



WORLD FEDERATION OF CRITICAL CARE NURSES

Policy and Procedure Manual

Original Date: 15 April 2024

Approved 15 July 2024

Revised 20 January 2025

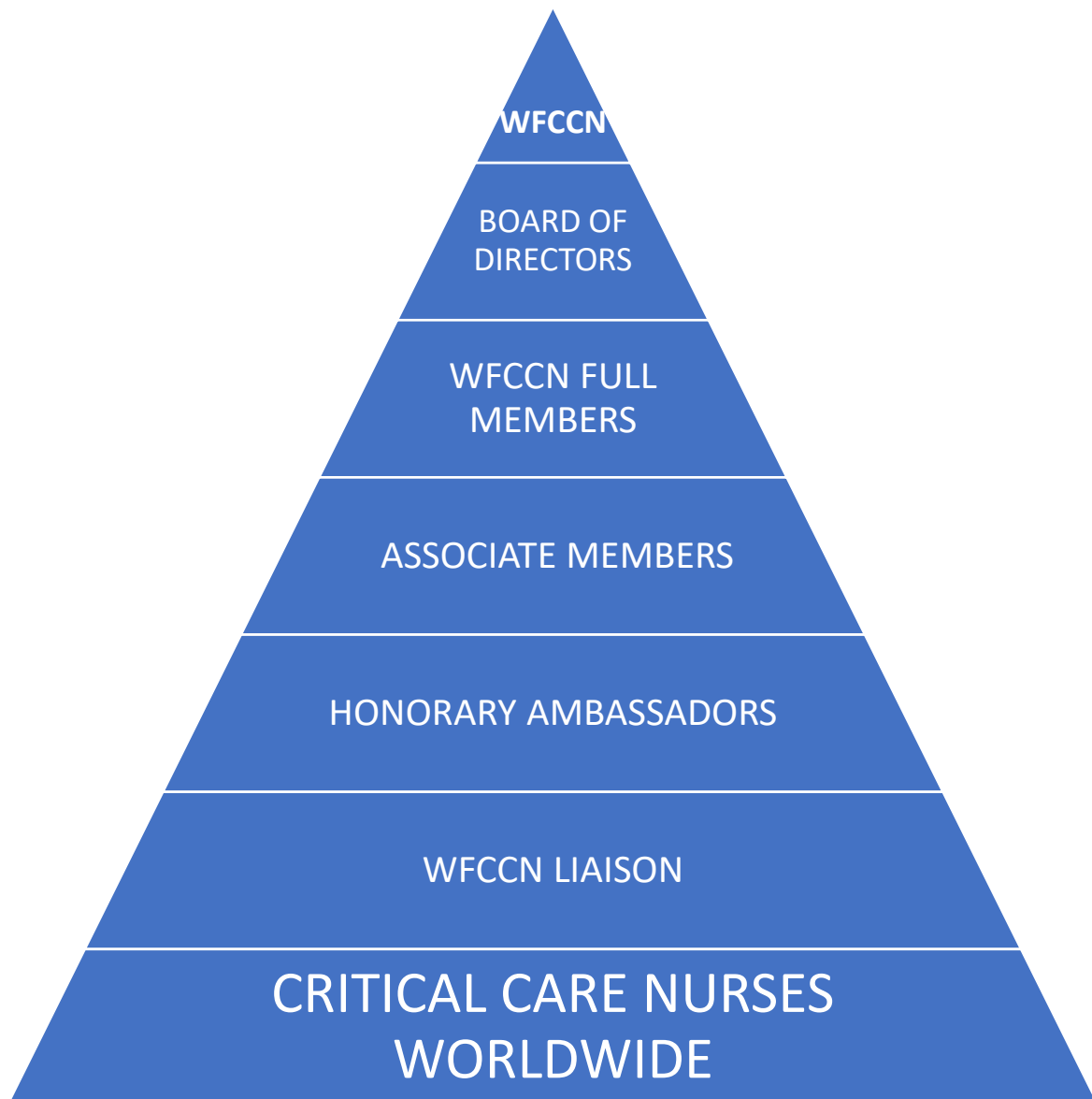
Revised 25 April 2025

TABLE OF CONTENTS

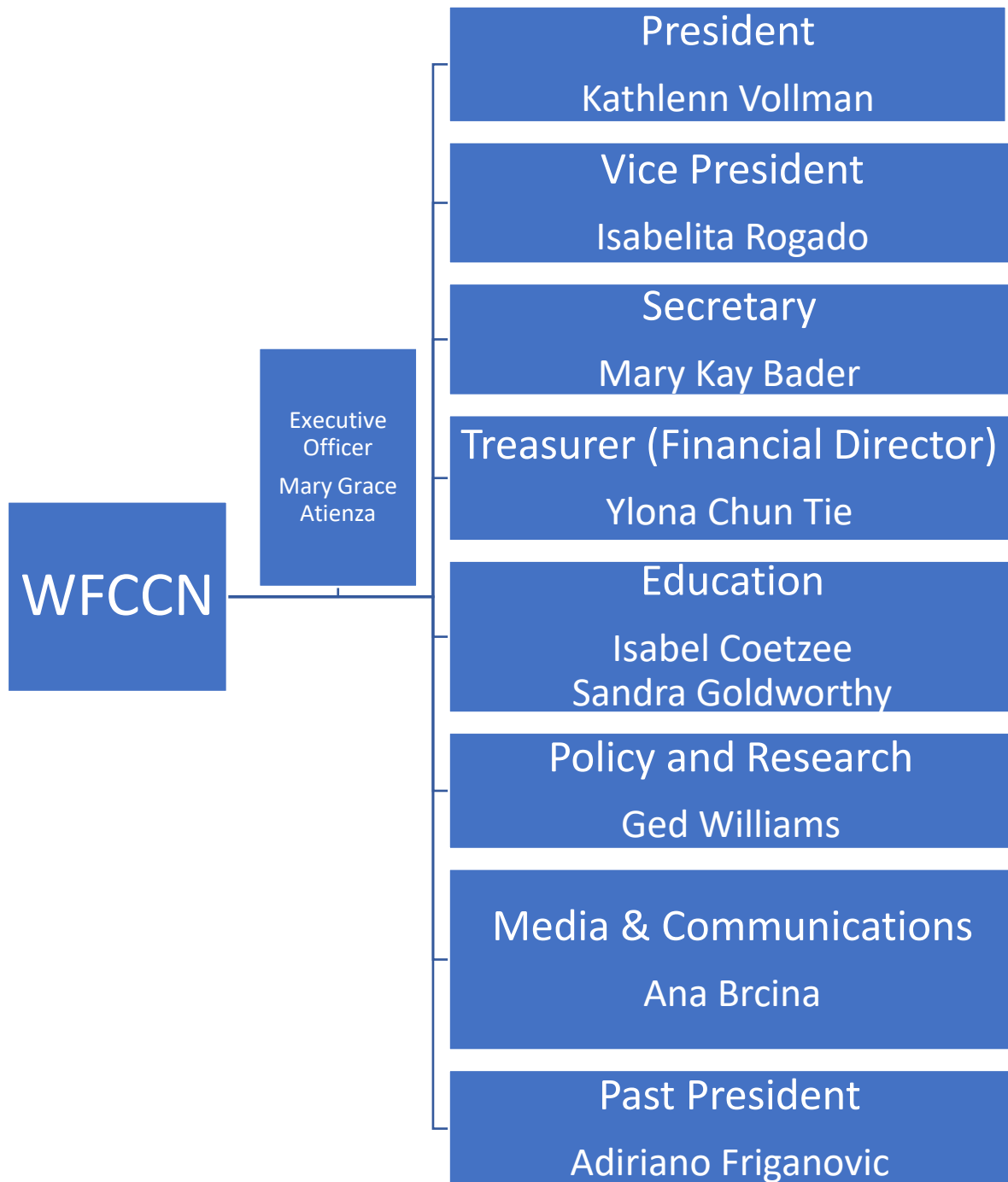
| | | |
|--------------|---|-----------|
| I. | STRUCTURE AND PURPOSE..... | 3 |
| A. | Organizational Chart WFCCN..... | 4 |
| B. | Organizational Chart WFCCN Board of Directors..... | 5 |
| C. | Mission, Vision and Organizational Aims..... | 6 |
| D. | Constitution..... | 7 |
| E. | Certificate of Registration of a Company..... | 44 |
| F. | WFCCN Committee Structure..... | 45 |
| G. | Request for Travel Fund Policy..... | 46 |
| II. | MEMBERSHIP INFORMATION..... | 47 |
| A. | LIST OF FULL MEMBERS..... | 48 |
| B. | LIST OF ASSOCIATE MEMBERS..... | 49 |
| III. | WFCCN BOARD OF DIRECTORS ROLES..... | 51 |
| IV. | WFCCN LIFETIME ACHIEVEMENT AWARD..... | 57 |
| V. | WFCCN LIAISON GUIDELINES..... | 58 |
| A. | LIAISON PROGRAM..... | 58 |
| B. | CRAFTING THE LIAISON REPORT..... | 60 |
| VI. | CORPORATE PARTNERSHIP PROGRAM..... | 61 |
| VII. | HONORARY AMBASSADORS..... | 71 |
| VIII. | WFCCN CONFERENCE/MEETING PLANNING..... | 75 |
| IX. | JOURNAL..... | 90 |
| X. | WFCCN ENDORSEMENT POLICY..... | 91 |
| XI. | WFCCN WEBSITE/SOCIAL MEDIA AND EMAIL BLAST..... | 92 |
| XII. | WFCCN POLICY AND PROCEDURE FOR DECLARATION/ GUIDELINE/POSITION STATEMENT REVIEW PROCESS..... | 95 |
| XIII. | APPENDICES..... | 97 |
| A. | STRATEGIC PLAN 2023-2026 | |
| B. | FORM: HOW TO BECOME A WFCCN AMBASSADOR | |
| C. | INDIVIDUAL MEMBER APPLICATION FOR MEMBERSHIP | |

I. Structure and Purpose

I.A. Organization Chart



I.B. ORGANIZATION CHART WFCCN BOARD OF DIRECTORS



IC. Mission Vision and Organizational Aims

The WFCCN is an international federation comprised of national critical care nursing associations from over 50 countries and regions. It was founded on 30 October 2001 in Sydney Australia. The key aims of the WFCCN are to represent critical care nursing at an international level and to help improve critical care nursing practice worldwide. WFCCN supports effective international cooperation between health professionals, institutions, agencies, healthcare industry and charities that have an interest in the care of critically ill patients. The organization was registered in Australia in 2016 under the Corporations Act of 2001 as a company limited by guarantee. The ACN number is 613 276 672 & the ABN number is 80-613-276

The WFCCN Council is comprised of one representative from each full member association. The Council meets annually, and every two years elects a Board of Directors from its members and associates. Listed below are the current WFCCN Board of Directors.

Organizational Aims

| | |
|------------------------------|--|
| Representation of Nurses | To represent critical care nurses and critical care nursing at an international level |
| Worldwide Standard of Care | To improve the standard of care provided to critically ill patients and their families throughout the countries of the world. |
| Advancements | To advance the art and science of critical care nursing in all countries throughout the world. |
| Representation of Nurses | To promote co-operation, collaboration and support for critical care nursing associations and individuals. |
| Improve Recognition | To improve the recognition of critical care nursing throughout the world. |
| Improve Co-operation | To maintain and improve effective co-operation between all health professionals, institutions, agencies and charities who have a professional interest in the care of critically ill patients. |
| Establish Standards | To establish standards for the education, practice and management of critical care nursing |
| Support Research Recognition | To foster and support research initiatives that advance critical care nursing and patient/family care. |
| Enhance Education Programs | To encourage and enhance education programs in critical care nursing throughout the world |
| Continuing Education | To provide conferences, written information and continuing education for critical care nurses. |

I.D. Constitution World Federation of Critical Care Nurses

20 April 2016



CONSTITUTION
WORLD FEDERATION OF CRITICAL
CARE NURSES
20 April 2016

APPROVAL

This Constitution of the World Federation of Critical Care Nurses was approved at a General Meeting of the Federation, held 20 April 2016 in Brisbane, Australia

AMENDMENTS

2016.2: Article 4.2.I inserted 28 October 2018

World Federation of Critical
Care Nurses Ltd ACN 613
276 672

Registered in Australia under the *Corporations Act 2001*

A company limited by guarante

INDEX

PRELIMINARY

1. EXCLUSION OF REPLACEABLE RULES
2. DEFINITIONS
3. INTERPRETATION

PURPOSE OF COMPANY

4. OBJECTS
5. FIRST MEMBERS
6. ELIGIBILITY FOR MEMBERSHIP
7. APPLICATION
8. ADMISSION
9. CLASSES OF MEMBERSHIP
10. MEMBERSHIP FEES
11. REGISTER OF MEMBERS
12. SERVICE ADDRESS
13. RIGHTS OF MEMBERS
14. LIABILITY AND RESPONSIBILITY OF MEMBERS
15. CESSATION OF MEMBERSHIP
16. CONSEQUENCES OF LOSS OF MEMBERSHIP
17. PROHIBITION ON CLAIMS ON COMPANY
18. PROHIBITION ON REPRESENTATION AS A MEMBER.
19. ALLEGATION OF CHARGE
20. APPEAL AGAINST DISCIPLINE
21. UNSUCCESSFUL APPEAL
22. CONSEQUENCES OF EXPULSION OR SUSPENSION
23. INELIGIBILITY TO BE DIRECTOR

MEETINGS OF MEMBERS

24. CONVENING GENERAL MEETINGS
25. CONTENTS AND PERIOD OF NOTICE OF GENERAL MEETINGS
26. MEETING AT SEVERAL VENUES
27. PERSONS ENTITLED TO NOTICE OF GENERAL MEETING

- 28. ANNUAL GENERAL MEETING (STATUTORY)
- 29. ANNUAL GENERAL MEETING (COMMERCIAL)
- 30. PRESIDENT OF GENERAL MEETINGS
- 31. QUORUM FOR GENERAL MEETINGS
- 32. ADJOURNMENT OF GENERAL MEETINGS
- 33. PERMITTED ATTENDEES AT GENERAL MEETINGS
- 34. VOTING AT GENERAL MEETINGS
- 35. VOTING DEADLOCK
- 36. VOTING ENTITLEMENT
- 37. VOTING BY JOINT VOTING MEMBERS.
- 38. VOTING BY VOTING MEMBERS WITH INCAPACITY
- 39. ATTORNEY OF A MEMBER
- 40. PASSING A RESOLUTION BY SOLE VOTING MEMBER.
- 41. PASSING A RESOLUTION WITHOUT A GENERAL MEETING
- 42. VOTING RESTRICTIONS
- 43. OBJECTIONS TO VOTES

MEMBERS' REPRESENTATIVES

- 44. REPRESENTATIVES
- 45. PROXIES
- 46. APPOINTMENT OF PROXY
- 47. FORM OF PROXY
- 48. VALIDITY OF PROXY APPOINTMENT
- 49. VALIDITY OF PROXY VOTE

DIRECTORS

- 50. MINIMUM NUMBER OF DIRECTORS
- 51. ALTERING THE NUMBER OF DIRECTORS
- 52. FIRST DIRECTORS
- 53. QUALIFICATION AND ELIGIBILITY OF DIRECTORS
- 54. TENURE OF DIRECTORS
- 55. APPOINTMENT OF DIRECTOR BY BOARD
- 56. APPOINTMENT OF DIRECTOR BY MEMBERS
- 57. CASUAL VACANCY OF DIRECTORS
- 58. DEFECTS IN APPOINTMENT OF DIRECTORS
- 59. APPOINTMENT AND POWERS OF A MANAGING DIRECTOR

- 60. APPOINTMENT OF AN ALTERNATE DIRECTOR
- 61. REMOVAL OF A DIRECTOR
- 62. LOSS OF OFFICE
- 63. REMUNERATION OF DIRECTORS
- 64. REIMBURSEMENT OF EXPENSES
- 65. POWERS OF DIRECTORS
- 66. APPOINTMENT OF COMPANY ATTORNEY
- 67. DELEGATION OF POWERS
- 68. DUTIES OF DIRECTORS
- 69. MATERIAL PERSONAL INTERESTS

MEETINGS OF DIRECTORS

- 70. FREQUENCY OF BOARD MEETINGS
- 71. CONVENING BOARD MEETINGS
- 72. NOTICE OF BOARD MEETINGS
- 73. QUORUM FOR BOARD MEETINGS
- 74. PRESIDENT OF BOARD MEETINGS
- 75. VOTING AT BOARD MEETINGS
- 76. VOTING DEADLOCK
- 77. VIRTUAL MEETINGS OF DIRECTORS
- 78. PASSING RESOLUTIONS WITHOUT MEETINGS
- 79. DEEMED RESOLUTION

OTHER OFFICERS

- 80. SECRETARY
- 81. TREASURER

INSURANCE AND INDEMNITY OF APPLICABLE PERSONS.

- 82. APPLICABLE PERSONS
- 83. INSURANCE
- 84. INDEMNITY
- 85. LOAN TO AN APPLICABLE PERSON
- 86. DEFINITION OF "PROCEEDINGS"

ADMINISTRATION

- 87. NOTICES
- 88. MINUTES
- 89. EVIDENTIARY STANDING OF MINUTES
- 90. INSPECTION OF MINUTE BOOKS
- 91. INSPECTION OF ACCOUNTING RECORDS AND OTHER DOCUMENTS
- 92. EXECUTION OF DOCUMENTS
- 93. CREATION, AMENDMENT AND REPEAL OF BY-LAWS
- 94. AMENDMENT OF CONSTITUTION

FINANCIAL MATTERS

- 95. ACCOUNTS
- 96. AUDIT
- 97. APPLICATION OF INCOME AND PROPERTY
- 98. DIVIDENDS AND RESERVES

WINDING UP

- 99. PROCEDURE
- 100. CONTRIBUTION OF MEMBERS ON WINDING UP
- 101. DISTRIBUTION OF PROPERTY ON WINDING UP

SCHEDULE 1 – Form of Proxy.

SCHEDULE 2 – Biannual General Meetings.

SCHEDULE 3 – Application for Membership.

SCHEDULE 4 – Role of the Board.

PRELIMINARY

1. Exclusion of Replaceable Rules

The replaceable rules contained in the Act do not apply to the Company.

2. Definitions

In this Constitution: –

Act means the Corporations Act 2001 (Commonwealth).

Alternate Director means an Alternate Director appointed pursuant to Article 57.1.

Applicant means a Person who wishes to apply for membership of the Company.

Application for Membership means the form, the contents of which may be determined by the Board from time to time, which is to be used by an Applicant and which is in a form which is similar to that contained in Schedule 3.

Associate Member means a Member of the Company whose rights are set out in Article 9.3(b).

Biannual General Meeting means a special meeting of the Voting Members to be held in accordance with Schedule 2

Board means the body which is comprised of the Directors for the time being of the Company.

CCN Organization means an incorporated or unincorporated body with its own constitution, regulations and rules, whose members are comprised of Critical Care Nurses and whose purpose is to represent the interests of its membership.

Charged Member means a member against whom an allegation has been made which may lead to the Discipline of that Member.

Company means the entity whose name upon the adoption of this Constitution was World Federation of Critical Care Nurses Ltd and shall be taken to mean the same entity by whatever name from time to time it may be called.

Corporate Member means a member which is a company, a corporation or an incorporated body.

Critical Care Nurse means a person who holds a recordable or registered nursing qualification in their own country and contributes to or works in the field of Critical Care Nursing.

Critical Care Nursing means a specialized nursing care of critically ill patients who have manifest or potential disturbances of vital organ functions and who need assistance, support and restoration to health or the delivery of pain management and preparation for a dignified death.

Director means a natural person holding the office of director of the Company for the time being.

Discipline means, in relation to a Charged Member, any type or form of penalty or sanction, financial or otherwise, imposed by the Board or the Company, including the suspension or expulsion of that Charged Member.

Disciplined Member means a member who has been suspended, fined or expelled under Articles 19 or 20 hereof.

Financial Member means a member who has paid by the relevant due date the Membership Fees and all other sums owed by that Member to the Company.

Fiscal Year means a calendar year commencing July 1st and concluding June 30th.

Full Member means a Member of the Company whose rights are set out in Article 9.3(a).

General Meeting means a meeting of the Voting Members and includes any means by which Voting Members make a decision including but not limited to virtual meetings and circulating resolutions.

Guarantee means the sum not exceeding one dollar (\$AU1.00) for which a Member may become liable upon the winding up or dissolution of the Company.

Member means a Person whose name is entered in the Register as a member of the Company and includes Full Members and Associate Members and any other class of membership created by the Company.

Membership Fees means the fees payable by an Applicant or a Member as determined by the Board from time to time.

Notice of Allegation means a notice in writing issued by the Secretary to a Charged Member on the instruction of the Board.

Person includes: –

(a) a natural person; and

(b) a registered company, corporation or incorporated association

Register means the register of Members.

Representative means a natural person who will represent a Corporate Full Member or an absent Full Member at a General Meeting and such term includes a proxy, an attorney or a corporate representative of the Member.

Seal means the common seal of the Company (if any).

Secretary means the secretary for the time being of the Company, and if there are joint secretaries, any one or more of such joint secretaries.

Service Address means the address nominated by a member for the purpose of receiving notices from the Company.

Small Company shall have the same meaning as that given to the expression "Small Company Limited by Guarantee" under section 45B of the Act.

Special Purpose Company means a company which meets the definition of a "special purpose company" as set out in Regulation 3 of the Corporations (Review Fees) Regulations 2003.

Subscriber means a person who consents to act as a member prior to the registration of the Company.

Unfinancial Member means a member who is in default of a financial obligation (including the payment by the due date of Membership Fees) to the Company.

Voting Member means a member who: –

(a) has been granted membership of a class of membership which confers an entitlement to vote at a General Meeting; &

(b) is not an Unfinancial Member.

World Ambassador means a natural person who has been granted that title by the Board by simple majority.

3. Interpretation

3.1 The Acts Interpretation Act, 1901 (Commonwealth) shall apply in the interpretation of this Constitution as if it were an act of the Commonwealth.

3.2 Except so far as the contrary intention appears in this Constitution, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

- 3.3 Words importing any one gender shall be deemed and taken to include all genders and the singular to include the plural and the plural the singular unless the contrary as to gender or number is expressly provided.
- 3.4 Any reference to any statute or any section, regulation or schedule of any statute or any other legislation is a reference to that statute as amended, consolidated, supplemented or replaced.

PURPOSE OF COMPANY

4. Objects

- 4.1 The Company has been established to assist CCN Organisations and Critical Care Nurses without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origins, property, birth or other status on a global basis. In order to achieve this primary object, the Company will: -
- (a) link CCN Organisations and Critical Care Nurses throughout the world;
 - (b) strengthen the influence and contribution of Critical Care Nurses to health care globally; and
 - (c) be a collective voice and advocate for Critical Care Nurses and patients at an international level.
- 4.2 In order to attain these objects, the Company shall: -
- (a) represent Critical Care Nurses and Critical Care Nursing at an international level;
 - (b) strive to improve the standard of care provided to critically ill patients and their families throughout the countries of the world;
 - (c) strive to advance the art and science of Critical Care Nursing in all countries throughout the world;
 - (d) promote co-operation, collaboration and support for CCN Organisations and Critical Care Nurses;
 - (e) improve the recognition of Critical Care Nursing throughout the world;
 - (f) maintain and improve effective co-operation between all health professionals, institutions, agencies and charities who have a professional interest in the care of critically ill patients;
 - (g) establish standards for the education, practice and management of Critical Care Nursing;
 - (h) foster and support research initiatives that advance Critical Care Nursing and patient/family care;
 - (i) encourage and enhance education programs in Critical Care Nursing throughout the world;
 - (j) provide conferences, written information and continuing education for Critical Care Nurses;
 - (k) do all things incidental or conducive to the attainment of the objects or any of them.
 - (l) To raise awareness in the prevention, recognition, control, and management of critical illness and associated complications caused by conditions such as: sepsis; life threatening cardiac events; respiratory failure; trauma, acute kidney injury; and neurological deterioration in adults and children
- 4.3 The assets and income of the Company shall be applied solely in furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Company.

4.4 Notwithstanding anything to the contrary contained in this Constitution, and in the event of conflict, such provisions of this Constitution which may be in conflict with this Article shall be read down, the Company shall at all times operate and pursue the purposes set out in Article 4.1 in such a manner ensuring that it meets the criteria set out in the Act and any regulations prescribed by the Act to qualify as a special purpose company, and more specifically, the Company shall:-

- (a) pursue charitable purposes only;
- (b) only apply its income in promoting charitable purposes;
- (c) not make distributions to its members;
- (d) not pay fees to its Directors; and
- (e) require its Directors to approve all other payments the Company makes to them.

5. First Members

The Subscribers shall be the first Members of the Company and: –

- 5.1 they must consent in writing to become a member;
- 5.2 they shall not be required to apply for membership;
- 5.3 they shall be admitted as Voting Members; and
- 5.4 the eligibility criteria set out in Article 6 shall not apply to a Subscriber.

6. Eligibility for Membership

- 6.1 A Person or body, incorporated or otherwise, committed to the objects of the Company may become a Member of the Company provided all eligibility requirements and other membership qualifications as set out in the By-Laws or elsewhere have been met.
- 6.2 Any CCN Organization in the world (incorporated or otherwise) is eligible to be admitted as a Full Member.
- 6.3 The eligibility criteria for Associate Membership will be determined by the Board from time to time provided that the following criteria are met at all times. A Person wishing to apply for admission as an Associate Member: -
 - (a) must be a natural person or an organization recognized by the Board as representing, promoting, advancing or supporting the interests of Critical Care Nurses; and
 - (b) must wish to participate in the activities of the Company.

7. Application

Any Person may apply for membership of the Company by submitting to the Secretary: –

- 7.1 an Application for Membership;
- 7.2 an agreement in writing to provide a sum not exceeding the Guarantee to defray such liabilities and expenses of the Company upon its winding up or dissolution;
- 7.3 an agreement in writing to be bound by the Constitution of the Company; and
- 7.4 payment of the entrance fee and the annual membership subscription for the first year, where relevant.

8. Admission

- 8.1 All Applications for Membership shall be submitted by the Secretary to the Board which shall determine each Application for Membership. The Board shall be entitled to use any criteria for determining whether to accept or reject an Application for Membership.
- 8.2 If the Board determines to accept an Applicant's Application for Membership, the Secretary shall, as soon as possible: –
 - (a) enter the name of the Applicant in the Register;
 - (b) notify the Applicant of the Board' determination.
- 8.3 An Applicant becomes a member and is entitled to exercise the rights of membership when the name of the Applicant is entered in the Register.
- 8.4 The Board may decline any Application for Membership and is not bound to give reasons why the Application for Membership was not accepted.
- 8.5 The Secretary shall, as soon as possible after the Board has declined an Applicant's Application for Membership:–
 - (a) notify the Applicant of the Board' determination; (b) return to the Applicant the entrance fee and annual subscription paid by the Applicant, if any.

9. Classes of Membership

- 9.1 By special resolution, the Company may create different classes of membership and may confer on each such newly created class of membership such rights, privileges or benefits as the Company sees fit.
- 9.2 Where different classes of membership have been created, the Directors may, on accepting an Applicant's Application for Membership, admit an Applicant to a class of membership which appears appropriate to the Directors.

10. Membership Fees

- 10.1 The annual membership subscription for each Fiscal Year shall be based on a formula determined by the Board.
- 10.2 The annual membership subscription shall be determined in advance of each Fiscal Year and shall be due on July 1st for the Fiscal Year then commenced.
- 10.3 Any Person who is admitted to membership after January 1st shall pay one-half of the annual membership subscription for that first year of membership only.
- 10.4 The Board may make a determination from time to time to waive the annual membership subscription for Members with a genuine case of impoverishment or hardship.
- 10.5 The Board shall determine any other amount which an Applicant or a Member is required to pay to be admitted or remain as a Financial Member.
- 10.6 If a Full Member fails to pay its annual membership subscription within three (3) calendar months of the due date for payment stipulated in Article 10.2, the Full Member will have its membership altered ipso facto to that of an Associate Member.

11. Register of Members

- 11.1 The Secretary will maintain a Register at the registered office of the Company.
- 11.2 When an Applicant has been accepted for membership, the Secretary will cause the Applicant's name to be entered in the Register, thereupon conferring membership.

12. Service Address

- 12.1 The Service Address of a Member in the Register will be the address nominated by the Member for the purpose of receiving notices from the Company and may be: –
- (a) a residential address;
 - (b) a postal address;
 - (c) a business address;
 - (d) a facsimile number; or
 - (e) an email address.
- 12.2 The Company shall use its best endeavors to use the Service Address nominated by each Member for the purpose of delivering notices.
- 12.3 Each Member must notify the Secretary within twenty- eight (28) days of any change of name or Service Address of the Member and each such change shall be recorded in the Register.

13. Rights of Members

- 13.1 The classes of membership which exist at the date of the adoption of this Constitution are: -
- (a) Full Membership, which confers on each Full Member the right to: -
 - (i) attend and speak at General Meetings;
 - (ii) cast one (1) vote on any resolution for determination by Voting Members; and
 - (ii) nominate and elect candidates for the Board.
 - (b) Associate Membership, which confers on each Associate Member: -
 - (i) the right to attend and speak at General Meetings;
 - (ii) no right to vote on any resolution for determination by Voting Members; and
 - (iii) no right to nominate nor elect any candidate as a Director.
- 13.2 The rights of a member are not transferable to any Person.

14. Liability and Responsibility of Members

- 14.1 The liability of a member is limited to the extent of the Guarantee. This liability shall continue for the duration of the membership of a Member and for a period of twelve (12) months following the cessation of membership of a Member.
- 14.2 All Members are required to:-
- (a) notify the Secretary of the number of active Critical Care Nurses who are members of their member association as at 30th June. This information must be provided to the Secretary by the 31st August;

- (b) pay the annual membership subscription by the due date;
- (c) assist the Company in its activities as agreed to from time to time by the Board.

15. Cessation of Membership

Membership of the Company will terminate: –

- 15.1 Immediately upon the Secretary receiving from a Member a letter of resignation;
- 15.2 immediately upon a Member being expelled or suspended in accordance with this Constitution;
- 15.3 immediately upon the death, bankruptcy or liquidation of a Member;
- 15.4 upon failure to pay an annual membership subscription by the first anniversary of its due date for payment.

16. Consequences of Loss of Membership

- 16.1 A Member whose membership of the Company is terminated will be liable for: –
 - (a) all moneys due by that Member to the Company but these can be waived at the discretion of Board; and
 - (b) the sum for which the Member is liable under Article 100 of this Constitution if applicable.
- 16.2 No refund of annual membership subscription will be given upon termination of membership.

17. Prohibition on Claims on Company

A Member whose membership is terminated will not make any claim, monetary or otherwise, on the Company, its funds or property except as a creditor thereof.

18. Prohibition on representation as a Member

Any Person who for any reason ceases to be a Member shall no longer represent themselves in any manner as being a Member.

19. Allegation of Charge

- 19.1 Any allegation that might lead to the discipline of a Member shall be lodged with the Secretary in writing, signed by any Member and detailing the circumstance which gave rise to such allegation.
- 19.2 If the Secretary considers the allegation to be such as may warrant the discipline of that Member, the Secretary shall issue a Notice of Allegation to the Member informing the Member:-
 - (a) of the allegation; and
 - (b) the date at which the Board will consider the allegation, such date to be not less than twenty-eight (28) days after the date of the Notice of Allegation; and
 - (c) inviting the Member to submit a written explanation to defend the allegation; and
 - (d) inviting the Member to present himself to the Board to answer any questions which the Board may ask of him and to present his defense of the allegation.
- 19.3 If the Member chooses to defend the allegation, the Member must submit a written explanation which must be received by the Secretary not less than two (2) days prior to the Board meeting at which the allegation is to be heard. Such explanation shall be tabled at the Board meeting at which the allegation is to be heard and reasonable opportunity must be given for the Member to appear before the Board to answer the allegation.

19.4 The Board may:-

- (a) by a simple majority vote, expel; or
- (b) by a majority vote suspend or otherwise discipline any Member for conduct inconsistent with any by-law, regulation or any provision contained in this Constitution or which in the opinion of the Board is unbecoming of a Member or prejudicial to the interests of the Company.

19.5 Any Member so disciplined, fined, suspended or expelled shall be notified in writing by the Secretary within twenty one (21) days of such penalty being imposed.

19.6 Any Member who may be disciplined, fined, suspended or expelled shall have the right to appeal against such penalty.

20. Appeal Against Discipline

20.1 A Disciplined Member shall have the right to appeal against the decision of the Board at a General Meeting by giving notice of his or her or its intention to appeal. Such notice must be received by the Secretary within one (1) month of the deemed date of receipt of the notice referred to in Article 19.5. Such notice of appeal shall operate as a stay of implementation of any decision.

20.2 The Board shall be required to convene a General Meeting within three (3) months of the date of receipt of the notice referred to in Article 20.1 and shall give no less than one (1) months' notice of the date of that General Meeting to the Disciplined Member.
The Disciplined Member shall be given the opportunity of being heard at the General Meeting with or without a solicitor or counsel.

20.3 The Disciplined Member may be represented by another Member.

20.4 A solicitor, with or without counsel, may be engaged by the Company to assist the Company at such General Meeting.

20.5 The Company shall be under no obligation to disclose to the Disciplined Member or any other Member the source of any information giving rise to the discipline.

20.6 The Company shall, by a simple majority, decide upon the appeal.

21. Unsuccessful Appeal

A Disciplined Member whose appeal is unsuccessful shall pay to the Company all or any costs or expenses reasonably incurred by the Company in connection with the hearing of the appeal as the Board may determine.

22. Consequences of Expulsion or Suspension

Any Member expelled from the Company may at any time apply to the Board to be re-admitted as a Member.

23. Ineligibility to be Director

No person may be a director following:-

- 23.1 their expulsion or during suspension as a member, or
- 23.2 the expulsion or during suspension of the Full Member which nominated that person as a Director, unless membership is restored to the expelled or suspended Member.

MEETINGS OF MEMBERS

24. Convening General Meetings

- 24.1 A Director may whenever he thinks fit convene a General Meeting.
- 24.2 The Directors must convene a General Meeting on the request of Voting Members in accordance with section 249D of the Act.
- 24.3 The Voting Members may convene a General Meeting in accordance with sections 249E and 249F of the Act.

25. Contents and Period of Notice of General Meetings

- 25.1 A notice of a General Meeting shall specify: -
 - (a) the place, the day and the time of the General Meeting (and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this);
 - (b) the general nature of the business to be transacted at the meeting; and (c) such other information as is required by section 249L of the Act.
- 25.2 Subject to the provisions of the Act relating to agreements for shorter notice, at least twenty-one (21) days' notice must be given of a General Meeting.

26. Meeting at Several Venues

A General Meeting may be held at two or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.

27. Persons entitled to Notice of General Meeting

- 27.1 Notice of every General Meeting shall be given in the manner authorized by Article 87 to: –
 - (a) every Member and to every Director; and
 - (b) the auditor (if any) for the time being of the Company.
- 27.2 No other Person is entitled to receive notices of General Meetings.

28. Annual General Meeting (Statutory)

- 28.1 Subject to the Act, a General Meeting shall be held at least once in every calendar year and within the period of five (5) months after the end of the financial year at such time and place as may be determined by the Directors. The abovementioned General Meeting shall be called the "Annual General Meeting (Statutory)".
- 28.2 The business of the Annual General Meeting (Statutory) may include any of the following, even if not referred to on the notice of meeting:
 - (a) the consideration of the Annual Financial Report, Directors' Report and Auditor's Report if required to be prepared;
 - (b) the appointment of the auditor (if any);
 - (c) the fixing of the auditor's remuneration if the Company has appointed an auditor.

29. Annual General Meeting (Commercial)

- 29.1 A General Meeting shall be held at least once during the months of March, April or May in every calendar year at such time and place as may be determined by the Directors. The abovementioned General Meeting shall be called the "Annual General Meeting (Commercial)".
- 29.2 The business of the Annual General Meeting (Commercial) may include any of the following, even if not referred to on the notice of meeting: –
- (a) the election of Directors;
 - (b) the election of the President; and
 - (c) any other matters of commercial importance at the time of the meeting (if any).
- 29.3 Any Member wishing to ensure a matter is listed on the agenda for discussion at an Annual General Meeting (Commercial) must provide written notice of that matter to the Secretary not later than one calendar month prior to the date for the Annual General Meeting (Commercial). To elicit such matters from the Members, the Board will send a notice to all Members not later than two (2) calendar months prior to the date for the Annual General Meeting (Commercial).

30. President of General Meetings

- 30.1 The Directors may elect an individual to chair a General Meeting.
- 30.2 Where a General Meeting is held and: -
- (a) a President has not been elected as provided by Article 30.1; or
 - (b) the person so elected is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting, the Voting Members present shall elect one of their number to chair the meeting (or part of it)

31. Quorum For General Meetings

- 31.1 No business shall be transacted at any General Meeting unless a quorum of Voting Members is present at the time when the meeting proceeds to business.
- 31.2 A quorum is constituted by more than one-half of the persons entitled to attend and vote at a General Meeting.
- 31.3 For the purpose of determining whether a quorum is present, a person attending as a proxy, or as representing a Corporate Member, shall be deemed to be a Member, provided that the Corporate Member is a Voting Member.

32. Adjournment of General Meetings

- 32.1 If a quorum is not present within half an hour from the time appointed for the General Meeting:
- (a) where the meeting was convened upon the request of Members - the meeting shall be dissolved; or
 - (b) in any other case: -
 - (i) the meeting stands adjourned to such day, and at such time and place, as the Directors determine or, if no determination is made by the Directors, to the same day in the next week at the same time and place; and
 - (ii) if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, then the meeting shall be dissolved.

32.2 The President shall adjourn a General Meeting from time to time and from place to place if the Voting Members present with a majority of votes that may be cast at that meeting agree or direct the President to do so. No business shall be transacted at any adjourned General Meeting other than the business left unfinished at the General Meeting from which the adjournment took place.

32.3 When a General Meeting is adjourned for thirty (30) days or more, notice of the adjourned General Meeting shall be given as in the case of an original General Meeting

32.4 Except as provided by Article 32.3, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned General Meeting.

33. Permitted Attendees at General Meetings

33.1 At the discretion of the Board, a General Meeting may be attended by: -

- (a) one or more Representatives of a Full Member;
- (b) one or more directors of a Full Member;
- (c) Associate Members;
- (d) official observers or invited guests who may report on special topics.

33.2 All the above persons have the right to speak by invitation of the President but only a Voting Member or its Representative will hold the right to vote.

34. Voting at General Meetings

34.1 At any General Meeting a resolution put to the vote of the Voting Members shall be decided on a show of hands unless a secret ballot is (before a vote is taken or before or immediately after the declaration of the result of the show of hands) demanded: -

- (a) by the President;
- (b) by not less than one-third of the Voting Members present at the meeting in question, such number being determined by including persons who are personally present, and persons who are represented by proxy or by corporate representative.

34.2 If a secret ballot is duly demanded, it shall be taken in such manner and, subject to Article 34.3, either at once or after an interval or adjournment or otherwise as the President directs, and the result of the secret ballot shall be the resolution of the General Meeting at which the secret ballot was demanded.

34.3 A secret ballot demanded on the election of a President or on a question of adjournment shall be taken immediately.

34.4 A Voting Member who chooses to abstain from voting: -

- (a) will be included for the purposes of determining if a quorum is present; (b) will not be included in the total votes cast.

34.5 All votes cast shall be recorded as being "for", "against" and "abstained", but only those votes cast as "for" or "against" shall be counted for the purpose of determining the outcome of a vote on a resolution.

34.6 The vote of each Voting Member must be recorded by the Secretary and minutes at the next General Meeting.

35. Voting Deadlock

In the case of an equality of votes, whether on a show of hands or on a secret ballot, the President at which the show of hands takes place or at which the secret ballot is demanded has a casting vote in addition to any vote the President may have in his or her capacity as: -

35.1 a Voting Member; or

35.2 the proxy for one or more Voting Members.

36. Voting Entitlement

Subject to any rights or restrictions for the time being attached to any Voting Member: -

36.1 at General Meetings or meetings of classes of Members, each Voting Member entitled to vote may vote in person or by Representative; and

36.2 on a show of hands every person present who is a Voting Member or a Representative of a Voting Member has one vote, and on a secret ballot every person present in person or by Representative has one vote.

37. Voting by Joint Voting Members

If the membership is held jointly and more than one such joint Voting Member votes, only the vote of the Voting Member whose name appears first in the Register counts.

38. Voting by Voting Members with Incapacity

38.1 If a Voting Member, being an individual, is of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health, his committee or trustee or such other person as properly has the management of his estate may exercise any rights of the Voting Member in relation to a General Meeting as if the committee, trustee or other person were the Voting Member.

38.2 If a Voting Member, being a Corporate Member, is in administration, receivership or liquidation, the administrator, receiver or liquidator or a natural person nominated by the administrator, receiver or liquidator shall be the only person entitled to exercise any rights of the Voting Member in relation to a General Meeting as if that person were the Voting Member.

39. Attorney of a Member

A person purporting to be the attorney of a Member shall be required to produce either the original Power of Attorney or a copy of it, certified as required by the Company or other relevant instrument of appointment.

40. Passing a Resolution by Sole Voting Member

If the Company has one (1) Voting Member, that Voting Member may pass a resolution by the Voting Member recording it and signing the record. The record of decisions made by the sole Voting Member is valid and effective as if it were a resolution duly passed at a General Meeting. Where the sole Voting Member is a Corporate Member, the Representative of the Corporate Member may sign the record of decisions.

41. Passing a Resolution without a General Meeting

41.1 If the Company has more than one (1) Voting Member, those Voting Members may pass a resolution, other than a resolution under section 329 of the Act to remove an auditor, without a General Meeting if all Voting Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. Each Voting Member of a joint membership must sign.

41.2 A resolution, dealt with in accordance with Article 41.1, is passed on the day on which the document is signed and at the time at which the document is last signed by a Voting Member or, if the Voting Members sign the document on different days, on the day on which, and at the time at which the document is last signed by a Voting Member

41.3 For the purposes of Article 41.1: -

- (a) two or more separate documents containing statements in identical terms each of which is signed by one (1) or more Voting Members will together be deemed to constitute one document containing a statement in those terms signed by the Voting Members;
- (b) any document so signed by a Voting Member may be received by the Company at the registered office of the Company (or other place advised by the Board) by post, by facsimile or other electronic means or by being delivered personally by that Voting Member or those Voting Members.

1.2 For the purpose of Article 41.1: -

- (a) the Secretary must send the motion, with the name of the mover and seconder to all Voting Members and will provide notification of the due date for returning the signed document as required in Article 41.1;
- (b) the motion will be sent a second time one week prior to the due date to all those Voting Members who have not returned the signed document.

1.3 The provisions contained in Articles 34.5 and 34.6 shall apply to votes cast pursuant to this Article 41.

42. Voting Restrictions

A Voting Member is not entitled to vote at a General Meeting unless all sums presently payable by that Voting Member in respect of the Company have been paid.

43. Objections to Votes

43.1 An objection may be raised to the qualification of a Voting Member only at the meeting or adjourned meeting at which the vote objected to is given or tendered.

43.2 Any such objection shall be referred to the chair of the General Meeting, whose decision is final.

43.3 A vote not disallowed pursuant to such an objection is valid for all purposes.

MEMBER REPRESENTATIVES

44. Representatives

44.1 A Corporate Member may appoint a natural person as its Representative from time to time to exercise all or any of the powers the Corporate Member may exercise. If the appointment is to be by reference to a position held within the Corporate Member, the appointment must identify the position.

44.2 The appointment may be a standing appointment.

44.3 The instrument of appointment may set out restrictions on the powers of the Representative.

44.4 A Corporate Member may appoint more than one (1) Representative but only one (1) Representative may exercise the powers of the Corporate Member at any one time.

45. Proxies

45.1 A Voting Member who is entitled to attend and cast a vote at a General Meeting may appoint a natural person as the Voting Member's proxy to attend and vote for the Voting Member at the General Meeting.

45.2 The natural person appointed to represent a Voting Member must be: -

- (a) another Voting Member; or
- (b) a natural person who is a member, manager, director or senior executive of a Voting Member and is able to provide suitable documentary evidence of their position to satisfy their representation as proxy for the Voting Member.

46. Appointment of Proxy

46.1 An instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorized in writing or, if the appointor is a corporation, either under seal or executed in accordance with the Act or under the hand of an officer or attorney duly authorized.

46.2 An instrument appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where an instrument of proxy so provides, the proxy is not entitled to vote in the resolution except as specified in the instrument.

46.3 An instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

47. Form of Proxy

An instrument appointing a proxy shall be in a form that is similar as the circumstances allow to the form shown in Schedule 1 hereof.

48. Validity of Proxy Appointment

An instrument appointing a proxy shall not be treated as valid unless the instrument, and the power of attorney or other authority (if any) under which the instrument is signed or a notarially certified copy of that power or authority, is or are deposited at or sent electronically to, not less than forty eight (48) hours before the time for holding the General Meeting or adjourned General Meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty four (24) hours before the time appointed for the taking of the poll, the registered office of the Company or such other place as is specified for that purpose in the notice convening the General Meeting.

49. Validity of Proxy Vote

A vote given in accordance with the terms of an instrument of proxy or of a power of attorney is valid notwithstanding the previous death or unsoundness of mind of the principal, the revocation of the instrument (or of the authority under which the instrument was executed) or of the power, if no intimation in writing of the death, unsoundness of mind or revocation before the commencement of the General Meeting or adjourned General Meeting at which the instrument is used or the power is exercised.

DIRECTORS

50. Minimum Number of Directors

The number of the Directors shall be not less than three (3).

51. Altering the Number of Directors

The Voting Members may from time to time by resolution passed at a General Meeting fix the number of Directors or increase or reduce the number of Directors (but so that the number shall be not less than three).

52. First Directors

The first Directors shall be appointed in writing by the Subscriber or Subscribers.

53. Qualification and Eligibility of Directors

53.1 It shall not be necessary for a Director to be a Member by way of qualification and a Director who is not a Member shall be entitled to receive notices of and attend and speak at General Meetings.

53.2 Other than the first Directors, no person may be elected to, nor remain in, the office of Director unless such person is a natural person and: -

- (a) is a Representative of a Full Member; or
- (b) holds the title of World Ambassador; or
- (c) has held the title of World Ambassador.

54. Tenure of Directors

54.1 A Director shall be elected for a term of two (2) years which will commence from the conclusion of the Annual General Meeting (Commercial) at which that person was elected to the office of Director and will conclude upon the conclusion of the second Annual General Meeting (Commercial) following his or her election.

54.2 The person who is the immediate past President shall, without the need to hold an election, hold office as a Director for a term of two (2) years which will commence from the conclusion of the Annual General Meeting (Commercial) at which that person ceases to hold office as President and will conclude upon the conclusion of the second Annual General Meeting (Commercial) following his or her appointment to the office of Director in his or her capacity as immediate past President.

55. Appointment of Director by Board

55.1 The Directors shall have power to: -

- (a) appoint a new Director to fill any casual vacancy; and
- (b) appoint additional Directors.

55.2 Any Director so appointed shall hold office only until the next following Annual General Meeting of the Company and shall then be eligible for re-election.

56. Appointment of Director by Members

56.1 The Voting Members may at any time and from time to time by ordinary resolution: -

- (a) appoint a new Director to fill any casual vacancy;
- (b) appoint additional Director

56.2 At least two (2) calendar months prior to the Annual General Meeting, Voting Members will be invited to nominate one or more individuals as candidates for the Board. The election of persons to hold office as Director shall be determined by the Voting Members by simple majority by secret ballot at each Annual General Meeting.

56.3 The successful candidate(s) shall be elected according to those who received the highest number of votes. In the event of two (2) persons receiving the same number of votes, a second ballot shall be taken to determine which of those two (2) nominees is preferred. This process will be repeated until one of the nominees receives a majority of votes.

56.4 In the event of only one candidate for election to the office of Director, the Voting Members will be vote to accept or reject that nominee. If the nominee is not accepted by a simple majority of votes, the vacancy will not be filled and the nomination process will be repeated.

57. Casual Vacancy of Directors

57.1 In the event of a vacancy or vacancies in the office of a Director or offices of Directors the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum or of convening a General Meeting for that purpose.

57.2 Any vacancy arising in the office of a Director shall be filled as soon as possible by: -

- (a) seeking nominations from the Full Members of a person to fill the vacancy;
- (b) convening a General Meeting;
- (c) voting upon the nominated candidates.

57.3 The procedure set out in Article 57.2 will be satisfied if the Full Members make their determination in accordance with Article 41.

58. Defects in Appointment of Directors

All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of a person to be a Director or a member of the committee, or to act as, a Director, or that a person so appointed was disqualified, as valid as if the person had been duly appointed and was qualified to be a Director or to be a member of the committee.

59. Appointment and Powers of a Managing Director

59.1 The Directors may from time to time appoint one or more of their number to the office of Managing Director for such period and on such terms as they think fit, and, subject to the terms of any agreement entered into in a particular case, may revoke any such appointment.

59.2 Any such appointment of a Managing Director automatically terminates if the appointee ceases from any cause to be a Director.

59.3 The Directors may, upon such terms and conditions and with such restrictions and as they think fit, confer upon a Managing Director any of the powers exercisable by them.

59.4 Any powers so conferred may be concurrent with, or be to the exclusion of, the powers of the Directors.

59.5 The Directors may at any time withdraw or vary any of the powers so conferred on a Managing Director.

60. Appointment of an Alternate Director

60.1 A Director may, with the approval of the other Directors (such approval not to be unreasonably withheld), appoint a person (whether a Member of the Company or not) to be an Alternate Director in his or her place during such period as he or she thinks fit.

60.2 An Alternate Director is entitled to notice of meetings of the Directors and, if the appointor is not present at such a meeting, is entitled to attend and vote in his or her stead.

60.3 An Alternate Director may exercise any powers that the appointor may exercise and the exercise of any such power by the Alternate Director shall be deemed to be the exercise of the power by the appointor.

60.4 An Alternate Director is not required to have any membership qualifications.

60.5 The appointment of an Alternate Director may be terminated at any time by the appointor notwithstanding that the period of the appointment of the Alternate Director has not expired, and terminates in any event if the appointor ceases to hold office as a Director.

60.6 An appointment, or the termination of an appointment, of an Alternate Director shall be effected by a notice in writing signed by the Director who makes or made the appointment and served on the Company.

61. Removal of a Director

The Full Members may at any time and from time to time, in accordance with the provisions of section 203D of the Act remove any Director provided that the total number of Directors shall not at any time fall below the minimum fixed by this Constitution.

62. Loss of Office

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:–

62.1 dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;

62.2 resigns from office by notice in writing to the Company;

62.3 is absent without the consent of the Directors from all meetings of the Directors held during a period of six (6) months

62.4 without the consent of the Company in General Meeting holds any other office of profit under the Company;

62.5 is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of that interest as required by Article 69;

62.6 is expelled or suspended as a Member in accordance with Articles 19 or 20.

63. Remuneration of Directors

63.1 If the Company is a Special Purpose Company: -

(a) the Company is prohibited from paying fees to its Directors; and

(b) the Board is required to approve all other payments the Company makes to a Director.

63.2 If Article 63.1 does not apply, then a Director:–

(a) may receive remuneration for services provided that such remuneration has been approved by all the Directors and the rate of remuneration is fair and reasonable and is on reasonable commercial terms;

(b) who provides professional or technical services to the Company shall be entitled to receive payment for those services where the provision of the service has the prior approval of the Board and the amount payable is approved by a resolution of the Board and is on reasonable commercial terms;

(c) who is an employee of the Company may be paid a salary or wage where the terms of employment have been approved by a resolution of the Board.

63.3 The remuneration under Article 63.2(a) shall accrue on a daily basis.

64. Reimbursement of Expenses

Subject to Article 63.1, a Director shall be entitled to receive reimbursement of out-of-pocket expenses incurred in carrying out the duties of a director where the payment does not exceed the amount previously approved by the Board.

65. Powers of Directors

65.1 Subject to the Act and to any other provision of this Constitution, the business of the Company shall be managed by the Directors, who: -

- (a) may pay all expenses incurred in promoting and forming the Company;
- (b) may exercise all such powers of the Company as are not, by the Act or by this Constitution, required to be exercised by the Company in meeting of the Company's Members;
- (c) must regulate its business according to the constitution, standing orders and policies and procedures developed and agreed to over time by the Board

65.2 Without limiting the generality of Article 65.1, the Directors may exercise all the powers of the Company to borrow money, to charge any property or business of the Company and to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.

65.3 All cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be in such manner as the Directors determine.

66. Appointment of Company Attorney

66.1 The Directors may, by power of attorney, appoint any person or persons (either by name or by reference to position or office held) to be the attorney or attorneys of the Company for such purposes, with such powers, authorities and discretions (being powers, authorities and discretions vested in or exercisable by the Directors), for such period and subject to such conditions as they think fit.

66.2 Any such power of attorney may contain such provisions for the protection and convenience of persons dealing with the attorney as the Directors think fit and may also authorise the attorney to delegate all or any of the powers, authorities and discretions vested in him.

67. Delegation of Powers

67.1 The Directors may delegate any of their powers to a committee or committees consisting of such of their number as they think fit.

67.2 A committee to which any powers have been so delegated shall exercise the powers delegated in accordance with any directions of the Directors and a power so exercised shall be deemed to have been exercised by the Directors.

67.3 The members of such a committee may elect one of their number as President of their meetings

67.4 Where such a meeting is held and: -

- (a) a President has not been elected as provided by Article 67.3; or
- (b) the person so elected is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting, the members present shall elect one of their number to be President of the meeting or part of it.

67.5 A committee may meet and adjourn as it thinks proper.

67.6 Questions arising at a meeting of a committee shall be determined by a majority of votes of the members present and voting.

67.7 In the case of an equality of votes, the President shall not have a casting vote in addition to any vote the President may have in the capacity as a committee member.

68. Duties of Directors

68.1 A Director shall act consistently with the statutory duties of Officers as provided in the Act and with the common law duties imposed on Directors.

68.2 Directors will not act in the best interests of their appointing Full Member nor in the best interests of their country of origin. Rather, Directors will agree act in the best interests of the Company.

69. Material Personal Interests

69.1 Every Director shall observe the provisions of Section 191 of the Act relating to the disclosure of the interest of Directors in contracts or proposed contracts with the Company or of any office or property held by Directors which might create duties or interests in conflict with their duties or interests as Directors. It shall be permissible for a Director to give the other Directors a standing notice about a material personal interest provided such standing notice is given in accordance with Section 192 of the Act.

69.2 If a Director has a material personal interest which requires disclosure under the Act, the disclosure must be made before the Directors vote on any resolution which deals directly or indirectly with the material personal interest.

69.3 Where a Director has disclosed his material personal interest in a matter: -

(a) the Director at any meeting of Directors at which such matter is to be considered shall not be entitled to be present while the matter is being considered at the meeting nor to vote on any matter pertaining to the matter unless: -

(i) those Directors who do not have a material personal interest in the matter have passed a resolution that: -

(A) identifies the Director, the nature and extent of the Director's interest in the matter and its relation to the affairs of the Company; and

(B) states that those Directors are satisfied that the interest should not disqualify the Director from voting or being present; or

(ii) the interested Director has obtained a declaration or order made by the Australian Securities and Investments Commission or its successor which entitles the Director to be present and to vote;

(b) if the matter is approved by the Directors, that matter may proceed, notwithstanding the Director's conflict;

(c) the Director shall not be liable to account to the Company for any profit realized by any such transaction;

(d) any contract or arrangement entered into by or on behalf of the Company in which any Director shall be in any way interested cannot be avoided by the Company on the grounds of the interest of the Director in the contract or arrangement.

69.4 Provided the Director observes the provisions of Sections 191 and 195 of the Act, no Director shall be disqualified by his office from contracting or entering into any arrangement with the Company either as vendor, purchaser or otherwise.

MEETINGS OF DIRECTORS

70. Frequency of Board Meetings

The Board may meet together for the dispatch of business and adjourn and otherwise regulate its meetings as it thinks fit and determine the quorum necessary for the transaction of business.

71. Convening Board Meetings

The Board may at any time, and a Secretary shall on the requisition of a Director, convene a meeting of the Directors.

72. Notice of Board Meetings

Reasonable notice in the circumstances must be given of all Board meetings unless all Directors consent to waive the requirement for notice of a Board meeting.

73. Quorum for Board Meetings

73.1 Unless the Directors determine otherwise, the quorum for a meeting of Directors is more than one-half of the number of Directors provided that each such person is a Director or an Alternate Director and is entitled under the Act to vote on a motion that may be moved at that meeting.

73.2 An Alternate Director shall be counted in a quorum if present as an Alternate Director.

73.3 The quorum must be present at all times during a meeting of Directors.

74. President of Board Meetings

74.1 The Members shall elect a President from the Directors elected to office at every second Annual General Meeting (Commercial). The President will hold that office until the conclusion of the second Annual General Meeting (Commercial) after his or her election.

74.2 The Board will elect one of their number as Deputy President who will hold that office until the conclusion of the Board meeting held after the second Annual General Meeting (Commercial) after his or her election.

74.3 Where a meeting of the Directors is held and: -

(a) a President or Deputy President has not been elected as provided by Article 74.1 or Article 74.2; or

(b) the persons so elected are not present within ten (10) minutes after the time appointed for the holding of the meeting or are unwilling to act for all or part of the meeting, the Directors present shall elect one of their number to chair such meeting or part of it.

75. Voting At Board Meetings

75.1 Subject to this Constitution, questions arising at a meeting of Directors shall be decided by a majority of votes of Directors present and voting and any such decision shall for all purposes be deemed a decision of the Directors.

75.2 Unless provided otherwise, each Director is entitled to cast one (1) vote on each matter for determination.

76. Voting Deadlock

In the case of a deadlock in the voting on a particular motion:-

76.1 the President of the meeting shall not have a casting vote in addition to any vote the President may have in the capacity as a Director; and

76.2 the motion will not be carried.

77. Virtual Meetings of Directors

- 77.1** A meeting of Directors may be called or held using any technology consented to by all the Directors. A consent of a director for the purposes of this Article may be a standing one. A Director may only withdraw his consent within a reasonable time before the meeting of Directors.
- 77.2** For the purposes of this Constitution, the contemporaneous linking together by an instantaneous communication device of a number of Directors not less than the quorum, whether or not any one or more of the Directors is out of Australia, shall be deemed to constitute a meeting of the Directors and all the provisions of this Constitution as to meetings of the Directors shall apply to any such meeting held by an instantaneous communication device so long as the following conditions are met:-
- (a) all the Directors for the time being entitled to receive notice of the meeting of Directors (including any alternate for any Director) shall be entitled to notice of a meeting held by an instantaneous communication device and to be linked by an instantaneous communication device for the purpose of such meeting. Notice of any such meeting shall be given on the instantaneous communication device or in any other manner permitted by this Constitution; and
 - (b) each of the Directors taking part in the meeting by an instantaneous communication device must be able to hear each other of the Directors taking part at the commencement of the meeting.
- 77.3** A Director may not leave a meeting held by an instantaneous communication device by disconnecting his instantaneous communication device unless he has previously expressly notified the President of the meeting of his intention to leave the meeting and a Director shall be conclusively presumed to have been present and to have formed part of the quorum at all times during such a meeting until such notified time of his leaving the meeting.
- 77.4** A minute of the proceedings at meetings held by an instantaneous communication device shall be sufficient evidence of such proceeding and of the observance of all necessary formalities if certified as a correct minute by the President of the meeting.
- 77.5** For the purpose of this Article “instantaneous communication device” shall include telephone, television or any other audio and/or visual device which permits instantaneous communication.

78. Passing Resolutions without Meetings

If all the Directors entitled to vote on a resolution have signed a document containing a statement that they are in favor of a resolution of the Directors in terms set out in the document, a resolution in those terms shall be deemed to have been passed at a meeting of the Directors held on the day on which the document was signed and at the time at which the document was last signed by a Director or, if the Directors signed the document on different days, on the day on which, and at the time at which, the document was last signed by a Director.

79. Deemed Resolution

For the purposes of Article 78, two or more separate documents containing statements in identical terms each of which is signed by one or more Directors shall together be deemed to constitute one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate document.

OTHER OFFICERS

80. Secretary

1.1 The Board will elect a person to hold office as Secretary. That person will hold office as Secretary for a term determined by the Board on such terms and conditions, as to remuneration and otherwise, as the Directors determine.

1.2 A Director may hold office as Secretary.

81. Treasurer

81.1 The Board will elect a person to hold office as Treasurer. That person will hold office as Treasurer for a term determined by the Board on such terms and conditions, as to remuneration and otherwise, as the Directors determine.

81.2 A Director may hold office as Treasurer.

INSURANCE AND INDEMNITY OF APPLICABLE PERSONS

82. Applicable Persons

The provisions of Articles 83, 84, 85 and 86 shall apply to Applicable Persons, which expression shall include:

–

82.1 every person who is or has been an Officer of the Company;

82.2 every person who is or has been an Officer of a Related Body Corporate of the Company;

82.3 if the Directors determine, an employee or former employee of the Company or a Related Body Corporate of the Company;

82.4 if the Directors determine and to the extent permitted under the Act, an auditor or former auditor of the Company or a Related Body Corporate of the Company.

83. Insurance

83.1 To the extent permitted under the Act, the Company may pay, or agree to pay, a premium in respect of a contract insuring any one or more Applicable Persons against any liability incurred by the Applicable Person PROVIDED THAT the liability does not arise out of conduct involving: –

(a) a willful breach of duty in relation to the Company or a Related Body Corporate of the Company; or

(b) a contravention of section 182 or 183 of the Act.

83.2 To the extent permitted under the Act, the Company may pay, or agree to pay, an Applicable Person for costs and expenses incurred by that Applicable Person in defending proceedings, whatever the outcome of the proceedings.

84. Indemnity

84.1 The Company does not exempt an Applicable Person from a liability to the Company incurred in their capacity as an Applicable Person.

84.2 To the extent permitted by the Act, the Company indemnifies any Applicable Person against non-legal costs incurred as an Applicable Person except: –

(a) for a liability owed to the Company or a Related Body Corporate of the Company;

(b) for a liability for a pecuniary penalty order under section 1317G or compensation order under section 1317H or section 1317HA of the Act;

- (c) for a liability owed to a third party arising out of conduct involving a lack of good faith.
- 84.3 To the extent permitted by the Act, the Company indemnifies any Applicable Person against legal costs incurred in defending an action for a liability incurred as an Applicable Person except: –
- (a) in defending or resisting proceedings in which the Applicable Person is found to have a liability for which they could not be indemnified under Article 80.2; or
 - (b) in defending or resisting criminal proceedings in which the Applicable Person is found guilty; or
 - (c) in defending or resisting proceedings brought by the Australian Securities and Investments Commission (and any of its successors) or a liquidator for a court order if the grounds for making the order are found by a court to have been established; or
 - (d) in connection with proceedings for relief to the Applicable Person under the Act in which the Court denies relief.
- 84.4 Where the costs and expenses incurred by an Applicable Person under Articles 84.1, 84.2 or 84.3 are recovered by the Company under an insurance policy taken out or paid for by the Company pursuant to Article 83, the extent of the indemnification of an Applicable Person shall be reduced accordingly.

85. Loan to an Applicable Person

- 85.1 To the extent permitted by the Act, the Directors may give a loan or advance to an Applicable Person to assist with the payment of costs and expenses of the Applicable Person which may be incurred under Article 84, where, in the opinion of the Directors, the costs and expenses are likely to become an amount for which the Company may become liable.
- 85.2 If, upon a determination of the proceedings, the costs and expenses for which the loan or advance was given are not the liability of the Company, the loan or advance given to the Applicable Person shall be recoverable according to the terms of the loan or advance.

86. Definition of “Proceedings”

In Articles 83, 84 and 85, the term "proceedings" means any proceedings and any appeal in relation to any proceedings, whether civil or criminal, being proceedings in which it is alleged that the Applicable Person has done or omitted to do some act, matter or thing in his capacity under which the person has become an Applicable Person (including proceedings alleging that the Applicable Person was guilty of negligence, default, breach of trust or breach of duty in relation to the Company or a Related Body Corporate).

ADMINISTRATION

87. Notices

- 87.1 A notice may be given by the Company to any Member either: -
- (a) by serving it on him personally;
 - (b) by sending it by post to him at his address as shown in the Register or to the Service Address supplied by him to the Company for the giving of notices to him.
- 87.2 Where a notice is sent by: –
- (a) post, service of the notice shall be deemed to be effective by properly addressing, prepaying and posting a letter containing the notice, and to have been effected, in the case of a notice of a Member, on the day after the date of its posting and, in any other case, at the time at which the letter would be delivered in the ordinary course of post.

- (b) by facsimile transmission, service of the notice shall be deemed to be effected within twenty-four (24) hours of the transmission, unless the Company receives notification that the transmission was not successful.
- (c) by electronic transmission, service of the notice shall be deemed to be effected within twenty- four (24) hours of the transmission, unless the Company receives notification that the transmission was not successful.

87.3 A notice may be given by the Company to joint Members by giving the notice to the joint Member first named in the Register.

88. Minutes

The Directors will cause minutes of: -

- 88.1 all proceedings and resolutions of meetings of the Company's Members;
- 88.2 all proceedings and resolutions of meetings of the Directors, including meetings of a committee of Directors;
- 88.3 resolutions passed by Members without a meeting;
- 88.4 resolutions passed by Directors without a meeting, to be duly entered into the books kept for that purpose in accordance with the Act.

89. Evidentiary standing of Minutes

A minute recorded and signed in accordance with the Act is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

90. Inspection of Minute Books

Books containing the minutes of the Company's Members and resolutions passed by Members without a meeting will be open for inspection by any Member free of charge.

91. Inspection of Accounting Records and Other Documents

Subject to the Act, the Directors shall determine whether and to what extent, and at what time and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the Company except as provided by law or authorized by the Directors or by the Company in General Meeting.

92. Execution of Documents

- 92.1 The Company may have a Seal, known as the common seal, on which its name, its Australian Company Number and the words "Common Seal" are engraved.
- 92.2 If the Company has a seal the Directors shall provide for the safe custody of the Seal.
- 92.3 The Seal shall be used only by the authority of the Directors, or of a committee of the Directors authorized by the Directors to authorize the use of the Seal.
- 92.4 The Company may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by: -
 - (a) two Directors; or
 - (b) one Director and one Secretary; or
 - (c) one Director and another person appointed by the Directors for that purpose.
 - (d) The signature of such persons may be affixed to the document by manual, autographic or mechanical means.

92.5 The Company may execute a document without using a seal if the document is signed by:

- (a) two Directors; or
- (b) one Director and one Secretary; or
- (c) one Director and another person appointed by the Directors for that purpose.

The signature of such persons may be affixed to the document by manual, autographic or mechanical means.

92.6 A facsimile signature may not be affixed to a document unless the auditors, internal auditors or bankers of the Company have reported to the Board in writing that the document may be sealed in that manner.

93. Creation, Amendment and Repeal of By-Laws

The Board has power to make By-Laws concerning membership application and qualification for membership of the Company and any other matter which the Board believes suitable for including in such By-Laws.

94. Amendment of Constitution

94.1 Any Voting Member may propose amendments to the Constitution.

94.2 Only the Voting Members may alter the Constitution by special resolution passed at a General Meeting.

94.3 Consideration will only be given to a proposed amendment of the Constitution if the proposed amendments are provided to the Board for circulation to the Voting Members at least three (3) months in advance.

FINANCIAL MATTERS

95. Accounts

The Directors will cause to be kept proper books of account in which will be kept true and complete accounts of the affairs and transactions of the Company. Proper books will not be deemed to be kept unless the books give a true and fair view of the state of the Company's affairs and explain its transactions.

96. Audit

96.1 The provisions in this Article 96 shall apply to the Company unless the Company is: -

- (a) a Small Company; or (b) otherwise exempted under the Act from the requirement to be audited.

96.2 A registered company auditor must be appointed. No appointment of an auditor shall be effective unless the auditor has first tendered to the Company a signed consent to so act.

96.3 The auditor must not be an officer of the Company.

96.4 The first auditor shall be appointed within one (1) month of the registration of the Company by: -

- (a) the Directors; or
- (b) the Members,

and shall hold office until the first Annual General Meeting of the Company.

96.5 The Company must: -

- (a) at its first Annual General Meeting appoint an auditor; and
- (b) at each subsequent Annual General Meeting, if there is a vacancy in the office of auditor, appoint an auditor to fill the vacancy.

96.6 An auditor appointed pursuant to Article 96.5 shall hold office until resignation or removal from office or until the auditor is not capable of acting as auditor for any reason.

96.7 An auditor may be removed by resolution passed at a General Meeting.

96.8 Where an auditor resigns in accordance with Article 96.6 or is removed in accordance with Article 96.7, the Board may appoint another person to be the auditor.

96.9 The auditor appointed pursuant to Article 96.8 shall remain as auditor until the next Annual General Meeting, whereupon his appointment shall be subject to the ratification or otherwise of the Members.

97. Application of Income and Property

97.1 The income and property of the Company however derived will be applied solely towards the promotion of the objects of the Company as set out in this Constitution, and no portion of the income or the property of the Company will be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to Members of the Company.

97.2 Nothing in this Constitution shall prevent the payment in good faith: –

- (a) of the payments contained in Articles 64 and 65 hereof;
- (b) payment of insurance premiums to the extent permitted by the Act; and
- (c) indemnification to the extent permitted by the Act and this Constitution.

97.3 Until the Company is able to generate sufficient of its own income, participation in the activities of the Company will need to be funded by each Member and each Director from their own resources. Board meetings shall be funded by the Company if the Company's cash resources are sufficient and if the Voting Members pass a resolution to that effect by simple majority.

98. Dividends and Reserves

No payment of dividends or other distributions to Members shall be made.

WINDING UP

99. Procedure

99.1 The Company may be dissolved by a special resolution of Voting Members at a General Meeting.

99.2 Any proposal to dissolve the Company shall be the subject of a written recommendation of not less than one-half of the Voting Members which is delivered to the Board not less than six (6) months in advance of the General Meeting to vote upon the proposal.

100. Contribution of Members on Winding Up

In the event of the Company being wound up while a Person is a Member, or within one year of ceasing to be a Member, every Member undertakes to contribute to the assets of the Company such amount as may be required not exceeding the Guarantee for the payment of the debts and liabilities of the Company contracted whilst the Member or past Member as the case may be was a Member of the Company, and the costs charges and expenses of winding up and for the adjustment of the rights of the contributors amongst themselves.

101. Distribution of Property on Winding Up

101.1 In the event of the Company being wound up, any surplus assets remaining after the payment of the Company's liabilities and expenses shall not be paid or distributed to the Members but will be given or transferred to such other institution or company: -

- (a) having similar objects to those described in Article 4;
- (b) is an institution or body and which prohibits the distribution of income, profit or assets to its Members; an
- (c) which has gained approval from the Deputy Commissioner of Taxation to be recognized as a body whose income is exempt from taxation.

101.2 Such institution or company will be determined by the Members of the Company on or before the time of such winding up or dissolution, failing such determination the institution or company shall be determined by application to the Supreme Court in the deemed State of registration.

Fundamental to the dissolution of the WFCCN is that all financial obligations are fulfilled. The remaining assets, finances and the equipment will be shared equitably and be given to the member associations of WFCCN.

SCHEDULE 1 – FORM OF PROXY

PROXY FORM FOR A GENERAL MEETING OF THE WORLD FEDERATION OF CRITICAL CARE NURSES

To the President or other person acting as Chair of a General Meeting of the World Federation of Critical Care Nurses

General Meeting to be held at (insert venue) _____

on (insert date) _____

I (insert name of Member Representative) _____

of (insert name of Member association) _____

1. Tender my apology for my for the above General Meeting, and
2. Appoint as Proxy for this General Meeting

Proxy (insert name) _____

E-mail address _____

Signature of Member Representative _____

Da

SCHEDULE 2 - BIENNIAL GENERAL MEETINGS

1. The Company will convene a Biannual General Meeting to be held not less than every two (2) years.
2. Planning for each Biannual General Meeting will commence at least one year in advance.
3. The President and the Secretary will determine the items to be placed on the agenda for each Biannual General Meeting.
3. The venue for each Biannual General Meeting will move around the world and should coincide with a major international Critical Care Nursing conference.
4. Each Member will be invited to nominate one representative (Representative) to attend the Biannual General Meeting. The Representative to attend each Biannual General Meeting may differ from time to time.
5. A Representative must: -
 - (a) be a Critical Care Nurse who is a member of: -
 - (i) the nominating Full Member or
 - (ii) another Full Member;
 - (b) have access to e-mail and be competent in English.
6. Each Representative shall have the right to cast one (1) vote on any resolution for determination at a Biannual General Meeting.
7. The President of the Company will preside over each Biannual General Meeting or nominate a delegate in his or her absence.
8. Determination of the proceedings, facilities, catering and other requirements for each Biannual General Meeting shall be made by the President and the Secretary and Administrative Secretary, who will be the Representative of the host country or any other Critical Care Nursing leader from that country if there is no Full Member in that country.
9. The purchase of each Biannual General Meeting shall be to discuss items of concern or interest which impact on Critical Care Nursing and Critical Care Nurses. Any resolutions passed shall be forwarded to the Board for its consideration and action as the Board deems appropriate

SCHEDULE 3 – APPLICATION FOR MEMBERSHIP

APPLICATION TO BECOME A MEMBER OF THE WORLD FEDERATION OF CRITICAL CARE NURSES

NOTE: A Full Member is defined in the WFCCN Constitution as a fee-paying (annual membership subscription) member.

To apply for membership, a MEMBER APPLICATION FORM must be completed.

The form is available for download from the World Federation of Critical Care Nurses (WFCCN) website: **www.wfccn.org**

When completed, the Member Application Form and all supporting documents (Attachments A to D) must be e-mailed or posted to the WFCCN Secretary.

The following information is required on the Member Application Form:

1. DETAILS ABOUT THE CRITICAL CARE NURSING ORGANISATION (CCNO)

- (i) Name of the CCNO applying for Membership
- (ii) CCNO postal address
- (iii) CCNO contact telephone number
- (iv) CCNO contact fax number
- (v) CCNO contact e-mail address
- (vi) CCNO website address
- (vii) Number of critical care nurse members
- (viii) Names and e-mail addresses of CCNO Board Members (minimum 3)

2. DETAILS ABOUT THE CCNO CONTACT PERSON FOR THE APPLICATION

- (i) Name of contact person
- (ii) Position in CCNO
- (iii) E-mail address

3. SUPPORTING DOCUMENTS

The following documents are required, and should be submitted labeled as Attachments A to D.

- (i) Attachment A
 - The mission and vision statements of the CCNO
- (ii) Attachment B
 - The Constitution of the CCNO (dated)
- (iii) Attachment C
 - List of current CCNO Board Members
 - Names
 - Positions
 - E-mail addresses
- (iv) Attachment D
 - A copy of the most recent CCNO journal (if available)
 - A copy of the most recent CCNO newsletter (if available)
 - Copies of any pamphlets, brochures or other materials that promote the CCNO

NOTE: New, small and/or local CCNOs applying for membership may be reviewed with relatively less documentation. The WFCCN Board will determine if sufficient information has been received.

DECLARATION

A supporting statement is required by the CCNO representative completing the Member Application Form:

To the best of my ability, I have provided the most accurate and current information available to me at the time of completing this application form. Through my position, I have authority to apply for membership to the WFCCN on behalf of the CCNO I represent.

Signature

The Member Application Form must be signed by a CCNO Board Member

SCHEDULE 4 - ROLE OF THE BOARD

WFCCN Director roles

- Directors are elected biennially (every two years) at the WFCCN Annual General Meeting (Council)
- There must be a minimum of three Directors at any given time; there is no maximum number of Directors
- The President must be elected by the Members
- All other Directors are elected to serve on the Board by the Members. Once elected, the incoming Board assigns roles to Directors
- The Directors must act in accordance with the WFCCN Constitution and relevant Company Law.
- Specific roles and duties of each Officer and Director are described in the Policy and Procedure Manual and revised as necessary

I.E. Certificate of Registry

Certificate of Registration of a Company

This is to certify that

**WORLD FEDERATION OF CRITICAL CARE NURSES
LTD**

Australian Company Number 613 276 672

is a registered company under the Corporations Act 2001 and
is taken to be registered in Victoria.

The company **is limited by guarantee.**

The company is a **public** company.

The day of commencement of registration is
the twenty-seventh day of June 2016.



ASIC

Australian Securities & Investments Commission

Issued by the
Australian Securities and Investments Commission
on this twenty-seventh day of June, 2016.

Greg Medcraft
Chairman

CERTIFICATE

I.F. WFCCN Committee Structure

1. WFCCN Committees are established by the President and Board of Directors based on current WFCCN projects.
2. Membership of committees include
 - a. Chairperson(s) for each committee which are designated from the Board of Directors and/or Ambassadors and/or member country representative.
 - b. Membership of each committee shall consist of Board of Director members and/or Ambassadors and/or member country representative/individual member representative.
3. Each council shall develop a council charter with purpose, objective, actionable items, timelines and owner(s).
4. Meetings shall occur on a regular basis (optimally every other month) or per the needs of the committee.
 - a. Chairperson(s) are responsible to submit a report to the BOD on a consistent basis outlining the work proposed and completed.
5. Current WFCCN committees for 2024:
 - a. Conference Committee: Create a robust education program that brings critical care nurses together to expand their skills and knowledge and provide opportunities to engage and network. The conferences are held in conjunction with member countries and partnering organizations.
 - b. Communications/Media committee: The purpose of the committee is to ensure communication between member countries and the WFCCN for sharing and distributing member organizations and WFCCN work, promoting WFCCN IJCC as well as promoting continuing education programs and conferences.
 - c. Professional Development committee: Positively affect quality of critical care nursing and patient care by developing and disseminating a variety of educational curricula for critical care nurses worldwide educational curricula includes E-Books, Webinars podcasts and other educational media.
 - d. The Global Health Collaboration: Provides expert knowledge, advice and information to the WHO committees and advisory groups to address educational, research and process needs of critical care nurses/health team and their patients in LMIC's based on their local values and culture.

Approved 15 July 2024

Updated 28 August 2024

I. G Request for Travel Fund Policy

1. Purpose

- 1.1. To ensure business travel supports WFCCN mission by clearly adding fundamental value to patient care, education, and business activity.
- 1.2. To provide standards and direction for board members, country members, or ambassador who travel to accomplish official business or attend any international conferences representing WFCCN.
- 1.3. To provide financial support for board travelers in their air fare and business travel obligations. The travel policy is designed to cover expenses of the traveler (up to limits set herein and related procedures) while conforming to regulations.

2. Scope

- 2.1. Applies to all board members, country member, or ambassador who require reimbursement of approved travel expenses.

3. Guidelines /Procedure: Decision for funding will be based on availability of WFCCN Funds

- 3.1. Before incurring travel-related expenses, board member must complete and submit a Trip Request. Disclosure of actual or potential additional financial support must be included in the application. If additional funding is obtained that fully covers the travel expenses, the individual should return funds to the WFCCN that have been granted if it exceeds the total costs.
- 3.2. The approval of trips will be through the nearest scheduled board meeting.
- 3.3. Once a trip request is approved, all recipients will receive approval notice from the board secretary/Executive Officer.
- 3.4. Travel arrangements are the board member or country member responsibility.
- 3.5. Receipts are required to be submitted for expenses that were approved to be reimbursed.
- 3.6. Airfare
 - 3.6.1. Irrespective of the country to travel, board members, country member, or ambassador are granted to book economy class only. They are entitled to book class upgrades or purchase an upgradeable ticket which will allow an upgrade to Business Class or First Class at their own expense over the maximums allowed.
- 3.7. Meeting/Conference/Event Registration Expenses: Registration fees for attending the conference is not cover.

Approved 15 July 2024

II. MEMBERSHIP INFORMATION

- A. On the 30th October 2001, several national critical care nursing organizations were represented at a meeting of nurses held during the 8th World Congress on Intensive Care in Sydney, Australia. At this meeting they developed and endorsed a constitution to form the World Federation of Critical Care Nurses (WFCCN). WFCCN is registered in Australia as a Company Limited by Guarantee, and is managed by a Board of Directors, which is elected by the membership. The full Members of the WFCCN are referred to as the Council. Every year the Council meets, during a World Congress, at which time the Annual General Meeting is normally held.
- B. There are currently two categories of professional membership (Full and Associate), and an Individual membership established in 2017. As well, WFCCN has a corporate partnership membership, which enables medical/nursing-related corporations with an interest in critical care nursing to join WFCCN as an official Corporate Partner.
- C. Types of Membership
 - 1. Full membership: Membership is open to formally registered critical care nursing organizations (CCNOs). An annual subscription fee is payable, which is based on CCNO country's wealth.
 - 2. Associate Membership: Formally registered CCNOs may also join as an Associate Member. Association Members do not have voting rights and currently are not required to apply a subscription fee. In countries where there is an identifiable group of critical care nurses that is not formally registered, e.g., a network, such groups may also apply for associate membership.
 - 3. Individual Membership: individual membership was introduced in late 2017. An annual subscription fee will be payable.

IIA. LIST OF FULL MEMBERS (Updated 16 April 2025)

| Country | Association | Representative | Email address |
|---------------------|---|----------------------------------|--|
| Full Members | | | |
| Argentina (SATI) | Sociedad Argentina de Terapia Intensiva (SATI) | Sofia Putruele | licsofy11@gmail.com |
| | | Natalia Jauregui | natalia@sati.org.ar |
| Argentina | Sociedad Argentina Enfermeria en Cuidados Criticos e Intensivo | Marcelo Morales | moralesmarcelofabio@gmail.com |
| Australia | Australian College of Critical Care Nurses (ACCCN) | Ylona Chuntie | ylona.chuntie@jcu.edu.au |
| Brazil | Brazilian Association of Critical Care Nurses | Renna Martins | rennan1martins@gmail.com |
| Burundi | Agora des Techniciens Supérieurs Anesthésistes Réanimateurs pour la Promotion de la Santé (ATSARPS) | Gilles Eloi Rwibuka | rwibahgilel31@gmail.com; atsarpsbi@gmail.com |
| | | Ntogwiachu Daniel Kobuh | ntohdaniel@yahoo.com |
| Cameroon | Cameroon Association of Critical Care Nurses | Dzelamunyuy Suiyven Elvis | suiyven1986@gmail.com |
| Canada | Canadian Association of Critical Care Nurses | Brandi Banderspank-Wright | bvanders@uottawa.ca |
| | | Sara Crowe | Sarah.Crowe@fraserhealth.ca |
| Croatia | Croatian Nurses Society of Anesthesia, Reamination, ICU and transfusion | Adriano Friganovic | adriano@hdmsarist.hr |
| Ghana | Ghana Critical Care Nurses Group | Juliet Kwadzodeh; Faustina Excel | tjuliet@gmail.com |
| | | Adipa | tinaexcel@hotmail.com |
| Hong Kong | Hong Kong Association of Critical Care Nurses | Leung Fung Yee | Leungfy9@hotmail.com; hkaccn@hotmail.com.hk |
| Iceland | Fagdeild gjörgæsluhjúkrunarfræðinga. The Icelandic Association of Critical Care Nurses (IACCN) | Hrönn Birgisdóttir | hronnb@landspitali.is |
| | | | |
| India | Critical Care Nurses Society | Dr Jaya Kuruvilla | criticarensng.CCNS@gmail.com |
| Ireland | Irish Association of Critical Care Nurses | | |

| Country | Association | Representative | Email address |
|-------------------|--|-------------------------------|--|
| Japan | Japanese Society of Intensive Care Medicine (JSICM) | Yuri Sakaki | yamamoto@jsicm.org; 0326yujiro@gmail.com |
| Kenya | Kenya Intensive Care Nurses Chapter (KICNC) | Michael Odoyo Mboga | odoyomboga@gmail.com; norah203@yahoo.com |
| Mexico (AMEEMCTI) | Mexican Nurses Association Specialized in Critical Medicine and Intensive Therapy | Joseph Tiulenin Dimas Carrera | joseph31tiulenin@gmail.com |
| Nepal | Critical Care Nurses Association of Nepal | Kabita Sitoula | ccnannepal2016@gmail.com |
| | | Julie Berntsen | hosethberntsen@gmail.com |
| Norway | Norwegian Association of Critical Care Nurses | Torunn Larssen Hansen | Torunn.Larssen.Hansen@nsfverv.no |
| Papua New Guinea | Papua New Guinea Critical Care Nurse Society | Veronica Wohuinangu | wohuinanguv@gmail.com |
| Peru (SOPECC) | Sociedad Peruana de Enfermeras Especialistas en Cuidado Intensivo | Ged Williams | ged_williams@hotmail.com |
| | | Paola Chauca | Paola Chauca <paolachauca@gmail.com> |
| Philippines | Critical Care Nurses Association of Philippines | Maria Isabelita C. Rogado | bellerogado@yahoo.com |
| Poland | Polish Association of Anaesthesiology and Intensive Care Nurses | Grzegorz Ulenberg | g.ulenberg@cm.umk.pl |
| Serbia | UINARS | Sofija Kurtovic | alijevic.uinars@gmail.com |
| Slovenia | Nurses and Midwives Association of Slovenia, Professional group of nurses and health technicians in emergency units | Rudi Kocevar | rudi.kocevar@gmail.com |
| | | | |
| Slovenia | Nurses and Midwives Association of Slovenia (NMAS): Professional Group of Nurses and Health Technicians in anaesthesiology, Intensive Therapy Units and Transfusiology | Dejan Dobersek | dejan.dobersek@gmail.com |

| Country | Association | Representative | Email address |
|--------------|---|------------------------------|--|
| South Africa | Critical Care Society of Southern Africa (CCSSA) | Belinda Karstens | koebaai18@gmail.com |
| | | Alison Shaw | alison@royalh.co.za |
| Sri Lanka | Sri Lankan Society of Critical Care Nurses (SSCCN) | Nilanthi Sajeewani | pnsajee2010@gmail.com ; ssccnwebeditor@gmail.com |
| Taiwan | Taiwan Association of Critical Care Nurses | Shouju Lin | shoujulin@ntuh.gov.tw |
| | | Grace HN Lee | Yolanda@taccn.org.tw |
| Tanzania | Tanzania Critical Care Nurses Association | Sixtus Ruyumbu Safari | sixtussafari@gmail.com |
| Turkey | Turkish Society of Critical Care Nurses | Ebru Kiraner | kiranerebru@gmail.com |
| | | Banu Terzi | copurbanu@hotmail.com |
| UK (BACCN) | British Association of Critical Care Nurses | Ian Naldrett | support@baccn.org ; lnaldrett@googlemail.com |
| UAE | Emirates Nursing Association (ENA) Critical Care Nursing Professional Section | Malek Mechref | Malek.M@azhd.ae ; malekshamass@gmail.com |
| USA (AACN) | American Association of Critical-Care Nurses (AACN) | Linda Cassidy and Vicki Good | vicki.good@aacn.org ; linda.cassidy@aacn.org |
| USA (NCS) | Neurocritical Care Society | Mary Kay Bader | badermk@aol.com ; |
| | | Susan Browning Luttrell | sluttrell@smithbucklin.com |
| USA (SCCM) | Society of Critical Care Medicine (SCCM) | Ruth Kleinpell | Ruth_M_Kleinpell@rush.edu |
| | | Diana Hughes | dhughes@sccm.org |

II.B LIST OF ASSOCIATE MEMBERS

| Country | Association | Representative | Email address |
|--------------------------|---|-----------------------|--|
| Associate Members | | | |
| Argentina (CEEC-FAE) | Comite de Expertos de Enfermeria en Cuidados Criticos de la Federcion Argentinia de Enfermeria (CEEC-FAE) | Elizabeth Barrioneuvo | elizabethanaliab@gmail.com |
| Brasil | Association de Medicina Intensiva Brasileira (AMIB) | Renata Pietro | Renata_pietro@yahoo.com.br |
| Bolivia | Sociedad Boliviana de Enfermeras en Medicina Critica y Terapia Intensiva (SBEMCTI) | Marlene Quispe Ortega | marlene.quispe.ortega.uti@gmail.com |
| Bosnia and Herzegovina | Bosnia and Herzegovina's Medical Intensive Care Society Section of Critical Care Nurses | Nikolina Civic | civcic.nikolina@gmail.com |
| Cambodia | Association of Nurse Specialists in Anesthesia and Reanimation of Cambodia (AISARC) | Seang Sothea | ssothea77@gmail.com |
| Chile | Division Enfermeria Sociedad Chilene Medicina Intensiva (DESCHMI) | Irene Fuentes | irenefuentesc@gmail.com |
| Cyprus | Nursing of Cyprus Nurses and Midwives Association (DECCN-CYNMA) | Stelios Iordanou | iordanou.stelios@gmail.com |
| Denmark | Danish Association of Critical Care Nurses (FSAIO) | Nina Lennert | nvlennert@gmail.com |
| Japan | Japanese Society of Intensive Care Medicine (JSICM) | Takeshi Unoki | iwhyh1029@gmail.com |
| Israel | Israeli Society of Cardiac and Intensive Care Nursing | Julie Benbenishty | JULIE@hadassah.org.il |
| Italy | Associazione Infermieri Specializzati in Area Critica ed Emergenza (ANIARTI) | Luciano Clarizia | Presidente.aisace@alice.it |
| Netherlands | Dutch Association of Nurses and Careworkers - Intensive Care (V&VN-IC) | Colette Ram | J.M.Ram@umcutrecht.nl |
| New Zealand | New Zealand College of Critical Care Nurses | Steve Kirby | SteveKirby85@gmail.com |
| Nigeria | Nigerian Society of Critical Care Nurses (NSCCN) | Josiah Yunana | josiahdibal@gmail.com |

| Country | Association | Representative | Email address |
|----------------|--|-----------------------|---|
| Peru (ASPEED) | Asociacion Peruana De Enfermeros En Emergencias Y Desastres – ASPEED | Roxana Obando Zegarra | robando_z@yahoo.es |
| Spain (SEEIUC) | Sociedad Española de Enfermería Intensiva y Unidades Coronarias (SEEIUC) | Alicia San Jose | sanjosealicia@gmail.com |
| South Korea | Korean Association of Critical Care Nurses | Soon Hang Lee | amchippo@hanmail.net; devari73@gmail.com |
| Sweden | Swedish Association of Nurses, Anesthetists and Intensive Care Nurses | Eva Barkestad | barkestad@gmail.com |
| Uganda | Critical Care Nursing Association of Uganda (CCNAG) | Cliff Aliga | cliff.aliga@aku.edu, cliff.aliga@gmail.com |
| Venezuela | Sociedad Científica Venezolana de Enfermería en Cuidados Intensivos (SOCVECI) | Mariot Bermudez | mariotbermudez@gmail.com |
| Zambia | Critical Care Nurses Association of Zambia (CCNAZ) | Ms. Sabelo Maphenduka | samaphenduka@yahoo.com |
| | | Maj. Richard Kahalu | ricardidokahyata@gmail.com |

III. WFCCN Board of Director Roles

A. WFCCN DIRECTOR ROLES

1. Directors are elected biennially at the WFCCN Annual General Meeting ('Council')
2. There must be a minimum of three Directors at any given time; there is no maximum number of Directors
3. The President must be elected by the members
4. All other Directors are elected to serve on the Board by the members. Once elected, the incoming Board assigns roles to Directors
5. The Directors must act in accordance with the WFCCN Constitution and relevant Company Law.

B. President

1. Election:

- a. The President is elected by a majority vote of the WFCCN Council (full members).

2. Term of office

- a. The President will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- b. The term of office commences at the biennial Annual General Meeting during which elections are held
- c. The President is not disqualified from nominating for or being re-elected to hold office as President by virtue of, or expiry of, her/his two-year term of office as President.

3. Role

- a. By virtue of appointment, the President is the Executive Director of the Federation
- b. The role is voluntary.

4. Responsibilities

- a. In association with the WFCCN Board, to lead and direct the activities of WFCCN
- b. To oversee governance and ethical responsibility of WFCCN, including corporate responsibilities associated with Company registration
- c. To preside as Chair at all WFCCN General (Council) and Board (Directors) meetings at which she/he is present
- d. In conjunction with the Secretary, to set the agenda for WFCCN General and Board meetings
- e. In conjunction with the Secretary, to prepare the minutes of WFCCN General and Board meetings
- f. To seek to ensure that all acts, orders and resolutions of the WFCCN Council are carried out
- g. In conjunction with the Directors, make an annual report to the WFCCN Council of the status and achievements of the Federation, which reflects an accurate overview of the extent to which the Federation has achieved its objects
- h. To perform such other services as may be suggested by WFCCN Council from time to time.

C. Past President

1. The Past-President is an appointed position based on serving as WFCCN President
2. **Term of office**
 - a. The Past-President will hold office for approximately two (2) calendar years after serving in the role as President
 - b. The term of office commences at the biennial Annual General Meeting after completion of the Presidential term.
3. **Responsibilities**
 - a. In association with the WFCCN Board, provide guidance to the current President and Officers regarding the activities of WFCCN
 - b. In conjunction with the current President and Officers, inform strategic planning goals for the organization
 - c. Serve in a leadership capacity role to support the WFCCN President. For example, serve as the liaison to the World Federation of Societies of Intensive and Critical Care Medicine (WFSICCM)
 - d. Serve as a WFCCN representative at stakeholder meetings the WFCCN President and/or Vice President is unable to attend
 - e. Contribute to the goals and mission of WFCCN by directing and/or contributing to special project work.

D. Vice President

1. **Election**
 - a. The Vice President is to be elected initially as a director by a majority vote of the WFCCN Council (full members)
 - b. The incoming Board of Directors assigns the role of Vice President.
2. **Term of Office**
 - a. The Vice President will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
 - b. The term of office commences at the biennial Annual General Meeting during which elections are held
 - c. The Vice President is not disqualified from nominating for or being re-elected to hold office as Vice President by virtue of, or expiry of, her/his two-year term of office as Vice President.
3. **Role**
 - a. By virtue of appointment, the Vice President will chair the Federation in the absence of President
 - b. The role is voluntary
4. **Responsibilities**
 - a. In association with the WFCCN Board, in the absence of the President to lead and direct the activities of WFCCN
 - b. To deputize for the President as necessary
 - c. To follow up on actions from meetings and provide feedback to the President
 - d. To liaise with and support Presidential actions as necessary
 - e. To seek to ensure that all acts, orders and resolutions of the WFCCN Council are carried out

- f. To perform such other services as may be suggested by WFCCN Council from time to time
- g. To assure contact with regional federations.

E. Secretary

1. Election

- a. The Secretary is to be elected initially as a Director by a majority vote of the WFCCN Council (full members).
- b. The incoming Board of Directors assigns the role of Secretary.

2. Term of office

- a. The Secretary will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- b. The term of office commences at the biennial Annual General Meeting during which elections are held
- c. The Secretary is not disqualified from nominating for or being re-elected to hold office as Secretary by virtue of, or expiry of, her/his two-year term of office as Secretary.

3. Role

- a. By virtue of appointment, the Secretary supports the President and the Board of Directors in ensuring the smooth administrative and management functions of the WFCCN
- b. The role is voluntary.

4. Responsibilities

- a. The Secretary shall ensure that all meetings of the Board of Directors and the Council Members are organized and documented in accordance with the guidelines of the WFCCN.
- b. Liaising with the President to plan meetings
- c. Receiving agenda items from Board of Directors
- d. Circulating agendas and reports
- e. Taking minutes (unless there is a minute's secretary)
- f. Circulating approved minutes
- g. Checking that agreed actions are carried out
- h. The Secretary shall maintain effective records and administration
- i. Keeping up-to-date contact details (i.e., names, addresses and contact details)
- j. Filing minutes and reports
- k. Compiling lists of names and contact details that are useful to WFCCN
- l. Keeping a record of WFCCN's activities
- m. Reviewing and updating the WFCCN Policy and Procedure manual on an annual basis.

F. Finance Director

1. Election

- a. The Finance Director is to be elected initially as a Director by a majority vote of the WFCCN Council (full members)
- b. The incoming Board of Directors assigns the role of Director of Finance.

2. Term of office

- a. The Finance Director will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- b. The term of office commences at the biennial Annual General Meeting after elections are held
- c. The Finance Director is not disqualified from nominating for or being re-elected to hold office as a director by virtue of, or expiry of, her/his two-year term of office as Finance Director.

3. Role

- a. By virtue of election, the Finance Director serves as treasurer along with other duties as assigned
- b. The role is voluntary.

4. Responsibilities

- a. To maintain up to date records of all financial transactions using a software system
- b. To seek authorization for each payment and record all transactions
- c. To provide regular financial reports to the board on the Federation's financial position
- d. The report must always include an explanation for any discrepancies between the budget and current expenditure
- e. To manage all WFCCN bank accounts
- f. To promote good banking principles
- g. To comply with government laws and tax regulations, as well as protecting the organization against theft and fraud
- h. To prepare a budget to be approved by the Board
- i. To prepare accounts for audits
- j. To provide advice on possible investments
- k. To advise the Federation on its fundraising strategy
- l. To perform additional duties as requested by the WFCCN Board.

G. Director of Media and Communications

1. Election

- a. The Director of Media and Communications is to be elected initially as a Director by a majority vote of the full members of the WFCCN Council
- b. The incoming Board of Directors assigns the role of Director of Media and Communications.

2. Term of Office

- a. The Director of Media and Communications will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the members of the WFCCN Council, or becomes ineligible to hold office or resigns
- b. The term of office commences at the biennial Annual General Meeting after elections are held
- c. The Director of Media and Communications is not disqualified from nominating for, or being re-elected to hold office by virtue of, or expiry of, her/his two-year term of office as Director of Communications.

3. Role

- a. By virtue of the election, the Director of Media and Communications serves as liaison person for information uploaded in the WFCCN website along with other duties as assigned
- b. The role is voluntary.

4. Responsibilities

- a. To maintain up-to-date information on the WFCCN website
- b. To ensure appropriateness of the information uploaded in the WFCCN website
- c. To seek information from WFCCN member countries for continuing education programs and conferences related to critical care that they would like to advertise through the WFCCN website
- d. To liaise with other members of the Board of Directors to create a quarterly newsletter (December, March, September)
- e. To liaise with the Editors of CONNECT for uploading the archived and current issues of the journal
- f. To respond to all queries and requests related to the WFCCN websites
- g. To perform additional issues as requested by the WFCCN Board.

H. Director of Education

1. Election

- a. The Director of Education is to be elected initially as a Director by a majority vote of the full members of the WFCCN Council
- b. The incoming Board of Directors assigns the role of Director of Education

2. Term of Office

- a. The Director of Education will hold office for approximately two (2) calendar years unless they are removed by a majority vote of the members of the WFCCN Council, or becomes ineligible to hold office or resigns
- b. The term of office commences at the biennial Annual General Meeting after elections are held
- c. The Director of Education is not disqualified from nominating for, or being re-elected to hold office by virtue of, or expiry of, her/his two-year term of office as Director of Education

3. Role

- a. By virtue of the election, the Director of Education serves as liaison person for information uploaded in the WFCCN website along with other duties as assigned
- b. The role is voluntary.

4. Responsibilities

- a. To collaborate with WFCCN Board members to plan the scientific program for the WFCCN conference bi-annually and collaborate with global leaders in critical care to participate in the program
- b. To liaise with members to provide input on relevant topics for the webinars: based on their learning needs and/or global challenges or needs within critical care
- c. To conduct a baseline educational needs survey annually of members to inform the annual WFCCN educational plan.

- d. To plan, coordinate, and implement continuous professional development sessions (CPD) by hosting four (4) webinars annually on relevant topics in critical care
- e. To collaborate with experts in the critical care environment to ensure content experts for each CPD session
 - f. To ensure the critical care eBook is revised, updated and expanded every 3-5 years in collaboration with critical care experts globally
 - g. To develop position statements in collaboration with global critical care expert as needed and based on trends and developments within the critical care environment

Final Version: 25 January 2019

Revised: 10 March 2024

Approved 15 April 2024

IV. World Federation of Critical Care Nurses (WFCCN) Lifetime Achievement Award

WFCCN Lifetime Achievement Award recognizes recipient's distinguished contributions related to the advancement of nursing knowledge, education, and advocacy in the field of critical care/nursing. The recipient demonstrates exceptional contributions throughout a career enhancing patient care globally and furthering the practice of nursing and extensive participation in WFCCN.

Nominating Body:

Voting members of WFCCN Board of Directors, Council Members, and Ambassadors are eligible to nominate candidates.

Eligibility:

Nurses in clinical, academic, government, or professional society practice globally that demonstrate outstanding contributions to further the practice of nursing

Previous or current active participant in WFCCN society

Criteria:

Must demonstrate meritorious contributions to the field of critical care nursing through the advancement of nursing science, education, access to care, advocacy, legislative, or professional society contributions.

Submission Requirements:

1. Submit an updated CV.
2. Submit a nomination letter from a WFCCN Board of Director, Council member, or Ambassador in good standing summarizing the nominee's accomplishments in critical care nursing.
3. Submit one letter of support

Notification:

All recipients will be notified via email.

Recognition:

1. The awardee receives a plaque.
2. The award will be presented during the Opening Session of the WFCCN Meeting
3. The awardee is awarded lifetime Ambassador status for the WFCCN

Individuals Awarded:

2016 Ged Williams

2019 Ruth Kleinpell

V. WFCCN LIAISON GUIDELINES

WFCCN STRATEGIC FOCI

Education

Annual Meeting

WFCCN's multi-day annual conference occurs in rotating places throughout the world. On even years, the conference collaborates with various member nursing societies in their home countries. On odd years, the conference occurs in alignment with the World Federation of Societies of Intensive and Critical Care Medicine. Each meeting enables participant access to cutting-edge topics in today's high-acuity healthcare environment as well as providing world-wide networking opportunities.

WFCCN Publications

International Journal of Critical Care (IJCC)

WFCCN's scientific journal. IJCC is an online publication through the University of Alberta Library regularly publishes clinical and research studies, case reports, editorials, commentaries and letters to the editors.

WFCCN Research

WFCCN national surveys

Every four years WFCCN conducts research to assess the status of worldwide critical care nursing. Results are published in peer-reviewed journals. WFCCN also supports other research initiatives.

WFCCN Policy and Advocacy

WFCCN works alone and in coalition to advocate for issues that impact the global critical care nursing community.

WFCCN liaison, endorsement, policy, and advocacy activities

WFCCN participates in a wide range of liaison and endorsement activities that impact critical care nurses, patients and families.

WFCCN awards and recognition

WFCCN provides a range of honorary awards.

VOLUNTEER ETHICS STATEMENT

When you become a volunteer of the World Federation of Critical Care Nurses, you assume an obligation to our organizational community of nurses and the patients we serve, to maintain the highest standards of ethical conduct and to always act in accordance with WFCCN's values.

IV. A. LIAISON PROGRAM

Overview

The liaison program is a means by which WFCCN furthers its collaborative and influencing dimensions of its mission and vision. The program has evolved to include a broad spectrum of issues and work such as (but not limited to) collaboratively developing and endorsing position statements and standards, providing expert

critical care and nursing perspectives, participating in workshops, think tanks and summits to address current issues, participating in research activities, developing collaborative relationships with physician groups and other professional associations and consumer groups and providing representation for regulatory agency projects at both national and international levels. This handbook serves as a reference that we hope will facilitate an enjoyable and informative experience. Please do not hesitate to contact the WFCCN Board of Directors if you have questions, comments, or suggestions.

Program Information

Before the event

The WFCCN will prepare you for the activity as needed. In some instances, WFCCN may request a live call before the event or a debrief call after the event is completed. It is recommended that you provide WFCCN with your cell phone number and an emergency contact person if possible.

During the event

As a liaison representative, you are the eyes and ears of WFCCN. As you are participating, it may be helpful to maintain the perspective of filtering information through the lens of WFCCN. That is, take careful note of information that is related to acute and critical care nurses, patients/families and WFCCN's mission, vision and products. While you were selected for your expertise in the liaison area, you are not expected or encouraged to make decisions on behalf of WFCCN. If you are asked, an effective reply is that you will relay the information to the WFCCN Board of Directors (BOD), which will follow up as soon as possible. If this occurs, please obtain the person(s) contact information and pass on to WFCCN.

Please remember that your personal appearance and behavior reflects on the reputation and integrity of WFCCN. Liaison representatives are expected to wear business professional attire. Business professional consists of the traditional attire of suits with slacks or skirts, button down shirts with neck ties for men and dresses, skirts or slacks with blouses or other career style tops for women. WFCCN liaison representatives are expected to behave in a manner reflective of professionalism at all times during the liaison experience.

After the event

Please complete and submit your liaison report within two weeks if possible. Please e-mail the report to info@wfccn.org. If you would like to talk with WFCCN, and a debrief call has not been scheduled, please inform the WFCCN Secretary, so that a call can be scheduled with relevant WFCCN personnel.

Please note

For liaison activities that extend beyond one meeting or recur on an annual basis, sometimes you will be e-mailed directly for subsequent events. Please be sure to forward all inquiries or other e-mail correspondence to info@wfccn.org

Helpful hints, tips and timesavers

- At the event, register/sign-in under the organizational name of WFCCN and not your specific hospital organization when appropriate
- Review all pertinent conference documents
- Review all WFCCN initiatives as they pertain to the conference topic. You may find it helpful to discuss/ brainstorm with WFCCN directors if needed

- If possible, bring a laptop to take notes
- Review the questions within the liaison report and keep them in mind when taking notes
- Compile notes and complete your liaison report in a timely manner while all discussions and information provided in the conference are easy to recall
- Remember to share with the WFCCN Board as to what are the next steps and notify it of any follow through that may be required
- For longer term liaison activities that extend beyond one meeting, please provide a quarterly update
- Please go to <https://wfccn.org/> and familiarize yourself with upcoming events, news, declarations, position statements, guidelines, and other related topics.

IV. B. CRAFTING THE LIAISON REPORT

A liaison report blank template will be provided to you. If this is a repeat activity, you will receive previous report(s) in preparation for the event. The liaison report should provide a succinct summary of the liaison activity. It serves to communicate alignment (or not) with WFCCN's work. The report contributes to future decision-making surrounding ongoing participation in this activity or with the organization.

The questions contained in the report are listed below. Please note that all questions may not be applicable to the event (simply list not applicable beside the question).

Date

Name

WFCCN liaison to:

- Provide a description of the meeting/event: what was the purpose? Was it interactive, informative, etc.? Number of attendees: (approximate) and general attendee demographics (from your observation) e.g. nursing, other interdisciplinary members, non-health care, regulatory or government speakers/attendees, academia, hospital administration, advanced practice, front-line direct-care nurses etc.
- Were there key themes that emerged during the liaison activity (often noted in the agenda/objectives)?
- Were there mentions or linkages to WFCCN's key initiatives that were unexpected?
- Were there 'hot' topics and/or emerging trends discussed that WFCCN should have on its radar?
- Based on what you heard and learned, are there additional educational and/or resources that WFCCN should be considering? (Please share any thoughts/ideas that you think would be helpful.)
- Did you come across any potential collaborative or advocacy opportunities for WFCCN? (For example, you may have heard discussion of the possible development of guidelines, workgroup or task force about a clinical topic or issue that impacts or is related to WFCCN's work, acute and critical care nurses, patients and families)
- In addition to what is discussed above, are there other implications for WFCCN? (Any miscellaneous implications should be noted.)
- Additional comments (provide other information, thoughts, ideas that are not included elsewhere).

01 October 2018

Reviewed by BOD 15 April 2024

VI. CORPORATE PARTNERSHIP PROGRAM

INVITATION

Dear colleague

As a valued industry associate, I would like to invite you to consider entering into a formal partnership with the World Federation of Critical Care Nurses (WFCCN). Established in 2001, WFCCN exists to provide a global forum to link the critical care nurses of the world through their local and national professional associations and as individual practitioners. Currently, over 50 national critical care nursing associations, representing hundreds of thousands of critical care nurses worldwide, are members of WFCCN.

The work of WFCCN is voluntary and is supported mostly by membership subscriptions, which are graded according to the national wealth of the country of each member association. To date this has restricted WFCCN's ability to implement global objectives. Therefore, to help further its goals, WFCCN is inviting partnerships with leading medical and pharmaceutical companies through its new ***Corporate Partnership Program***.

The Corporate Partnership Program is available to any health-related corporation or group of individuals engaged in the production of products, sales, and/or services related to, or with an interest in, critical care medicine and nursing practice that are interested in working together with WFCCN to achieve its goals through financial contribution and mutually beneficial collaboration. There are many ways this could be achieved, for example through support of WFCCN-led critical care education programs and facilities in under-developed countries. The possibilities are many, and WFCCN would welcome dialogue with Corporate Partners about mutually collaborative opportunities.

The WFCCN Corporate Partnership Program provides special recognition to strong supporters of our organization and offers several privileges normally accorded only to WFCCN members. Corporate Partners may serve on WFCCN committees, sub-committees and task forces. Corporate Partners will be recognized publicly via WFCCN's media outlets, communications, and activities, and will be offered opportunities to sponsor key WFCCN events and activities, such as its World Congress.

I do hope you take some time to consider this mutually beneficial opportunity, and I would be pleased to discuss this with you further at your convenience.

I look forward to hearing from you.

President

WFCCN

INTRODUCTION

Background

Established in 2001, the World Federation of Critical Care Nurses (WFCCN) exists to provide a global forum to link the critical care nurses of the world through their local and national professional associations and as individual practitioners. Currently, over 50 national critical care nursing associations, representing hundreds of thousands of critical care nurses worldwide, are members of WFCCN.

Critical care nurses are integral to the facilitation and implementation of evidence-based practice through collaboration, consultation, education, mentoring, and change leadership. In pursuance of its objectives, WFCCN publishes an online journal (International Journal of Critical Care), which is available free of charge to WFCCN members. The journal archive is open access to all nurses and healthcare practitioners worldwide. The journal can be accessed online at: <https://wfccn-ijcc.com/index.php/ijcc/issue/view/7>.

The main role of WFCCN is to:

- link critical care nursing associations and nurses throughout the world
- strengthen the influence and contribution of critical care nurses to health care globally
- be a collective voice and advocate for critical care nurses and patients at an international level.

Currently, the work of WFCCN is supported mostly by membership subscriptions, which are graded according to the national wealth of the country of each member association. To date this has restricted WFCCN's ability to implement global objectives. Therefore, to help further its goals, WFCCN is inviting partnerships with leading medical and pharmaceutical companies through its new Corporate Partnership Program.

Further information

WFCCN Ltd. is a not-for-profit company registered in Australia (ACN: 613 276 672; ABN 80 613 276 672). Further information about WFCCN can be found on its website: www.wfccn.org.

CORPORATE PARTNERSHIP PROGRAM

The WFCCN Corporate Partnership Program provides special recognition to strong supporters of WFCCN and, with the exceptions of voting rights or office bearing, offers privileges associated with regular WFCCN membership.

The Corporate Partnership Program is available to any health- related corporation or group of individuals engaged in the production of products, sales, and/or services related to or with an interest in critical care medicine and nursing practice that are interested in working together with WFCCN to achieve its goals through financial contribution and mutually beneficial collaboration. There are many ways this can be achieved, for example through support of WFCCN-led critical care education programs and facilities in under-developed countries. The possibilities are many, and WFCCN would welcome dialogue with Corporate Partners about mutually collaborative opportunities.

Corporate Partners may serve on WFCCN committees, sub- committees, and task forces, by invitation. Corporate Partners will be recognized publicly via WFCCN's media outlets, communications, and activities, and will be offered opportunities to sponsor key WFCCN events and activities, such as its World Congress. Each Corporate Partner designates one individual who has the privileges of corporate partnership. WFCCN cannot endorse or promote the products or services of Corporate Partners.

Corporate Partnership of WFCCN is offered at three levels to enable supporting organizations to contribute at a level of their own choosing: **Elite, Premier, and Standard.**

ELITE CORPORATE PARTNERSHIP

Elite Corporate Partnership is the most prestigious level of corporate partnership and provides a three-year collaborative partnership. Elite Corporate Partnership is a limited partnership and will be offered to no more than five corporations at any given time.

Elite Corporate Partnership offers corporations an active role in WFCCN. On request, Elite Corporate Partners may participate in WFCCN Board meetings, as well as the annual WFCCN Council meeting.

The financial donation to WFCCN for Elite Corporate Partnership is US \$10,000 per annum. The following is made available to Elite Corporate partners:

Communication

- Advance notice of WFCCN opportunities
- WFCCN's Elite partners will be the first to be offered the opportunity to participate in, support and be identified with new WFCCN events, conferences, or other initiatives as they arise throughout the year.

- Participation as an observer at the annual WFCCN Council meeting, in the presence of all WFCCN members, associate members, ambassadors, and other Elite Corporate Partners. One purpose of this meeting is to provide an opportunity for Elite Corporate Partners to advise WFCCN on emerging issues or clinical developments with potential impact on the practice of critical care nurses and on which WFCCN may need to take action
 - Opportunity to present a requested agenda item
- Opportunity to present a requested agenda item at WFCCN Board meetings (approximately every 6 weeks)
- Opportunity to place up to four product-based posts on the WFCCN Facebook page annually; the content of which must be approved in advance by the WFCCN Board of Directors
- Mailings (received):
 - Quarterly WFCCN International Journal of Critical Care journal. The journal will help to keep the Elite Corporate Partner abreast of current issues and information of concern to critical care nurses around the world
 - Regular electronic press release updates on important WFCCN activities and issues.

Collaboration

- Access to WFCCN members who elect to be identified as available to serve in consulting and advisory roles
 - Although WFCCN in no way endorses or promotes the work of any of its members, it will work with Elite Corporate Partners to find the best persons within WFCCN membership for consulting and advisory roles related to patient safety and clinical practice issues and to speak to the need for new or improved products and services
 - All information shared by the Elite Corporate Partners with their selected consultants/advisors will remain confidential and be the exclusive property of that company. Use of the WFCCN members' services does not imply WFCCN endorsement of specific products or services, nor does it allow for use of the WFCCN name or the names of WFCCN members
- Opportunity to collaborate with WFCCN on international research projects
- Opportunity to collaborate with WFCCN on international educational activities
- Opportunity to collaborate with WFCCN humanitarian projects that support critical care nursing in developing countries
- Opportunity to serve on WFCCN committees, sub- committees, or task forces.

Corporate promotion

- Company logo/link on the WFCCN website home page
- Corporate promotion via WFCCN web page dedicated to Corporate Partners
- Opportunity to place sponsored articles (one article per issue) in the WFCCN Connect journal:
 - Elite Corporate Partners will receive a 50% reduction of the Gold open access fee
 - The content of sponsored articles must be approved in advance by the WFCCN Board of Directors and articles are subject to the peer-review process
- Corporate recognition in WFCCN conference materials
- Discounted advertising (50%) via Connect journal
- Sponsorship opportunities for invited speakers (mutually agreed topics) at the WFCCN biennial World Congress.

PREMIER CORPORATE PARTNERSHIP

Premier Corporate Partnership provides a three-year collaborative partnership. Premier Corporate Partnership offers corporations an active role in WFCCN: Premier Corporate Partners will be invited to participate at the annual WFCCN Council meeting as an observer.

The financial donation to WFCCN for Premier Corporate Partnership is US \$5,000 per annum. The following is made available to Premier Corporate Partners:

Communication

- Advance notice of WFCCN opportunities
 - WFCCN's Premier Corporate Partners will be offered the opportunity to participate in, support and be identified with new WFCCN events, conferences or other initiatives as they arise throughout the year
- Opportunity to place up to two product-based posts on the WFCCN Facebook page annually; the content of which must be approved in advance by the WFCCN Board of Directors
- Mailings (received):
 - Quarterly WFCCN International Journal of Critical Care journal. The journal will help to keep the Premier Corporate Partner abreast of current issues and information of concern to critical care nurses around the world
 - Regular electronic press release updates on important WFCCN activities and issues.

Collaboration

- Opportunity to collaborate with WFCCN on international research projects
- Opportunity to collaborate with WFCCN on international educational activities
- Opportunity to collaborate with WFCCN humanitarian projects that support critical care nursing in developing countries
- Opportunity to serve on WFCCN committees, sub- committees, or task forces.

Corporate promotion

- Corporate promotion via WFCCN web page dedicated to Corporate Partners
- Opportunity to place up to two sponsored articles in the WFCCN Connect journal annually:
 - Premier Corporate Partners will receive a 50% reduction of the Gold open access fee
 - The content of sponsored articles must be approved in advance by the WFCCN Board of Directors and articles are subject to the peer-review process
- Discounted advertising (50%) via Connect journal
- Sponsorship opportunities for invited speakers (mutually agreed topics) at the WFCCN biennial World Congress.

STANDARD CORPORATE PARTNERSHIP

Standard Corporate Partnership provides an annual collaborative partnership. It offers corporations an active role in WFCCN.

The financial donation to WFCCN for Standard Corporate Partnership is US \$3,000 per annum.

The following is made available to Standard Corporate Partners:

Communication

- Advance notice of WFCCN opportunities
 - WFCCN's Standard Corporate Partners will be offered the opportunity to participate in, support and be identified with new WFCCN events, conferences, or other initiatives as they arise throughout the year.
- Opportunity to place one product-based post on the WFCCN Facebook page annually; the content of which must be approved in advance by the WFCCN Board of Directors
- Mailings (received):
 - Quarterly WFCCN International Journal of Critical Care journal. The journal will help to keep the Standard Corporate Partner abreast of current issues and information of concern to critical care nurses around the world
 - Regular electronic press release updates on important WFCCN activities and issues

Collaboration

- Opportunity to collaborate with WFCCN on international research projects
- Opportunity to collaborate with WFCCN on international educational activities
- Opportunity to collaborate with WFCCN humanitarian projects that support critical care nursing in developing countries

Corporate promotion

- Corporate promotion via WFCCN web page dedicated to Corporate Partners
- Opportunity to place one sponsored article in the WFCCN Connect journal annually:
 - Standard Corporate Partners will receive a 50% reduction of the Gold open access fee
 - The content of sponsored articles must be approved in advance by the WFCCN Board of Directors and articles are subject to the peer-review process
- Sponsorship opportunities for invited speakers (mutually agreed topics) at the WFCCN biennial World Congress

APPLICATION FORM

Application process

WFCCN Corporate Partnership is available to any organization with an interest in critical care nursing that supports the goals of WFCCN. All categories of corporate partnership are non-voting.

- Completed application forms should be sent by post or e-mail to the WFCCN Secretary (details below).
- Applications will be reviewed by the WFCCN Board of Directors.
- Applicants will be notified in writing within 2 months of WFCCN receipt of the application.

Address

Mary Kay Bader WFCCN Secretary

E-mail: Badermk@aol.com

WFCCN postal address: WFCCN Ltd., PO Box 50, Dayboro, Queensland 4521, Australia

Please provide the following information

1. Category of partnership

Please indicate preferred level of Corporate Partnership:

| CATEGORY | MINIMUM DONATION | CHECK <input type="checkbox"/> |
|----------|---|--------------------------------|
| Elite | • US \$10,000 per annum (minimum partnership 3 years) | <input type="checkbox"/> |
| Premier | • US \$5,000 per annum (minimum partnership 3 years) | <input type="checkbox"/> |
| Standard | • US \$3,000 per annum | <input type="checkbox"/> |

2. Corporate information

Please provide the following details about your corporation:

| | |
|-----------------------------------|--|
| Company name | |
| Street address | |
| | |
| | |
| City, State | |
| Zip/post code | |
| Country | |
| International phone number | |
| International fax number | |
| Corporate e-mail address | |
| Corporate website address | |

3. Contact details for corporate representative to WFCCN

Please provide all details:

| | |
|-----------------------------------|--|
| Corporate contact name | |
| Position in company | |
| E-mail address | |
| International phone number | |
| International fax number | |

4. Statement: Collaborative intent

Please write a short statement below that summarizes your company's interest in partnering with WFCCN (expand text box as required).

| |
|--|
| |
| |
| |
| |
| |
| |

5. Authorized contact details for this application

| | |
|--|--|
| Corporate contact name State 'as above' (section 3), if relevant | |
| Position in company | |
| E-mail address | |
| International phone number | |
| International fax number | |

6. Authorized signature for this application

Please sign and scan or insert electronic signature.

| | | | |
|--|---------------------|--|--|
| | Date: dd/mm/yyyy | | |
| | | | |

Further information that will be required following successful corporate partnership application.

Company description comprised of:

- A 50–100-word description of your organization
- Company mission statement
- Short description of key products

Corporate logo

- Camera-ready logo (high resolution) authorized to be used in WFCCN publications and on the WFCCN web site.

International bank details for wire transfers

- WFCCN financial transactions are in US dollars
- WFCCN donations may not be deductible as charitable contributions or for tax purposes; however, they may be tax deductible as ordinary and necessary business expenses.

WFCCN Corporate Partners will be notified annually, in advance, of Corporate Partnership donation.

Reviewed by BOD 15 April 2024

VI. HONORARY AMBASSADORS

From time to time, the WFCCN recognises critical care nurses who have made an outstanding contribution to critical care nursing by inviting them to apply for the title of Honorary Ambassador. These critical care nurses are active on national and international platforms serving as a leader, educator/practice specialist, and advocate for critical care nurses world-wide. Additionally, critical care nursing leaders with a global presence and interest in promoting the mission and work of WFCCN may elect to seek an application to submit for consideration of WFCCN Ambassador status.

Once the completed application and supporting documents are received, the WFCCN Board of Directors will review the application and vote to approve or decline an appointment as a WFCCN ambassador. Appointments are for four years' duration. Ambassadors are expected to contribute actively to undertakings aligned with the objectives of WFCCN as well as serving WFCCN initiatives and committees, if able, when asked by the board. Ambassadors shall provide a written annual report (due 1 month prior to the WFCCN annual council meeting) of their contributions globally and on behalf of WFCCN. The WFCCN Board will review ambassador activities every four years and vote to renew their status if they desire to remain serving in the capacity as an honorary ambassador.

Nominations (see below) are accepted at any time and should be forwarded to the WFCCN Secretary for consideration by the WFCCN Board of Directors.

Benefits

Honorary Ambassadors will serve 4 year and receive all benefits of associate membership as described by the WFCCN Declaration of Sydney but do not pay dues. These benefits include the following honours and expectations:

- Use the title WFCCN Ambassador in email address line and in curriculum vitae.
- Eligible to serve as a director on the WFCCN Board,
- Official letter and WFCCN Ambassador certificate of recognition awarded at an appropriate award ceremony or in absentia.
- All entitlements and responsibilities (including termination process if necessary) of an Associate Member of WFCCN as described in the constitution (i.e. non-voting).
- Receive notice and participate in annual meetings of WFCCN. If unable to attend, notifies the President of WFCCN of regrets.
- Receive notice of WFCCN events and activities in which the Ambassador may participate as speaker and/or participant.
- Listed in the directory of WFCCN Ambassadors on the WFCCN website and in the WFCCN biannual report.
- Contribute to proposals, initiatives, recommendations to meetings of the WFCCN Board for consideration and implementation
- Lead and/or participate in special projects and committees of the WFCCN.
- Appointments are for a period of four years pending receipt of a satisfactory written report from the Ambassador each year. If the ambassador fails to turn in reports and/or

does not actively participate in the WFCCN on an annual basis for two years, the ambassador will receive notice of termination as ambassador thanking them for their service to WFCCN.

- The nominee will receive an official letter approving or declining the application.

Criteria

Nominees must provide evidence of outstanding contributions to critical care nursing at a national and international level (see nomination process below).

Nomination Process

The potential Honorary Ambassador shall be nominated by a current full Member or Associate Member of WFCCN or member of the WFCCN Board of Directors. An application package for the nomination should be submitted to the WFCCN Secretary for subsequent consideration by the WFCCN Board.

The nomination package should contain the following:

- Application Form (available via WFCCN website).
- Sponsor Form (available via WFCCN website).
- Summarized curriculum vitae.
- Brief written statement by the nominee outlining how they have met and will continue to meet the criteria for this award 500 words.

Nominator Guide to Application Writing

The nomination should demonstrate the following:

- The nominee is in good standing with the relevant critical care nursing association(s) in their country of residence.
- Evidence of the nominee's outstanding contributions to critical care nursing over an extended period and above that required of one's position of employment. This may include:
 - Contribution to leadership, knowledge, and excellence in critical care nursing
 - Successful implementation of creative approaches to clinical practice, education, research, management, and policy.
 - Creative development, utilization, or evaluation of specific concepts in education, practice or health service.
 - Extraordinary leadership in critical care nursing health systems or nursing/healthcare organizations
 - Innovative research that contributes to quality in critical care nursing.
 - Authorship of books, papers, or other materials that have significant implications for critical care nursing.
 - Commitment to provide an annual written report of activities and contributions that meet the objectives of WFCCN.
- Evidence of the nominee's potential to continue contributions to critical care nursing and the WFCCN over the four years of appointment. This may include:

- Contribution to proposals, initiatives, and recommendations to meetings of the WFCCN Board for consideration and implementation.
- Leading and/or participating in special projects and committees of the WFCCN.
- Participating in WFCCN events and activities in which the Ambassador may participate as a speaker and/or participant.
- Leading activities that reflect a broad perspective of nursing's commitment to society.
- Participating in nursing and other organizations at national or international level.
- Contributing to activities that address the mission of the WFCCN.

Decision Making Process

The WFCCN Board will consider the total application of the nominee including confidential written statements by two ambassadors or board members. The Board decision is final, and no correspondence will be entered into.

Deadline for Application

Nominations may be submitted at any time however a period of three months should be allowed to communicate the outcome of the application by the WFCCN board. The nominator will be informed in writing of the decision of the WFCCN Board.

How to Submit the Application Package

All supporting documentation should be submitted electronically to the Secretary of the WFCCN by email at info@wfccn.org

Revision Approved 15 April 2024

Revision 21 April 2025

Current Honorary Ambassadors:

| Ambassadors | Date of Appointment | Expiry Date | Date of Annual Report to Council |
|--------------------------|---------------------|-------------|----------------------------------|
| Leanne Aiken | 2013 | 2027 | 2025 |
| Laura Alberto | 2014 | 2027 | 2025 |
| Elizabeth Papathanassiou | 2014 | 2027 | |
| Violeta Lopez | 2015 | 2027 | 2025 |
| Sandra Goldsworthy | 2015 | 2027 | BOD 2025 |
| Susan Yaeger | 2017 | 2028 | 2025 |
| Kathleen Vollman | 2018 | 2026 | BOD 2025 |
| Belle Rogado | 2018 | 2026 | BOD 2025 |
| Anne Alexandrov | 2018 | 2026 | 2025 |
| Wenru Wang | 2018 | 2026 | 2025 |
| Adriano Friganovic | 2018 | 2026 | BOD 2025 |
| Vimala Ramoo | 2019 | 2027 | 2025 |
| Halima Salisu Kabara | 2019 | 2028 | 2025 |
| Oscar A. Cabrera | 2021 | 2029 | 2025 |
| Louise Rose | 2023 | 2027 | 2025 |
| Marcelo Morales | 2022 | 2026 | |
| Julie Benbenishty | 2022 | 2026 | 2025 |
| Shelly Schmollgruber | 2020 | 2028 | 2025 |
| Stijn Blot | 2024 | 2028 | 2025 |

List Current as of 15 May 2025

VIII. WFCCN Conference Meeting Planning

A. Historical Conference Locations

| YEAR | Location Country | Sponsor Co-Sponsor | Number |
|------|---|----------------------------------|------------------|
| 2004 | England | WFCCN | 1 st |
| 2005 | Argentina | WFCCN/WFSICCM | 2 nd |
| 2006 | Philippines | WFCCN | 3 rd |
| 2007 | South Africa | WFCCN | 4 th |
| 2008 | Mexico | WFCCN | 5 th |
| 2009 | Italy | WFCCN/WFSICCM | 6 th |
| 2010 | Philippines | WFCCN | 7 th |
| 2011 | Denmark | Note: EfCCNa pulled out last min | |
| 2012 | Croatia | WFCCN | 8 th |
| 2013 | South Africa | WFCCN/WFSICCM | 9 th |
| 2014 | Turkey | WFCCN | 10 th |
| 2015 | Korea | WFCCN/WFSICCM | 11 th |
| 2016 | Australia | WFCCN/ACCN | 12 th |
| 2017 | Brazil | WFCCN/WFSICCM | 13 th |
| 2018 | Serbia | WFCCN | 14 th |
| 2019 | Australia | WFCCN/WFSICCM | 15 th |
| 2020 | COVID Cancelled | | |
| 2021 | United Arab Emirates | WFCCN/ECCC (Hybrid) | 16 th |
| 2022 | Philippines | WFCCN/CCNAPI (Hybrid) | 17 th |
| 2023 | United Arab Emirates | WFCCN/ECCC | 18 th |
| 2024 | United Arab Emirates | WFCCN/ECCC | 19 th |
| 2025 | United Arab Emirates | WFCCN/ECCC | 20 th |
| 2026 | Critical Care Nurses Association of Nepal | WFCCN | 21 ST |
| 2027 | | | |
| 2028 | | | |
| 2029 | | | |
| 2030 | | | |

B. INVITATION TO HOST THE WFCCN WORLD CONGRESS

Applications are invited from WFCCN Full Member critical care nursing organizations to host the World Congress of the World Federation of Critical Care Nurses (WFCCN).

1. Introduction

One of the main goals of WFCCN is to assist critical care nursing organizations and nurses throughout the world, to strengthen their influence and contribution to health care globally and to be a collective voice and advocate for critical care nurses and patients at an international level.

In order to accomplish these goals, WFCCN develops position statements relevant to critical care practice, promotes research exchanges and publications, publishes a journal International Journal of Critical Care (IJCC) and supports WFCCN scientific meetings and education events.

Each year WFCCN will partner either with a full member of WFCCN or with the WFIIC in a conjoint congress.

2. Objectives

The objectives of the WFCCN World Congress are to:

- Increase the profile of the host WFCCN Member organization nationally and internationally
- Increase the exchange of scientific information relevant to critical care nursing and nurses from all geographical regions of the world
- Develop and promote educational activities across the world by providing up-to-date scientific information
- Boost collaborative research by bringing together investigators from various parts of the world
- Strengthen links between WFCCN Member organizations
- Increase the visibility of critical care nursing on the national and the international scenes.

4. Structure

The WFCCN World Congress is a scientific event, which takes place every two years. It is organized by a host WFCCN Member organization in conjunction with WFCCN.

The Host Organization will:

- Normally manage all aspects of the Congress, including the budget
- Provide a meeting venue and associated costs for the one-day WFCCN Annual General Meeting (Council Meeting)
- Contribute financially to WFCCN by:

- Supporting attendance (conference fee and accommodation) of at least 10 international speakers nominated by WFCCN (normally, speakers will be drawn from WFCCN Board and Council members)
 - As a minimum, supported speakers must present 2 papers and chair two sessions.
- Donating a specified percentage share of the Congress profit to WFCCN (this is negotiable, but must be specified within the host organization proposal).

WFCCN will:

- Provide its name and logo for use to promote the Congress
- Assist with the Congress program development by providing a co-chair and a number (5 or 6) of representatives from WFCCN board and/or allied organization members for the congress planning committee
- Provide/Suggest international speakers for the Congress, as required/requested by the host sponsor
- Provide/Suggest session chairs for the Congress, as required
- Advertise the Congress via its website, journal, newsletter, and e-mails to associates.
- Assist in other ways, as required, to support the Congress.

5. Application Process

Normally, the WFCCN Secretary assisted by Executive Officer will call for proposals from WFCCN Member organizations at least two years before the proposed Congress is due to take place.

A written application is required, which must be submitted initially to the WFCCN Secretary for review by WFCCN Board of Directors. See Appendix 1: Application Guidelines.

The WFCCN Board will shortlist applications by using an objective scoring system taking into consideration the host country location of the event, financial stability of the society and ability to financially support the meeting, ability to provide continuing education credit for the conference, ease of travel (airport location, adequacy of hotel, safety of attendees, transportation logistics and costs), length of meeting, proposed number of attendees location can safely manage, and ability to provide interpreters/communication devices for various languages.

Normally, shortlisted applicants will be invited to present their bid to host the WFCCN World Congress at the next available WFCCN Annual General Council Meeting or WFCCN Board Meeting. The format and style of the proposal presentation may be determined by the applicant, however sufficient detail must be provided in accordance with the information provided within this document and the Guidelines (Appendix 1).

The final selection of the host organization for the WFCCN World Congress will be determined by a majority vote of WFCCN members present at the WFCCN Annual General Council Meeting or WFCCN Board Meeting

The WFCCN Secretary will notify formally all applicants of the outcome in writing within 2 weeks of the WFCCN Board decision.

Acceptance of Host Organization of the WFCCN World Congress includes acceptance of all responsibilities outlined in this document and the Guidelines (Appendix 1) and any additional conditions provided by the WFCCN Board in writing at the time of appointing the Host Organization.

6. Successful applicants

Appointment of the WFCCN Congress Host Organization will be conditional upon the details provided within the successful applicant's proposal, and any additional conditions specified in writing by the WFCCN Board.

Acceptance of WFCCN Congress Host Organization must be provided in writing to the WFCCN Secretary.

The Host Organization may appoint a Professional Congress Organizer (PCO) of its choice.

The President of the WFCCN Member Host Organization will formally identify the Chair of the Congress Management Committee, and the WFCCN President (or WFCCN designate) will serve as a Co-Chair this Committee.

The Host Organization and the PCO (if appointed) must ensure adequate financial backing for the Congress. (This information should be provided within the application proposal).

Responsibilities

The Host Organization will:

- Inform WFCCN Board of any concerns with meeting any aspect of the WFCCN Congress proposal or WFCCN guidelines, and obtain written approval from WFCCN Board for any agreed variations to the original proposal or WFCCN guidelines
- Provide regular Congress written reports to WFCCN Board, as requested by WFCCN Board
- Establish Congress Management and Scientific Committees that must include at least one representative, preferably 2-3, appointed by the WFCCN Board
- Select the theme and topics to be the focus of the Congress
- If possible, offer continuing education credits for delegates from a recognized educational organization
- Develop and implement an evaluation mechanism to assess the processes and outcomes of the Congress
- Consider operating a WFCCN Fellowship Program to support attendance of delegates from disadvantaged countries.
- Prepare, print, and distribute all advertising materials e.g. preliminary flyers, posters, and website announcements (with call for abstracts, symposia, workshops, etc.)
- Provide all WFCCN Members attending the conference as participants or observers with written details of their travel arrangements within the host country, accommodation and conference participation expectations and any other relevant information to facilitate their participation

- Provide copies of all abstracts (invited and free papers) in electronic *Word* document format for publication in the WFCCN journal International Journal of Critical Care. This condition must be specified to all Congress presenters
- Provide written conference reports and photos for WFCCN, as requested, that may be used in various WFCCN media outlets e.g. journal, press releases, website, Facebook
- The Congress Management Committee may wish to arrange for publication of the WFCCN World Congress proceedings. The copyright of any such publication belongs jointly to WFCCN and the Host Organization. Publication of the Congress proceedings must be approved in advance in writing by the WFCCN Board.

Payments to WFCCN

As detailed in the Host Organization proposal, the percentage profit share due to WFCCN must be paid in full within 6 months of the Congress conclusion.

7. WFCCN Responsibilities

WFCCN will:

- Provide the Host Organization with a copy of the official WFCCN Logo, and access to the WFCCN website and other WFCCN media outlets to promote the Congress
- Provide the Host Organization with contact details of WFCCN international speakers
- Provide individual WFCCN council members and ambassadors as participants on organizing and scientific committees as required.
- Liaise with and provide information to the Host Organization concerning the WFCCN Annual General Meeting (Council Meeting)
- Provide advice and support as required.

8. Other administrative matters

- The WFCCN logo must appear on the Congress program and/or proceedings book, stationery, and all other official documents connected with the WFCCN World Congress.
- WFCCN may wish to announce and/or bestow special awards to member organizations and individuals as part of the proceedings of the conference and/or social events. The organizing committee and WFCCN will make mutually agreed arrangements to accommodate these needs.
- Media enquiries and/or presence may be requested. Whilst this is encouraged, the WFCCN Board must be involved in any planning of media activity that will expose the name, logo or activities of WFCCN prior to such activity. WFCCN will do all in its ability to assist and support the Host Organization in any media campaign to promote those activities that are consistent with the objectives and purpose of WFCCN.
- In addition to the WFCCN Annual General Meeting (Council Meeting), it is usual for several other smaller WFCCN-related meetings to take place during the Congress. The Host Organization will liaise with WFCCN to accommodate these meetings.

Appendix 1: WFCCN Congress Host Organization Application Guidelines

ELIGIBILITY

Only WFCCN Full Member critical care nursing organizations may apply to host the WFCCN World Congress.

APPLICATION PROCESS

1. A written proposal must be prepared and submitted to the WFCCN Secretary.
2. Applications will be short-listed by the WFCCN Board.
3. Short-listed applicants will be invited to present their proposal at the next WFCCN Annual General Council Meeting and/or designated WFCCN Board Meeting.
4. The successful applicant will be determined by a majority vote of WFCCN Board Meeting.

INFORMATION REQUIRED

The written proposal should be prepared using the following headings:

1. CONGRESS ORGANIZERS

1.1 Application contact person details

- Normally, this will be the WFCCN Member organization's WFCCN Council representative.
- Provide name, position in organization, email address, and phone number.

1.2 WFCCN Member details

- Organization name, address, website.
- A separate letter, signed by the President of the WFCCN Member organization should be included, confirming that the organization has approved the application and all details contained within the proposal.
- The letter, signed by the President, should include a statement of full and sole legal and vicarious responsibility and legal liability for any possible financial loss, legal claim or liability associated with the preparation and conduct of the WFCCN World Congress.

1.3 Other partnering organizations

- Provide details of other organizations that will be involved and summarize their involvement.
- A separate letter, signed by the President of each partnering organization should be included, confirming that the organization has approved the application and all details contained within the proposal.

1.4 Professional Conference Organizer (PCO) details

- If relevant, provide the name and contact details of the PCO

1.5 Conference management experience

- Provide information about the proposed Host Organization and partnering organization(s) history of successful management of national and international conferences.

1.6 Congress committees

Provide information about key personnel that will manage the Congress Management and Scientific Committees, including their names, qualifications and summary of their relevant experience.

2. PROPOSED CONGRESS VENUE

2.1 Proposed dates

- Provide information about the Congress proposed dates. Explain why these dates were chosen. Offer alternative dates if possible.

2.2 Proposed Congress title

- Provide a Congress title
- Provide summary information about Congress themes

2.2 Congress venue

- Provide venue name, address, and website
- Provide a plan of the venue showing which facilities would be used
- Location: describe the tourist, aesthetic, natural, historical and professional significance of the location.
- Provide information regarding the venue, size, flexibilities, ease of access, transportation, benefits, concerns, ability to meet all activities of the congress.
- Describe what technology services are available, e.g. power point, video, roving microphone, WIFI etc.
- Transportation: explain type, access, cost, security and plans made to assist participants with transportation from ports and between accommodation and conference venues?
- Specify any special visas or entry requirements for participants and faculty speakers
- Security: Identify any security risks to participants and arrangements made to limit these.

2.3 Accommodation and subsistence

- Provide details about the range, including cost, and number of accommodation facilities available in the vicinity of the Congress venue.
- Clarify whether accommodation will be managed by the Congress Secretariat.
- Clarify whether or not accommodation will be included with Congress registration fees.
- Clarify what food and beverages will be included in the Congress registration fee.

3. CONGRESS PROGRAM

3.1 Scientific program

- Language: The meeting should be conducted in English if possible. If a different language is used, concurrent English translation should be made available for conference main sessions and meetings if necessary. Describe how this will be managed. Provide information about the proportion of sessions that will use English translation compared to those using the host organization's native language only.
- Describe the main themes and focus topics of the scientific program.
- Identify how WFCCN international speakers will be incorporated into the program.
- Identify whether free papers will be included in the program. Describe how the abstract management process will be conducted.
- Outline the program structure: plenary, concurrent, poster, other sessions.

3.2 Social program

- Provide information about the proposed social program, including cost estimations for delegates (and partners). Clarify what will be included in the Congress registration fee, and what will cost extra.

3.3 WFCCN meetings

- Provide information about what facilities, including food and beverages, will be provided to WFCCN for its Annual General Meeting and other (smaller) associated meetings during the Congress.

3.4 WFCCN international speakers and Council Members

- Provide information about what will be provided for WFCCN international speakers i.e. accommodation and Congress fee waiver.
- Provide information about the level of support (financial or in-kind) that will be provided to WFCCN Council members (who are not international speakers) who will be attending the WFCCN Council Meeting and Congress.

4. BUDGET

- Provide a detailed budget, outlining projected costs, income and expected surplus/profit.
- The proposed Congress registration fees should be specified. Applications that include a variable registration fee structure, based on countries' national income levels, and ability to pay, will be considered favorably.
- Specify how the profit will be distributed and what percentage will be apportioned to WFCCN.
- Trade sponsorship: provide the sponsorship plan and identify any confirmed or probable sponsors and their likely contribution.
- N.B. Administration of the budget is the sole responsibility of the Host Organization.

5. MARKETING PLAN

- Provide an outline marketing plan for the Congress.

6. ADDITIONAL INFORMATION

Applicants are encouraged to provide any other information, detail or material that will strengthen their bid.

Revised and Approved 22 January 2024

C. Conference Hosting Application



APPLICATION TO HOST WFCCN 2026 CONFERENCE

Please complete the application and return by September 30, 2024 to Mary Grace Atienza @ atienzamarygrace19@gmail.com

1. CONGRESS ORGANIZERS

1.1 Application contact person details

| | |
|---|--|
| Name of WFCCN Member Organization WFCCN Council Representative | |
| Position in Organization Email Address Phone number including country code | |

1.2 WFCCN Member Details

| | |
|--------------------------------|--|
| Name of Organization | |
| Address Website address | |

- ☐ Attach Letter, signed by the President of the WFCCN Member organization confirming that the organization has approved the application and all details contained within the proposal. This letter includes a statement of full and sole legal and vicarious responsibility and legal liability for any possible financial loss, legal claim or liability associated with the preparation and conduct of the WFCCN World Congress.

1.3 Other partnering organizations

| | |
|-------------------------|--|
| Name of Organization(s) | |
| Address | |
| Website address | |
| Name of Organization(s) | |
| Address | |
| Website address | |

- ☐ Attach a separate letter, signed by the President of each partnering organization should be included, confirming that the organization has approved the application and all details contained within the proposal.

1.4 Professional Conference Organizer (PCO) details (if applicable)

| | |
|-------------------------------------|--|
| Name | |
| Contact Information | |
| Email | |
| Phone number including country code | |

1.5 Conference Management Experience

| |
|--|
| |
|--|

1.6 Congress Committees: Key personnel that will manage the Congress Management and Scientific Committees, including their names, qualifications, and summary of their relevant experience.

| Name | Qualifications | Summary of Experience |
|------|----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.0 PROPOSED CONGRESS VENUE

2.1 Proposed Dates

Dates:

Explain why the dates are chosen/Offer alternative dates if possible:

2.2 Proposed Congress title

Title:

Provide summary information about Congress Themes:

2.3 Congress Venue

Venue Name, Address, and website:

☐ Attach a plan of the venue showing which facilities will be used

Location: Describe the tourist, aesthetic, natural, historical and professional significance

Information on Venue:

| | |
|---|--|
| Size | |
| Flexibilities | |
| Ease of Access | |
| Transportation | |
| Benefits of Venue | |
| Concerns of Venue | |
| Ability to meet all of the activities of the congress | |

Technology Services: e.g. power point, video, roving microphone, WiFi etc.

Transportation: Explain type, access, cost, security and plans made to assist participants with transportation from ports and between accommodation and conference venues.

Visas or Country entry requirements for participants and faculty speakers:

Security: Identify any security risks to participants and arrangements made to limit these.

2.4 Accommodation and Subsistence:

Accommodations: Details about the range, including cost, and number of accommodation facilities available in the vicinity of the Congress venue. Clarify whether accommodation will be managed by the Congress Secretariat. Clarify whether or not accommodation will be included with Congress registration fees.

Food and Beverages: What is included in Congress registration fee?

3. CONGRESS PROGRAM

3.1 Scientific program

| | |
|--|--|
| Language | |
| Main Themes & focus topics of scientific program | |
| Integration of WFCCN International Speakers | |
| Free Papers | |
| Abstract Management Process | |
| Outline the Program Structure <ul style="list-style-type: none">• Plenary• Concurrent• Poster• Other sessions | |

3.2 Social Program: proposed social program, including cost estimations for delegates (and partners). Clarify what will be included in the Congress registration fee, and what will cost extra.

3.3 WFCCN meetings: Identify the facilities, including food and beverages, will be provided to WFCCN for its Annual General Meeting and other (smaller) associated meetings during the Congress.

3.4 WFCCN international speakers and Council Members: Identify what will be provided for WFCCN international speakers, i.e., accommodation, and Congress fee waiver. Provide information about the level of support (financial or in-kind) that will be provided to WFCCN Council members (who are not international speakers) who will be attending the WFCCN Council Meeting and Congress.

4. BUDGET

a. Detailed Budget outlining projected costs, income and expected surplus/profit

b. Congress registration fees based on countries' national income levels and ability to pay

c. How will the profit be distributed and what percentage will be apportioned to WFCCN

d. Trade sponsorship: Provide the sponsorship plan and identify any confirmed or probable sponsors and their likely contribution.

5. MARKETING PLAN:

6. ADDITIONAL INFORMATION:

Approved 22 January 2024

IX. JOURNAL

- A. The International Journal of Critical Care (IJCC) is the official Journal of the World Federation of Critical Care Nurses (WFCCN), formerly "Connect- The World of Critical Care Nursing".
- B. IJCC is a peer-reviewed international journal accepting submissions from the global community of critical care. IJCC publishes research reports, systematic reviews, quality improvement and practice development studies, case studies, expert professional opinion statements, editorials and letters to the editor on every aspect of critical care with a focus on research evidence, innovation and improvement of patient outcomes. Critical Care is broadly defined including but not limited to Intensive care, coronary care, cardiothoracic, emergency, trauma, paramedical situations managed by nurses, doctors, pharmacists, other allied health professionals caring for adults, children, and neonates with complex and life-threatening conditions.
- C. IJCC targets a global audience of primarily critical care nurses, other nurses, doctors and allied health care professionals, and nursing and health care students.
- D. See the IJCC website for specific policies and procedures related to the journal.

X. WFCCN ENDORSEMENT POLICY

WFCCN Endorsement of Meetings/Conferences (Other than WFCCN Annual Meeting)

A. PURPOSE

1. Requests are made to the WFCCN for endorsement of other society or special topic meetings. This policy is to define the process for review and approval and the appropriateness of the request as it pertains to the mission of WFCCN.

B. PROCESS:

1. Endorsement of other organizations' meetings shall follow the following process.
2. Requests for endorsement of a professional meeting shall be submitted to the President and Executive Secretary of WFCCN.
3. Review of the meeting type, subject matter, sponsoring organization or society shall take place by members of the WFCCN board of directors.
 - a. The meeting should be as inclusive as possible and be consistent with WFCCN's mission
 - b. The submitted content of the program should reflect high quality. WFCCN will require the following information from the course director(s): Topics, speakers and their sponsors, date and location, and target audience
4. Endorsement is determined by the WFCCN Board of Directors, with the understanding that its use would include a statement that an activity was endorsed by the society to distinguish it from those being sponsored by the society.
5. WFCCN Board of Directors shall set the fee, but in general \$25 seemed an appropriate amount; in lieu of the fee, WFCCN should request one free registration and a booth at the meeting if applicable.

Approved 3 June 2024 2024

XI. WFCCN WEBSITE/SOCIAL MEDIA AND EMAIL BLAST

A. Social Media Policy and Procedure

1. **Goal:** To increase awareness of WFCCN by creating visibility and global updates on work completed and activities of involvement. Additional goals are to raise awareness on global critical care issues, advertise critical care events, announce key publications, and increase traffic to the WFCCN website

2. Process

- a. Only WFCCN Board of Directors (BOD) or Executive officer as directed by the Board can use social media to speak on behalf of WFCCN.
- b. WFCCN posts should not be posted from personal social media profiles.
- c. Designated members of the social media and Communication subgroup will oversee the day-to-day management. Posting approval is not required for these administrators.
- d. Social media community administrators should monitor communities daily to ensure that any SPAM or sales related posts are removed in a timely fashion, and that any comments or messages requiring a response are attended to promptly.
- e. If a question is posted on a social media channel, the WFCCN Social Media administrators should make every effort to respond to the inquiry within 24-72 hours. If the question is content-specific, the inquiry should be referred to an appropriate subject matter expert and the inquirer should be advised that an answer will be forthcoming.
- f. When doing outreach through WFCCN social media channels (liking other pages, following Twitter accounts, etc.), every effort should be made to ensure that the organization or individual is aligned with WFCCN and its mission.
- g. The Executive Officer will maintain a database of “friends of WFCCN” email addresses. This list will be used to send information of general interest to the critical care community globally, ie friends of WFCCN. Email address is added to the list via two mechanisms, 1. People from the community request and provide approval to have their email added to the list, 2. WFCCN Board members will identify individuals who may wish to be added.

When sending an email blast to friends of WFCCN the EO will add to the bottom of the email the following message: “Should you wish to be removed from this email server, please inform wfccnexecutiveofficer@gmail.com PLEASE REMOVE ME FROM THIS EMAIL LIST”

3. Frequency

- a. Content should be posted frequently enough to keep followers engaged and active, but not too often to become overwhelming to the community.
- b. Frequency guidelines:
 - i. Twitter: Posting at least twice monthly will show consistent activity and engagement. During meetings, posting several times a day is acceptable, but posters should refrain from repeating the

same content or posting several times within a short time period (unless participating in a Twitter chat or other real time conversation).

- ii. Facebook: Posting one to three times a month will show consistent activity and engagement.
- iii. Instagram: Posting one to three times a month will show consistent activity and engagement.

4. Content:

- a. Content should seek to engage users, rather than simply broadcast the organization's promotions. Postings should be applicable to our target audience (but not exclusionary) and feature "hard" news and relevant content.
- b. Existing content owned by WFCCN should be repurposed as appropriate for social media outposts.
- c. Facebook will be used to repost conferences, announce the launch of new programs, and distribute press releases. Ideal post is brief message accompanied by a picture.
- d. Instagram will be used to deal post is brief message accompanied by a picture.
- e. Twitter will be to actively share information and engage in conversations around issues related to critical care nursing and healthcare delivery. It will be used for real time posts at a meeting, conference announcements, and real time responses about global issues impacting critical care nursing and reposting on important threads from critical care leaders and organizations.
- f. Responding to Negative Posts: WFCCN administrators should use good judgment when deciding if and how to best respond to negative comments. In general, negative comments (unless they are offensive or violate privacy laws) should not be removed. If a response is required, the WFCCN administrator should respond to the comment or inquiry within 24 -72 hours. If the question is content-specific, the inquiry should be referred to an appropriate subject matter expert and the inquirer should be advised that an answer will be forthcoming. If an administrator is uncertain of a response, the BOD should be consulted.

5. Prohibited Content:

- a. Any confidential or proprietary information of WFCCN should not be shared on social media platforms. This includes, but is not limited to, financial information, organization strategy or official announcements yet to be made (embargoed information).
- b. Copyrighted Information: Photos and content that WFCCN does not own may be shared but should not be shared or copied without proper acknowledgement. Third party copyrighted content should not be posted without written or legal permission.
- c. Personal Information, religious, political, cultural, ethnic, disrespectful, offensive, humorous content should be avoided

- d. HIPAA regulations must be followed.
 - e. Refrain from posting self-promotional products or services.
- C. Social Media Group and WFCCN BOD are expected to abide by the code of conduct outlined in this document. Individual posting rights may be revoked by the BOD.
- D. Press Release Process
 - 1. Submit idea/complete Press Release form to Communication Committee
 - 2. Communication committee to review/clarify any questions/make changes/approve
 - 3. Once approved by the communication committee, press release will be saved as a pdf
 - 4. pdf will be sent to the secretary to distribute to the membership
 - 5. Press release will be uploaded onto the website
- E. Social media Process
 - 1. Tweets/posts can be posted by any member of the BOD but approval by the social media group should occur first
 - 2. If the communication group does not reply to approve/disapprove within 48 hours the tweet/post can go out without approval

Final version: 25 January 2019

Reviewed/Approved 17 May 2024

Reviewed/Approved 17 December 2024

XII. WFCCN POLICY AND PROCEDURE FOR DECLARATION/ GUIDELINE/POSITION STATEMENT REVIEW PROCESS

- A.** For the purposes of this policy, Declaration/Guideline/Position Statement will all be called Declaration.
- B. Timeline:** All Declarations will be reviewed every 2 to 5 years on a rotational basis
- C. Responsible Person:**
 - 1. The Vice President (VP) will be responsible for the initiation, coordination, and oversight of which declarations need review.
 - 2. The VP may delegate the lead coordination to other individuals if multiple declarations are due for review at once.
- D. Engagement Process**
 - 1. Declaration will be identified as needed to be reviewed
 - 2. Responsibility of point person will be assigned by the VP following the process above
 - 3. Call out to full members for participation will occur through the Secretary and interested parties will be forwarded to the VP
 - 4. Call out to all Ambassadors will occur to request participation
 - 5. Designated Point person will initiate contact with the interested parties for the given Declaration to coordinate a GoToMeeting call to discuss the planned process/timeline/author expectations
- E. Draft Creation Process**
 - 1. Current declaration will be reviewed by participating parties with potential gaps identified
 - 2. Simultaneously, an email call will go out from the executive secretary to all full, associate, and individual members to request already created documents from their organizations that they feel might apply
 - 3. A rough outline (that may follow the previous outline) will be created and subsection authors will be assigned
 - 4. Subsection authors will be responsible for reviewing the current literature and collected documents from the membership that apply to their section
 - 5. Declaration participates will establish writing timelines amongst the group
 - 6. Example structure of document: Position statements should be between 2-3 pages with structure and clear headings.
 - 7. Drafts from all sections will be reviewed by all assigned to the individual, declaration review committee
 - 8. All participating member organizations or ambassadors supporting the writing process will be listed in an authorship section in the document
- F. Approval Process**
 - 1. Once a draft has been completed to the satisfaction of the writing group, it will be forwarded to the Board of Directors (BOD) for their review. Identified changes will be sent back to the writing group to make any additional changes with re-review by the BOD prn

2. An email version will be distributed to the full members for their input and endorsement of the document. Any suggested changes will be completed by the writing group prn
3. The revised Declaration will be presented as a podium presentation to all in attendance at the closest annual meeting to allow any additional verbal feedback on possible changes to be considered. If warranted, additional changes will be completed by the writing group.

G. Distribution/Publication Process

1. Once the final version is approved, a Press Release will be created by the Communication/Media Team and distributed to all full, associate, individual members by the Executive Secretary. Writing team and Full member endorsing organizations will be recognized
2. Finalized Declaration will be uploaded to the website by the Communication/Media Team and WFCCN IT personnel.
3. All current and past Declarations/Position Statements are located on the WFCCN Publications Web page.
4. Members of a position statement workgroup are encouraged to write a complimentary article for publication in IJCC that provided a detailed background to the topic and evidence supporting the position.

Final version: 25 January 2019

Revised 3 June 2024

Approved 15 July 2024

XIII. APPENDICES

A. CURRENT STRATEGIC PLAN 2023-2026

Goal: Professional Representation Worldwide

| Objectives | Strategy | Responsible Director | KPIS | Outcomes | On Track |
|---|---|--|---|----------|----------|
| Represent Critical care nurse | Represent critical care nurses at World Health Organization | President Vice President Secretary | Establish and maintain cooperation and representation | | |
| | Support and Improve network of nurse specialist in the world | President Vice President | Achieve recognition of specialist nurses with interest in critical care | | |
| Promote Cooperation, collaboration & support for critical care nursing associations | Increase collaboration between WFCN and regional federations | President Vice President Secretary Policy & Partnership | Organize meetings with regional federations between WFCN council meeting and define common strategies | | |
| | Increase visibility of the cooperation via social media and website | Media Secretary | To establish regular reporting of news from full member countries and regional federations | | |

Goal: Enhance & Support Critical Care Nurses Worldwide

| Objectives | Strategy | Responsible Director | KPIS | Outcomes | On Track |
|---|---|--|---|----------|----------|
| Improve standards of care provided to critically ill patients | Produce and publish WFCN position statements | Director of Policies & Partnerships Director of Education | All WFCCN position statements are up to date, are reviewed every two years, and are available for download via the website | | |
| | Share practice guidelines via WFCN repository | Media & Communications | A contemporary repository of guidelines is maintained on the WFCN website | | |
| | Endorse relevant international and national position statements | Board of Directors Ambassadors | WFCN participates in the production of joint and international position statements Such statements are available on the website | | |
| | Contributes actively to international task forces | Board of Directors Ambassadors | WFCN leadership collaborates actively with national and international critical care organizations to provide input into relevant position statements and guidelines | | |

| | | | | | |
|--|--|---|--|---|--|
| | | | Such statements are available on the website | | |
| | Provide support (personnel & financial) to resource limited countries | Board of Directors | <p>A WFCCN finance support scheme to support resource limited countries continues to be incorporated in to the yearly budget</p> <p>Income is generated to enable an annual \$5000 support fund for resource limited countries</p> | | |
| Advance the art and science of critical care nursing | Provide a WFCCN at least biennially, hosted by a WFCCN full member association | <p>Secretary</p> <p>Media and communication</p> | <p>Create a pool of interested societies for biennial congress</p> <p>Call for expression of interest for Y 2023 – 2026</p> <p>Include awards for best paper during the Congress</p> | <p>A well-planned schedule of WFCCN Congresses for the next 3 years</p> <p>Opportunity to add to IJCC publication and motivation for nurses to express their innovative practices</p> | |
| | Collaborate with WFICC to support WFCCN at the biennial World Congress | <p>President</p> <p>Ambassadors</p> | Formal letter for collaboration to current President of WFICC to be part of upcoming biennial congresses | Biennial Congress with WFICC | |

| | | | | | |
|--|--|---|---|---|--|
| | | | Active engagement of WFCCN representative (Ambassadors) in WFICC projects and initiative | WFCCN recognized in WFICC projects and initiatives | |
| | Provide a Critical Care Nursing Journal | <p>President</p> <p>Media and Communication</p> <p>Editors</p> | <p>Transitioning of CONNECT Journal to International Journal of Critical Care (IJCC)</p> <p>Regular issues released as scheduled (Quarterly)</p> | <ul style="list-style-type: none"> IJCC publications uploaded in WFCCN website Editorial Board in place Managing Editor hired Monthly meetings of editorial board to ensure timely publications of 4 journal issues | |
| | International internships as part of the exchange of experiences among WFCCN members | <p>President</p> <p>Secretary</p> <p>Ambassadors</p> <p>Media and communication</p> | <p>Official letter to the current WFICC President to collaborate on internships</p> <p>Active involvement of a WFCCN representative from individual countries (Ambassadors) in the organization of the internship</p> | <ul style="list-style-type: none"> Annual recruitment for internships candidates | |

| | | | | | |
|--|------------------------------|-------------------------|---|--|--|
| | | | Provision of information about internships through Social Media | | |
| | | | Establishing internship participation requirements (e.g. research, WFCN members for at least one year) | | |
| | Thematic projects for nurses | Board of Directors Team | <p>Every 2 years, organization of a thematic project (e.g. sepsis, infections, COVID) with the participation of nurses:</p> <ul style="list-style-type: none"> organization the research on the topic organization thematic training (e.g. online webinar) re-research to check how the training / webinar influenced the nurses' knowledge of the topic | <ul style="list-style-type: none"> IJCC publications uploaded in WFCN website Determining the topics and dates of webinars Encourage individual countries to participate in the webinar | |

| | | | | | |
|---|--|--------------------------------------|---|---------------------------------|------------------|
| | | | <ul style="list-style-type: none"> issuing WFCN recommendations | | |
| | WFCN taking the lead to practice the theories Implement evidence-based nursing items world-wide | Board Directors Member countries | <p>Select Items for research papers through systematic review</p> <p>Devise practice guidelines</p> <p>Monitor implementation</p> | | |
| Establish standards for education, practice and management of critical care nursing | <p>Position statement for the rights of critical care nurses Committee and Position Statement - Lead formed</p> <p>-Literature search to be completed</p> <p>-Draft of position statement</p> <p>-Finalize position statement</p> <p>-Submit to IJCC</p> | Director of Education | <p>Completion of position statement</p> <p>Publication in IJCC Citations</p> | Planning Stage | Planning stage |
| Encourage and enhance critical care nursing education worldwide | Ongoing webinar program collaboration between WFCN/CCNAPI | Director of Education Vice president | Participant evaluations | 3 successful webinars completed | Ongoing/on track |

| | | | | | |
|--|--|---|--|--|----------------|
| | 3 well attended webinars held in 2022 | | | | |
| | -International Practices in Critical Care Nursing 1st and 2nd editions published on wfccn.org 3rd edition in progress -call for updated chapters and new chapters -possible video overview by authors | Director of Education | Both editions to date published on WFCCN website | 2 editions completed today with 3rd edition in planning phases | on track |
| | Continulus partnership | Director of Education Vice president RnD Director | Steering committee formed evaluations of online modules | | Planning phase |

| | | | | | |
|---|--|--------------------|---|--|--|
| | -Development of Critical Care Fundamentals Modules Advisory committee to be formed Topics and authors to be decided upon | | | | |
| Foster and support research initiatives | Conduct WFCCN research | Board of Directors | WFCCN quadrennial world survey: review methods focus and expectations | | |
| | Collaborate on international research projects | Board of Directors | Evidence of collaborative research | | |
| | Develop an income stream to support world federation critical care nurse's research | Board of Directors | WFCCN to commission one funded research project | | |

Financial Security and Growth off WFCCN

| Objectives | Strategy | Responsible Director | KPIS | Outcomes | On Track |
|---|--|---|--|----------|----------|
| WFCCN is Financially and operationally managed well | Financial reporting and account management practices are in line with Australian national standards (ASIC) | President Company secretary Finance director Secretary | In line with Australian National Standards | | |
| | Work to find another country to run the company and finances from | President Finance Director | Switch to country that does not require country citizens to be on the board Yearly business expenses are less than current location | | |
| | Board meets regularly to review and | President | All decisions are minutes | | |

| | | | | | |
|---------------------------|---|--|---|--|--|
| | approve all operational decisions Board discusses strategy annually with the council | President Secretary | Members are informed of decisions Council meets at a minimum annually & provides advice/directives as part of WFCCN strategic plan | | |
| Increase Financial Income | Grow WFCCN Full and Associate membership | Secretary | Increase full membership by 25% (6) by 2026 | | |
| | Partner with industry on educational and other revenue generating activities | Finance Director of Policies & Partnerships | Partner with at least 3 associations or businesses on revenue generating activities by 2026 | | |
| | Ensure WFCCN congresses and other conferences we partner with earn income | President Finance Secretary | Each world congress/or joint conference will strive to have 5-10% of total revenues as income for WFCCN | | |

| | | | | | |
|--|---|-----------------|-------------------------------|--|--|
| | | | | | |
| | IJCC is cost neutral or generates revenue | Managing Editor | IJCC is self-funding by 2025. | | |

B. HOW TO BECOME A WFCN AMBASSADOR APPLICATION FORM



WORLD FEDERATION OF CRITICAL CARE NURSES

APPLICATION TO BECOME A WFCN AMBASSADOR

Applicant Information

Name of Applicant: (First) _____ (Last) _____

Credentials: (Eg. RN, PhD, FAAN) _____

Place of employment: (Hospital/Institution/University) _____

Work Phone: _____ Home/Mobile Phone: _____

Email: _____

Address: _____

State: _____ Country: _____ Post Code: _____

Critical Care Nurses Membership: _____

Country: _____

Please state your reason for applying to be a WFCN ambassador.

Sponsor Information

Name of Sponsor: (First) _____ (Last) _____

Credentials: (Eg. RN, PhD, FAAN) _____

Place of employment: (Hospital/Institution/University) _____

Email: _____

WFCCN Association Membership: _____

Country: _____

How long have you known the applicant: _____

Please state the capacity in which you have known the applicant / nature of your relationship with the applicant and reason for your sponsorship.

C. INDIVIDUAL MEMBER APPLICATION FOR MEMBERSHIP



WFCCN Individual Member application form

INSTRUCTIONS

Please answer all the questions below, and then complete the final declaration. When you have completed the declaration, click the 'submit' button and proceed to payment.

Subscriptions must be paid using PayPal (you do not need a PayPal account).

Individual WFCCN membership subscription is for a 4-year or a lifetime term only. The membership fee is variable according to the resource of the country you are practising in.

Current membership rates (US dollars):

LOW RESOURCE COUNTRIES: 4 years \$40; lifetime \$80

MIDDLE RESOURCE COUNTRIES: 4 years \$80; lifetime \$160

HIGH RESOURCE COUNTRIES: 4 years \$160; lifetime \$320

To see a full list of countries and their 'RESOURCE' level (low, middle, high), please go to www.wfccn.org/country_resource

* 1. Please state your surname

2. Please state your first name

* 3. Please provide your email address

* 4. Please state the name of the country where you are currently practising as a licensed registered nurse

* 5. Please indicate your gender

- ☐ Female
- ☐ Male
- ☐ Other - I do not identify with traditional gender descriptions

* 6. Please indicate your age group

- | | |
|--|--|
| <input type="radio"/> Less than 30 years old | <input type="radio"/> 51-60 years old |
| <input type="radio"/> 31-40 years old | <input type="radio"/> More than 60 years old |
| <input type="radio"/> 41-50 years old | |

* 7. If you are a member of a national critical care nursing association, please state the name of the association in full (or state: "not a member")

* 8. Please indicate your main area of practice

- ☐ Clinical practice
- ☐ Management
- ☐ Education
- ☐ Research
- ☐ Other (please specify)

* 9. Please indicate the type of critical care unit in which you currently practice

- | | |
|--|--|
| <input type="radio"/> General intensive care unit | <input type="radio"/> Coronary care unit |
| <input type="radio"/> General paediatric intensive care unit | <input type="radio"/> Anaesthetic unit |
| <input type="radio"/> Cardiac intensive care unit | <input type="radio"/> Operating room or recovery |
| <input type="radio"/> Paediatric cardiac intensive care unit | <input type="radio"/> Emergency care |
| <input type="radio"/> Other (please specify) | |

* 10. Please indicate the type of health care setting in which you currently practise

- ☐ Public or state hospital
- ☐ Private hospital
- ☐ Other (please specify)

* 11. Please indicate the whether the instution in which you practise is a university or university-affiliated institution

* 12. Please indicate your highest academic qualification

- | | |
|--|---|
| <input type="radio"/> PhD | <input type="radio"/> Bachelor's degree |
| <input type="radio"/> Master's degree | <input type="radio"/> Certificate or diploma |
| <input type="radio"/> Post-graduate certificate or diploma | <input type="radio"/> No academic qualification |

* 13. Please indicate your highest CRITICAL CARE NURSING qualification

- | | |
|--|--|
| <input type="radio"/> Master's degree or above | <input type="radio"/> Certificate or diploma |
| <input type="radio"/> Post-graduate certificate or diploma | <input type="radio"/> Hospital-based course |
| <input type="radio"/> Bachelor's degree | <input type="radio"/> No critical care nursing qualification |
| <input type="radio"/> Other (please specify) | |

* 14. How long have you been professionally registered as a nurse?

- | | |
|--|--|
| <input type="radio"/> More than 20 years | <input type="radio"/> 1-5 years |
| <input type="radio"/> 11-20 years | <input type="radio"/> Less than 1 year |
| <input type="radio"/> 6-10 years | |

15. How many years' experience do you have as a CRITICAL CARE NURSE?

- ☐ More than 20 years ☐ 1-5 years
- ☐ 11-20 years ☐ Less than 1 year
- ☐ 6-10 years

* 16. DECLARATION: I hereby declare that I am licensed professionally to practise as a nurse, and the information I have provided above is true

Response

I am licensed professionally to practise as a registered nurse in the country stated in question 4

The answers I have provided to all of the questions in this application are true

