanges and study visits with overseas institutions based in countries with resource-poor and highly developed medical systems.

Theme C: Building capacity through training, technical assistance & skills transfer

- 1 Work with overseas partner institutions to establish an International Pathology Training Fellowship Scheme (IPTFS) under the UK Government's Medical Training Initiative (MTI). The scheme will provide appropriately qualified and experienced International Medical Graduates with the opportunity to come to the UK for a maximum of 2 years to undergo postgraduate specialty training.
- 2 Help other countries to build their capacity to provide high quality postgraduate specialty training programmes in pathology as a strategy for creating their own sustainable health systems.
- 3 Develop appropriate models for exporting the College's educational activities, in particular the College's Fellowship examinations, workplace-based assessments, e-portfolio and expertise in curriculum development.

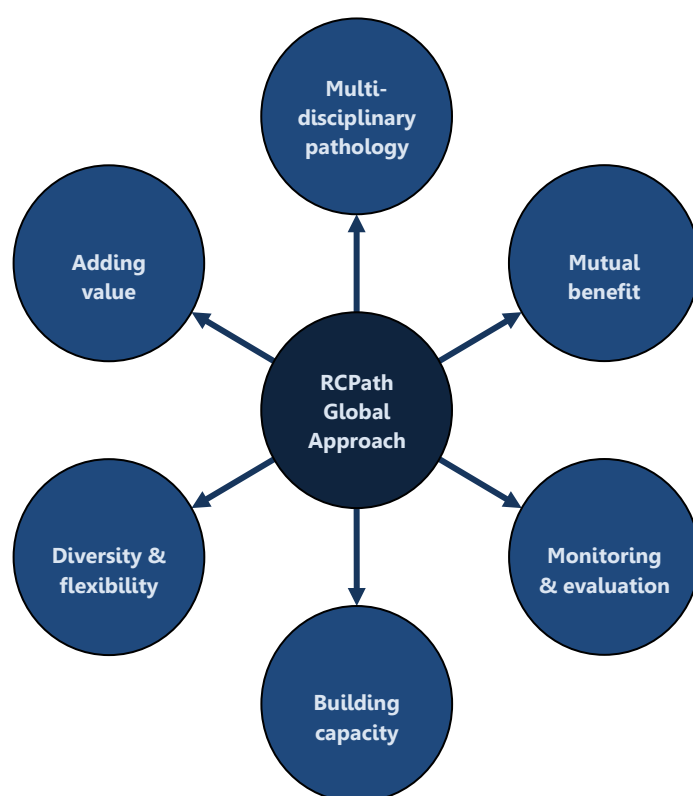
Theme D: Leadership, advocacy & policy

- 1 Engage in policy and advocacy work aimed at raising awareness and understanding about the role and contribution of pathology to health systems strengthening, health improvement and prevention.
- 2 Develop links with international agencies, government departments, non-governmental organisations and professional pathology bodies, with a view to advocating for greater investment and resources for developing the pathology workforce and strengthening laboratory medicine globally.
- 3 Advocate and promote the College's values, standards and expertise internationally.

Theme E: Implementation – governance, co-ordination & resources

1	Build the capacity of the College's International Department in order to support the successful delivery of Pathology is Global .
2	Develop and implement a fundraising strategy and action plan aimed at mobilising internal and external resources. This will include working with UK and international partners to develop collaborative or partnership bids for external funding and sponsorship.

The College's work to extend its global influence, collaborations and international engagements activities are shaped by the following principles:



Building capacity: activities are designed to build sustainable local human and institutional capacity.

Diversity & flexibility: Collaborations will take account of the complexity and diversity of regional or country needs and issues.

Mutual benefit: partnerships will be equitable and based on mutual recognition of the different skills, strengths and attributes that each party may bring to the partnership or collaboration.

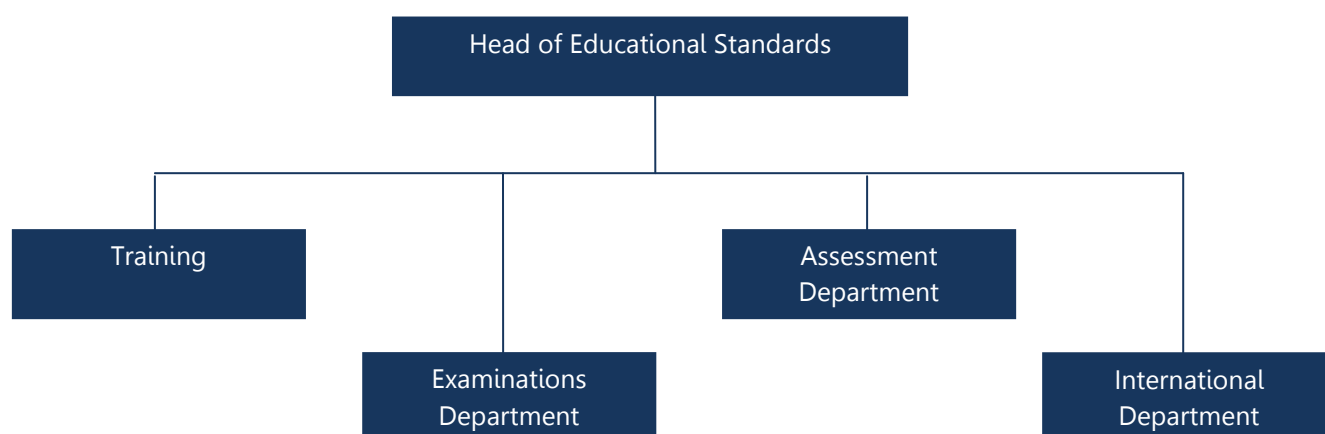
Adding value: RCPATH will always seek to add value by working with and harnessing the comparative advantages and value of existing institutions and partnerships in a region or country.

Multi-disciplinary pathology: RCPATH will promote, emphasise and support the development of the inter- and multi-disciplinary nature of pathology and laboratory medicine.

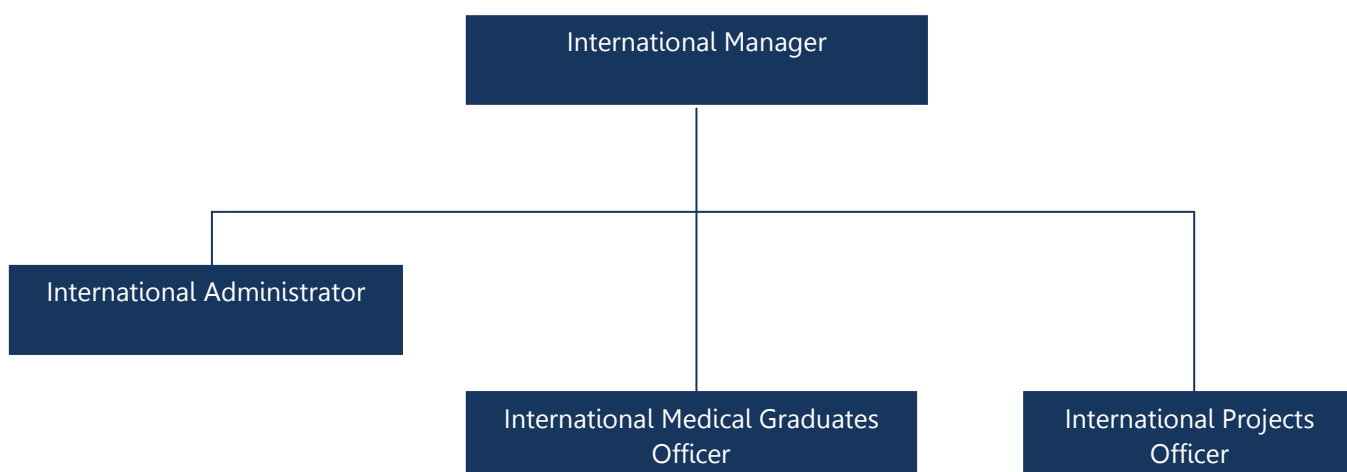
Monitoring & evaluation: partnerships and work will be monitored and evaluated to learn lessons and share best practice.

International Department

The College's International Department was established in March 2011 and is responsible for developing, coordinating and managing the international activities and affairs of the College. The department sits within the Learning area of the College (alongside the Training, Examinations and Assessment departments), and is headed by **Joanne Brinklow, Head of Educational Standards**.



The day-to-day management of the department is overseen by **Rosemary Emodi**, the **International Manager**. The current staffing structure of the department is as follows:



In terms of accountability and reporting, the overall strategic lead for the department is provided by the College's **Director of International Affairs, Dr Maadh Aldouri** who is also responsible for chairing the

College's International Committee. The Director attends College Council meetings to report on the progress and activities of both the department and the committee. Managerial oversight it provided by the College's **Vice President for Communications, Dr David Bailey**.

Key department responsibilities include:

- Implementing the College's International Strategy, 'Pathology is Global';
- Working with a network of International Advisors who act as the College's official representatives and provide the lead on the College's engagement within their respective regions;
- Supporting the work and decision-making of the International Committee, which has oversight of all the College's international activities and is responsible for providing strategic advice to the College Council and its Honorary Officers on all international-related matters;
- Developing and implementing strategies to engage the College's UK and international members on global health issues;
- Raising the profile and influence of the College internationally;
- Coordinating the efforts of College members and other professionals in pathology in the UK who wish to collaborate with colleagues overseas to create sustainable development;
- Establishing international development and exchange programmes between the UK and overseas;
- Fostering international strategic partnerships, collaborations and alliances;
- Promoting the College's expertise, standards, qualifications and examinations; and
- Advocating for quality laboratory medicine training, research and services around the world.

International Committee

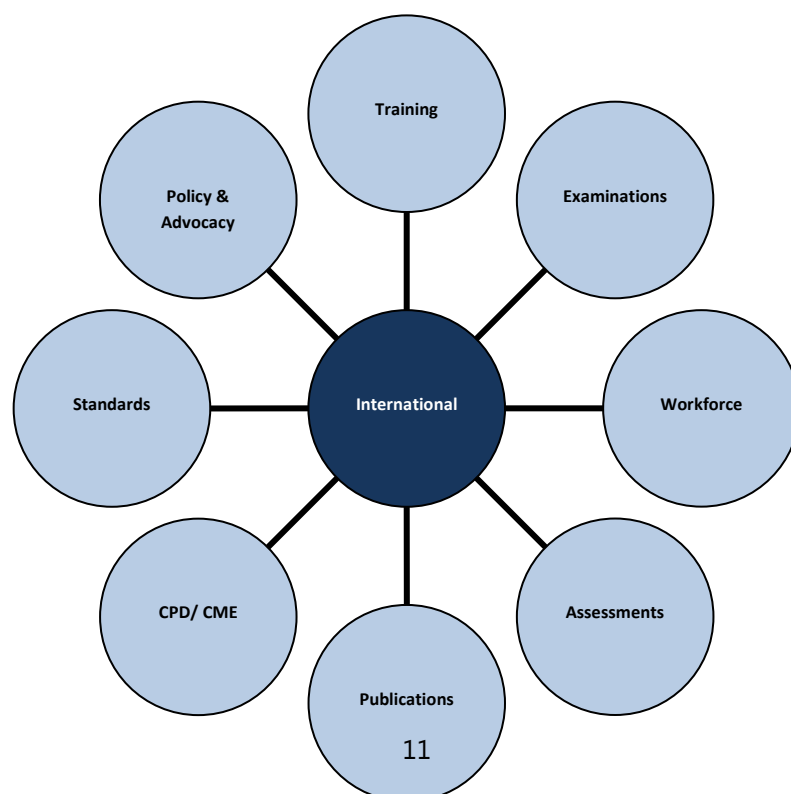
The International Committee is the governing committee of the College's International Department and is the primary forum for considering, developing, approving and implementing the College's international partnerships, activities and strategy. The committee meets twice a year (in May and October) and its membership reflects the College's diverse and global fellowship with members residing in the UK, Canada, Singapore, South Africa, Thailand, the United Arab Emirates and the United States.

The work of the Committee is carried out via its working groups, each of which is chaired by a committee member:

- Communications
- Fundraising
- Learning
- Policy & advocacy
- Projects & research

The work of the International Committee and the International Department cuts across all aspects of the College's operations and involves liaising and working in partnership with other departments within the College.

The Committee's terms of reference are set out at Appendix A.



International regions and advisors

The College's overseas territories are divided into six regions:

Region	International Advisor
• Americas	Vacant
• Europe	Dr Charles van Heyningen (UK)
• Middle East & North Africa	Professor Ismail Matalka (Jordan)
• South East Asia	Vacant
• Sub-Saharan Africa	Professor Akin Abayomi (South Africa)
• Western Pacific	Professor Soo-Yong Tan (Singapore)

Each region is represented by an International Advisor who is appointed for a term of 3 years and is a member of the International Committee. International Advisors provide proactive advice, leadership and direction in relation to the development and implementation of the College's activities within their respective regions. They also act as the College's official representative, promoting the College's standards, expertise and values to key regional stakeholders and decision-makers. The range of activities that International Advisors can become involved in is diverse and multi-faceted. They are expected give adequate time and energy to their role and this includes:

- Communicating, championing and promoting the work of the Committee within the College, amongst the membership and with external stakeholders;
- Attending and actively participating in all Committee meetings and the Committee's collective decision-making process; and
- Participating in Committee working groups and/or sub-committees from time to time, including serving as convenors.

Understanding the role

- The position of International Advisor is an honorary one for which reasonable travel expenses will be reimbursed. Advisors are expected to provide proactive advice, leadership and direction in relation to the development and implementation of College's activities within the region.
- International Advisors who are based within the relevant region will be expected to attend one of the two annual International Committee meetings in person. These meetings are held at the

College's offices in London, England and RCPATH will cover the costs of flights, accommodation and subsistence.

Shortlisting and selection criteria

Applicants should demonstrate any or all of the following:

- A commitment to promoting the College, its services, qualifications, examinations and standards internationally;
- Knowledge and understanding of pathology education, training, practice and research in the region;
- Well established contacts with pathologists and relevant health institutions and laboratories within the region;
- Involvement in or membership of networks, forums or associations within the region;
- An interest in developing new College-supported activities for pathologists and other health care professionals in the region;
- Experience of living and/or working overseas (*desirable*)
- Experience of/ interest in global health issues;
- Experience of setting up or participating in international global health projects or international health links; and
- Membership of international pathology networks, forums and associations.

Getting involved:

International Advisor vacancies for the Americas and South East Asia regions

Application process

- If you wish to be considered for one of these International Advisor positions, please download and complete an 'Expression of Interest' form, which is available on the College website at:
<http://www.rcpath.org/the-college/get-involved-at-the-college.htm>.
- Completed Expression of Interest forms, together with an abridged CV (of no more than 4 sides of A4) should be sent to Gemma Hooley, International Administrator (email: international@rcpath.org) by **Friday 4th September 2015**.

Timetable

No	Activity	Deadlines
1	Expressions of interest must reach the College by:	Friday 4 th September 2015
2	Shortlisted candidates will be notified by:	Friday 2 nd October 2015
3	Interviews will take place on: (Note: Interviews via Skype and/or teleconference will be arranged for overseas candidates.)	19 th - 30 th October 2015
4	Appointments will be made by:	Friday 6 th November 2015
5	Appointments will be approved by Council on:	Thursday 12 th November 2015
6	Induction for newly appointed International Advisors will take place on:	To be arranged.

Webinar | International Advisors: An Introduction

The International Department will be holding two webinars for anyone interested in submitting an application to become an International Advisor. The webinar will provide attendees with an opportunity to learn about the role, terms of reference and the College's international work.

The webinar will take place on **Wednesday 29th July 2015** at 4pm (BST) and will be repeated again on **Wednesday 12th August 2015** at 2pm (BST).

Anyone wishing to attend one of these webinars should register online at:
<https://attendee.gotowebinar.com/rt/3130733283699362050>

The terms of reference for International Advisors can be found at Appendix B.

INTERNATIONAL COMMITTEE

Terms of Reference

1. Introduction

The Royal College of Pathologists (RCPath) is a professional membership organisation, dedicated to the advancement of the science and practice of pathology. The College's mission statement is to 'promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development, to the benefit of the public.'

The College has a global multidisciplinary membership, with approximately 20% of its members based outside the UK. In addition, many of the College's UK members are involved in a range of international projects and collaborations. RCPath is committed to strengthening its engagement with its international members, as well as developing the College's international profile, activities and collaborations.

2. Function and Remit

The International Committee (the 'Committee') is responsible for overseeing the development, coordination, implementation and evaluation of all aspects of the College's international programme, activities and work. The Committee takes action on behalf of the College and provides strategic advice to the College Council (the 'Council') and/or Honorary Officers on all matters of an international nature. This includes, but is not limited to:

- Developing an international strategy (the 'Strategy') for the College and overseeing an annual work plan to deliver the College's strategic international priorities. The Committee shall be responsible for keeping the Strategy under regular review to take account of current and emerging issues or priorities.
- Championing the international agenda within the College and acting as the representative voice of international members and members' international interests within the College's decision-making processes and governance structures.
- Establishing, maintaining and strengthening the College's international relationships and strategic alliances.

- Engaging in policy and advocacy activities in the UK and internationally, aimed at raising awareness and understanding about the role and contribution of pathology and laboratory medicine to health systems strengthening, health improvement, surveillance and prevention.
- Evaluating and advising other College departments and committees on how the international dimension of their work might be best advanced.
- Overseeing the coordination, promotion and/or endorsement of international academic and professional activities, visits and conferences.
- Promoting the College, its services, qualifications, examinations and standards internationally as well as ensuring the College's membership of and representation on appropriate international organisations, forums, networks and committees.

3. Chair

The Committee shall be chaired by the Director of International Affairs, who shall be appointed by Council¹ for a term of three years.

4. Membership

Membership of the Committee shall, subject to approval of Council, comprise of the following:

- (a) Director of International Affairs (*Chair*)
- (b) International Advisor – Americas
- (c) International Advisor – Europe
- (d) International Advisor – Middle East & North Africa
- (e) International Advisor – South & East Asia
- (f) International Advisor – Sub-Saharan Africa
- (g) International Advisor – Western Pacific
- (h) Representative – Trainees Advisory Committee (TAC)
- (i) Representative – Lay Advisory Committee (LAC)
- (j) The following Honorary Officers are ex-officio members of the Committee²:
 - President
 - Vice Presidents
 - Treasurer
 - Registrar
 - Assistant Registrar
- (k) The following College Directors shall be ex-officio members of the Committee:
 - Director of Training and Educational Standards
 - Director of Examinations and Assessment

¹ By-Law 72(a)

² By-Law 71(a)



(l) Appointments

- The Committee may appoint up to six members, each of whom shall serve for a term of three years, rotating so that one third of their membership is reconstituted each year.
- Appointed members shall be eligible for re-appointment for a further term of two years.

(m) Co-options

The Committee may co-opt, either for the periods specified in the co-option or for a single meeting, any person or a representative of any organisation who, in its opinion, possesses specialist knowledge or is otherwise able to assist or advise the Committee in connection with the exercise of its functions.

(n) Diversity

Due regard shall be paid to the desirability for diversity in the composition of the Committee's membership in respect of the specialities, geographical and workplace locations (i.e. public, private or voluntary sectors) represented.

(o) The following College staff shall attend meetings of the Committee as observers:

- Head of Educational Standards
- International Manager
- Training and Educational Standards Manager
- Examinations Manager
- Training and Educational Standards Assistant

5. Status and Accountability

The Committee is a Standing Committee of the Council³ and reports directly to it through the Chair. In addition, the Committee shall submit an annual report of its activities to Council for inclusion in the College's Annual Report⁴.

6. Sub-Committees

The Committee may establish sub-committees as it sees fit⁵.

7. Meetings

- Meetings shall be called at the discretion of the Chair, in line with business needs. However, the Committee shall meet at least twice a year.

³ By-Law 70(a)

⁴ By-Laws 70 and 72(c)

⁵ By-Law 72(d)



- Members shall be given at least 14 days' notice of meetings, or as the Committee shall otherwise agree.
- The attendance of at least one-third of the Committee members shall constitute a quorum. In the event that a quorum cannot be achieved, the Committee may meet and make decisions, but before such decisions can be implemented, sufficient members to constitute a quorum must endorse them.
- All meetings of the Committee and its sub-committees shall be minuted.
- Unless otherwise agreed, the venue for Committee meetings shall be at the Royal College of Pathologists, Fourth Floor, 21 Prescot Street, London E1 8BB.
- Teleconferencing and online meeting (web conferencing) facilities shall be available at all Committee meetings.

8. Review

The Terms of Reference and effectiveness of the Committee shall be reviewed on an annual basis.

APPROVED BY COUNCIL: 6th June 2012

INTERNATIONAL ADVISORS

Terms of Reference

1. Introduction

The Royal College of Pathologists (RCPATH) is a professional membership organisation, dedicated to the advancement of the science and practice of pathology. The College's mission statement is to 'promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development, to the benefit of the public.'

The College has a global multidisciplinary membership and approximately 20% of its members are based outside the UK. In addition, many of the College's UK members are involved in a range of international projects and collaborations. RCPATH is committed to strengthening its engagement with its international members, as well as developing the College's international profile, activities and collaborations.

2. Function and remit

International Advisors play an important and strategic role in representing the College within a specified overseas geographical region. They act as key points of contact for members residing in these regions and also for UK-based members who have an interest in or wish to engage with global pathology issues. International Advisors are responsible for developing appropriate strategic relationships within their respective regions and providing the lead on engagement and project collaborations with the aim of enhancing and maintaining international standards in the practice of pathology. Key aspects of the role include, but are not limited to:

- Contributing to the development of the College's international strategy (the 'Strategy') and leading on the formulation of engagement plans for their respective regions.
- Developing and maintaining effective communications with the College's members, including ascertaining the views and concerns of members on relevant issues and adequately representing these views on the International Committee.
- Establishing and maintaining a network of Country Representatives within their respective regions.

- Identifying emerging issues and advising the International Committee on the implications of any policies, curricula changes, practice developments, research, strategies or discussions on the direction of the College's international activities or its overseas members.
- Advising the International Committee generally, including identifying any opportunities which may exist to extend the College's influence, secure funding from external sources, strengthen or build its profile and consolidate its position.
- Promoting the College, its services, qualifications, examinations and standards.

3. Appointment

(a) College regions⁶

An International Advisor shall be appointed for each of the following geographical regions⁷:

- Americas
- Europe
- Middle East & North Africa
- South & East Asia
- Sub-Saharan Africa
- Western Pacific

(b) Eligibility

International Advisors must be:

- (i) Fellows or Members of the College;
- (ii) In good standing with the relevant national medical authority;
- (iii) Up to date with their Continuing Professional Development (CPD)/ Continuing Medical Education (CME) requirements; and
- (iv) In current pathology practice.

(c) Procedure

- (i) The procedure for appointing an International Advisor shall be determined and overseen by the International Committee, which shall invite applications or expressions of interest from the College membership in the first instance.
- (ii) In determining the procedure, the International Committee shall consider a number of factors, including the following:

⁶ The geographical regions are based on the regional groupings used by the World Health Organisation (WHO). WHO Member States are grouped into 6 geographical regions: AFRO (Africa), AMRO (Americas), EMRO (Eastern Mediterranean) – Middle East and North Africa, EURO (Europe), SEARO (South-East Asia) and WPRO (Western Pacific).

⁷ The countries covered by each College Region are set out at Appendix A.

- The number of College members within the region.
- The number of applications or expressions of interest received.
- The activities of the College within the region and any existing or proposed collaborations or partnerships.
- Whether the region would be best served by holding elections or establishing an interview panel.

(iii) Notwithstanding paragraphs c(i) and (ii) above, candidates applying for an International Advisor position will need to demonstrate, amongst other things, the following skills and qualities:

- A commitment to promoting the College, its services, qualifications, examinations and standards within the specified region.
- Knowledge and understanding of pathology education, training, practice and research in the region.
- Well established contacts with pathologists and relevant health institutions and laboratories within the region.
- Involvement in or membership of networks, forums or associations within the region.
- Ability to work as part of a team and be proactive.
- Ability to provide leadership, set goals and inspire others.
- An interest in developing new College-supported activities for pathologists and other health care professionals in the region.
- Experience of living and/or working within the specified region (desirable).

(d) Council approval

The appointment of International Advisors shall be approved by the College Council (the 'Council').

(e) Term

International Advisors shall be appointed for a term of three years. The term shall be renewable for a further period of two years and is subject to approval by Council.

4. Accountability and reporting

Once appointed, International Advisors shall be accountable to the International Committee and will be expected to:

- Represent the College in their respective regions in their professional relationships and through attendance at national and/or regional meetings. Advisors will represent the College by describing themselves as the 'RCPATH International Advisor for [Region]' and by promoting as appropriate the College's international activities, vision and mission.

- (b) Actively contribute to the development and implementation of the International Committee's work programme, attending all meetings of the Committee and providing written reports.
- (c) Provide advice in respect of their respective regions, particularly in terms of proposed projects.
- (d) Develop and implement an Engagement Plan for their respective regions, detailing for example, regional priorities and objectives; key institutions to be engaged; opportunities for developing country representatives; building the profile and presence of the College within the region and mapping the existence (or otherwise) of specialist training programmes.
- (e) Communicate and engage with members within their respective regions on a regular basis.
- (f) Promote and raise awareness of education, training, research and practice issues and developments within the region amongst the wider College membership using the College website, quarterly Bulletin and College events or meetings.
- (g) Keep up-to-date with the legislation, rules and regulations underpinning the College's work in training, examinations and continuing professional development.
- (h) Submit an end of year report to the May meeting of the International Committee, which will be included in the Committee's Annual Report to Council.

5. Review

The position of all International Advisors shall be reviewed annually in order to ensure that they remain relevant and effective. Key review areas shall include:

- (a) Terms of reference for International Advisors;
- (b) Performance in relation to successes, achievements and impact; and
- (c) Issues and challenges affecting an International Advisor's ability to fulfil the requirements of the role.

6. Appendices

A. College international regions and countries.

APPROVED BY COUNCIL: 6th June 2012

College International Regions & Countries

Americas	Europe	Middle East & North Africa	South & East Asia	Sub-Saharan Africa	Western Pacific
Antigua and Barbuda Argentina Bahamas Barbados Belize Bolivia (Plurinational State of) Brazil Canada Chile Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador El Salvador Grenada Guatemala Guyana Haiti Honduras Jamaica Mexico Nicaragua Panama Paraguay Peru Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname Trinidad and Tobago United States of America	Albania Andorra Armenia Austria Azerbaijan Belarus Belgium Bosnia and Herzegovina Bulgaria Croatia Cyprus Czech Republic Denmark Estonia Finland France Georgia Germany Greece Hungary Iceland Ireland Israel Italy Kazakhstan Kyrgyzstan Latvia Lithuania Luxembourg Malta Monaco Montenegro Netherlands Norway	Afghanistan Bahrain Djibouti Egypt Iran (Islamic Republic of) Iraq Jordan Kuwait Lebanon Libya Morocco Oman Pakistan Qatar Saudi Arabia Somalia South Sudan Sudan Syrian Arab Republic Tunisia United Arab Emirates Yemen	Bangladesh Bhutan DPR of Korea India Indonesia Maldives Myanmar Nepal Sri Lanka Thailand Timor-Leste	Algeria Angola Benin Botswana Burkina Faso Burundi Cameroon Cape Verde Central Africa Rep. Chad Comoros Congo Côte d'Ivoire DR Congo Equatorial Guinea Eritrea Ethiopia Gabon Gambia Ghana Guinea Guinea-Bissau Kenya Lesotho Liberia Madagascar Malawi Mali Mauritania Mauritius Mozambique Namibia Niger Nigeria	Australia Brunei Darussalam Cambodia China Cook Islands Fiji Japan Kiribati Lao PDR Malaysia Marshall Islands Micronesia (Federated States of) Mongolia Nauru New Zealand Niue Palau Papua New Guinea Philippines Republic of Korea Samoa Singapore Solomon Islands Tonga Tuvalu Vanuatu Viet Nam



Americas	Europe	Middle East & North Africa	South & East Asia	Sub-Saharan Africa	Western Pacific
Uruguay Venezuela (Bolivarian Republic of)	Poland Portugal Republic of Moldova Romania Russian Federation San Marino Serbia Slovakia Slovenia Spain Sweden Switzerland Tajikistan FYR Macedonia Turkey Turkmenistan Ukraine United Kingdom Uzbekistan			Rwanda Sao Tome and Principe Senegal Seychelles Sierra Leone South Africa Swaziland Togo Uganda Tanzania Zambia Zimbabwe	

INTERNATIONAL COMMITTEE

Member Duties & Responsibilities

1. Introduction

The success of the International Committee is heavily dependent upon the contributions made by each of its members. The role that members play in shaping and furthering the work of the Committee is therefore an important one, since the Committee looks to its members for expert opinion and guidance on matters that are within their knowledge, expertise or interest.

2. Duties and Responsibilities

Members are expected to give adequate time and energy to discharging their responsibilities as committee members. This includes, but is not limited to:

- **Understanding the purpose, function and remit of the Committee, as set out in its terms of reference.** Members will be expected to communicate, champion and promote the work of the Committee within the College, amongst the College membership and with external stakeholders.
- **Attending and actively participating in all Committee meetings and the Committee's collective decision-making processes.** Members will be expected to contribute to the development of the Committee's agenda, respond to administrative requests for agenda items and read and comment on papers prepared for meetings.
- **Participating in Committee working groups and/or sub-committees from time to time, including serving as convenors of such working groups and/or sub-committees.** Members will be expected to shape and take ownership of the Committee's work programme. Members may be required to take a lead on a specific area of the Committee's work.
- **Always acting in the best interests of the Committee and the College.** Members are expected to prepare written summaries of any meetings they attend on behalf of the Committee. They are also required to declare any interests they may have in any matter under discussion at the meeting they are attending.
- **Informing the Chair if, at any point during their term of membership, they are unable to fulfill any aspect of their role.** In general, members failing to attend two consecutive meetings will receive a letter from the Chair seeking affirmation of their commitment to

continue as a Committee member. Failure to attend a third consecutive meeting will normally result in the decision to ask the member to stand down, although consideration will be given to exceptional circumstances.

3. Resources

Members will have access to relevant information and College resources to support them in carrying out their duties and responsibilities effectively. This includes:

- Administrative support, which will be provided by the International Department.
- Access to meeting rooms at The Royal College of Pathologists, 2 Carlton House Terrace, London SW1Y 5AF, for Committee-related business (to be arranged via the International Department)
- Reimbursement of travelling and other expenses in line with the College's expenses policy.
- Committee induction for new members *(to be developed)*
- Committee handbook as a uniform reference point for all members *(to be developed)*

4. Review

Member duties and responsibilities shall be reviewed by the Committee on an annual basis.

APPROVED BY COUNCIL: 6th June 2012