



## **Terms of Reference**

The goal of the WMA Junior Doctors' Network (JDN) of Associate Members is to provide a forum for experience-sharing, policy discussion, project and resource development on issues of interest to junior doctors, including (but not limited to) global health, postgraduate training, safe working conditions, and physician migration.

### Functions

The JDN will:

1. Participate, advocate, and consult with Constituent and Associate members of the WMA on issues of interest to junior doctors.
2. Collaborate with Constituent and Associate members of the WMA and other stakeholders to increase the number of junior doctors registered as Associate members of the WMA.
3. Develop reference materials on issues of interest to junior doctors, including (but not limited to) literature reviews, surveys, reports, and policy papers.
4. Communicate information on emerging issues of interest to junior doctors internationally, in collaboration with the National Medical Associations of the WMA and other stakeholders.
5. Organize professional development activities and develop resources for junior doctors
6. Coordinate and disseminate information on global health research and clinical elective opportunities and resources for junior doctors worldwide.
7. Develop and implement relevant junior-doctor led projects and programs.

### Structure & Processes

Composition:

In order to be a member of the Junior Doctors Network, an individual has to be a physician eligible for WMA membership. Furthermore the individual shall fulfill the following:

- Must be within 10 years of graduation from medical school
- Must be associate members of the WMA

Individuals, may be part of a national medical association or junior doctors organization. Members shall be eligible to attend and participate in all JDN activities, as well as working groups, shall be able to vote in JDN elections and notwithstanding position specific regulation, be eligible to be elected for any JDN position

- The Network will elect a **Chair** for a one-year term. The role of the Chair will be to coordinate meetings of the JDN, update Associate and General Assembly members on JDN projects, and lead efforts to liaise with other key stakeholders.
- The Network will appoint a **Deputy Chair** and **Secretary** to assist with coordination of Network functions and to help out with any tasks or roles needed.
- The Network will appoint the following positions as deemed necessary to assist with functions and goals of the Network:
  - Medical ethics Officer** – involved in coordinating policy, issues to medical ethics
  - Social Medical Affairs Officer** - involved in coordinating policy, issues to social medical affairs
  - Education Officer** - involved in coordinating policy, issues to medical education, WFME
  - Membership Officer** – membership database, liaise with regions
  - Publications Officer** – monthly newsletter, educational materials
  - Communications Director** – web, social media
  - IFMSA Alumni Director** – allows close communication between the JDN, IFMSA/alumni
  - Immediate Past Chair (ex-officio)**
- The Network will be based at the WMA General Secretariat and supported by its administrative staff.

#### Meetings:

- The JDN will meet on a yearly basis in conjunction with meetings of the General Assembly of the WMA.
- The JDN will meet independently prior to the annual WMA Associate Members' Network meeting.
- Other meetings and teleconferences will be scheduled as deemed necessary.
- In consideration of the international nature of participation in the JDN and the limited resources available to many Junior Doctors, efforts will be made to reduce costs for JDN meeting participants.

Accepted in principle WMA Council Meeting, April 2011

Amended by the JDN and accepted in principle WMA executive September 13, 2012

**APPENDIX****JDN Council Officers Elections:**

JDN Council Officers elections are run annually in October during the JDN Meeting taking place before the WMA General Assembly.

The JDN Council positions open to the elections are: Chair, Deputy-Chair, Secretary, Socio Medical Affairs Officer, Education Director, Medical Ethics Officer, Membership Director, Publications Director, Communications Director.

Immediate Past Chair and Immediate Past Deputy Chair are ex-officio members of the JDN Council.

JDN Council officers shall serve for a term of one year, and shall be eligible for re-election.

**Candidatures:**

- *A candidate must fulfill the following requirements:*
  - a. Be an associate member of WMA
  - b. Be a junior doctor who graduated within the past ten years at the time of elections
  - c. Attended at least one official JDN meeting other than the one where elections are being held
  
- *The following documents must be provided*
  - a. A completed application form signed by the candidate
  - b. Curriculum Vitae
  - c. Motivation Letter
  - d. Plan of Action corresponding to the position for which they are running

**Elections Committee:**

- The Elections Committee will be composed of 3 JDN members. who are not candidates for the elections in question.
- JDN Council officers may take part in the Elections Committee occupying at the most, two out of the three positions.
- Call for the Elections Committee shall be sent by email to all members by the JDN Chair two months prior to the election date and members will be selected by JDN Council at the latest six weeks prior to the date of the elections.
- The Elections Committee members shall:
  - Nominate one member within the committee to act as Elections Chair within one week of the selection of the committee
  - Send a call for candidates six weeks before the elections by email with a clear deadline with date and time in addition to the list of requirements, application form and a brief explanation of the role and tasks of each position. The candidatures shall

be sent to the official Elections Committee email address. The deadline for applications shall be two weeks prior to the election date at the latest. Any incomplete entries are not eligible to run. If no candidature for a position is submitted by the deadline, candidatures can be submitted until midnight before the start of the JDN meeting. If no candidature is submitted by the midnight prior to the start of the JDN meeting, the position is considered unfilled and it is the responsibility of the newly elected JDN council to appoint an officer within one month of the closing of the WMA General Assembly.

- Review all candidatures and ensure their validity
- Check with WMA Secretariat regarding the candidates associate membership status
- Share candidatures and plans of actions with all JDN members minimum of two weeks before elections
- Check the voting eligibility of each candidate and of each delegate at the latest one week prior to the start of the JDN meeting
- Attend the elections portion of the JDN meeting in its entirety
- Run the elections during the JDN Meeting taking place before the WMA General Assembly (including candidates presentations, counting the votes, announcing the result)

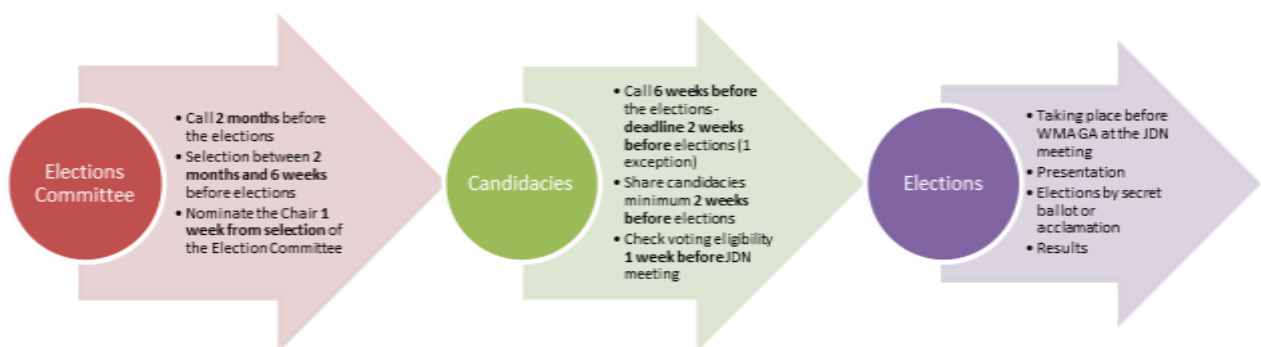
### **Candidates Presentation**

- Each candidate present at the meeting has to make a brief presentation (maximum of 3 minutes) followed by a period for questions and answers (up to 2 minutes).
- If there are multiple candidates for a single position, competing candidates are to leave the room during presentations; the order of presentations is chosen by drawing lots.
- There are no group discussion of candidates following their presentation or at any other time during the elections process
- If a candidate is not physically present at the meeting, his or her candidature can be presented virtually (maximum of 3 minutes) if technology allows and not by another delegate.

### **Elections**

- Delegates who are eligible to vote should fulfill the following requirements at the latest one week before the start of the JDN meeting where the elections will take place:
  - Associate Members of WMA
  - Graduated within the past 10 years
  - Physically present throughout the election process
- All eligible delegates present at the JDN meeting can vote by paper ballot for one candidate for each position. They must have been present throughout the election process including candidate presentations. The ballot paper should specifically mention which are the acceptable selection methods (e.g. circle the name of candidate)

- If logistically possible, a designated place may be available that can be used as a voting booth.
- All elections of officers shall be decided by secret ballot unless there is only one candidate nominated, in which case election may be by acclamation. If there are more than two candidates for any office, no candidate shall be declared elected unless he or she has received a majority of the votes cast. If no candidate has received a majority of the votes cast, then the name of the candidate receiving the smallest number of votes shall be dropped and the remaining candidates shall be voted on again until one receives a majority.
- The Election Committee Chair announces the results



### Timeframe:

- 2 months prior to the elections : call for Elections Committee members
- 2 weeks from above or 6 weeks from the elections date : select Elections Committee members
- 1 week from selection above: nominate Elections Committee Chair
- 6 weeks from elections date : call for JDN Council officers elections
- 2 weeks from election date : deadline for candidacies + share candidacies (minimum deadline)
- 1 week before the JDN meeting: check voting eligibility of candidates and delegates
- Day : presentations + elections