

TERMS OF REFERENCE

International Engagement Network

1. Purpose:

Increase the IPS engagement with practitioners and societies internationally through the promotion of the IPS vision, mission and strategic aim and objectives

2. Accountability:

The Network is accountable, through the Network Co-ordinator to the IPS CLEC. The network is accountable, through the Network Co-ordinator to the IPS Clinical Leadership & Engagement Committee (CLEC).

Responsibility for the leading and managing the group, in line with the approved terms of reference, rests primarily with the Network Co-ordinator.

The network is a group of the Society, which is a limited charitable company, therefore responsibility for the operation and functioning of the group within IPS ultimately remains with the IPS Board of Trustees in their roles as Charity Trustees, and company directors.

3. Areas of responsibility:

The objectives of the group are to:

- 1) Increase the number of international members subscribing to the IPS annually by:
 - a) Promoting the benefits of IPS membership for international IPC professionals
 - b) Communicating effectively with international members and international affiliate societies by maintaining existing collaborations
 - c) Working with SPC to attract additional international delegates to attend the annual conference
 - d) Suggesting international speakers on globally relevant subjects to present at conference through SPC
 - e) Working in collaboration with the other networks, SIGs, branches and committees to provide resources and activities for international members.
 - f) Facilitating the affiliation of other IPC societies with IPS.
 - g) Promoting and supporting best IPC practices internationally
 - h) Promoting special access membership among IEN members personal networks.
- 2) Build the profile and influence of IPS on the global stage through:
 - a) Proactively engaging with international societies to promote affiliation to IPS
 - b) Establish models that facilitate collaboration between IPS branches in the UK to and affiliate societies overseas.
 - c) Reaching out to global stakeholders to strengthen IPS position in IPC international networks

- d) Representing IPS at WHO Global Infection Prevention and Control Network (GIPCN) quarterly meetings and European Network to Promote Infection Prevention for Patients Safety (EUNETIPS) meeting annually
- e) Delivering educational and networking opportunities for IPS members and affiliate societies
- f) Sharing and promoting IPS resources and publications with international networks

4. Membership:

The membership of the International Engagement Network should include international and UK based IPS members. UK based members should include those who are either currently working with or supporting infection prevention and control practitioners internationally as well as those wishing to become involved in the work of the network. Initial terms of office may be staggered/ increased to avoid all members stepping down from the network at the same time.

Post	Key Role	Duration (flexible)
Coordinator	To provide leadership for the Network and provide updates to the IPS CLEC	2 years
Deputy coordinator	To provide leadership support to the coordinator and become coordinator of the group following term in office.	2 years
Members (x 4)	To support the function of the International Engagement Network in order to meet the strategic aims of the Infection Prevention Society.	2 years

5. Chair of the Group:

Coordinator.

6. Decision making:

Meetings will be minuted and the approved minutes made available on the IPS website.

Decisions and actions shall be recorded within the meeting summary. Group members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.

Areas of responsibility for network members will be made through communication with the IEN members, and a record of responsibilities made available on the IEN page of the IPS website.

The Coordinator will facilitate other discussions and decisions on Network activities.

A quorum of the Network shall comprise of 50% of the Network membership.

Network members will be elected following a call for applicants to all IPS members and a review of applications received by the Coordinator and at least one other Network member.

Coordinator and deputy positions will be nominated and elected from within the Network.

(NB In the absence of the Coordinator the deputy will assume decision-making responsibilities)

7. Voting rights:

All members of the network have the right to vote.

In the event of equal votes being cast the Coordinator shall have a second and casting vote.

8. Meeting arrangements:

The Network shall meet 4-6 times per year, year via virtual meeting platforms eg MS Teams / Zoom. Additional meetings may be required in order to deliver specific objectives.

All members of the group are required to declare any conflicts of interest or loyalty prior to each meeting

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the Coordinator in advance of meetings if required.

9. Meeting papers arrangements:

Agenda and meeting papers will be provided and distributed at least seven days prior to the next meeting.

Minutes of the meetings will be made available to group members within fourteen days of the meeting and posted on the IEN page of the IPS website once ratified.

All meeting papers will record action points.

Papers will be archived by the IPS staff team.

10. Confidentiality:

Confidentiality will be maintained as and when required

11. Financial arrangements:

Reasonable expenses incurred by group members while on IPS business will be paid in line with the Standard Operating Procedure (SOP) – Expenses and in accordance with the Articles of Association and IPS Regulations.