

WONCA Young Doctors' Movements

Operational Guidelines



Wonca
Young Doctors'
Movements

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I) Introduction

Background

The World Organization of Family Doctors (WONCA) has supported the development of Young Doctors' Movements (YDMs) comprised of family doctors in training and in the first five years of family medicine practice.

Historical Perspective

The first YDM, Vasco da Gama Movement (VdGM), was conceived as a grassroots movement by junior Family Doctors (FDs) throughout Europe in 2004. After several years of success and rapid growth, this concept spread rapidly throughout the world. First came Rajakumar (Asia Pacific) in 2009, then the Spice Route (South Asia) and Waynakay (Iberoamericana - CIMF) in 2010, Al Razi (East Mediterranean Region) as well as AfriWon Renaissance (Africa) in 2013, and finally Wonca Polaris in 2014. In January 2014, the first Young Doctor representative on WONCA World executive was elected. WONCA now has a Young Doctors' Movement in all seven of its regions, as well as having a Young Doctor representative on the WONCA World Executive.

Purpose

YDMs promote the discipline by increasing opportunities for trainees and young family doctors to network and to acquire new skills. The activities they promote are vast and range from creating a forum for support and information, establishing a communication network, improving the quality of Family Medicine training programs by creating a central information database, promoting mentoring, sharing best practices, publishing news about the movements for national colleges and associations, providing access to WONCA international and regional conferences, developing junior doctors conferences, contributing to the development of new and future FD representation and encouraging foreign exchanges among young FDs.

Need of operational guidelines

Given the diverse, multiple and collaborative nature of international YDM projects, it is necessary for operational guidelines to be developed that are aimed towards optimal outcomes for the participants as well as WONCA. YDM chairs and project leaders have had several opportunities of meeting in person and online communications. There has been a realization that there should be a common minimum protocol to facilitate fruitful engagements.

Following are the operational guidelines for governance structure and organizing group activities. Any change to the present document needs to be discussed and voted in the Young Doctors' Committee and endorsed by WONCA World Executive.

II) Operational Guidelines

ARTICLE 1: Definition of a Young Doctor

- 1.1. A Young Doctor is defined in the WONCA Bylaws “as those in family medicine training and in the first five years of family medicine practice”.

ARTICLE 2: Young Doctors’ Movement Committee

- 2.1. The Young Doctors’ Movement Committee shall be made up of:
 - 2.1.1. WONCA Young Doctor representative.
 - 2.1.2. AfriWon Renaissance representative.
 - 2.1.3. Al Razi Movement representative.
 - 2.1.4. Polaris Movement representative.
 - 2.1.5. Rajakumar Movement representative.
 - 2.1.6. Spice Route Movement representative.
 - 2.1.7. Vasco da Gama Movement representative.
 - 2.1.8. Waynakay Movement representative.
 - 2.1.9. An additional Young Doctor who shall be selected by the Young Doctors’ Movement committee for appointment to that committee as Treasurer.
- 2.2. The Young Doctors’ Movement Committee is chaired by WONCA’s Young Doctor Representative.
- 2.3. All members of the Young Doctors’ Movement Committee shall meet the definition of ‘Young Doctor’ at the time of their election or appointment.
- 2.4. A secretary is to be elected among the seven Young Doctors’ Movements representatives.

ARTICLE 3: Young Doctors’ Movement Council

- 3.1. The Council shall be made up of:
 - 3.1.1. Young Doctors’ Movement Committee.
 - 3.1.2. Immediate Past WONCA Young Doctor representative.
 - 3.1.3. Global project chairs:
 - 3.1.3.1. Global projects promoted by the Young Doctors’ Movements.
 - 3.1.3.2. Liaisons of other young doctors groups that are in collaboration with the Young Doctors’ Movements.
 - 3.1.4. Observers nominated by Young Doctors’ Movement Committee.

ARTICLE 4: Duties and Election

4.1. Young Doctor Representative:

4.1.1. Is a family doctor in training or in the first five years of family medicine practice.

4.1.2. The Young Doctors' Movement representative shall:

4.1.2.1. Act in the best interest of WONCA:

4.1.2.1.1. Act as an intermediary between the WONCA World executive and WONCA's Young Doctors' Movements through:

4.1.2.1.2. Bringing the views of the Young Doctors' Movement Committee to the WONCA World Executive.

4.1.2.1.3. Informing WONCA World Executive committee of the activities of the Young Doctors' Movements.

4.1.2.1.4. Informing the Young Doctors' Movement Committee of decisions of WONCA World as relevant and appropriate.

4.1.2.2. Promote the inclusion and voice of Young Doctors at all levels of the organization.

4.1.2.3. Foster cooperation between the young doctors and all other groups involved in WONCA.

4.1.2.4. Be available to collaborate as an advisor for Regional and World Preconferences, Regional Conferences or Meetings.

4.1.2.5. Be available to collaborate with WONCA regions in respect of Regional Young Doctors' Movements.

4.1.2.6. Be available to collaborate with and advise WONCA Working Parties and Special Interest Groups.

4.1.2.7. In the event of death, resignation or incapacity of the Young Doctors' Representative, the Young Doctors' Movement Committee shall nominate a person who meets the definition of 'Young Doctor' to assume the position for the unexpired portion of the term of office. This nominee shall have speaking rights but not voting rights in the WONCA World Executive Committee.

4.1.3. Election:

4.1.3.1. Shall be elected as per WONCA bylaws.

4.1.3.2. May stand for election or be appointed for more than one term, with a maximum of 2 (two) terms of office.

4.2. The Immediate Past WONCA Young Doctor representative:

4.2.1. Shall be available to collaborate, provide advice and support the elected WONCA's Young Doctor representative.

4.2.2. Is to participate in the Young Doctors' Movement Council.

4.3. Young Doctors' Movements chairs:

- 4.3.1.** Are to be a family doctor in training or in the first five years of family medicine practice.
- 4.3.2.** Shall be elected as per regional Young Doctors' Movement constitution.
- 4.3.3.** Are to elect one representative to integrate the Young Doctors' Movement Committee.
- 4.3.4.** Shall act in accordance to the Young Doctors' Movements Charter and the Young Doctors' Movements Operational Guidelines.
- 4.3.5.** Are to inform WONCA's Young Doctor Representative of the activities in their region.
- 4.3.6.** Represent the interests of family doctors in training and in the first five years of family medicine practice of their region.
- 4.3.7.** Foster cooperation between family doctors in training and in the first five years of family medicine practice.
- 4.3.8.** Support the development of Family Medicine in the region.

4.4. The Young Doctors' Movement Treasurer:

- 4.4.1.** Is to be a family doctor in training or in the first five years of family medicine practice.
- 4.4.2.** May stand for election or be appointed for more than one term, with a maximum of 2 (two) terms of office.
 - 4.4.2.1.** One term is to be defined as 2 (two) years.
- 4.4.3.** The Young Doctors' Committee is to appoint the treasurer. In order to do this:
 - 4.4.3.1.** A list of criteria will be drawn up with WONCA's CEO assistance.
 - 4.4.3.1.1.** All candidates shall be certified in writing by the region's WONCA Young Doctors' Movement and the WONCA Member Organization that the candidate is active in the Young Doctors' Movement and has their support.
 - 4.4.3.1.2.** All candidates need to agree in writing to accept the nomination and certify that at the time of the proposed election, they will meet the definition of a Young Doctor.
 - 4.4.3.2.** A list of suitable candidate/s will be identified and discussed with the input of the CEO. There will be a maximum of one person for consideration from any one region.
 - 4.4.3.3.** If only one acceptable candidate has been received at the time of closing of nominations, then that candidate shall be declared elected by Young Doctors' Movement Committee.
 - 4.4.3.4.** If there is more than one suitable candidate, a ballot will be held at a face-to-face meeting and the WONCA Young Doctor Representative will have a casting vote.

- 4.5.8.2. Be available to collaborate, provide advice and support the new chair and liaison, respectively.

ARTICLE 5: Formal relationship with WONCA

5.1. Should be maintained as:

- 5.1.1. WONCA World: Through Young Doctor Representative on WONCA Executive
- 5.1.2. WONCA Regions: Through chairs of the respective Young Doctors' Movements
- 5.1.3. WONCA Working Parties and WONCA Special Interest Groups: Through regional representation managed by the regional Young Doctors' Movement
- 5.1.4. WONCA Member Organizations: Through national leaders (C/c chair of regional Young Doctors' Movement)

ARTICLE 6: Language

- 6.1. The discussion at any meetings shall be conducted in English.

ARTICLE 7: Meetings

7.1. Meetings shall:

- 7.1.1. Follow a common agenda that is shared prior to the meeting.
- 7.1.2. Teleconference meetings should be held at least every two months.
- 7.1.3. Face-to-face meetings:
 - 7.1.3.1. At World Conferences or Meetings.
 - 7.1.3.2. The Young Doctors' Movement Committee should explore the possibility to hold a face-to-face meeting at Regional Conferences or Events.
- 7.1.4. Extraordinary meeting may be called by the Young Doctor representative or any member of the Young Doctors' Movement committee (after approval from the WONCA Young Doctor representative).
- 7.1.5. A proxy may be elected until 1(one) week prior to the meeting. The proxy needs to be approved by the Young Doctor Representative and the respective region Young Doctors' Movement chair.

ARTICLE 8: Quorum

- 8.1. A quorum shall be defined when 6 (six) of the 9 (nine) members of the Young Doctors' Movement Committee are present.

ARTICLE 9: Voting

- 9.1.** Matters are put up for voting as long as there is quorum.
 - 9.1.1.** Decisions may be met by email or during meetings (either teleconference or face-to-face meetings).
- 9.2.** Each Young Doctors' Movement, independently of the total number of members, has 1 (one) vote.
- 9.3.** The WONCA Young Doctor representative has 1 (one) vote and a casting vote, in case there is a tied vote.

ARTICLE 10: Records

- 10.1.** Minutes of each meeting, in English, shall be preferably made by the appointed secretary.
- 10.2.** The minutes of each meeting shall be shared in the Young Doctors' Movement Committee not later than thirty (30) days following the meeting.
- 10.3.** Minutes and other relevant documentation is to be shared in an online platform that is accessible to all members of the Young Doctors' Movement Committee.

ARTICLE 11: Events

- 11.1.** WONCA Regional Conferences and Meetings
 - 11.1.1.** The Regional Young Doctors' Movement chair holds the responsibility to:
 - 11.1.1.1.** Promote the organization of a Young Doctors' Movement Preconference prior to a Regional Conference or Meeting.
 - 11.1.1.2.** Promote and organize the "Young Doctor's Track" during the main Regional Conference or Meeting.
 - 11.1.1.3.** Designate a young doctor to be a member of the planning committee of a Regional Conference or Meeting.
- 11.2.** WONCA World Scientific Conference
 - 11.2.1.** The Young Doctors' Movement Committee holds the responsibility to:
 - 11.2.1.1.** Promote the organization of a Young Doctors' Movement World Preconference prior to the World Scientific Conference.
 - 11.2.1.2.** Promote and organize the "Young Doctor's Track" during the main Conference.
 - 11.2.1.3.** A young doctor designated by the Young Doctors' Movement Committee is to be a member of the planning committee of a World Scientific Conference.
- 11.3.** Young Doctors' Movements Regional and World Events

11.3.1. Each Young Doctors' Movement has the opportunity to organize events in its region.

11.3.1.1. These events should have the formal approval of WONCA's Regional President as well as of the WONCA Young Doctor representative.

11.3.2. No event may be held within four months of a WONCA World Conference.

ARTICLE 12: Webpage and Social Media

12.1. Each Young Doctors' Movement is responsible for its webpage and/or social media account(s).

ARTICLE 13: Logos

13.1. The logo design of the joint Young Doctors' Movements, individual Young Doctors' Movement, Young Doctors' Movements' associated projects and events will follow WONCA's Organizational Policies.