



## **International Committee Terms of Reference**

### **1. The College's Mission Statement**

The Royal College of Pathologists' mission is to: advance the science and practice of pathology, further public education in the field of pathology, and promote study, research and innovation in pathology and disseminate results.

### **2. Purpose**

The International Committee has delegated responsibility from Council for matters relating to the development, co-ordination, implementation, and evaluation of all aspects of the College's international programme, activities and work.

### **3. Oversight Responsibilities**

- College international strategy, objectives and outcomes
- International membership and its level of engagement
- International work plan to deliver the College's strategic international priorities
- The College's international relationships and strategic alliances

### **4. Accountabilities**

#### **4.1 Strategy**

- 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.
- Developing and monitoring an International work plan.
- Establishing, maintaining, and strengthening the College's international relationships and strategic alliances.
- 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.

#### **4.2 Standards and Best Practice**

- 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.

- Establishing and periodically reviewing KPIs that monitor the effective delivery of international engagement and strategy delivery.
- Developing and maintaining through periodic review standards and service specifications, (working with college staff and other college committees)

#### **4.3 Member Engagement**

- Championing the international agenda within the College and acting as the representative voice of international members and UK members' international interests within the College's decision-making processes and governance structures.
- Considering activities to create growth and engagement in international membership
- Developing proposals and bidding for funding for specific international projects that support delivery of agreed strategy, international members and furthers understanding in pathology
- Agree on specific activities to support international members in line with agreed strategy.

#### **4.4 Supporting other committee and College activity**

- 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, with visits and conferences.
- Providing recommendations to Council about individuals based outside of the UK nominated for Fellowship via by-law 7(iv).
- Advising the Examinations Committee in regard to international examination requirements.
- Oversee and consider actions to improve international relationships and strategic alliance.
- Work with the Academic Activities Working Group to deliver a programme of international conferences.
- Delivering an International Pathology Day Conference to engage international members.

#### **5. Approval Authority**

- International Medical Graduate Schemes, e.g., MTI and Sponsorship, International Trainee Support Schemes, Summer School, Recognition Framework.
- New appointed members to the International Committee.

#### **6. Governance**

- Reporting to Council on the activities of the International Committee.
- Reporting of budget and management matters to the College Chief Executive Officer.
- Regular reporting of activities to RCPATH Vice President.
- Working with Departments of Examinations and Training on relevant issues.

## **7. Membership**

The Royal College of Pathologists understands the value and strength that diversity brings, and we are proud to be an organisation of members from a wide range of backgrounds. We are keen to encourage and enable more people of all identities and from all backgrounds to become involved in the College.

- The membership of the Committee will be College appointed members and shall be approved by Council.

The membership shall comprise the following:

- Clinical Director for International Activities (Chair of the International Committee)
- Vice President for Communications and International
- International Regional Advisor – America
- International Regional Advisor – Europe
- International Regional Advisor – Middle East & North Africa (MENA)
- International Regional Advisor – South East Asia
- International Regional Advisor – Sub-Saharan Africa
- International Regional Advisor – Western Pacific
- Trainee Representative
- Clinical Director of Training and Assessment
- Clinical Director of Examinations

In addition, Committee members will be appointed to oversee the following roles as required:

- Medical Training Initiative (MTI) and Sponsorship Lead
- International Trainee Support Scheme (ITSS) Lead – histopathology
- International ITSS Lead – medical microbiology
- Recognition Framework representatives (co-opted)
- Clinical Lead for any external internationally funded projects (co-opted)

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

- Director of Learning
- International Manager
- International Education Officer
- International Projects Officer

## **8. Meetings**

- Two meetings a year should normally be held via video/teleconference. Discussion and decision via email or other electronic means is encouraged outside of formal meetings.


- Special meetings may be called at the discretion of the Chair.
- Administrative support will be provided by a member of the College's International team
- Agendas and papers will be circulated at least one week before each meeting.
- Minutes will be made available on the College website, with access restricted to College members only via myrcpath.

## 9. Resources

- Travelling expenses will be paid to members (but not observers) of the committee in line with the College's expenses policy. The expenses policy is available on the website. Claims should be made through the College's on-line finance system (Rydo).

Terms of Reference agreed at Committee meeting **23<sup>rd</sup> August 2020**

Chair of International Committee **Dr Maadh Aldouri**

Signed  \_\_\_\_\_

Approved at College Council meeting **10th September 2020**

Review date (3 years following Council approval) **10<sup>th</sup> September 2023**