**PORTFOLIO TERMS OF REFERENCE**

**1. Title of Committee:**

Robotic Assisted Surgery Interest Group

**2. Reporting to:**

General AGES Board

**3. Date of Establishment:**

February 2024

**4. Functions and Responsibilities:**

* To provide guidance to AGES members on the role of robotic assisted surgery in gynaecology.
* Oversee and review system specific robotic surgery credentialling processes.
* Keep the board informed of changes in the evolving landscape of robotic assisted surgery.
* Advocating for fair access and availability of robotic platform for gynaecological surgery
* To foster excellence in gynaecological surgery.
* Ensure high standards of care through supporting access to quality surgical training.

**5. Membership:**

Current members: Danny Chou, Amani Harris, Dean Conrad, Felix Chan, Sarah Choi, Anthony Cerqui, Mikhail Sarofim.

The chair will be appointed by the current AGES president. All other appointments to the Committee will be made by the Board on the recommendation of the AGES Executive for a period of two years in line with the Board term change over dates. AGES fellows (non-board) may serve on the committee for a maximum of 2 terms or 4 years consecutively. In making recommendations the Executive will take preference to those involved in robotic assisted surgery and education.

**6. Management and Co-ordination:**

Management and co-ordination of the day-to-day operations of the Committee will be undertaken by the Chair and the AGES Secretariat.

In general, all decisions shall be by consensus with voting an option as required by the Chair. If a

vote is required, the requirement for a vote and the result should be reported to the Board for a

final decision.

**7. Chair:**

Currently: Danny Chou

The Chair will be appointed from existing members except in extraordinary circumstances. The AGES President will seek agreement from the AGES Board before appointing the Chair.

The Chair shall have delegated authority to deal with Committee matters of a routine and

administrative nature, co-ordinated by the AGES Secretariat, and in collaboration with the AGES

Board Liaison. Matters dealt with by the Chair will be tabled at each Committee meeting.

Matters on which no precedent has been established, matters of policy, new issues, specific referral matters and matters which require the benefit of discussion will be considered by the

full Committee.

In the absence of the Chair at a committee meeting, the role of Chair can be delegated to an

ordinary Member who will have responsibility to Chair the meeting.

**8. Quorum:**

The quorum for meetings of the Sub-Committee shall be four members. This applies to both face-to-face meetings and teleconferences.

If a quorum is not present, a meeting may still go ahead, with notes recorded. Should a

recommendation arise under these circumstances, the recommendation and notes must be disseminated (‘flying recommendation’) to the full Sub-Committee (including those that were

present) requesting the committee members to indicate their support or objection to the

recommendation. For the recommendation to be effective, a quorum must have voted on it. At

the subsequent Sub-Committee meeting, all ‘flying recommendations’ and their outcome, must

be formally minuted.

**9. Agenda items:**

Notification of agenda items and documents to be provided to committee no later than 7 days

prior to committee meetings.

**10. Minutes and Meeting Papers:**

To be generated within 2 weeks of each meeting

**11. Frequency of Meetings:**

Quarterly

**12. Review of Terms of Reference:**

Terms of Reference should be reviewed as considered necessary, but at least every 2 years.

**13. Approval Process and Date for Next Review:**

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| AGES Board Approval: |  |
| Date of next Review: |  |
| Revision History: | N/A |