

# STANDARD OPERATING PROCEDURE – AD-HOC COMMITTEES

**Title:** ISPN Ad-hoc committees

**Number:** 14

**Date:** April 2025 - *Last review: April 2025*

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**Statement of purpose:**

An Ad-hoc Committee is formed as the need arises to address a particular topic or project related to paediatric neurosurgery. The formation can be proposed by an executive member of the International Society for Paediatric Neurosurgery (ISPN) and should be approved by the ISPN Executive Board.

Once nominated, the Ad-hoc Committee Chairperson has the right to invite one up to five persons to become Committee members.

**Related issues:**

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**Context / Committee:**

ISPN Executive Board (EB)

**Details:**

*Committee composition*

1. The Chairman and the Committee members must be active ISPN members (see Bylaws).
2. Ad-hoc Committee Chairs do not have voting rights inside the ISPN Executive Board.
3. Each Ad-hoc Committee Chair and members have a duration of activity of 3 years.

*Functioning*

- The specific purpose, objectives, and scope of each Ad-hoc Committee during its working time should be clearly defined at the time of the nomination by the Ad-hoc Committee Chair.
- The Ad-hoc Committee Chair should establish a schedule for regular at least bimonthly meetings with Committee members.
- A quarterly report of the progress needs to be presented to the EB.

- An annual/final report should also be presented at the Annual in person EB meeting, which will precede every ISPN Annual Meeting.

**Review period:**

Every 2 years.