

WONCA Young Doctors' Movements
OPERATIONAL GUIDELINES



Approved by the YDM Committee on 03rd April 2023

Endorsed by WONCA Executive in April 2023

Contents

I) Introduction.....	1
II) Operational Guidelines	2
ARTICLE 1: DEFINITION OF A YOUNG DOCTOR	2
ARTICLE 2: YOUNG DOCTORS' MOVEMENTS' COMMITTEE	2
ARTICLE 3: YOUNG DOCTORS' MOVEMENTS' COUNCIL.....	3
ARTICLE 4: DUTIES AND ELECTION	3
1. Young Doctors' Representative	3
2. Immediate Past Young Doctors' Representative.....	5
3. Representatives of the Regional Young Doctors' Movements.....	5
4. Role of Secretary.....	5
5. Role of Treasurer	6
6. Global Leads for worldwide projects.....	6
7. Immediate Past Global Leads for worldwide projects.....	7
8. Young Doctor Liaisons in WONCA WPs/SIGs	7
ARTICLE 5: YDM GLOBAL FUND.....	8
ARTICLE 6: FORMAL RELATIONSHIP WITH WONCA.....	9
ARTICLE 7: LANGUAGE	9
ARTICLE 8: MEETINGS.....	9
ARTICLE 9: QUORUM.....	10
ARTICLE 10: VOTING.....	10
ARTICLE 11: RECORDS	11
ARTICLE 12: EVENTS	11
ARTICLE 13: WEBPAGE, SOCIAL MEDIA & NEWSLETTER.....	12
ARTICLE 14: LOGOS	12
ARTICLE 15: AMENDMENTS.....	12

I) Introduction

Background

Over the past 10 years, the World Organization of Family Doctors (WONCA) has supported the development of Young Doctors' Movements (YDMs) comprised of Family Doctors in Training or Family Doctors in the first five years of practice.

Historical Perspective

The first YDM, Vasco da Gama Movement (VdGM - since June 2022 the European Young Family Doctors' Movement - EYFDM), was conceived as a grassroots movement by early career family doctors throughout Europe in 2004. After several years of success and rapid growth, this concept spread rapidly throughout the world. First came The Rajakumar Movement (Asia Pacific) in 2009, then the Spice Route Movement (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. The YDMs also collaborate in worldwide projects. The first of these - FM360, a global exchange programme - was established in 2013, followed in 2016 by the ASPIRE Global Leaders Programme. In January 2014, Raman Kumar became the first Young Doctors' Representative on the WONCA executive. WONCA now has a Young Doctors' Movement in all seven of its regions, as well as having a Young Doctors' Representative on the WONCA Executive. In 2022 the first Young Doctor Liaisons were set up with WONCA working parties and special interest groups.

Purpose

The YDMs promote the discipline by increasing opportunities for trainees and early career 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 family doctors representation and encouraging foreign exchanges among young family doctors.

Need of operational guidelines

Given the diverse multiple and collaborative nature of the international YDM projects, it is necessary that an operational guideline be developed aimed towards optimal outcomes for the participants as well as WONCA. The YDM leads 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.

II) Operational Guidelines

ARTICLE 1: DEFINITION OF A YOUNG DOCTOR

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

ARTICLE 2: YOUNG DOCTORS’ MOVEMENTS’ COMMITTEE

1. The Young Doctors’ Movements’ Committee shall be made up of:
 1. WONCA Young Doctors’ Representative
 2. AfriWon Renaissance Movement Representative
 3. Al-Razi Movement Representative
 4. European Young Family Doctors’ Movement (EYFDM) Representative
 5. Polaris Movement Representative
 6. The Rajakumar Movement (TRM) Representative
 7. Spice Route Movement (SRM) Representative
 8. Waynakay Movement Representative
2. A secretary as well as a treasurer are to be elected from among the seven regional Young Doctors’ Movements’ representatives.
3. If the YDM Committee feels that the work of the treasurer is such that someone other than a regional YDM representative should hold the post, then they shall seek to fill the post with a young doctor through an internal election with the approval of the WONCA Executive Committee.

ARTICLE 3: YOUNG DOCTORS' MOVEMENTS' COUNCIL

1. The Council shall be made up of:
 - 1.Young Doctors' Movements' Committee
 - 2.Immediate Past Young Doctors' Representative
 - 3.Global leads for worldwide projects promoted by the Young Doctors' Movements.
 - 4.Young Doctor Liaisons in WONCA Working Parties (WPs) and Special Interest Groups (SIGs)
 - 5.Representatives of other young doctors' groups. They shall be admitted to the council meetings at the discretion of WONCA Young Doctors' Representative.

ARTICLE 4: DUTIES AND ELECTION

1. Young Doctors' Representative:
 1. Is a family doctor in training or a family doctor in the first five years of practice at the time of election.
 - 2.The Young Doctors' Representative shall:
 1. Be an officer of WONCA.
 2. Act in accordance to the Young Doctors' Movements' Charter and the YDM Operational Guidelines.
 3. Represent the interests of family doctors in training and family doctors in the first five years of practice.
 4. Represent the interests of WONCA's Young Doctors' Movements.
 5. Be responsible to and report to WONCA's Executive members.
 6. Foster cooperation between family doctors in training and family doctors in the first five years of practice and WONCA's Young Doctors' Movements.
 7. Be a member of the Host Organising Committee of World Conferences.
 8. Collaborate as an advisor of Regional and World Preconferences, Regional Conferences or Meetings.
 9. Act as Liaison Person to the Executive in respect of Regional YDM's events.

10. Report back to the WONCA Executive Committee and the Council at least once a year about the transactions related to the YDM global fund.

3. Nomination:

1. It is recommended that the position of Young Doctors' Representative is held for only one term.
 1. The term of office shall commence at the conclusion of the Regular World Conference at which election occurred and shall expire at the conclusion of the next Regular World Conference.
2. Nominations for the Young Doctors' Representative shall be made to the WONCA's Nominating and Awards Committee in accordance with relevant policies.
3. Nominations for the Young Doctors' Representative, may be made by a WONCA Regional YDM, or a WONCA Member Organisation.
4. All nominations, however made, shall be certified in writing by both a WONCA Regional Young Doctors' Movement and a WONCA Member Organisation indicating respectively, that the nominee is active in that regional YDM and has the support of that Member Organisation.
5. All nominations, however made, require that the nominee agrees in writing to accept the nomination and certifies that at the time of the proposed election, they will meet the definition of 'Young Doctor'.
6. If there is a requirement for a specific gender representative to be elected to satisfy the requirements of Article 12.2 of WONCA Bylaws and at least one appropriate nomination has not been received, then the WONCA President may declare that the Young Doctors' Representative position shall remain vacant and be filled by appointment by Executive at a subsequent meeting as necessary to satisfy the requirements of Article 12.2.

4. Voting and Ratification Procedure:

1. The YDM Committee shall convene a Council meeting at least two weeks before the election to offer an equal opportunity to all candidates to present themselves and clarify doubts.
2. The WONCA Young Doctors' Representative shall be elected by absolute majority vote of the seven representatives of the regional YDMs.
3. If there are three or more nominations and no one received an absolute majority vote on the first ballot, then a second ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot, providing, however,

that if there is a tie for the second place, the candidate receiving the highest numbers and those tying for second place shall be included in the second ballot, and the balloting shall continue in a like manner until a majority is attained.

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

2. The Immediate Past Young Doctors' Representative shall:

1. Act in accordance to the Young Doctors' Movements Charter and the YDM Operational Guidelines.
2. Be available to collaborate, provide advice and support the elected WONCA Young Doctors' Representative.

3. The Representatives of the Regional Young Doctors' Movements:

1. Are to be a family doctor in training or a family doctor in the first five years of practice.
2. Shall act in accordance to the Young Doctors' Movements' Charter and the YDM Operational Guidelines.
3. Shall be elected as per regional YDM constitution.
4. Represent the interests of family doctors in training and family doctors in the first five years of practice of their region.
5. Foster cooperation between family doctors in training and family doctors in the first five years of practice.
6. Support the development of Family Medicine in the Region.
7. Support the Young Doctors' Representative to carry out the responsibilities taken over by the YDM Committee.
8. It is recommended that the role of representatives in the YDM committee and council are held by the Young Doctors' Movements leads.

4. The role of Secretary

1. The secretary of the YDM Committee shall:

1. Along with the Young Doctors' Representative, prepare, and circulate, the agenda for YDM Committee meetings, Council meetings and other special meetings.
2. Prepare and circulate the minutes of YDM Committee meetings, Council meetings and any other special meetings.

3. Support the Young Doctors' Representative in documentation related to the projects.
- 2.. If the secretary is not present in the meeting, the YDM Committee shall appoint an acting secretary to take down the minutes.
5. The role of Treasurer
 1. The treasurer of the YDM Committee shall:
 1. Support the Young Doctors' Representative in financial matters related to the YDM.
 2. Ensure all transactions align with the YDM's objectives.
 3. Act in accordance with the decisions made by the YDM Committee regarding transactions of the YDM global fund.
 4. Act under the stipulated guidance in the standard operating procedures (SOPs) related to the YDM global fund.
 5. Communicate with the WONCA Secretariat all activities related to the YDM global fund.
 6. Be responsible for handling the YDM PayPal account.
 7. Report back to the WONCA Executive Committee and the Council through the Young Doctors' Representative at least once a year and submit statement on transactions completed within one financial year.
6. Global Leads for worldwide projects promoted by the YDM are to:
 1. Be family doctors in training or family doctors in the first five years of practice.
 2. Duties:
 1. Act in accordance to the Young Doctors' Movements' Charter and the YDM Operational Guidelines.
 2. Coordinate and promote the project in the seven YDM regions.
 3. Collaborate with regional representatives elected by the regional YDMs.
 4. Report to the YDM Committee regularly through the Young Doctors' Representative.
 3. Nomination:
 1. Are to be nominated by the Young Doctors' Representative, a WONCA regional YDM, a WONCA Member Organisation or by the regional leads of the project.
 2. All nominations, however made, shall be certified in writing by the Young Doctors' Representative, the WONCA regional YDM

and the WONCA Member Organisation indicating respectively, that the nominee is active in that YDM and has their support.

3. All nominations, however made, require that the nominee agrees in writing to accept the nomination and certifies that at the time of the proposed election, they will meet the definition of 'Young Doctor'.
4. May stand for election or be appointed for more than one term, with a maximum of 2 (two) terms of office.
 1. The term of office shall commence at the conclusion of the Regular World Conference at which election occurred and shall expire at the conclusion of the next Regular World Conference.

4. Election:

1. Election shall be by a majority vote of those voting.

1. Members that have a voting right:

1. YDM Committee (total of eight votes).

2. Regional leads for the project (up to a total of seven votes - this is the one instance where regional leads have a vote).

5. In the event of death, resignation or incapacity of the Global Lead, the YDM Committee shall nominate a person who meets the definition of 'Young Doctor' to assume the position for the duration of incapacity in case of temporary incapacity or the unexpired portion of the term of office.

7. The Immediate Past Global Leads for worldwide projects promoted by YDM are to:

1. Act in accordance to the Young Doctors' Movements' Charter and the Young Doctors' Movements Operational Guidelines.
2. Be available to collaborate, provide advice and support the elected Global Lead.

8. Young Doctor Liaisons in WONCA WPs/SIGs shall:

1. Be family doctors in training or family doctors in the first five years of practice.

2. Duties:

1. Act in accordance to the Young Doctors' Movements' Charter and the Young Doctors' Movements Operational Guidelines.

2. Foster cooperation between the WPs/SIGs and the YDM Committee.
3. Collaborate with the WPs/SIGs on behalf of the YDM.
4. Promote opportunities available and activities of the WPs/SIGs among the Young Doctors' Movements through the YDM Committee.
5. Report to the YDM Committee regularly through the Young Doctors' Representative.

3. Nomination:

1. Nominations to be called by the YDM Committee through each region.
 1. Applicants shall send their Curriculum vitae with a motivational letter to the Regional YDM.
2. Each Regional YDM can make up to one nomination from the applications received and forwarded to the YDM Committee.
3. All regional nominations to be forwarded by the Young Doctors' Representative to the relevant WP/SIG for final selections.
4. The Liaisons to be selected with a mutual agreement between WP/SIG and the YDM Committee.
5. Number of Young Doctor Liaisons in a WP/SIG shall not exceed two (2).
6. May be appointed for more than one term, with a maximum of 2 (two) terms of office.
 1. The term of office shall commence at the conclusion of the Regular World Conference at which election occurred and shall expire at the conclusion of the next Regular World Conference.

4. Election:

1. Election shall be by agreement with the WONCA WP/SIG.

ARTICLE 5: YDM GLOBAL FUND

1. The YDM global fund shall be a subaccount under WONCA account.
2. The YDM Committee shall:

1. Act according to the main objectives of the YDM and relevant WONCA policies in all transactions.
 2. Abide by the stipulated guidance in the SOPs related to the YDM global fund.
 3. Approve the transactions at committee meetings or by email circulation by a majority's vote.
3. The Young Doctors' Representative and the treasurer shall:
1. Communicate with the WONCA with regard to the YDM global fund transactions.
 2. Keep WONCA Executive Committee and the Council updated on the YDM global fund activities through regular reporting.

ARTICLE 6: FORMAL RELATIONSHIP WITH WONCA

1. Should be maintained as:
 1. WONCA World: Through Young Doctors' Representative on WONCA Executive
 2. WONCA Regions: Through chairs of the respective YDMs
 3. WONCA WPs and WONCA SIGs: Through young doctor liaisons nominated and appointed to the WONCA WPs/SIGs
 4. WONCA MOs: Through national leads (C/c chair of regional lead of the YDM)

ARTICLE 7: LANGUAGE

1. The discussion at any meetings shall be conducted in English.

ARTICLE 8: MEETINGS

1. The YDM Committee meetings shall:
 1. Follow a common agenda that is shared prior to the meeting.
 2. Teleconference meetings should be held at least every two months.

3. Face-to-face meetings:
 1. At World Conferences or Meetings.
 2. The YDM Committee shall explore the possibility to hold a face-to-face meeting at Regional Conferences or Events.
4. Extraordinary meeting may be called by the Young Doctors' Representative or any member of the YDM Committee (after approval from the Young Doctors' Representative).
2. The YDM Council meetings shall:
 1. Be held at least twice a year as teleconference meetings.
 2. Be used to update progress, communicate and exchange ideas important in enhancing the activities of the YDM and other young doctors' groups.
 3. Follow a common agenda that is shared prior to the meeting.

ARTICLE 9: QUORUM

1. A quorum shall be defined as the majority of the members of the YDM Committee present.

ARTICLE 10: VOTING

1. Matters are put up for voting as long as there is quorum.
 1. Decisions may be met by email or during meetings (either teleconference or face-to-face meetings).
2. Voting members:
 1. The members of the YDM Committee are the voting members.
 2. Each representative has (1) one vote each, regardless of the membership numbers.
 3. The Young Doctors' representative has 1 (one) vote and a casting vote, in case there is a tied vote.
3. Non-voting members of Council:
 1. The immediate Past Young Doctors' Representative and the Global leads for worldwide projects, as well as Liaisons to WONCA WPs/SIGs and representatives of other young doctors' groups may attend meetings of Council, but will not have the right to vote.

ARTICLE 11: RECORDS

1. Minutes of each meeting, in English, shall be preferably made by the appointed secretary.
2. The minutes of each meeting shall be shared in the YDM Committee not later than thirty (30) days following the meeting.
3. Minutes and other relevant documentation are to be shared in an online platform that is accessible to all members of the YDM Committee.

ARTICLE 12: EVENTS

1. WONCA Regional Conferences and Meetings
 1. The Regional YDM holds the responsibility to:
 1. Organize a YDM Preconference prior to a Regional Conference or Meeting.
 2. Promote and organize the “Young Doctors’ Track” during the main Regional Conference or Meeting.
 - a. The “Young Doctors’ Track” brings together scientific content created by as well as for young doctors.
 3. Designate a young doctor to be a member of the Host Organising Committee of a Regional Conference or Meeting.
 2. WONCA World Scientific Conference
 1. The YDM Committee holds the responsibility to:
 1. Organize a YDM World Preconference prior to the World Scientific Conference.
 2. Promote and organize the “Young Doctors’ Track” during the main Conference.
 2. The WONCA Young Doctors’ Representative and a young doctor designated by the Regional YDM are to be members of the Host Organising Committee of a World Scientific Conference.
3. YDM Regional and World Events
 1. Each Regional YDM has the opportunity to organize events in its region.
 1. It is recommended that the WONCA’s Regional President as well as the Young Doctors’ Representative are informed.
 2. YDM has the opportunity to organize WONCA YDM World Conference.

3.No YDM World Conference may be held within four months of a WONCA World Conference and no YDM regional conference may be held within four months of a YDM World Conference.

ARTICLE 13: WEBPAGE, SOCIAL MEDIA & NEWSLETTER

1. Each YDM shall be responsible for its webpage and/or social media account(s).
 - i. Each YDM is responsible for ensuring relevant information is up to date on the WONCA YDM subpage.
2. Each YDM shall provide a bi-annual update for the WONCA YDM Newsletter.

ARTICLE 14: LOGOS

1. Logo designs of the Regional YDMs shall follow WONCA’s Organizational Policies and brand guidelines.
2. Logo designs of YDM’s associated projects and events shall follow WONCA’s Organizational Policies and brand guidelines.
3. The WONCA YDM logo shall be as depicted in Annex 1.

ARTICLE 15: AMENDMENTS

1. The YDM Operational Guidelines may be amended by an affirmative vote of at least two-thirds (2/3) of the members of the YDM committee and approved by the WONCA Executive Committee and the WONCA Council.

Annex 1:

