

London, 8 August 2018

Dear Member Society,

RE: Call for Nomination to FIGO Committees 2018-2021

I hope this letter finds you well.

As a global federation, FIGO is committed to continue working in close collaboration with our Member Societies and encourage broad and diverse participation in all aspects of our work. To ensure the excellent work of our Committees can continue to provide leadership in our sub-specialties, I now invite all Member Societies to nominate and put forward candidates for Committees.

Terms of Office:

Please take note of the following process that is established;

- Rotation of Committee membership will occur every three years, in the year of the triennial meeting. Members can serve for two terms of three years each. At the three year mark of the triennial meeting year, up to 50% of committee members will normally rotate off to be succeeded by new appointees.
- In the cases of new Committees, 50% of the Members will be appointed for a single term, to establish an orderly rotation.
- In the case of existing Committees, which for historical reasons are composed of Members who have all served two terms, an orderly rotation will be established by replacing up to 50% of existing Members in the year of the triennial meeting.
- A retiring Committee Chair may be asked to remain a Committee Member for purposes of continuity.

Call for Nominations:

Member Societies are encouraged to put forward a maximum of two nominees to each of the following Committees;

- Committee for the Ethical Aspects of Human Reproduction and Women's Health
- Committee for Fistula and Genital Trauma
- Committee for Gynecology Oncology
- Committee for Menstrual Disorders
- Committee on Minimal Access Surgery

- Committee for Reproductive Medicine, Endocrinology and Infertility
- Committee for Safe Motherhood and Newborn Health
- Committee for Urogynaecology and Pelvic Floor
- Committee for Women's Human and Human Rights
- Committee on Safe Abortion
- Committee for Capacity Building in Education and Training

Criteria for Nominees:

Member Societies can only submit nominees to FIGO to the various Committees. Please complete the enclosed nomination form for each candidate. Member Societies are encouraged to help ensure the nominees complete the following 4 forms and documents as evidence of expertise, skills and suitability;

1. a letter of intent outlining the relevant expertise and experience they would bring to the activities of the Committee, and to FIGO, and stating their willingness to fulfill the responsibilities of Committee membership
2. a structured CV with a maximum of 4 pages, with relevance to the Committee membership under consideration. This should also include published work.
3. a signed Nominee Consent Form
4. a signed Conflict of Interest Form

Selection process:

The Committee Chair and the President-Elect will review all submissions and select Members of the Committee. Appropriate skills, experience and expertise will be the primary considerations for selection, with attention to balance of gender and geography within the five regions of FIGO.

A retiring Chair may be asked to remain a Committee Member for three years for purposes of continuity.

Additional Committee Members:

National/International Societies may propose to send additional people at their own expense. Acceptance of such offer and the role they play is left to the Chair of the Committee. These decisions can only be considered after the Committee has been confirmed.

For additional expertise, experts can be invited, for example groups or sub groups, plus corresponding members for specific expertise in certain areas.

Unsuccessful candidates:

Nominations received will be kept in a database by FIGO for a period of six years, for the purpose of suitable opportunities that may arise in the coming years.

Working groups:

The requirement of new Members of the various Working Groups will be done in November 2018 after the newly elected Officers have held its first full meeting.

The deadline for Member Societies to submit Nominees is 30 August 2018. Please forward all nominees to FIGO to the attention of FIGO's Membership Services Manager Anthony@figo.org

I encourage all Member Societies to put forward their experts and help ensure FIGO continues to be an authoritative and respected global federation and lead the global community as 'the Global Voice for Women's Health'.

Yours most sincerely,

A handwritten signature in black ink, appearing to read 'Carlos Fuchtnner', with a horizontal line above it.

Dr Carlos Fuchtnner, MD
FIGO President-Elect