

Bylaws of APAN Medical Working Group

1. NAME

- 1.1. This Organization shall be known as the “APAN Medical Working Group”, hereinafter referred to as the “APAN-Med WG”.

2. OBJECTIVES

- 2.1. Its objectives are:

- (a) To organize a cooperating team of medical and engineering people.
- (b) To create and organize attractive programs in telemedicine.
- (d) To keep the systems improved constantly with developing technology.
- (c) To expand the activities both domestically and internationally.
- (e) To promote medical standardization ultimately to provide patients with better healthcare.

In furtherance of the above objectives, APAN-Med WG may carry out the following activities, though not necessarily limited to these:

- (a) holding meetings, workshops and conferences;
- (c) arranging and organizing education and training programs;
- (b) exchanging medical and technical information;
- (d) facilitating human exchanges; and
- (e) promoting and encouraging regional and international activities

3. GOVERNANCE STRUCTURE

- 3.1. The governance structure of APAN-Med WG shall comprise the following:

- (a) Steering Committee
- (b) Board
- (c) Application/Local Engineering/Network Advisory Teams
- (d) Chair/Deputy Chairs
- (e) Secretariat
- (f) Domestic WGs

An illustration of the governance structure is shown in Appendix A.

- 3.2. Steering Committee

- (a) The supreme authority in APAN-Med WG is the Steering Committee.

- (b) The Steering Committee comprises the Board members and representatives in active countries/regions. Ideally, one doctor and one local engineer are to be selected in each country/region.
- (c) The Steering Committee Meeting is held annually at Asia Telemedicine Symposium for official decisions and reports. The Steering Committee Meeting can be proposed by the Chair when necessary. The half of the members is necessary to formalize the meeting and a letter of attorney is acceptable for delegation.
- (d) Agenda for the Steering Committee Meeting shall include the following items, though not necessarily limited to these:
 - 1) Organization structures
 - 2) Rules
 - 3) Members for the Steering Committee and each Team
 - 4) Roles and duties of the members
 - 5) Programs and events
 - 6) Activity expansion
 - 7) Problems
 - 8) Asia Telemedicine Symposium
 - 9) Global and regional liaison
 - 10) Annual report from each Team and each country/region
 - 11) Special Interest Group (SIG); report and updates
- (e) The following issues have to be considered to appoint Steering Committee members
 - 1) Passion for the activity
 - 2) Support of other hospitals in each country/region
 - 3) Constant participation in the meetings (remote acceptable)
 - 4) Smooth communications by email
 - 5) English ability
- (f) Consecutive absence of two annual meetings may lose their position.

3.3 Board Meeting

- (a) Board Meeting fulfills an executive role in overseeing the activities of APAN-Med WG
- (b) The Board Meeting shall report to the Steering Committee.
- (c) The Board Members comprises the Chair, Vice-Chairs, Application/Local Engineering Team Directors, and those appointed by the Chair and approved by

the Board.

- (c) Board Meeting is basically held at APAN Meetings and/or at Asia Telemedicine Symposium. In addition, the Chair can propose the meeting when necessary.

3.4. Application Team

- (a) The main role of the Application Team is to create new programs and to expand the various telemedicine activities around Asia and beyond.
- (b) The Application Team has Director and Vice-Director(s).
- (c) The Application Team is responsible for the management of Special Interest Groups (SIGs).
- (d) SIGs are formally approved at the Steering Committee, and are listed in the homepage of APAN-Med WG.
- (g) The activity summary is to be annually reported at the Steering Committee Meeting.

3.6. Special Interest Group (SIG)

- (a) SIG is composed of independent groups which run applications, cooperating with APAN-Med WG.
- (b) Each SIG has its contact person in charge of the program.
- (c) Each SIG is to annually report their activities and plans to the Application Team in the written format.
- (d) New SIG has to submit the application form and to be approved by APAN-Med WG.

3.5. Local Engineering Team

- (a) The Local Engineering Team has Director and Vice-Director(s).
- (b) The Local Engineering Team works for the following issues.
 - 1) To standardize systems and expand skills to each country/region.
 - 2) To organize systemic training programs for local engineers.
 - 3) To establish database of members in all participating institutions.
 - 4) At least one member in each active country/region.
 - 5) Management of shared equipment in each country/region to maximize its effective use.
- (c) The activity summary is to be annually reported at the Steering Committee Meeting.

3.6. Network Advisory Team

- (a) The Network Advisory Team works for the following issues.
 - 1) To provide big enough and stable network to APAN-Med WG.
 - 2) To provide new network information to APAN-Med WG.

3.7. Asia Telemedicine Symposium (ATS)

- (a) ATS is to be annually held.
- (b) The aim is to share the updated information of programs and technologies for telemedicine.
- (c) The program includes the presentations of activities performed in each year and of the plans for the next year.
- (d) The symposium is open to public.
- (e) The president of the symposium is appointed at the Steering Committee Meeting.

3.8. Domestic Working Groups

- (a) APAN-Med WG welcomes the establishment of domestic organization in each country/region to promote local activities and to obtain proper fund for the activity expansion.
- (b) One organization in each country/region is endorsed.
- (c) Domestic organization shall be approved by the Steering Committee.
- (d) Domestic WG is to report activities in written format annually to APAN-Med WG.

3.9. Global Liaison

- (a) The Chair and the Steering Committee request active members beyond Asia-Pacific to cooperate with APAN-Med WG.
- (b) Global Liaison members can join Steering Committee Meeting and/or Team Meetings on request.

3.10. Chair

- (a) The Chair is responsible to lead the whole activity of APAN-Med WG.
- (b) The Chair is selected at the Steering Committee Meeting.
- (c) The term of the Chair is basically 2 years, but can be extended when approved by the Steering Committee.
- (d) The Chair appoints Vice-Chair(s) and Board members, which should be approved by the Steering Committee.

3.11. Secretariat

- (a) The Secretariat provides administrative and operational support within APAN-Med WG.
- (b) The APAN-Med WG Chair shall coordinate the recruitment of Secretariat staff subject to the approval of the Steering Committee.
- (c) The Secretariat shall report to the Chair.

4. Financials

- 4.1. APAN-Med WG does not own any funds or grants for its activities or management. All the members are responsible for their own expenses.
- 4.2. Expenses for the Secretariat are taken care of by the Chair.

5. AMENDMENTS TO THE BYLAWS

- 5.1. These Bylaws may only be amended by the approval of the Steering Committee.
- 5.2. The first version of bylaws was in effect on January 1, 2016.

Document Revision History

Date	Version Number	Author/ Editor	Summary of main change
Jan 01, 2016	V1.0	Shuji Shimizu	First version
Aug 03, 2016	V2.0	Shuji Shimizu	Minor refinement
Dec 16, 2017	V3.0	Shuji Shimizu	Minor refinement