

Physician Information Exchange (PIE) Working Group Charter

January 2024

1. Introduction

- 1.1. This charter defines the roles, responsibilities, and authorities of the Physician Information Exchange (PIE) Working Group ('the PWG') of the IAMRA Board ('the Board').
- 1.2. As outlined in Chapter IX of the [Bylaws](#), the Board may establish committees and working groups reporting directly to the Board to give effect to the purpose and strategic directions of IAMRA. Where any section or aspect of this charter does not fit with the provisions of the Bylaws, the Bylaws shall prevail.
- 1.3. The [Board Charter](#) describes the general structure, purpose, and function of Board working groups.

2. Purpose and functions

- 2.1. The PWG provides expert advice, support, and recommendations to the Board for the finalization and successful implementation of the Physician Information Exchange (PIE) platform and contributes to the achievement of objectives under the theme of "High quality services to members/partners" in the [IAMRA Strategy 2023-2026](#).
- 2.2. The PWG's work program will include, but not be limited to, the following objective and activities as set by the Board:
 - Objective A1: Enhanced information sharing
 - Conduct an options appraisal for the future of the PIE platform,
 - Make recommendations for and contribute to the development of a PIE strategy,
 - Promote and emphasize the importance of the PIE as an IAMRA deliverable/product,
 - Demonstrate the capability for member MRAs,
 - Consider whether MRAs in low- and middle-income countries with less developed regulatory systems could use the PIE as a substitute for the lack of a national platform.

3. Membership

- 3.1. The PWG will be composed of 6-8 members appointed by the Board for an initial one-year period, following an expression of interest process. Members may be re-appointed for an additional term if required.
- 3.2. The PWG chair is appointed by the Board.
- 3.3. The PWG Chair or Executive Director may appoint another member as Acting Chair for a limited period if the PWG Chair is unavailable or otherwise cannot attend to any of their responsibilities.
- 3.4. The Board will consider the appropriate range and mix of background, skills, and experience of members necessary to enable the PWG to fulfil its functions.
- 3.5. The Board recognizes the following competencies as important for the success of the PWG:
 - A sound understanding of the purpose of IAMRA and its current strategic directions,
 - Leadership experience in a medical regulatory authority,
 - Significant experience in the management of data licensing, registration, and disciplinary functions of medical regulatory authorities,
 - Knowledge and understanding of trends and challenges related to medical workforce migration.
- 3.6. The Board can fill a short term vacancy on the PWG by direct appointment for the duration of the unexpired term.
- 3.7. The IAMRA Executive Director (ED) is an ex officio member of the PWG.

3.8. Administrative support, including preparation of meeting papers and minutes, is provided by the IAMRA Secretariat.

4. The responsibilities of members

4.1. The responsibilities of the PWG Chair and members are outlined below:

Role	Responsibilities
Chair	<ul style="list-style-type: none"> Carry out such functions and duties as may be necessary for the efficient functioning of the PWG and in accordance with the Bylaws, Board Charter and the policies and decisions of IAMRA. Lead all PWG meetings and the delivery of its functions. Act as the principal point of communication between the PWG and the Board.
Members	<ul style="list-style-type: none"> Comply with all relevant governance policies as determined by the Board and published on the IAMRA website, including the Code of Conduct and Conflict of Interest Policy; Support the purpose of IAMRA and the PWG; Bring a broad, international perspective to specific issues; Have the commitment necessary to fulfill the responsibilities of the role; and Demonstrate personal integrity and dedication to advancing IAMRA.

4.2. All PWG members are expected to:

- Prioritize attendance at scheduled PWG meetings,
- Work, as required, on any PWG projects or activities between meetings and report to the PWG on the progress of those projects or activities at each meeting.

5. Meeting procedures

- PWG meetings will be held via videoconference at least every two months.
- A quorum for each meeting is a majority (one more than one half) of its members.
- The Chair, working with the Secretariat, will set the agenda for each meeting, using the actions arising from the previous meeting and the meeting calendar as a basis.
- Final agenda and supporting papers will be distributed to members prior to each meeting in sufficient time to enable members to read them properly in preparation for the meeting.
- Draft minutes of each meeting are prepared by the Secretariat for review by the Chair and then circulated to all members as soon as practicable, but no later than seven working days following the meeting.
- The Chair will present the minutes and provide a verbal report to the Board after each meeting of key recommendations and discussions of the PWG.
- If a member, ED, or a member of the Secretariat has a material personal interest in a matter that is being considered at a meeting, they must declare the interest which will be managed in accordance with the [Conflict of Interest Policy](#).
- All interest declarations must be reviewed and updated on an annual basis.

6. Relationship between the Working Group and the Board

- The PWG is accountable to the IAMRA Board for the outcomes of its work and, where appropriate, makes recommendations to the Board, where decisions are required.
- The Board will ensure that the PWG is provided with the necessary direction and support to deliver its functions. This includes access to appropriate resources (e.g.: opinions of senior staff and, where necessary, independent advice).
- The Board may make requests of the PWG, as required, to best achieve IAMRA's strategic objectives.



6.4. The PWG will prepare an annual written report for the Board, which is also presented at the next IAMRA Members General Assembly (MGA).

7. Review

7.1. The PWG is a time-limited group that will be dissolved following the completion of its functions.

7.2. If the PWG needs to continue beyond its initial term, the Board will review this charter and will make any approved changes.

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