

# POLICIES AND PROCEDURES MANUAL (P.P.M.)

October 2019

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## 1. HISTORY OF S.I.C.O.T.

The International Society of Orthopaedic Surgery was founded in Paris on 10 October 1929 by 21 of the most eminent specialists in the field whose authority was unreservedly acknowledged the world over. They represented 12 different countries in total. The Founders of SICO were fired with a twin vision:

- although membership was initially restricted to a small group of specialists, SICO was to "gradually enlarge the organisation so that older men could lead the younger in serious work".
- to establish "a more manageable and equally effective machine for progress and fraternization" (Sir Harry Platt, in subsequent correspondence)

One year later, in October 1930, the *Society* held its first Congress in Paris chaired by that primus inter pares Sir Robert Jones (1858-1933). By this time, SICO had encompassed three more countries and a further four were in the course of applying for membership. *Quotas* were defined for each country. And from that day those two figures – the total number of countries and the *quotas* by country – have gone from strength to strength. By this time, the *Society* had grown to 81 Members. The second Congress held in London in 1933 attracted 110 participants and the roll of Members had risen to 216. Nineteen countries were now represented on the International Committee.

The Third Congress chaired by V. Putti (1880-1940) and held in Bologna and Rome in September 1936, marked a milestone in the life of the *Society* when its objectives were extended to embrace Traumatology. SICO thus became transmuted into SICOT: the International Society of Orthopaedic Surgery and Traumatology.

By now, the *Society* boasted 262 Members and the time was felt ripe to increase the quotas per country – tangible proof of the interest aroused in orthopaedic surgeons and traumatologists the world over. The "impact" was clearly making itself felt.

Plans for the fourth Congress scheduled for Berlin in 1939 were thwarted by the outbreak of World War II.

After a long period of inactivity, the threads of activity were picked up again in a meeting in Brussels in October 1946. The driving force behind this initiative was the man who had been the Secretary General of the *Society* since its inception and who was destined to remain in that post until 1954 prior to being elected President of the *Society* in 1957: Jean Delchef (1882-1962), so powerfully assisted in the task by Sir Harry Platt.

The venues of our Congresses and Conferences bear eloquent witness both to the vitality and unflinching growth of SICOT:

### Triennial World Congresses

- |  |      |
|--|------|
| - 4 <sup>th</sup> Congress AMSTERDAM   | 1948 |
| - 5 <sup>th</sup> Congress STOCKHOLM   | 1951 |
| - 6 <sup>th</sup> Congress BERN        | 1954 |
| - 7 <sup>th</sup> Congress BARCELONA   | 1957 |
| - 8 <sup>th</sup> Congress NEW YORK    | 1960 |
| - 9 <sup>th</sup> Congress VIENNA      | 1963 |
| - 10 <sup>th</sup> Congress PARIS      | 1966 |
| - 11 <sup>th</sup> Congress MEXICO     | 1969 |
| - 12 <sup>th</sup> Congress TEL AVIV   | 1972 |
| - 13 <sup>th</sup> Congress COPENHAGEN | 1975 |

- 14<sup>th</sup> Congress KYOTO 1978
- 15<sup>th</sup> Congress RIO DE JANEIRO 1981
- 16<sup>th</sup> Congress LONDON 1984
- 17<sup>th</sup> Congress MUNICH 1987
- 18<sup>th</sup> Congress MONTREAL 1990
- 19<sup>th</sup> Congress SEOUL 1993
- 20<sup>th</sup> Congress AMSTERDAM 1996
- 21<sup>st</sup> Congress SYDNEY 1999
- 22<sup>nd</sup> Congress SAN DIEGO 2002
- 23<sup>rd</sup> Congress ISTANBUL 2005
- 24<sup>th</sup> Congress HONG KONG 2008
- 25<sup>th</sup> Congress PRAGUE 2011
- 26<sup>th</sup> Congress RIO DE JANEIRO 2014

#### Annual International Conferences

- First Conference PARIS 2001
- Second Conference CAIRO 2003
- Third Conference HAVANA 2004
- Fourth Conference BUENOS AIRES 2006
- Fifth Conference MARRAKECH 2007
- Sixth Conference PATTAYA 2009
- Seventh Conference GOTHENBURG 2010

#### Orthopaedic World Congresses

- 33<sup>rd</sup> Congress DUBAI 2012
- 34<sup>th</sup> Congress HYDERABAD 2013
- 36<sup>th</sup> Congress GUANGZHOU 2015
- 37<sup>th</sup> Congress ROME 2016
- 38<sup>th</sup> Congress CAPE TOWN 2017
- 39<sup>th</sup> Congress MONTREAL 2018
- 40<sup>th</sup> Congress OMAN 2019
- 41<sup>st</sup> Congress BUDAPEST 2021
- 42<sup>nd</sup> Congress BELGRADE 2022
- 43<sup>rd</sup> Congress KUALA LUMPUR 2023

As current membership, SICOT has today nearly 11,000 Members coming from some 115 countries, including the Corresponding Members from India and France.

After the approval of the U.S. Resolution in 1984, SICOT began its mutation to adapt itself to modern times with a new Constitution and Bylaws. The Board of Directors and the Executive Committee have been remodelled by this new philosophy. Standing Committees and Subspecialty Committees have been created.

"INTERNATIONAL ORTHOPAEDICS" is the official Journal of SICOT, and SICOT Members are encouraged to contribute.

The privileged relations of SICOT with WHO (World Health Organisation), SIROT (International Research Society for Orthopaedic and Traumatology), WOC (World Orthopaedic Concern) and other affiliated societies should be mentioned.

In conclusion, it can be said that the ideas of the Founders of SICOT have been fully vindicated and that today SICOT has a truly international orthopaedic destiny.

## 2. REGULATIONS

1. The "Policies and Procedures Manual" (P.P.M.) shall be the permanent and current record of the administrative policies and procedures of the *Society* (Institutional Memory).
2. It is the addendum to the Bylaws (see BL 15) as referred to in many articles.
3. Any Officer or Chairman of any organisational structure of SICOT may make recommendations.
4. All proposals shall be sent to the Secretary General for consideration by the Executive Committee and approval by the Board of Directors.
5. Any Standing Committee shall be consulted when appropriate.
6. The Constitution and Bylaws Committee shall make the final recommendations for consistency with the Constitution and Bylaws.
7. After their approval by the Board of Directors the decisions made come immediately into force.
8. The Secretary General shall be responsible at all times for keeping the Policies and Procedures Manual up-to-date.

## 3. BOARD OF DIRECTORS

1. Choice of Constitutional Officers
  - 1.1. Any member of the *Society* in good standing is eligible for these posts.
  - 1.2. The Officer Nominating Committee shall submit the nominations to the Executive Committee, the Board of Directors and to the vote of the International Council for final approval by the General Assembly.
  - 1.3. Nominations may also be submitted by five National Delegates or 20 members, provided they reach the Secretary General at least six months before the International Council meeting held at the time of the Congress.
  - 1.4. A Constitutional Officer must resign his or her current post, if he or she is applying for another Constitutional post.
  - 1.5. The international balance of SICOT is preserved by:
    - a) its Officers, and is affected by:
      - the election of new officers;
      - the biennial/triennial advancement of senior officers on the Board of Directors;
      - the choice of previous Presidents and the countries or regions they represented;
      - current Composition of the different bodies of the *Society* in general;
      - origin of past President and officers;

- increased representation from the larger national sections by the International Council.

b) the Congress location, which should vary over the years.

## 2. President-Elect

Criteria for the choice of President-Elect:

- a) international reputation based on the contribution made to the progress and the development of orthopaedics worldwide;
- b) national reputation based on the contribution made to the progress and development of orthopaedics in his or her own country;
- c) the importance of services rendered to SICOT (the order of a), b), and c) can be discussed);
- d) a sufficient knowledge of the English language.

## 3. Vice-Presidents

3.1. Election takes place at a separate meeting of each five regional groups of delegates, held before the meeting of the International Council at the time of the Congress.

3.2. Vice-Presidency of North America:

3.2.1. An agreement between America and Canada has established that the Vice-President of that geographical section shall be alternatively the National Delegate of each country for one three-year term only.

3.2.2. If the Vice-President of this geographical section is absent, he or she will be represented by the National Delegate of the other country in all circumstances (Delegates Meetings, Committees, Commissions, etc.)

## 4. Editorial Secretary

4.1. The function of the Editorial Secretary is to ensure, through SICOT publications, website and the internet, better communication and collaboration between Members. He or she should facilitate exchanges of information between member nations; diffuse information about activities of the *Society* and to report on orthopaedic events throughout the world.

4.2. He or she shall receive for information minutes of the Executive Committee meetings when publications of the *Society* are concerned.

4.3. He or she must be able to make practical decisions about the publications (except for International Orthopaedics) involving the day-to-day financial management with the approval of the Executive Committee.

4.4. With regard to International Orthopaedics, the Editorial Secretary, the Editor and the Associate Editors will make propositions to reconcile the financial interests of the *Society*, with the best means of function and improvement of the journal. He or she may be required to produce editorial material for the *Society's* Journal.

(See also: "The Journal International Orthopaedics" and "Publications")

#### 4. EXECUTIVE COMMITTEE

1. The Executive Committee shall meet twice a year normally: first in the spring and then in the autumn before the meeting of the International Council.
2. It may meet at any other time at the wish of the President of the *Society*.
3. The President of the current and next Orthopaedic World Congress, or their deputy, may participate in the deliberations of the Executive Committee in an advisory capacity.
4. Education Academy and Research Academy Chairs may participate in the Executive Committee meeting in autumn.
5. Executive Committee Members at Large
  - 4.1. Considering:
    - the development of the Society and the extension of the workload for the Constitutional Officers (CO);
    - the decreasing availability of some CO;
    - the need to enlarge the know-how of different internal and external procedures;
    - a CO may be prevented from assuming his or her duty due to unforeseen circumstances,the Executive Committee (EC) has decided to coopt two EC members at large (ML).
  - 4.2. Their function will be reconsidered annually. The ML has no voting right for the decisions taken by the EC but has advisory capacity.
  - 4.3. The cooptation of the ML is voted on by the EC members for a term of two years, re-eligible for election based on the absolute majority of the quorum as defined in the Constitution. The vote will be held under normal circumstances during the first EC meeting following the Closing Ceremony of the Annual Congress. If needed, the vote may be organised during any EC meeting duly convened, provided it is announced in the agenda. The positions for the specific functions are open annually as defined by the EC. Nominations are made by the EC members or proposed by 5 National Delegates or 20 Active Members.
  - 4.4. The designation of the ML by the EC members does not interfere with the regular election procedure for the President-Elect, the Secretary General, or the Treasurer. There is no automatic preemption on holding a position of ML and the succession of a CO.
5. Executive Director
  - 5.1. An Executive Director shall be appointed by the Executive Committee.
  - 5.2. The Executive Director has the authority and responsibility for deciding how the objectives, determined by the Executive Committee and Board of Directors, are to be achieved, subject to review by the Executive Committee.
  - 5.3. Head Office staff will be accountable for performance to the Executive Committee, through the Executive Director.
  - 5.4. The Executive Director will be the only employee of the Executive Committee; all other members of staff work for the Executive Director to accomplish the *Society's* objectives.

- 5.5. The Executive Director will be responsible to the President of the Executive Committee and/or Secretary General or any other member of the Executive Committee delegated to this effect by the President or Secretary General.
- 5.6. The Executive Director is responsible for the day-to-day management of finances, and will be provided with the material means and human resources necessary for the accomplishment of his or her duties. He or she will report on any difficulties encountered whilst exercising his or her prerogatives, which could interfere with the fulfilment of his or her responsibilities.

## 5. ACADEMIES & COUNCILS

### 1. International Council

#### 1.1. Special Members of the International Council

- The title of "Special Member of the International Council" may be conferred, by the Board of Directors, on the recommendation of the Executive Committee, on SICOT Members who have made important contributions to the development and the running of the *Society* either as, for example: Past National Delegate, Past Chairman of Committee, or member of any organisational structures of SICOT.
- These members may be invited by the President of SICOT, according to paragraph 2 of Article 5.4.1. of the Constitution, to attend the International Council Meetings.

### 2. Education Academy

2.1. Considering the fundamental role of SICOT in teaching and training orthopaedic sciences, the Education Academy of SICOT was created by the Executive Committee (EC) in May 2016 for consolidation of all educational efforts of SICOT and to ensure greater coordination and synergy between the different committees broadly concerned with education. The following Committees are joined together in this effort:

- Education Committee with the e-Learning (SIGNEL) Sub-committee
- Education Centres Committee
- Educational Day Committee
- Fellowships Committee
- Awards Committee
- Programme Committee

2.2. The following policies govern the functions of the Education Academy:

#### 2.2.1. Academy Chairman

The Education Academy Chairman will be nominated by the Officer Nominating Committee of SICOT under directions of the Presidential line of SICOT. The nomination will be put up to the EC and the Board of Directors at their meeting and cleared by the International Council and General Assembly successively.

The Education Academy Chairman should preferably be nominated from the constituent committee chairmen of the Education Academy but the Officer Nominating Committee can exercise its own discretion as to the person best suited for this position. The Academy Chairman holds the position for a period of 3 years, renewable only in very exceptional situations. He or she is a member of all constituent committees under the Education Academy and is an *ex officio* coopted member of the Board of Directors.

#### 2.2.2. Academy Members

The chairmen of the constituent committees are *ex officio* nominated members of the Education Academy. Their terms of office within the council will be governed by the term of office as the chair of their committee.

#### 2.2.3. Objectives of the Education Academy

- a) To coordinate and consolidate all educational efforts of SICOT.
- b) To establish a timeline for educational activities.
- c) To synergise the efforts of different committees to avoid duplication of efforts and maximise the impact of such efforts.
- d) The educational activities of SICOT presently comprise regional and international courses, CME programmes, Educational Day, e-learning in different ways, fellowships and scholarships, awards, Education Centres and various publications, for example books and Instructional Course Lectures, WHO education material, and so on. One of the objectives of the Council would be to promote and maximise these activities nationally, regionally and internationally based on the geographic needs of SICOT membership.
- e) Long-range planning for educational activities and division of labour.

#### 2.2.4. Charges of the Academy Chairman

- a) Assure continuity of the committees' goals and projects from year to year with the change of committee chairmen and members.
- b) Coordinate the work between committees to promote synergy and to avoid duplication.
- c) Act as liaison between the Board of Directors and the constituent committees of the Education Academy.
- d) Be familiar with the activities of the constituent committees.
- e) Provide background and context to the committee chairmen regarding the activities within other committees which might impact their individual committees.
- f) Spearhead strategic planning discussions with the chairmen and the Board of Directors regarding growth and development of SICOT's educational activities in relation to the Academy's committees.
- g) Actively participate in the function of any task force which is related to specific Academy responsibilities.
- h) During the last year of tenure, review the Policy & Procedure Manual for each committee within the Academy and, in collaboration with committee chairmen, send recommendations to the Bylaws & Policies Committee for updates or edits.
- i) The Chairman will provide brief oral reports at Board of Directors meetings / Executive Committee meetings / International Council meetings summarising Academy and committee activities and accomplishments.

- j) Prepare at least one article for the SICOT Newsletter each year pertaining to education/educational activities of SICOT.

#### 2.2.5. Responsibilities of Committee Chairmen vis à vis the Education Academy

- a) To provide regular updates on the activities of their respective committees to the Academy Chairman and to include him or her in all communications within the committee.
- b) To provide the Academy Chairman with a written report on their respective committee at least 3 weeks before the mid-year and meeting of the Executive Committee.

#### 2.2.6. Constituent Committees

##### 2.2.6.1. Education Committee

###### **Preamble**

The Education Committee was created as a standing committee of SICOT. The article states as follows: the chairperson and members shall be appointed by the President Elect, subject to approval by the Board of Directors. The number of members and their terms of office shall be specified in the Bylaws. The Committee shall submit opinions to the Board of Directors and to the International Council on all aspects relating to education, training and promotion of orthopaedics throughout the world, sponsorship by scientific participation in local and regional events between congresses and all means to achieve the educational goals of the Society.

The Education Committee shall be composed of members appointed in staggered two-year terms, including the Secretary General, nominated by the President-Elect and approved by the Board of Directors. The Chairman shall be appointed by the President-Elect.

###### **Charges**

- a) Planning of educational activities and programmes for SICOT in different formats and concurrent or between SICOT congresses.
- b) Promotion of educational activities in underdeveloped parts of the world via regional courses and training programmes.
- c) Development of syllabus/curriculum and their objectives for the SICOT Diploma Examination.
- d) Publish articles relevant to education and educational activities in SICOT publications. Books and instructional course lectures may also be published under the banner of SICOT with appropriate endorsement protocols.
- e) Endorsement of SICOT sponsorships for books, courses, training programmes and congresses as specified in PPM 15.
- f) Work with other committees for example the Educational Day Committee, the Examination Committee and so on to help and strengthen their activities.
- g) Educational partnerships with other organisations.

###### **Ongoing Activities**

SICOT Instructional Course Lectures  
Asia Pacific Regional Orthopaedic Courses  
SICOT Cadaveric Courses  
Ortho Excellence Programme of webinars  
SICOT Diploma Examination syllabus and curricular development  
Current Progress in Orthopaedics

### ***Long-range planning***

Encourage more regional courses and training programmes.

SICOT lecture of the month on the SICOT website: lecture by an eminent SICOT member holding expertise in a particular discipline of Orthopaedics and Traumatology.

SICOT Instructional Course Lectures (book with a collection of ICLs)

SICOT Textbook of Orthopaedics.

SICOT Training Document.

### **e-Learning (SIGNEL) Sub-committee**

The Education Committee has an “e-learning study group” and receives opinions from this group, and integrates/aligns the e-learning activities with other educational activities. The group promotes electronic/digital learning. All the electronic/digital learning resources and activities are gathered under “SICOT Global Network of E-Learning” (SIGNEL). The “e-learning study group” shall be composed of members of the Young Surgeons Committee appointed by the chairmen of the Education Committee and Young Surgeons Committee. The Chairman and the members of the e-Learning (SIGNEL) Sub-committee may serve for a term of two years ordinarily renewable once.

### ***Charges***

- a) Planning of e-learning activities and programmes for SICOT in different types of digital formats.
- b) Promotion of e-learning activities globally by being in collaboration with other global e-platforms.
- c) Preparing the resources in more accessible formats for even underdeveloped regions and encouraging the SICOT members to use the e-resources routinely.
- d) Aligning the content of e-learning resources with the SICOT Diploma Examination.
- e) Working towards improving the types and quality of multimedia resources.

### ***Ongoing Activities***

SIGNEL

SICOT/VuMedi Webinars

### ***Long-range planning***

e-Conferences

SICOT e-Books

mSICOT (mobile application for SICOT and SIGNEL)

### **2.2.6.2. Education Centres Committee**

The chairperson and members shall be appointed by the President Elect, subject to approval by the Board of Directors. The Chairman and the members of the Education Centres Committee may serve for a term of two years ordinarily renewable once. The Committee shall submit opinions to the Executive Committee, Board of Directors, and International Council on all aspects relating to Education Centres and training and promotion of orthopaedics throughout the world. The committee will aid SICOT Head Office to update the Education Centres web page.

### **Charges**

- a) To scrutinise new applications for the SICOT Education Centres.
- b) Be involved in inspection of the proposed Education Centre.
- c) To report to the Executive Committee on the suitability of institutions to become an Education Centre and make a recommendation.
- d) To liaise with the different Education Centres of SICOT to promote smooth conduct of activities at the centres and to report on the activities of Education Centres to the Executive Committee, Board of Directors, and International Council of SICOT.

### **Ongoing activities**

Alexandria – El Hadara University Hospital, Egypt  
Assiut – Assiut University, Egypt  
Coimbatore – Ganga Hospital, India  
Lahore – King Edward Medical University, Pakistan  
Lagos – National Orthopaedic Hospital, Nigeria  
Kampala – Mulago Hospital, Makerere University, Uganda  
Moscow – MONIKI, Russia  
Muscat – Khoula Hospital, Oman  
Vila Velha – Vila Velha Hospital, Brazil

#### 2.2.6.3. Educational Day Committee

The chairperson and members shall be appointed by the President-Elect, subject to the approval of the Board of Directors. The Chairman and the members of the Educational Day Committee may serve for a term of two years ordinarily renewable once.

### **Charges**

- a) To plan and organise the Educational Day during the Orthopaedic World Congresses of SICOT.
- b) To provide a comprehensive review course and an evidence-based update for residents and practising surgeons on a specific theme at each SICOT Congress.
- c) To ensure that the syllabus covered at each Educational Day is in line with the newly developed curriculum for the SICOT Diploma Examination.
- d) To reach out to active and young members interested in teaching around the world and invite them to join the Faculty for the Educational Day.
- e) To ensure each cycle of the Educational Day covers all sub-specialities and the curriculum over six years.

### **Ongoing Activities**

Amalgamation of recorded lectures to SIGNEL.  
Hands-on workshops for practical training.

#### 2.2.6.4. Fellowships Committee

The chairperson and members shall be appointed by the President Elect, subject to the approval of the Board of Directors. The Chairman and the members of the Fellowships Committee may serve for a term of two years ordinarily renewable once.

### **Charges**

- a) To establish, promote and offer fellowships and training opportunities under the aegis of SICOT.
- b) To be involved in the scrutiny and selection of suitable candidates for such fellowships.

**Ongoing activities**

Alexandria/SICOT Fellowship  
 APOA/SICOT Arthroplasty Fellowship  
 APOA SICOT Fellowship  
 APSS/SICOT Spine Fellowship  
 Assiut University/SICOT Training Fellowships  
 Bezmialem Vakif University/SICOT Fellowship  
 Brussels University/SICOT Fellowship  
 Casablanca University/SICOT Fellowship  
 EOA/SICOT Travelling Fellowship  
 Ganga/SICOT Fellowship  
 HKU/SICOT Fellowship  
 HOME Fellowships  
 Khoula/SICOT Fellowship  
 Lagos National Orthopaedic Hospital/SICOT Fellowship  
 Makerere College of Health Sciences at Mulago Hospital/SICOT Fellowship  
 Marmara University/SICOT Arthroplasty Fellowship  
 PKU Shenzhen Hospital/SICOT Fellowship  
 'SICOT meets SICOT' Fellowship Programme  
 SICOT Travelling Fellowships  
 TCH/SICOT Research Fellowship Programme  
 Würzburg/Assiut SICOT Fellowship

2.2.6.5. Awards Committee

The Chairman of the Awards Committee is *ex officio* the First Vice-President. The members will be appointed by the Chairman of the Education Academy and the First Vice-President respecting a balanced geographical distribution. The Vice-Presidents, the Secretary General, and the Chairman of the Programme Committee are *ex officio* members. The Chairmanship position of this Committee will be automatically linked to the pendency of the First Vice-President term. The members may serve for a term of two years only.

**Charges**

- a) Selection of candidates for:
  - SICOT Oral Presentation Award
  - SICOT Poster Award
  - SICOT/AAOS Annual Meeting Scholarships (oral and poster)
  - SICOT/CCJR Meeting Awards (oral and poster)
  - Hull Deformity Course SICOT Award
  - Marcela Uribe Zamudio Award
  - Lester Lowe Award
  - Henri Bensahel Award
  - Shanmuga S. Jayakumar Award
  - German SICOT Fellowship (best 2 exam candidates)
  - SICOT-Kongress-Scholarship
- b) Constitute Jury of the Best Paper Session
- c) Constitute Jury of the Best Poster

#### 2.2.6.6. Programme Committee

##### **Preamble**

The Programme Committee was created by the Executive Committee of SICOT under the Education Academy to create and efficiently conduct the scientific programme of the SICOT OWC and to oversee all aspects of this programme. The Programme Committee will replace the Congress Scientific Advisory Committee. The Programme Committee Chairman will be appointed by the Executive Committee for a two-year term. The members of the Programme Committee will be appointed by the Chairman of the Education Academy and the Chairman of the Programme Committee for a term of two years renewable only once. The President-Elect, Education Academy Chairman, Secretary General, Chairman of the Young Surgeons Committee, the previous, present and past Congress Presidents and Chairman of the local Scientific Committee are *ex officio* members of this Committee.

##### **Objectives of the Programme Committee**

To design and successfully execute the SICOT OWC programme under the overall guidance of the President-Elect, Chairman of the Education Academy, and the Executive Committee.

##### **Charges**

- a) Planning of the Congress scientific programmes for SICOT.
- b) Establishment of a scientific template with time distribution between different subspecialties of Orthopaedics and to strike a balance between them.
- c) Partner on behalf of SICOT with alliance societies in developing the scientific programme.
- d) Establish the timelines for the activity of abstract submission, evaluation, finalisation and declaration of selection or otherwise. Also finalisation of formats of oral, short oral, and poster sessions.
- e) Maintenance of a panel of reviewers for evaluation of the submitted papers and to liaise with them for evaluation of papers.
- f) Maintenance of a panel of moderators to be assigned for different specialty sessions and liaise with them for the smooth running of the Congress.
- g) Designing feedback forms for moderators to collect information about absentees in their session, best paper of the session, ethical infringements, and so on.
- h) Designing feedback forms for participants to comment on the scientific and other aspects of the congress programme.
- i) To make a general policy for no shows for presenters of accepted papers, symposia and moderators and to supervise the certification for attendance and speaker presentations.
- j) To supervise the compilation of the Congress Final Programme Book.
- k) To periodically report to the EC on the progress with the Congress programme and the status of submissions, and so on.

#### 2.2.6.7. Young Surgeons Committee

The object of the Young Surgeons Committee is to improve contacts with Associate Members in each country and submit opinions to the Board of Directors and International Council, particularly on the development of strategies to enhance the association's appeal to younger members. The

Committee chairperson shall be chosen by the President of the association and its membership shall comprise two representatives from each geographical region.

### 3. Research Academy

- 3.1. SICOT started a Research Academy/Council to help ensure that SICOT not only continues its rich tradition of providing orthopaedic knowledge but also becomes a knowledge creator by supporting high quality evidence based research. The following Committees are joined together in this effort:
- Research Awards Committee
  - Research Collaboration Committee
  - Research Education Committee
  - Research Grants Committee
- 3.2. The Chairman may serve for a term of three years, renewable once only under exceptional circumstances.
- 3.3. A Request for Applications shall be sent out to the SICOT membership. The Officer Nominating Committee shall review the applications and submit the nominations to the Executive Committee for a final vote.
- 3.4. The Chairman is an *ex officio* coopted member of the Board of Directors.

### 4. Finance Council

- 4.1. The Finance Council shall exercise oversight on the financial implications and consequences on the treasury of all SICOT activities and projects. It shall exercise oversight on the budgets of the association, the SICOT Foundation and the congresses, the use of funds, the investments and dealings of the association and submit opinions to the Board of Directors and to the International Council.
- 4.2. Constituent Committees:
- 4.2.1. Long Range Finance and Industry Committee  
**Charges**
- a) Long term development direction of SICOT
  - b) Endorse recommendations from Finance Committee
  - c) Membership drive/retention
  - d) International relations, Affiliated societies
- Composition**
- a) PP1 (Governance Council chairperson)
  - b) PP2
  - c) YSC
  - d) 3 IC members
- 4.2.2. Finance Committee
- 4.2.3. Corporate Liaison Committee  
**Charges**
- a) Industry relation
  - b) Congress and project sponsorships
  - c) Assist in annual congress budgeting
- Composition**

- a) Secretary General (Chairman)
- b) President
- c) Treasurer
- d) Industry liaison officer
- e) One member-at-large

5. Governance Council

5.1. The Chairman of the Governance Council shall be the Immediate Past President. The term of office shall be two years.

5.2. Constituent Committees:

5.2.1 Advocacy Committee

5.2.2. Congress Site Committee

The Congress Site Committee shall consider the comparative merits of bids for future Congress venues and submit opinions to the Board of Directors and to the International Council who shall select the most suitable site by secret ballot. The Chairman and the members of the Committee may serve for a term of two years only.

**Charges**

- a) Set up criteria for site selection
- b) Selecting and contracting with Industry Liaison Agent
- c) Site visit procedure and analysis
- d) Presentation to EC and IC for voting

**Composition**

- a) Immediate Past President (Chairman)
- b) Secretary General
- c) Industry liaison agent (co-opted when appropriate)
- d) Treasurer
- e) One member at large

**Site selection process**

- a) The Congress Site Committee calls for submissions according to the geographic preference for that year.
- b) The CSC then deliberates on the submissions based on what is provided by the bidders. If there is not enough information on the various hard wares, e.g. venue configuration, transports, hotels, etc, the CSC will either ask the bidder or eliminate that bid. SICOT materials are available to help and assist and applicants. There is no further obligation for the CSC to help them prepare the bid.
- c) The CSC will come down to not more than 3 recommendations. The site visit can then be done at this point by the CSC chairman or Secretary General.
- d) The CSC will present two/three final candidates to the EC/Board of directors for endorsement before final selection by the IC.
- e) Unsuccessful countries can resubmit for future congresses but will be considered afresh from Step 1, i.e. no pre-commitment for the following year etc.

5.2.3. Ethics committee

5.2.4. Officer Nominating Committee

The Officer Nominating Committee shall be chaired by the Immediate Past President of the Society. The President-Elect shall be a member of this Committee. The other three (3) members shall be specified in the Bylaws. The Committee shall prepare the list of candidates for constitutional office for submission to the International Council. The Chairman and the members of the Committee may serve for a term of two years only.

5.2.5. Constitution & Bylaws Committee

The Constitution and Bylaws Committee shall be chaired by the Immediate Past President. Its membership shall be established by the President, subject to the approval of the Board of Directors. The Committee shall consider all future activities of the association, review its Constitution and Bylaws and submit opinions to the Board of Directors and the International Council. The Chairman and the members of the Committee may serve for a term of two years only.

5.2.6. Community Development Committee – History & Archiving

5.2.7. Website Committee

5.2.8. Publications Committee

The members and chairperson of the Publications Committee shall be nominated by the President-Elect and the nominations shall be approved by the Board of Directors. The number of members and their terms of membership shall be specified in the Bylaws. The Committee shall give opinions to the Board of Directors and the International Council on all the association's publications and communications. The Chairman and the members of the Committee may serve for a term of two years ordinarily renewable once.

## 6. NATIONAL DELEGATES

1. The National Delegate (or the National Secretary, if the National Section is comprised of less than five members) is the representative of the SICOT members of his or her country at the International Council (IC). In the broadest sense, the National Delegate should act as the Liaison Officer between the orthopaedic community of his or her country and SICOT.
2. It is anticipated that the National Delegate will organise an administrative meeting of SICOT members during the Annual Congress of their National Orthopaedic Association and also to facilitate the exchange of information between SICOT and their National Orthopaedic Association(s). The National Delegates should relay to the President(s) of their National Association, SICOT's invitation to participate in the annual Orthopaedic World Congress.
3. The National Delegate is also expected to have a proactive role in recruiting new members and monitoring the membership renewal of the current members. In proportion to the number of new members registered in the preceding year, a number of young trainees of that National Section may receive free registrations for the SICOT Orthopaedic World Congress. The National Delegates should encourage the young trainees of their country to apply for SICOT Fellowships.
4. To achieve these objectives, the Head Office (HO) will provide assistance to the National Delegate. The HO will provide information about:
  - the annual SICOT Orthopaedic World Congress and its relevant dates and deadlines;
  - SICOT fellowships; news and events related to the Society;
  - electronic material of SICOT and WHO;
  - SICOT publications;
  - posters, leaflets and publications to promote the Society;
  - membership status of their National Section (names, addresses, e-mails, subspecialties of the members) and the individual membership fee status.

5. Regular contact, at least every four months, is required with the HO. This may be organised by email or telephone. Thirty days before the annual International Council meeting, the National Delegates will send a short report of the SICOT activities organised in their country during the year to the regional Vice-President with a copy to the HO.

## **7. GENERAL ASSEMBLY**

1. The members of the Executive Committee shall be seated on the platform.
2. Only Active and Associate Members having paid their membership dues, Emeritus Members, and Distinguished Members, shall be allowed to vote.
3. If proposals made by the International Council are rejected, they have to be re-discussed during the next International Council meeting.

## **8. MEMBERS AND MEMBERSHIP**

1. The application forms for membership are subject to the approval of the National Representative.
2. The *Society's* membership diploma shall bear the signature of the President and Secretary General of the *Society*.
3. Proposed names of Distinguished Members shall be sent to the President of the *Society* at least six months before the next meeting of the International Council.
4. The advantages of Associate membership include:
  - reduced registration fees at the SICOT Orthopaedic World Congresses;
  - reduced membership dues.(these advantages are given only for six years, i.e. 2 trienniums)

## **9. STANDING AND SUBSPECIALTY COMMITTEES**

1. Terms of Office – General Rules
  - a) Chairmen of Committees shall normally be members of the International Council.
  - b) Terms of office of Committee members will depend on their mandates on the International Council.
  - c) Terms of office of SICOT Officers on these Committees will depend on their mandates in the organisational structure of SICOT.
  - d) These regulations concerning the terms of office of Standing and Subspecialty Committee Members apply to the aforementioned constituent Committees of the Academies and Councils as well as the Subspecialty Committees listed in the Bylaws.

- e) Any Member of the *Society* may be appointed to a Committee, in a consultative capacity, when special expertise or knowledge is required, with the approval of the Board of Directors.

## 2. Specific Requirements

### 2.1. Officer Nominating Committee (ONC)

- a) Composition:  
The three members representing the International Council on this Committee may serve for only two years.
- b) Working procedure:
- The ONC shall have in hand, before the meeting of the International Council being held six months in advance of the Congress, all the candidatures for Constitutional Officers of SICOT.
  - The ONC shall hold a meeting at that same International Council meeting.
  - The Chairman of the ONC shall present a preliminary report at the spring meeting of the Executive Committee before the Congress.
  - The final proposed report shall be presented to the Board of Directors prior to the meeting of the International Council held just before the Congress.
  - The final report shall be presented for approval and vote to the International Council at its meeting before the Congress.

### 2.2 Finance Committee

The members at large are determined by the President-Elect and approved by the Board of Directors.

## 10. SICOT AFFILIATIONS

### 1. WHO (World Health Organization)

In accordance with the terms of the Principles governing relations between WHO and NGO's, the WHO Executive Board admitted the International Society of Orthopaedic Surgery and Traumatology into official relations with WHO. The basis of an official relationship is a mutually agreed three-year plan collaboration, the results of which are reviewed by the WHO Executive Board once every three years. This official relation exists since before 1988. The objectives of WHO's collaboration with NGOs is, inter alia, to promote, the policies and strategies derived from the decisions of the governing bodies of WHO.

### 2. WOC (World Orthopaedic Concern)

The President of WOC (or his or her deputy) shall be an *ex officio* member of the SICOT Education Committee.

The Chairman of the Education Committee (or his or her deputy) shall be an *ex officio* member of the WOC Executive Committee.

The representative of WOC shall be invited to attend International Council meetings.

3. SIROT (International Research Society for Orthopaedics and Traumatology)

An Officer of SIROT shall be proposed as Liaison Officer to SICOT. He or she is invited to attend the meetings of the International Council.

4. Other Societies

Other International Societies with the following criteria may be affiliated:

- have prestige;
- are truly international;
- have a Constitution and Bylaws of their own.

In their relations with SICOT they shall be governed by the Constitution and Bylaws of SICOT.

When affiliated, these societies shall propose a representative (also Member of SICOT) for approval by the International Council to serve as Liaison Officer to SICOT. He or she is invited to attend the International Council meetings with no financial allowance from SICOT.

For meetings, congresses, programmes, letterheads, etc. the authorised wording is: "Affiliated to SICOT" or "Affiliated to the Société Internationale de Chirurgie Orthopédique et de Traumatologie (S.I.C.O.T.)" or "Affiliated to the International Society of Orthopaedic Surgery and Traumatology (S.I.C.O.T.)".

SICOT may at any time form a scientific or strategic partnership with any society to realize joint projects of common interest. These temporary partnerships must be approved by the Executive Committee.

## **11. THE JOURNAL "INTERNATIONAL ORTHOPAEDICS"**

1. The Editor, assisted by an Editorial Board, shall be responsible for the scientific content of INTERNATIONAL ORTHOPAEDICS, the official journal of SICOT.

This shall involve:

- selection of papers with regard to the objectives of the Journal and of the *Society*;
- the scientific quality of papers;
- the presentation of papers (language and illustration);
- the ethics (recognition of ethical principles);
- encouraging the submission of papers;
- diffusion of scientific information.

To facilitate the submission of papers, the Editor shall be an ex officio Member of the Congress Scientific Advisory Committee.

2. The Editorial Board consists of up to 15 SICOT Members, namely the Editor, Associate Editors, Assistant Editors and the Editorial Secretary. In addition, Corresponding Members can be appointed.
3. The members of the Editorial Board are chosen according to the Bylaws by the Editor. The Board meetings may be chaired by the Editor or a chairman chosen by the Editorial Board.
4. The Editorial Board meets in general twice a year on notice of the meeting by the Editor.

5. The Assistant Editors and Corresponding Members serve in an honorary capacity but their expenses can be met.
6. The production team consists of the Editor, the Editorial Secretary, two Associate Editors and the Treasurer. One must be a native English speaker. The production team is chaired by the Editor.
  - a) The overall responsibility for production of the Journal rests with the Editor who is answerable directly to the Board of Directors. The Editor will require working premises.
  - b) The Associate Editors shall assist the Editor in grammatical corrections and any alterations necessary for scientific clarity. Subject to the approval of the Editorial Board, the Editor and Associate Editors are at liberty to co-opt other persons to assist with their work.
  - c) All members of the production team may receive on request an honorarium for their work and their expenses are met.
  - d) The Editor shall attend the meetings of the International Council. He or she shall report on the activities of the Editorial Board, the publication of INTERNATIONAL ORTHOPAEDICS, the organisation and the financial situation of the Journal.
  - e) The Editor is responsible for coordination between the Executive Committee, the Finance Committee, the Publications Committee, the Editorial Board and the Publishers in matters relating to the publication of INTERNATIONAL ORTHOPAEDICS.
7. The Editorial Secretary will assist the Editor to improve the finances, publication and circulation of INTERNATIONAL ORTHOPAEDICS and to assist in reporting to the International Council. He or she may be required to provide editorial material for the Journal.

## **12. PUBLICATIONS**

1. SICOT publishes the Journal "INTERNATIONAL ORTHOPAEDICS" and SICOT-J.
  - 1.1. INTERNATIONAL ORTHOPAEDICS and SICOT-J are the official Journals of the SOCIETE INTERNATIONALE DE CHIRURGIE ORTHOPEDIQUE ET DE TRAUMATOLOGIE (SICOT) publishes original papers from all over the world. The articles deal with clinical and basic research connected with orthopaedic surgery and traumatology. The Journals will also link all Members of SICOT by publishing information relating to SICOT.
 

Manuscripts must be original. With the acceptance of a manuscript for publication, the publishers acquire the sole copyright for all languages and countries. Unless special permission has been granted by the publishers, no microform or any other reproduction of a similar nature may be made of the Journal, of individual contributions contained therein or of extracts therefrom.

The use of registered names, trademarks, etc., in this publication does not imply, even in the absence of a specific statement, that such names are exempt from the relevant protective laws and regulations and therefore are free for general use.
  - 1.2. "Instructions to Authors" are published in the Journal. They can be modified at any time by the Editorial Board.

- 1.3. The Journal publishes papers in English.
  - 1.4. Submitted papers are reviewed by a number of referees chosen by the Editor. Members of the Editorial Board and Corresponding Members will assist the Editor in the process of reviewing.
  - 1.5. The final decision on publication is made by the Editor.
  - 1.6. All accepted manuscripts are subject to linguistic corrections. The Associate Editors will assist in this process and share the responsibility for a correct usage of English with the Editor.
2. The SICOT WEBSITE shall reflect all aspects of the *Society's* activities and provide links with other relevant Orthopaedic or Traumatology sites. It will provide information, educational material, SICOT news and provide facilities for exchange of information between Members. It will also provide access to information about the journal INTERNATIONAL ORTHOPAEDICS.
  3. The SICOT BULLETIN included in INTERNATIONAL ORTHOPAEDICS is devoted to official information about the activities of the *Society* such as the Orthopaedic World Congresses, prizes, continuing medical education, inter-congress activities and announcements of congresses of significant importance held all over the world and related to orthopaedics.
  4. The SICOT NEWSLETTER is intended to be an informal medium of exchange between the *Society* and its Members, between the Members themselves, and between National Sections. The subjects covered by the Newsletter include orthopaedics at large, news from SICOT and orthopaedic societies and any information concerning Members' activities. The Editorial Secretary will be the Editor of the SICOT Bulletin and the SICOT Newsletter.
  5. The SICOT ELECTRONIC NEWSLETTER is intended to provide fast communication between the *Society* and its Members, or persons, institutions and societies interested in musculoskeletal problems. It is distributed monthly and is produced by the Head Office under the guidance of the Editorial Secretary. A special Editorial Board, the Editorial Secretary and Assistant Editorial Secretaries will regularly provide the content for the different sections of the e-Newsletter.
  6. Reports and information emanating from the Congress.
  7. The Publications Committee may propose other publications and the name(s) of the Editor in charge.

## 13. FINANCES

### 1. Summary

The following shall be considered:

- a) Budgets:
  - authority;
  - budget preparation;
  - current annual budget.
- b) Cash Management:

- authority;
  - accounts.
- c) Fees:
- membership dues;
  - Orthopaedic World Congresses;
  - publications.
- d) Financial reporting.
- (See also "Congress Financial Organisation" and "Finance Committee".)

## 2. Officers' Travel Expenses

Travel authorised by the Executive Committee will be reimbursed upon receipt of completed Travel Expense Report forms with appropriate supporting receipts and documents. Reimbursement will be limited to actual expenditures for travel, lodging and meals directly associated with SICOT activity. The reimbursement policy is to be fixed by the Executive Committee.

## 3. Committees' Expenses

Committees' expenses may be submitted to the Executive Committee provided they have been agreed upon in advance and presented on the required ad hoc form (including appropriate supporting receipts and documents).

## 4. Reimbursement Policy

### 4.1 For Travel

- Should be economy class unless prior authorisation is given.
- Economy class should be the cheapest possible category with luggage.
- Business class flights are only for officers and selected persons via prior authorisation.
- Business class may be only used on flights longer than 5 hours.
- Business class flights should be the lowest changeable but not refundable category.
- Business class flyers must pre-agree their preferred flight with [hq@sicot.org](mailto:hq@sicot.org). This will be checked against the price for similar flights (including up to 1 stop) using leading carriers. If there exists a material difference (20%) SICOT will refund only to the maximum of the lower amount.
- For business class a flight proposal should be sent within 4 weeks of the meeting date being announced.
- Reimbursement can be done as soon as the ticket is paid.
- Taxes (when reimbursement is in foreign money) are paid by SICOT.
- Taxi fares will only be reimbursed up to a reasonable amount.

### 4.2. For Accommodation

- Only single occupancy is covered.
- Editorial Board meetings: maximum 2 nights (maximum EUR 170 per night).

### 4.3 For Subsistence

- Food and drink may be claimed during the time period of official SICOT meetings and business travel by officers only. The maximum per day is EUR 50 and must be supported by applicable receipts.

## 14. CONGRESSES

### 1. General Organisation, Information and Policies

Congresses will be organised by the SICOT Head Office. Comprehensive Guidelines for Orthopaedic World Congresses have been issued, as well as related application files. These documents are available at the Head Office in Brussels and on the SICOT website.

### 2. The Scientific Organisation

The SICOT Executive Committee, in agreement with the International Council, assumes full responsibility for the activities of the Congress and for its smooth development. The Programme Committee has the right, subject to the agreement of the Executive Committee, to structure the Scientific Programme in respect to selection of invited Speakers, subjects, duration of papers, numbers of papers and means of their delivery.

The Programme Committee shall:

- a) establish a coherent, harmonious and balanced scientific programme, and this in agreement with the Executive Committee of the *Society*;
- b) appoint, with the agreement of the Executive Committee, any Committee necessary for the proper organisation of activities;
- c) consult with the Standing Committees of the *Society* in respect to matters with which they are concerned;
- d) report the state of progress of the organisation, through the Chairman of the Programme Committee, to each meeting of the Executive Committee and the International Council.

### 3. The Participants

- a) The Programme Committee and the President of the Congress may, with the agreement of the Executive Committee, invite Speakers (either Members or non-Members) who are eminent in their field and whose participation will enhance the proceedings of the Congress. Travelling or per diem expenses attached to these invitations must be within the budget defined by the Executive Committee.
- b) A correct list of these invited Speakers shall be handed to the Secretary General and the Treasurer.
- c) Any participant, whether a Member of SICOT or not, wishing to speak or present a free paper, shall be requested to submit an abstract to the Programme Committee which, after review, may authorise its presentation.
- d) Registrants who are not Members of the *Society* are permitted to participate in the Congress.

### 4. Paper Presentation

All Speakers must provide appropriate slides or electronic input.

### 5. The Official SICOT Sessions

- a) The Opening Ceremony:  
The Opening Ceremony is presided over by the President of the *Society* in association with the President of the Congress.

At the opening session, it is traditional to allot the members of the International Council (National Delegates, Past Presidents, members of the Board of Directors) a place of honour either on the platform or in the immediate vicinity thereof.

b) The Closing Ceremony:

The Closing Ceremony is presided over by the President of the *Society*.

(i) on the platform: the Executive Committee of the *Society*;

(ii) the programme will include in principle:

- thanks conveyed to the Programme Committee and the Congress President on behalf of the Congress Delegates by a National Delegate;
- official Congress closing.

Before this official closing in Orthopaedic World Congresses, there should be:

- transfer of powers from the President of the Congress to the new Congress President (chain of office);
- transfer of powers from the President of the *Society* to the President-Elect (chain of office) (every two years);
- statement from the retiring Presidents (every two years);
- summons of the elected Officers of the Board of Directors: new elected President-Elect, Secretary General, Treasurer, Editorial Secretary, and Vice-Presidents (every two years for the President-Elect and every three years for the other Officers);
- the two retiring Congress and SICOT Presidents are presented with commemorative medal/buttons (every two years for the SICOT President);
- speech from the newly elected President of SICOT (every two years).

## 6. Requirements for SICOT Administration

a) Executive Committee:

Suitable and correctly located secretarial and meeting premises (including word processor with internet facilities, photocopy facilities, etc.)

b) Meetings:

Adequate meeting rooms for:

- the International Council (+/- 100 seats);
- other Committees (4 or 5 rooms of 10 to 12 seats);
- the General Assembly (+/- 100 seats).

c) Hotel accommodation:

All the members of the Executive Committee and the Head Office staff should be accommodated in the same hotel.

## 7. The Financial Organisation

a) The financial charges of each Congress shall be borne by SICOT. Combined meetings have special conditions contracted with the partner society.

At least 90% of the profits will be retained by SICOT. 10% of the net surplus may be allocated to the local host for promotion of SICOT either nationally or internationally. To determine the net surplus, 2/3 of the running costs of the Head Office have to be deducted from the gross surplus:  $(\text{Congress surplus} - (\text{Total SICOT Expenditure} - \text{Congress Expenditure}) \times 0.67) \times 0.10$ .

b) A Congress registration fee shall be charged. It may vary according to the type of participants (Members, non-Members, accompanying persons).

The amounts of the registration fees are fixed by the Executive Committee.

c) With the agreement of the Executive Committee, the Head Office may make (if needed) financial advances necessary for launching the organisation of the Congress.

- d) Requirement to present a budget to the Executive Committee.

## 15. ENDORSEMENTS BY SICOT

### 1. Conferences/Symposia/Workshops

- The endorsement allows the organiser to use the logo of SICOT with the words "under the auspices of SICOT".
- The SICOT logo must be the official one provided by the SICOT Head Office.

Criteria:

- a) The application for endorsement by SICOT must be initiated by a SICOT Active Member in good standing.
- b) The scientific programme must include at least 1 invited speaker representing SICOT.
- c) The application including the complete scientific programme must be submitted at least 3 months before the conference date to the SICOT Executive Committee who will approve the endorsement under the recommendation of the Education Council.
- d) The aims of the meeting must be scientific and/or academic with no conflict of interest with the industry (e.g. no sole sponsorship by one company).

### 2. Publications

- The endorsement of a publication by SICOT allows the author(s) to print the SICOT logo on the publication and a statement indicating the endorsement.
- The SICOT logo must be the official one provided by the SICOT Head Office.

Criteria:

- a) The application for endorsement by SICOT must be initiated by the Editor or the principal author who needs to be a SICOT Active Member in good standing.
- b) The contribution of the SICOT Members must be identified.
- c) A preliminary application including the table of contents must be submitted to the Executive Committee who under the recommendation of the Education Council will give a provisional endorsement.
- d) The final endorsement will be given by the Education Council after submission of the full text of the pre-printed electronic version.
- e) The endorsement cannot be retrospective.
- f) Only scientific publications may be considered with no conflict of interest with the industry (e.g. no sole sponsorship by one company).

### 3. Long-Term Training Programme / Programme Leading to a Subspecialty Diploma for endorsement by SICOT

- a) The long-term training program must be endorsed by a University, National Board or a specialist national association.
- b) The department/s hosting the program must send complete details of the requisite infrastructure, the faculty, the number of patients seen by the relevant speciality over

a year and the number of surgeries carried out in that period etc. for the approval of the SICOT Education Academy

- c) The department must forward the curriculum being followed and the educational modalities being followed to impart knowledge and training. The hours of exposure must be mentioned in the application made.
- d) Details of the training program and hands on training and patient responsibilities must be stated.
- e) A log book must be maintained by all trainees and must be available for SICOT inspectors to see.
- f) Competence of the trainees must be assessed by an exit examination. The hosts must ensure that exams are conducted in a fair, impartial and comprehensive manner. External faculties, including at least one approved by the SICOT, must be involved in the conduct of the examination.
- g) A SICOT teaching faculty should be invited during the pendency of the program and the program hosts would bear the cost of travel and stay and utilise the services of the faculty as mutually agreed. The SICOT faculty may be utilised to conduct examination and he or she will report on the adequacies and inadequacies of the training program and assessment.
- h) Application must be made by the concerned department to SICOT. The application will be reviewed by the SICOT Education Council and SICOT decision conveyed in 30 days.

#### 4. Non-SICOT Educational Meetings

##### **Definition**

“Endorsed Meetings” are meetings that are sanctioned by SICOT and should be open to the general community of orthopaedists, and others with an interest in international orthopaedics and related topics.

##### **Applications**

For SICOT endorsement can be submitted at any time and will be reviewed by the SICOT Executive Committee with, in most cases, a response to the applicant in approximately 30 days. Applicants for Endorsed Meetings must provide the credentials of the organizers, statement of scientific and educational merit, proposed agenda, and conflict of interest disclosures.

##### **Qualifications**

SICOT will use the following guidelines when considering endorsement of outside conferences and courses:

1. SICOT will not endorse or support a program that has content or sponsors that are judged not in keeping with the mission and principles of SICOT.
2. SICOT will not endorse or support a program that competes with its own existing or planned CME events in terms of content, time, or location.
3. The application must be sponsored by a SICOT member. At least two SICOT members must be involved in the program as faculty cum observer to assess continuing accreditation.
4. A significant portion of the course (>50%) is devoted to international orthopaedics and related topics.
5. Endorsement is intended for medium to large scale courses with minimum faculty (10) and participant (50) requirements.
6. If the course is Industry supported, participation should not be exclusionary or limited to a single company.

7. SICOT will not incur significant financial liability for endorsed program.
8. The program must have accreditation by the National / regional medical council.
9. The endorsement must be done prior to the program, and not in retrospect.

### **Agreement**

The CME organizer(s) agree to:

1. Credit SICOT for its endorsement of the meeting in all-meeting publications and announcements
2. Provide SICOT with copies of all meeting literature including program, abstracts, proceedings and promotional material.
3. Set out SICOT materials (such as membership information, future meeting or course brochures) during the endorsed activity, if requested to do so. SICOT will be responsible for providing and shipping said materials.

SICOT Endorsed Meetings may use the SICOT stamp in promotional materials for the event. The SICOT stamp consists of the SICOT logo with the following statement: "Endorsed by SICOT." The SICOT logo and Society name may not be used for any other purpose unless approved by the SICOT EC.

SICOT will promote Endorsed Meetings in the Society's publications, including the SICOT newsletter, and on the SICOT website. If course organizers have a website, a link may be established to that from the SICOT website.

SICOT may not provide funding for Endorsed Meetings and may have no fiscal responsibility for the CME and or liability for any event.

### **Application Review Process for Endorsement of Meetings**

All meeting applications, with draft programs, will be submitted to the SICOT EC for review and approval. Endorsement is at the sole discretion of the SICOT EC.

#### 5. Books by SICOT

1. The book should be edited / written by a SICOT member or should be a collaborative effort by SICOT members.
2. SICOT should be apprised of the book at the initial prepublication stage. SICOT must approve the desirability of such a book, the content, authors etc.
3. Details of the book should include the title of the book, the editors, the contributing authors, the number of chapters and the expected number of pages. Details must also be given of the expected date of publication and the publisher involved
4. Application for endorsement by SICOT should be forwarded with the above information to the SICOT Executive Committee. Endorsement may be granted by SICOT at its discretion and devoid of any financial liability.
5. 10 copies of the book would be provided gratis to SICOT on publication.
6. Books commissioned by SICOT are automatically endorsed.

#### 6. SICOT Educational Programmes

All educational programmes being conducted by the SICOT National Branches need prior intimation to the SICOT Education Academy. Details relating to the organisers, course content and speakers need to be forwarded at least a month before the event or earlier for approval and endorsement for use of the SICOT logo.

## ADDENDUM: ROBERT'S RULES OF ORDER

### Summary for the use of the International Council

#### A. Order of Business (agenda):

- the Chairman calls the meeting to order;
- the minutes of the last meeting: have been circulated or are read. After corrections, they are approved by general consent (assent);
- reports of Officers;
- reports of all Committees. Each report shall be moved and seconded, then discussed after which a vote will be taken.

#### B. Other Items of Business (order of the day):

- a) To be considered by the Assembly, any item of major significance must be submitted in the form of a motion.  
Definition: a motion shall establish clearly the main idea or the resolution. It is the concrete proposition on which the Assembly shall take an action.  
Only one motion should be placed before the Assembly at one time.  
A motion is always debated and may be amended so long as the amendment is not in conflict with the original motion.
- b) To be officially considered by the Assembly, this motion must be:
  1. "moved" by a first delegate, then
  2. "seconded" by a second delegate.These two steps constitute the fundamental procedure mainly used in English-speaking countries.
- c) The motion is now officially before the Assembly and the Chairman opens the discussion.  
As a general rule, members may speak only once to a specific motion. They may speak again at the discretion of the Chairman.
- d) After the discussion is closed, the motion is put to the vote of the Assembly.
- e) Amendments to alter or improve a motion may be proposed by the meeting. The Chairman may ask the Assembly if these amendments can be included in the original motion.  
The amendments must be moved and then seconded after which a discussion may take place before a vote on the amendment is held. Any amendment must not be contrary to the original motion.

If an amendment motion is carried then this motion becomes the formal motion before the chair. If the amendment motion is lost, the original motion is then the motion before the chair.

## **APPENDIX 1**

**For Long-Term Programmes the following details are necessary:**

### **1. Details of the institution and infrastructure**

Type of institution: Teaching / non-teaching public / teaching private / non-teaching private

No. of beds

Number of Operation theatres

Allied specialties

Outpatient department

Diagnostic services

Class rooms or seminar halls

Library

Audio-visual facilities

### **2. Faculty**

Number of teachers, their seniority and designation

Full time and part time teachers

Allied specialists

### **3. Workload at the training institution**

The number of patients seen by the relevant specialty over a year

How many outpatient sessions per week

The number of surgeries carried out in a year - please classify as Elective and Emergency and as

Major or Minor under each heading

How many ward rounds per week

### **4. Trainees**

Please state the number of trainees in that program

Eligibility of entry into the program

Duration of the program

Trainee responsibilities

### **5. Educational Modalities**

Curriculum followed

Teaching program viz. Tutorials, Lectures, Case discussions, Preoperative planning session, Clinic-pathology sessions, clinic-radiology sessions, morbidity and mortality conference etc. and their numbers per month should be specified.

Hands on training

No of surgeries seen by a trainee per year

No. of surgeries assisted

No. of surgeries done independently

Sample log book maintained by the trainees

This should include details of the surgeries listed by:

Surgeries assisted as first assistant

Surgeries assisted as second assistant

Surgeries carried out independently

### **6. Assessment of Trainees**

Schedule for assessment of trainees

Exit examination - pattern of examination, no. of candidates, no. of examiners, external examiners if any

## **APPENDIX 2**

### **Endorsement for Non SICOT Educational Meetings**

#### **1. Organizers and institution / association organising the meeting**

Credentials of the organizers

SICOT member: Yes / No

Institution organising the meeting:

Teaching Hospital

Private Hospital University

Regional Orthopaedic Association

National Orthopaedic Association

Other (please specify)

Earlier meetings organised by the group

Conflict of interest disclosures

#### **2. Meeting format**

Objectives

Agenda

Format: Lectures / Discussions / Workshop / Hands-on opportunities

Duration of the meeting

Accreditation by the national / regional medical council if any

#### **3. Faculty**

Details and number of faculty invited, their professional designations, qualifications and area of expertise. (Please attach brief CVs)

Conflict of interest disclosures

#### **4. Participants**

Eligibility to attend

Number of participants expected