

# **Terms of Reference Scientific Committee Deafblind International 18<sup>th</sup> World Conference 2023**

## **Mandate and Purpose**

The Scientific Committee will provide leadership and oversight for the development, implementation and evaluation of the Deafblind International (DbI) 18<sup>th</sup> World Conference.

The Scientific Committee will prepare and oversee:

- A work plan that identifies anticipated outcomes, and incorporates regular monitoring and evaluation of key elements identified by the Scientific Committee
- A committee structure with representation that will ensure the effective achievement of the Scientific Committee's general objectives and deliverables
- Development of related budget to provide timely accounting of same to the MANCOM

All work of the Scientific Committee will be consistent and in keeping with DbI's key principles/pillars, strategic plan, etc.

## **Reporting Relationship**

To: MANCOM and the Deafblind International Board of Directors

## **Roles and Activities**

All Committee members will commit to:

- Regularly attend meetings either in person, by video or teleconference
- Agree to share in the coordination of and/or offer support to the work of the Scientific Committee
- Contribute planning and other relevant resources in order to effectively implement the work plan
- Develop and review documents and reports, search out relevant topics and provide timely feedback and input on the work of the Scientific Committee
- Utilize and integrate the work of past World Conferences in order to ensure the effective and coordinated implementation of the work plan
- Identify obstacles and bring forward ideas and solutions
- Meet all timelines as set out in the committee's work plan
- Diligently promote and advance the work plan and its strategic objectives

## **Terms of Committee Membership**

Committee members shall remain active members for the duration of the development, implementation and evaluation of the conference. All members of the Committee shall be members in good standing of Deafblind International.

## **Meetings and General Decorum**

A regular meeting schedule will be determined with input from the Scientific Committee. The Chair will provide 5 days' notice of upcoming meetings; will include an Agenda of items to be discussed, and minutes of the last meeting. A quorum for the purposes of conducting business will be the attendance in person or electronically by a simple majority of the Scientific Committee members. Under normal practice, the Scientific Committee will strive to reach decisions by consensus. If requested by 2 or more Committee members, a vote will be taken with decisions made on the basis of 50 per cent plus one.

The Terms of Reference for the Scientific Committee will be reviewed by the Committee annually.

## **Responsibilities of Scientific Committee:**

- Determining a conference title and theme to be recommended to Dbl Board
- Determining the full conference program including speakers, plenaries and workshops
- Production of first and last announcements
- Developing the call for papers, including collecting, processing and reviewing abstracts
- Working with speakers by gathering biographies for introductions, ensuring that speakers submit their presentations electronically to be posted after the conference. Ensuring that presentations are loading electronically for the day of their presentations
- Negotiate with key speakers
- Production of the final conference program
- Editing of proceedings, posting on the website following the conference
- Ensure budget is maintained
- Maintain strong linkages with the Planning Committee

## **Composition**

- Be representative of Dbl memberships profile (for example including people with deafblindness, families and professionals) as well as representing congenital and adventitious deafblindness
- Have a good geographic spread and representation from different countries
- One member of the Scientific Committee has been a past member of a Scientific Committee

## **Relationships between Committees & Deafblind International:**

- A member of Dbl ManCom is entitled to attend any meeting
- A member of Dbl ManCom will attend the first meeting of the Scientific Committee in order to establish relationships and links

- Minutes of any meetings will be recorded and shared with the Planning Committee and ManCom.

It is essential that there are strong links between;

- Planning Committee and the Scientific Committee
- Planning Committee and Dbl Secretary
- Scientific Committee and the Dbl Secretary

### **Accountability**

- The Scientific Committee is accountable to the Dbl ManCom and must provide a report, through the Dbl Secretary, to every ManCom meeting between the setup of the Committee to the conference
- The report from the Scientific Committee should include theme, schedule of conference, time of announcements, call for papers, plenary speakers, workshops, organizational issues and general information