

IPVS Country Chapter

Terms of Reference

Purpose

To gather the HPV community of a country under one umbrella, under the auspices of the International Papillomavirus Society (IPVS), to contribute to the elimination of papillomavirus-related diseases (IPVS' mission).

Objectives

1. To help establish country chapters with the goal of education and implementation of vaccination, screening and treatment programs to help eliminate HPV associated cancers in their country.
2. To increase geographic and demographic representation within IPVS membership.

Structure of the chapter

- An IPVS country chapter must have a **lead**, acting as the liaison with IPVS. The lead of the IPVS country chapter may be the IPVS country ambassador. If not, the lead should at a minimum be a member of IPVS and a scientist, researcher, or clinician with a professional interest in HPV and HPV-related diseases.
- IPVS encourages chapters to establish a **membership** structure. If it has such a structure, a minimum of 10 members is expected, with 50% of the chapter members also being members of IPVS.
- IPVS encourages the appointment of a second person, ideally a more **junior member**, to assist the country lead and prepare to become the country leader upon completion of the country leader's term. As per the lead's description, the junior member should at a minimum be a member of IPVS and a scientist, researcher, or clinician with a professional interest in HPV and HPV-related diseases.
- It is not a requirement for the chapter to be a legally registered entity. However, based on the experience of other chapters, registering the chapter helps with legitimacy, especially when dealing with local authorities and partners. Each country should follow legal guidelines with establishing a country chapter with an international organization.
- Multi-country applications for chapters are accepted. However, the rationale for applying under several countries rather than 1 single country will need to be detailed.
- The chapter should be called "IPVS xxxx Chapter" with the name of the country. However, the chapter leads may decide to add a tagline to fit the local context. Also, if there are more than 1 chapter per country, the name should refer to the region.

Responsibilities of the chapter

- Organise at least **2 educational events** per year. All activities of the chapter must be aligned with the IPVS mission to contribute to the elimination of papillomavirus-related disease. Examples of educational events include web-based seminars, podcast, local workshops, a chapter discussion following an IPVS webinar or conference, etc.
- **Report** on its activities
 - o Written report submitted to the IPVS Office on September 30 of each year. A template will be provided.
 - o Presentation by chapter lead at IPVS General assembly held at IPVC (generally October/November). A recorded presentation will be made possible for chapter leads who are unable to attend the conference.
- Keep **regular communication** with the IPVS Office, through the IPVS Executive Director, Coralie Deguerville.
- Coordinate closely with the **International HPV Awareness Campaign** operating partners in the country and encourage new operating partners to join the network as appropriate.

Expectations of conduct

IPVS provides a respectful, harassment-free, and inclusive environment for its community, regardless of gender identity, sexual orientation, disability, appearance, ethnicity, race, national origin, age, or religion. It is anticipated that every chapter will embrace this statement, including when dealing with patients.

All contributors to the chapter are expected to behave with integrity and respect towards others. The IPVS requires the chapter to observe high standards of behaviour and personal ethics in the conduct of its duties and responsibilities.

Dissolution of a chapter

If the above expectations are not followed, the IPVS Country Chapters Committee and the IPVS Board, will review the misconduct and vote on the required next step. The lead of the chapter will be contacted if actions need to be taken. IPVS Board reserves the right to dissolve the chapter.

If the chapter lead steps down and no new leader is proposed to IPVS, the chapter will be dissolved.

Support from IPVS

- IPVS representatives and/or expert speakers for virtual meetings or local events (travel and in-country expenses not covered by IPVS)
- Digital promotional materials for the chapter (digital banner)
- Regular contact with the leads of the chapter to identify local needs and strive to work together to develop programs and activities that would benefit the chapter

- Inclusion of the chapter followers in the IPVS database to be regularly kept informed about educational activities (not for member-only activities)
 - Letters of support as needed, signed by IPVS leadership (purpose to be validated by IPVS)
- Important note: Members of the chapter are NOT automatically members of IPVS. They need to subscribe as a member to benefit from the membership advantages. However, discounts are available for group membership subscriptions.

IPVS does NOT

- Provide staffing resources to run the chapter. It will be run by local members.
- Provide financial support to the chapter.
- Endorse initiatives of the chapter which have not been validated by IPVS (endorsement request to be made to IPVS through the Country Chapters Committee).

IPVS logo

- The IPVS logo will be used in the digital banner created by IPVS for the chapter.
- The IPVS logo cannot be used to promote activities that have not been specifically endorsed by IPVS. The chapter should contact the society if it wishes to receive IPVS endorsement for an initiative.
- Chapters may create their logo using IPVS logo and the country flag. Examples from other chapters can be shared.

The IPVS Country Chapter representatives have read the above terms of reference and will use them to run the entity.