

# TERMS OF REFERENCE

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## Endoscopic Surgery Advisory Committee (RANZCOG/AGES)

[Name of Committee/Working Group]

### 1. Reporting

The Committee reports directly to the RANZCOG Board, with reports of activities regularly disseminated to the following RANZCOG bodies:

- the Education Strategy Committee (ESC) on matters of training;
- the Continuing Professional Development Committee (CPDC) on matters of relevance to CPD;
- the Training Accreditation Committee (TAC) on matters of training; and
- the Women's Health Committee (WHC) on matters pertaining to women's health guidelines, statements and patient education material; and

Minutes of the Endoscopic Surgery Advisory Committee (ESAC) will be provided to the Board of the Australasian Gynaecological Endoscopy and Surgical Society (AGES).

### 2. Date of Establishment

The Committee was established in November 2015.

### 3. Functions and Responsibilities

- Advise the RANZCOG Board on matters relevant to hysteroscopic and laparoscopic surgery, which include but are not limited to Prevocational training, Core Training, Advanced Training and post-FRANZCOG training.
- Provide advice to the RANZCOG WHC on suggested revisions to existing College statements, guidelines and other types of advice (eg College Communiqués and patient education material) on hysteroscopic and laparoscopic surgery.
- At the request of the RANZCOG WHC, develop new College statements, guidelines and other types of advice (eg College communiqués and patient education material) on hysteroscopic and laparoscopic surgery.
- Review and make suggestions regarding CPD activities in hysteroscopic and laparoscopic surgery.

Any recommendations to the RANZCOG Board regarding initiatives or modifications that require resources not already funded must be accompanied by a detailed funding proposal outlining:

- the source of funding and how the funding will be raised; and
- a budget detailing all expenses involved.

### 4. Membership

All appointments to the Endoscopic Surgery Advisory Committee will be made by the RANZCOG Board on the recommendation of the President for the relevant term of office. Appointments will be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council and in accordance with RANZCOG Policy Tenure of Appointments to RANZCOG Committees and External Bodies. The RANZCOG President will

seek agreement from the AGES President before making recommendations to the RANZCOG Board. All Committee members may be appointed for a maximum of two terms. Members who serve the maximum number of terms may be eligible for membership of the Committee following an absence of one term.

Membership of the Committee must include representatives from New Zealand and Australia.

Membership of the Committee shall comprise the following members:

- Four (4) members nominated by RANZCOG
- Four (4) members nominated by AGES
- One (1) representative of Simulation and Training Advisory Group (STAG) nominated by RANZCOG

Ex-officio members are:

- RANZCOG President
- RANZCOG Chief Executive Officer
- AGES President

All committee members (excluding Ex-officio members) shall have full voting rights.

By accepting the invitation to be a member of the Endoscopic Surgery Advisory Committee, individual members must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College, and agree to abide by the following College policies, procedures and guidelines:

- *Attendance Policy and Procedure for Members of RANZCOG Bodies*
- *College Organisational Values*
- *Confidentiality Policy: Board, Council and Committees*
- *Conflict of Interest Policy*
- *Conduct of Meeting Policy*

## 5. Management and Coordination

Management of the day-to-day operations of the Committee will be coordinated by the RANZCOG Women's Health, Research and Policy department.

## 6. Chair and Deputy Chair

The Chair and Deputy Chair of the Committee will be appointed from the Committee.

The positions of Chair and Deputy Chair will be filled by one RANZCOG representative and one AGES representative who will each serve half a term (one and a half years) in each position in the three (3) year period of appointment. The RANZCOG President will seek agreement from the AGES President before appointing the Chair and Deputy Chair.

The Chair shall have delegated authority to deal with ESAC matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at each ESAC meeting.

The following matters will be considered by the full Committee: matters on which no precedent has been established, matters of policy, new issues, specific referral matters and matters which require the benefit of full committee discussion.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until such time as the Chair is able to return to the position or a new Chair is appointed.

In the absence of the Chair at a committee meeting, the Deputy Chair will have responsibility to Chair the meeting. When a meeting is convened and neither the Chair nor Deputy Chair is present, a temporary Chair for that meeting must be appointed by those present.

## 7. Quorum

The number of members required for a formal meeting to proceed is half of those Committee members eligible to vote plus one. For a quorum to be present, at least two representatives of both organisations (RANZCOG and AGES) must be in attendance. Ex-officio members can be included in the quorum if in attendance at a meeting. If Ex-officio members are not in attendance then they do not need to be included in the number required for a quorum. This applies to both face-to-face meetings and teleconferences.

Any questions and/or motions arising from meetings shall be decided by a majority of members present and voting on that matter. In the event of a motion with equal votes 'for' and 'against', the Chair will have a deliberative vote in addition to a vote as a member of the Committee.

If a quorum is not present, a meeting may still go ahead, with written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to the full Committee (including those that were present at the meeting in question) 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 ESAC meeting, all flying recommendations and their outcome, must be formally minuted.

## 8. Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered 'in camera'.

## 9. Meeting Papers – Agenda and Minutes

- Requests for agenda items/reports for any scheduled meeting of the Committee may be sent to committee members 21 working days prior to a scheduled meeting date.
- All Committee agenda items may be forwarded to the Committee Coordinator by close of business 14 working days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.
- The Committee agenda and meeting papers will be distributed to all Committee members at least seven (7) working days prior to the next scheduled meeting.
- Accurate minutes will be kept of each meeting. The minutes may be confined to a report of the resolutions of the Committee and any recommendations.
- Draft minutes are to be completed no later than 10 working days following each meeting and forwarded to the Chair for approval. It is expected that the Chair of the meeting shall approve the Minutes within five (5) working days upon receipt.
- The draft minutes and action list shall be provided to the RANZCOG and AGES Boards within 15 days following the meeting.
- The draft minutes and action list shall be provided to all Committee members no later than 21 working days following the meeting.
- Reports and recommendations to the RANZCOG Board are to be prepared by the Committee Coordinator, in conjunction with the Chair, and provided to the RANZCOG Board Coordinator for inclusion on the next meeting agenda of the RANZCOG Board.
- The minutes shall be submitted to Committee members for ratification at the next meeting of the Committee.

## 10. Frequency of Meetings

The Committee shall meet face-to-face at least three times a year. These meetings, where possible, should be scheduled to coincide with:

- the AGES Annual Scientific Meeting (typically held in March);

- the second RANZCOG Council Meeting held annually (typically in July); and
- the RANZCOG Annual Scientific Meeting (generally held in September/October).  
Additional meetings may be held by teleconference at the Chair's discretion, or as required.

## 11. Review of Terms of Reference

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

## 12. Approval Process and Date for Next Review

| Version | Date of Version | Pages revised / Brief Explanation of Revision                            |
|---------|-----------------|--|
| v1      | October 2015    |  |
| v2      | November 2015   |  |
| v3      | July 2016       |  |
| v4      | March 2018      |  |
| v5      | October 2018    |  |
| v6      | October 2021    |  |
| V7      | December 2022   | Change to membership to include STAG representative nominated by RANZCOG |

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|---------------------|---|
| Policy Version:     | Version 6   |
| Policy Owner:       | RANZCOG Innovation, Learning and Quality Assurance Department |
| Policy Approved by: | RANZCOG Board   |
| Review of Policy:   | October 2023  |