



## **JAG international working group**

### **Terms of reference**

#### **About this document**

The JAG international sub-committee advises the JAG on JAG work outside of the UK.

It provides expert advice and guidance to the JAG ensuring its good governance and management, and providing strategic direction and forward planning.

The JAG has active programmes of work with Ireland, New Zealand and a developing collaboration with the BSG and WGO for training in Africa.

#### **Role and duties**

The members of the group undertake the following roles and duties:

- To provide high-level guidance on all matters pertaining to JAG and endoscopy outside of the UK.
- To provide feedback on proposals made to the group.
- To advise on the policy, strategy, management, operations and development of the international group.
- To advise on potential opportunities and threats to the scheme, horizon-scanning and forward planning.
- To report or advise on any significant or urgent issues relating to use of JAG products overseas.
- To receive and advise on feedback relating to the performance of JAG outside of the UK
- To facilitate communication between the JAG committee, JAG training working group, JAG endoscopy quality assurance group and JAG office on issues relating to JAG overseas
- To advise on the development of JAG documentation and resources for endoscopy services overseas

For the avoidance of doubt, the International working group is not responsible for line management of staff or for the day to day management of the scheme, responsibility of which lies with the Royal College of Physicians. The group does not have executive power, and exists to provide expert recommendation and guidance only. It is envisaged that the group will meet every 6 months, however this may change as the group evolves and vary depending on priorities.

#### **Membership and means of appointment**

The International working group is led by a Chair who shall be appointed by the Royal College of Physicians along with the Chair of JAG. The international working group chair will have a fixed tenure of three years.

The full membership and means of appointment are as follows:

- Chair

- JAG Quality assurance of training centre representation
- JAG endoscopy quality assurance group representation
- Federation of training centre representation
- BSG international committee representative
- JETS workforce representative
- Senior JAG office representative

All non ex officio appointments will be approved by the current members of the governance group and are appointed for a two year term, with possible extension by agreement.

Other may be invited depending on agenda

### **Quoracy**

A minimum of 50% of the Group must be present for a meeting to take place, and a minimum of 50% of the Group must be in agreement to pass an item. The chair may decide that a higher percentage is required to pass contentious or items of major significance. Members of the governance group may indicate their agreement via email.

### **Accountability**

The International working group is directly accountable to the JAG Committee and will report to the committee on its activities at its bi-annual meetings. The International working group will be secondarily accountable to the Audit and accreditation executive board of the Royal College of Physicians.

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- The agenda and papers will be distributed electronically at least 5 working days in advance of meetings.
- Group members should read meeting papers so that they are informed and have enough information to contribute to programme development.
- Meeting minutes will be distributed within 10 working days following the meeting.
- If members are unable to attend a meeting, they are asked to arrange for alternative representative to attend as appropriate, or, send comments or relevant papers for decision at the meeting. If a member is unable to commit to attending a reasonable number of meetings (defined by the chair), then they may be asked to demit from their role.

### **Reimbursement**

Membership of the JAG International working group is undertaken gratis. Members will receive reimbursement for out of pocket expenses, as per the RCP Accreditation Unit expenses policy.

### **Review**

The term of reference were finalised in January 2018. The terms of reference will be reviewed and accepted by the governance group every two years from this date.

Document control	
Version	1.0 final
Effective from	January 2018
Review date	January 2020
Owner	JAG
Intended audience	Publically available.