



World Institute of Pain (WIP)
International Sections and Affiliates

WIP Section Policies & Procedures Manual
2017-2019

Approved By: WIP Executive Board and WIP Council	
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WIP International Sections and Affiliates

The World Institute of Pain (WIP) in 2007 established an international framework of WIP Sections that encourages the promotion and development of WIP's membership network, WIP-endorsed activities, and liaisons with individuals or groups with similar interests in fields related to best practice of pain management. Through these international Sections and other international networks of pain medicine physicians, WIP can more fully realize and enhance the exchange of scientific and clinical management practices in a manner that encourages international goodwill, as well as social and cultural impact. WIP encourages the establishment of regional Sections when such Sections would promote the objectives of WIP.

WIP recognizes the value of formal liaisons with other scientific and professional organizations whose purposes are consistent with the mission and aims of WIP. The Executive Board has the authority to negotiate an executive agreement for liaison with any such organization, subject to specific limitations of the Bylaws. A Regular member of WIP, duly elected by that region, and at the invitation of the WIP President as the official liaison to any such organization, shall keep the Executive Board informed in writing regularly of all appropriate matters.

This manual is devoted principally to policies and procedures for WIP international Sections.

I. WIP Sections

A. Authority to Establish International Sections

The Executive Board has the authority to control the establishment of regional Sections and associated regulations for this purpose. Individual Section members are required to have Regular (FIPP) or Associate membership in WIP. The Bylaws of WIP shall be binding on all Sections and their members.

Sections may only be initiated by FIPP certificate holders; subject to approval by the Executive Board, WIP Sections may be established when at least five (5) FIPP certificate holders in that country or region are Regular (FIPP) Members of WIP in good standing, and desire to form that section.

B. New Section Designation

Any Regular (FIPP) member of WIP interested in establishing a new WIP Section for his or her country or region should send a request in writing to the WIP President, WIP Board of Sections Chairperson, and the WIP Secretariat.

Upon completion of the appropriate due diligence by the WIP Secretariat and Executive Board review, the Chairperson of the Board of Sections through the WIP Secretariat will notify the FIPP member of the Executive Board's decision together with the official date of recognition of the new WIP Section and its officers.

C. Section Officers and Members

Each Section will have Chairman, Vice Chairman, Secretary and Treasurer for their Section; if the Section is large and wishes to elect more officers an additional Vice Chairman per region can be considered. The individual members can be Regular members who possess the FIPP certificate or Associate members who are potential candidates for FIPP certification.

D. Election of Executive Board Member-at-Large -- Chair, Board of Sections

The Regular (FIPP) member elected to the position of Member-at-Large of the Executive Board shall automatically assume or retain his or her Section Chairperson seat for the duration of the Member-at-Large term. This elected position is filled pursuant to Article 8 of the WIP Bylaws that governs the election of WIP officers and other members of the Executive Board.

E. Election of Section Officers

The Regular members in each Section shall nominate and elect one Regular member of the Section to fill each of the Section officer positions. The two-year term for officers of WIP Sections shall coincide with the two-year term of the WIP Executive Board. The election process will be initiated by the WIP Executive Board, through the WIP Secretariat. Currently, there are no term limits for WIP Section officers. The Regular member who is elected Chairperson of the Section shall represent the Section on the WIP Council.

The Executive Board adopted for the 2017-2019 terms a centralized election process for the Sections to ensure all eligible Regular members have the opportunity to participate in the process.

- All Regular members will receive from the WIP Secretariat a roster of all Regular members in their Section. All members in arrears will be given an opportunity to bring their membership with WIP into good standing.
- Only Regular members in good standing with WIP are eligible to participate in the nomination and election process for Section Officers. Only Regular members in good standing are eligible for nomination and election as a Section Officer.

All new Section Officers assume their positions May 1 of each election year, consistent with the WIP Bylaws.

The Chairperson of each Section is expected to attend the WIP Council, held in conjunction with the WIP World Congress. If the Chairperson is unable to attend, the Section will communicate to the WIP Secretariat in writing who will attend the WIP Council and represent the Section's interests. Anyone representing the section must be a member of the respective Section.

F. WIP Council

1. Section Chairs: Chairperson from each WIP Section serves as a member of the WIP Council, serving in accordance with Article 9 of the Bylaws. Upon advance written notification to the WIP Secretariat, any officially-designated Chairperson of a Section in formation, recognized by the WIP Executive Board as such, may attend WIP Council meetings without voting rights pending final approval of Section formation by the Executive Board.
2. Executive Board Liaison: Chairman of the Board of Sections, who is elected to the Executive Board in accordance with the Bylaws of WIP, serves as a voting member of the Executive Board and is the liaison between the Executive Board and all Chairpersons of WIP Sections.
 - a. The Chairman of the Board of Sections should communicate a minimum of twice annually with each Section Chair individually and/or collectively, in person or via teleconference.
 - b. The purposes of the biannual communications are to communicate Executive Board actions affecting the Sections to the Section Chairs, and solicit opinions and recommendations from

the Section Chairs about current and emerging issues of interest and/or concern to the Sections.

c. Assistance with group teleconferences or in-person meetings involving the Section Chairs may be requested from the WIP Secretariat, as needed; to be initiated by the Chairman of the Board of Sections.

d. Section Chairpersons may communicate directly with the Chairman of the Board of Sections about issues of interest or concern to the Sections. The Chairman of the Board of Sections will refer the issue to the WIP President and Executive Board.

G. Section Responsibilities

The responsibilities of each WIP Section are to:

1. Conflict of Interest and Code of Conduct

Section Chairs are expected to comply with WIP Conflict of Interest and Code of Conduct policies, as defined in Appendices A and B.

2. Promote WIP membership.

WIP, through its framework of international Sections, is best positioned to strategize, develop, and fulfill its charitable and educational mission and aims. WIP encourages all Section members to promote membership in WIP among colleagues in their country and throughout their Section. Through the collective harmony, wisdom, and efforts of pain physicians who choose membership in WIP, this global network of pain physicians can advance the interests of pain medicine.

Through membership in WIP, the voices and efforts of pain physicians around the world are best strengthened, opportunities for educational and scientific programs specific to pain practice are enhanced, and recognition of pain medicine as a specialty is promoted worldwide.

The executive board of WIP defined the standard membership fee at \$ 195.

The executive board defined an adapted membership fee for the developing countries (according to the list of the World Bank) at \$100.

3. Membership Dues Supplement Benefitting WIP Sections

\$20 of each WIP membership dues (\$195/year) will be made available to the respective Section. For sections with an independent checking account, this money will be sent semi-annually by the WIP Secretariat to the Section upon written request. For sections without independent checking accounts, these revenues will be kept by WIP for expressed purposes of the Section. (Appendix F)

- WIP Section Officers will receive from the WIP Secretariat semi-annual membership reports that reflect Section membership dues collection history.
- A section is expected to have stationery with their individual letterhead. The letterhead of a Section must be approved by the Executive Board of WIP. WIP will provide assistance with letterhead development when requested. The WIP logo is expected on the letterhead of

the Section. The Section is expected to provide reports of their activities to WIP and the WIP Secretariat on a bi-annual basis. These reports are important for newsletter activity and promote the Section activity. Failure to file reports by the Section may result in withholding of due monies due to the Section.

- Requests for funds that are not approved by WIP will be those that may compromise the exempt purpose of WIP. A full explanation will be given of any denied request. The request may be resubmitted at any time for an alternative purpose that is fully supported by the mission and aims of WIP.
- Acceptable uses of Section revenues that further the exempt purpose of WIP and its Sections, include: start-up funds for a Section-sponsored pain conference or workshop; scholarship for FIPP examination application fee, WIP World Congress or sponsored/endorsed activity registration fee and/or associated travel expenses for a Section member, who is not an officer, in need of financial assistance; to compensate a non-physician/non-FIPP member for clerical assistance in support of WIP Section activities; or any other use approved in advance by WIP.
- Section funds shall accrue and survive the term of office of incumbent officers, to encourage fund growth within each Section for significant initiatives that promote sustained development and viability of the Section and WIP.
- No advancement or loan of funds in excess of the Section's fund balance shall be granted.
- WIP reserves the right to deny any request for the distribution of WIP Section funds that may be deemed detrimental to the image or mission of WIP. Section Chairs may appeal once in writing to the Executive Board of WIP. The decision of the Executive Board of WIP shall be deemed final.

4. Promote Intra-Section Communication and Activity Development

The Section Chair and supporting officers of each WIP Section should develop an intra-Section strategy for keeping members informed of Section news and activities, and for creating pathways for engaging members as both participants and leaders in various activities.

WIP recommends and appreciates receiving email updates that summarize any official discussions or meetings related to the promotion or advancement of activities in the WIP Section. WIP Section Chairs are also encouraged to consult the Chair of the WIP Section Board and WIP President to apprise them of, or discuss with them, any new or emerging issues that impact the Section and/or WIP at large. Section activities may also be communicated to the WIP Secretariat for inclusion in the WIP Newsletter and website.

5. Promote WIP activities and standards of excellence in each Section.

Education and training of pain physicians are the principal missions of WIP. Through practical workshops, regional and international symposia, and the **Fellow of Interventional Pain Practice certification program for physicians** in pain medicine, disparate standards of pain practice can be alleviated and better pain relief for pain patients can be achieved.

Sections officers should promote within their Sections WIP recommended books and practice guidelines that promote standards and excellence in clinical pain practice and educational guidelines

for physicians and other pain care professionals.

Section officers and members are encouraged to promote WIP on their websites, including direct links to the WIP website and the WIP World Congress.

6. Assist WIP Secretariat with membership renewals and address updates.

All membership fees in WIP are collected centrally by the WIP Secretariat. Dues cover the cost of a one-year subscription to *Pain Practice*, the official journal of WIP. Each member's subscription includes eight print issues, plus online access to all back issues from 2001 to present.

Section officers are expected to assist the WIP Secretariat with address updates and renewal notices as may be requested to maintain current membership activity for all Regular (FIPP) and Associate members.

7. Promote physician networking and collaboration among FIPP alumni.

Regular (FIPP) members are encouraged to keep their colleagues informed of their professional affiliations, recognitions, and significant achievements. Through the WIP Newsletter and the sharing of news between colleagues, physicians with like interests and expertise may collaborate and further advance the mission and aims of WIP. The WIP Newsletter features an FIPP Alumni News section for this purpose. Section officers and members are encouraged to submit alumni news with a photo of the FIPP to the WIP Secretariat.

Furthermore, Section Officers are encouraged to assist the Executive Board in identifying interested and qualified FIPP-member physicians to serve on committees and Ad Hoc task forces of the WIP Executive Board and Council. Recommendations for leadership service may be directed to the WIP Secretariat and/or WIP President.

Section Officers are also encouraged to promote within their Section FIPP-member participation in research projects of other FIPP-members. For example: Complications of Interventional Therapy Survey Project of Dr. Charles Gauci and the International Survey on Pre-implantation of Dr. Philippe Mavrocordatos.

8. Promote publication of members' work in *Pain Practice*, the official journal of WIP.

Pain Practice, the official journal of WIP, is a multidisciplinary journal that aims to be a global forum on aspects of pain and its management. The journal differs from existing pain journals in its clinical and educational emphasis. It publishes clinical and basic science research papers relevant to all aspects of pain and the management of pain, including specialties such as anesthesia, neurology, neurosurgery, pharmacology, palliative care, interventional pain practices, orthopedics, physiology, psychiatry, psychology, rehabilitation, socio-economic and epidemiology of pain.

Pain Practice publishes original basic science and clinical articles, reviews on pertinent topics not recently covered by other international journals; clinical and experimental notes, such as case reports of educational or scientific value, qualified and long-term clinical observations, technical advances in clinical practice and experimental research, therapeutic studies or experiments with negative results and pain-provoking procedures; short communications on clinical or basic science articles; and letters to the Editor. The journal also includes commissioned articles, such as: invited commentaries; tutorials with questions and answers; scientific and therapeutic developments, relevant issues of other publications, and major meetings, training programs and WIP examinations.

WIP owns the journal and contracts with Wiley-Blackwell for publication and distribution.

WIP Section Chairs are encouraged to promote publication of their members' work in *Pain Practice*. For author guidelines, please visit the journal website: www.painpractice.org.

9. Plan and organize WIP-Approved Activities in each Section.

WIP is committed to fostering educational and training opportunities for pain medicine physicians on the most up-to-date knowledge in pain medicine, including technical procedures related to approved interventional pain management. As part of this commitment, the WIP will consider applications for WIP endorsement of scientific programs and events from any active, regular member in good standing. Upon recommendation of the Section board. Each application is evaluated based on educational and technical qualities. The majority of speakers and demonstrators serving on the program faculty should be FIPP in good standing.

It is expected that many Sections will desire to sponsor educational activities to promote the mission of WIP and the respective Section. Such programs will be considered for *Approval by World Institute of Pain for Postgraduate Education*.

a. Application Submission

- Interested, qualified applicants must complete the Endorsed Activity Application Workshop (Appendix C) and Application Form (Appendix D) and submit to the WIP Secretariat via email: wip@worldinstituteofpain.org.
- Include with the application a copy of the preliminary program or event agenda, list of planning committee members, and list of program/event faculty with credentials should accompany the application form.
- The applicant should consult his/her Section Chair in advance and include with the application a letter of support from the Section Chair for the proposed activity. This Section Chair approval will expedite the WIP Executive Board's review and decision.
- Any proposed educational activity of a Section should only be held within the geographical location of that respective Section. Educational activities of one Section that may be held within a separate Section's geographical locale must receive approval of that Section. Cooperative efforts are encouraged in these instances. Sections can apply for educational activities in areas where no sections have been established.
- Applications should be submitted as far in advance as possible, and preferably 120 days or more in advance of the proposed regional workshop or conference.
- WIP reserves the right to decline approval of any activity that conflicts directly with another WIP program or event ongoing at that time, or is deemed in conflict with the mission and aims of WIP.

b. Application Consideration

- All applications are acknowledged by the WIP Secretariat upon receipt and forwarded to the appropriate committee designee then WIP Executive Board with a copy to the Section Chair.

- The designated committee shall forward the application to the Executive Board and the applicable Section Chair with their recommendation for approval, and will communicate the decision within 30 days of receipt of the application. If additional time is required to evaluate the application, the WIP Secretariat will notify the applicant of the revised decision timeline.
- Failure of WIP to respond to the applicant within 30 days does not constitute automatic approval. Applicants should contact the WIP Secretariat if the application is not approved within the specified timeframe.

c. Pre-Program/Event Fulfillment

- Within 30 days of approval of the program/event, a copy of the proposed program should be submitted to the WIP Secretariat for appropriate promotional purposes before publication and distribution. This review is necessary to ensure the program is consistent with the approval criteria.
- To promote new and continuous membership in WIP and the applicable Section, WIP strongly recommends that conference registration fees be structured to accommodate discounted registration for WIP members. Verification of membership status can be secured through the WIP Secretariat.
- Upon final review and approval of the program content and faculty roster, the WIP Secretariat will issue and authorize on behalf of the WIP Executive Board the use of the WIP logo. Applicable endorsement and/or approval language will also be communicated.
- WIP mailing labels may be requested from the WIP Secretariat. Labels will be delivered either as an electronic file or printed and mailed.

d. Limits of responsibility and liability

- Unless expressly agreed to in writing, all organizational and financial responsibility for the approved activity is borne solely by the program director(s).
- The organizing section is also responsible for obtaining accreditation for the program and for fulfilling the requirements applicable in the region for official authorization and sponsorship coverage.

e. Post-Program/Event Fulfillment

- Within 30 days of completion of the program or event, a roster of participant names and addresses should be sent to the WIP Secretariat.
- WIP requires the Endorsement Activity Evaluation Form (Appendix E) to be completed by each participant, with a copy sent to the WIP Secretariat. The WIP reserves the right to circulate its own evaluation of the program/event to the participants. A summary of evaluation feedback will be shared with the applicant.
- For the approved educational activity, the agreed-upon fees determined via the Application Worksheet shall be due and payable in advance of the activity unless otherwise approved by the WIP President. These monies will allow WIP to aid in the promotion of the activity

through website promotion and printed media, where applicable. WIP will also extend help to Sections in other administrative aspects of educational activities as requested by the Sections.

- For sections of developing countries (according to the World Bank list) a contribution of \$250 may be approved in lieu of the customary endorsement fees.
- Instructions for wiring or otherwise transmitting the funds to WIP can be obtained from the WIP Executive Secretary or WIP Treasurer.

10. Promote and recruit participation in the Excellence in Pain Practice Award program

WIP Section Chairs are encouraged to promote and recruit participation in the WIP Excellence in Pain Practice (EPP) Award program within their Section. The EPP Award network of pain centers is a value-added benefit of WIP membership that encourages clinical and scholarly collaboration between pain physicians throughout the WIP network.

Pain Centers that earn EPP recognition qualify for WIP endorsement of physician training programs.

The EPP Award guidelines and online electronic application are posted on the WIP website.

11. Web site development

Official WIP-sponsored or approved activities only are promoted on the WIP website home page and calendar of events. Sections may submit content proposals to the WIP Secretariat. New content is subject to review by the Web site Committee prior to posting. Content must be relative to WIP activities.

WIP maintains web pages for each WIP Section to consolidate information unique to each Section. Priority is given to WIP-approved activities.

12. Financial issues

Secure the approval of the Board of Sections Chair and Honorary Treasurer for the establishment of any designated bank account to support the Section, to which WIP funds may be conveyed in exchange for services rendered by or on behalf of that WIP Section; abiding by the financial policies and procedures established by the Honorary Treasurer and approved by the Executive Board.

Those sections who need help in setting up the bank account can request an official letter from WIP, authorizing them to open an account in name of the WIP section.

CALENDAR OF RESPONSIBILITIES**SECTIONS***Year-round – continuous*

- Membership
- Author submissions to *PAIN Practice* journal
- Promote WIP-endorsed activities within Section and throughout WIP
- Send Section and FIPP alumni news (photos always welcomed) to WIP Secretariat

Bi-annually (June, December)

- Send report of Section activities to WIP Secretariat

Biennially, following election of new Section Officers

- Send Section Letterhead to WIP Secretariat for approval by Executive Board (contact WIP Secretariat if design assistance required)

As needed

- WIP-endorsement requests – please send to WIP Secretariat 120 days or more in advance of activity, with program outline and faculty list; WIP approval turnaround within 30 days or less.

WIP*Semi-annually:*

- Membership reports to Sections
- Fulfill requests for disbursement of accrued Section funds

II. WIP Affiliates

WIP recognizes the value of formal liaison with other scientific and professional organizations whose purposes are consistent with the mission and aims of WIP. The Executive Board has the authority to negotiate an executive agreement for liaison with any such organization, subject to specific limitations of the Bylaws.

A Regular (FIPP) member of WIP, serving at the invitation of the WIP President as the official liaison to any such organization, shall keep the Executive Board informed in writing of all appropriate matters.



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WIP Conflict of Interest Policy

Article I – Purpose

The purpose of the conflict of interest policy is to protect the interests of the World Institute of Pain (WIP) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the WIP or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable WIPs.

Article II - Definitions

1. **Interested Person:** Any Director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. When used in this conflict of interest policy, the term “member” shall include any Director, principal officer, or member of a committee with governing board delegated powers.
2. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the WIP has a transaction or arrangement,
 - b. A compensation arrangement with the WIP or with any entity or individual with which the WIP has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the WIP is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. **Compensation:** Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. **Family:** The term “family” includes an individual’s spouse, ancestors, children, grandchildren, great grandchildren, siblings (whether by whole or half-blood), and the spouses of children, grandchildren, great grandchildren, and siblings.

Article III - Procedures

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the WIP can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Directors or committee members whether the transaction or arrangement is in the WIP's best interests, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision of the governing board or committee as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the WIP for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the WIP for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the WIP, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Annual Statements

Each Director, principal officer and member of a committee with governing board delegated powers shall sign annually a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the WIP is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII - Periodic Reviews

To ensure the WIP operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management WIPs conform to the WIP's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the WIP may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



WIP Conflict of Interest Disclosure Statement

The undersigned Director, principal Officer, or other member of a board or committee of the governing board, hereby indicates his or her understanding of the Conflict of Interest Policy, and discloses in the space below and/or via supplemental attached documents any actual or possible conflict of interest as described in this policy.

Conflict of Interest Disclosures

Signed this ___ day of _____, 2017.

PLEASE PRINT YOUR NAME:

PLEASE SIGN HERE:

PLEASE EMAIL THIS DOCUMENT TO: wip@worldinstituteofpain.org



Code of Conduct for the WIP Executive Board and WIP Council Members

Code: Members of the WIP Council, consisting of the Executive Board and Section Chairs, are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Council of WIP. Council members pledge to accept this code, as adopted by the WIP Executive Board, as a minimum guideline for ethical conduct and shall observe the code attributes defined herein.

Goals

- To establish a set of principles and practices of the Executive Board and Council that will set parameters and provide guidance and direction for Board and Council conduct and decision making.
- To define and reinforce the premise that service on the Executive Board and Council is a privilege that carries with it the responsibilities of supporting and guiding health care professionals who are responsible for protecting patients.
- In order that all may have confidence in the effectiveness and impartiality of the Board and Council, the Executive Board has adopted this Code of Conduct for all members of the WIP Council.

Accountability

1. Faithfully abide by the Articles of Incorporation, bylaws and policies of the World Institute of Pain® (WIP or Society).
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in decision making of the Board and/or the full Council.
5. Remain accountable for prudent fiscal management to WIP members, the Board and Council, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all WIP activities.
7. Strive to uphold those practices and assist other WIP members of the Board and Council in upholding the highest standards of conduct.
8. Make themselves available for service on the Board and/or Council and those of its committees and working parties to which they may be elected or appointed.
9. Make decisions without favor to any individual corporate body or other association, whether medical or lay.
10. Avoid placing themselves under obligation to any individual or organization which might affect their ability to act impartially and objectively as members of the Board and/or Council.

Personal Gain

11. Serve without seeking personal gain or preferment.
12. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit.
13. Distinguish clearly, when speaking or writing, between personal views and those of the Board and Council.
14. Declare relevant interests or prior knowledge in the course of Board and Council business, and/or to take steps to avoid such interests or knowledge giving rise to a conflict of interest.

Equal Opportunity

15. Ensure the right of all WIP members to Society activities without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.

16. Ensure the right of all WIP members to Society activities without discrimination on the basis of the
17. Society's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.
18. Avoid bias on grounds of race, disability, lifestyle, culture, beliefs, colour, gender, sexuality or age.

Confidential Information

19. Be open about the decisions and actions taken as a Board and/or Council member, restricting information only when the principle of confidentiality demands it.
20. Observe the confidentiality of information identified as confidential which they receive as a privilege of Board and Council membership.

Collaboration and Cooperation

21. Respect the diversity of opinions as expressed or acted upon by the Board and Council, committees and membership, and formally register dissent as appropriate.
22. Promote collaboration, cooperation, and partnership among Society members.

Commitment to the Code

23. Current elected and appointed Council members will be invited to indicate their commitment to the Code by signing a copy of this statement and returning it to the WIP Secretariat.
24. Current elected and appointed Council members will also be invited to read and abide by the corresponding Conflict of Interest Disclosure Policy, and disclose as defined in that policy relevant interests.
25. Documents are signed at the beginning of each new term of the Board and Council, and updated extemporaneously as warranted by changes in the Board or Council member's status.
26. In compliance with relevant industry and regulatory practice standards, Conflict of Interest Disclosure statements are published on the Society's website with corresponding notation of commitment to this Code of Conduct.

Approved: World Institute of Pain Executive Board (Board of Directors) 14 Jan 2017

References

National Council of Nonprofit Associations, www.ncna.org

EFIC, www.efic.org



WIP Endorsement Policy - APPLICATION Worksheet

[With Non-Endorsed Activity Advertising Eligibility Questionnaire, Section VI.]

I. SPONSOR

A. Is the activity sponsored by a medical society/institution or educational/scientific organization?

[Complete all that apply]

- No Private practice _____
- For-profit enterprise _____
- Other _____

Go to VI.

Yes The Activity Sponsor is a not-for-profit entity (specify all that apply).

[It is REQUIRED that any residual funds from the activity will be used for educational, scientific, or charitable purposes and NOT distributed for personal profit by any organizer or faculty].

- WIP or a WIP Section _____
- Other Medical Society _____
- Educational Foundation _____
- Charitable Foundation _____
- Other _____

B. Will the activity support WIP administrative activities (Executive Board Meeting, Examination Board Meeting, Editorial Board Meeting, or FIPP/CIPS examination)?

- Yes (Specify) _____
- No

C. Will the activity offer CME credits?

- Yes. (Accrediting body) _____
- No

D. Has this activity ever had WIP endorsement in the past?

- Yes (date and location) _____
- IMPORTANT: Attach previous CME and attendee evaluation reports**
- No

E. Did you pay honoraria or other payments (unrelated to travel or lodging) to organizers, lecturers, or instructors in the past?

- Yes (Specify roles and amounts paid) _____
- No

F. Do you plan to pay honoraria or other payments (unrelated to travel or lodging) to organizers, lecturers, or instructors?

- Yes (Specify roles and amounts to be paid) _____

___ No

G. Is the organizer an active WIP member?

___ Yes (name) _____

___ No

H. Is the activity organized in collaboration with a WIP section with Section Chair approval?

___ Yes (Section Chair) _____

___ No (Explain) _____

II. ENDORSEMENT REQUESTED

A. Are you requesting endorsement as an FIPP preparatory activity, course, or workshop?

___ Yes **Go to III.**

___ No **Go to IV.**

B. Are you requesting WIP endorsement as an educational activity (not for FIPP examination preparation)?

___ Yes **Go to IV.**

___ No **Go to VI.**

III. WIP endorsed FIPP Preparatory Activity

A. Are all speakers active WIP members?

___ Yes

___ No (Explain) _____

B. Are at least 75% of speakers FIPP or CIPS certified?

___ Yes

___ No (Explain) _____

C. Are all workshop instructors FIPP (fluoro-guided) or CIPS (ultrasound-guided) certified?

___ Yes

___ No (Explain) _____

D. Have at least 50% of workshop instructors completed a minimum of five (5) workshop teaching experiences?

___ Yes

___ No (Explain) _____

E. Will the program cover at least 75% of FIPP or CIPS required procedures?

___ Yes

___ No

F. Is this activity an ADVANCED procedures Workshop?

___ Yes (Explain) _____

No (Explain) _____

G. Will the maximum number of participants per cadaver/phantom be 12 or less?

Yes

No (Explain) _____

H. Will the instructional material preferentially use and cite those developed and approved by WIP?

Yes (Specify) _____

No (Explain) _____

Go to V.

IV. WIP endorsed educational activity (not for FIPP examination preparation)

A. Are the majority of speakers active WIP members?

Yes

No (Explain) _____

B. Are interventional techniques being taught?

No

Yes

C. Are the instructors for the interventional techniques FIPP or CIPS certified?

Yes

No (Explain) _____

Go to V.

V. Proposed DATE(s) of the activity

A. Is the date of this application at least 6 months prior to proposed activity date?

Yes

No (Explain) _____

B. I understand that use of the WIP logo, FIPP logo or any mention of the FIPP examination, CIPS or CIPS examination or the WIP on any promotional material without prior endorsement by WIP will automatically result in denial of endorsement for this activity and future activities by the organizer for a period to be determined by the Executive Board of WIP.

Signature _____ **Date** _____

C. I further understand that failure to submit CME and attendee evaluation reports to the WIP Executive office will result in denial of future endorsement for this activity and activities of the organizer for a period to be determined by the Executive Board of WIP.

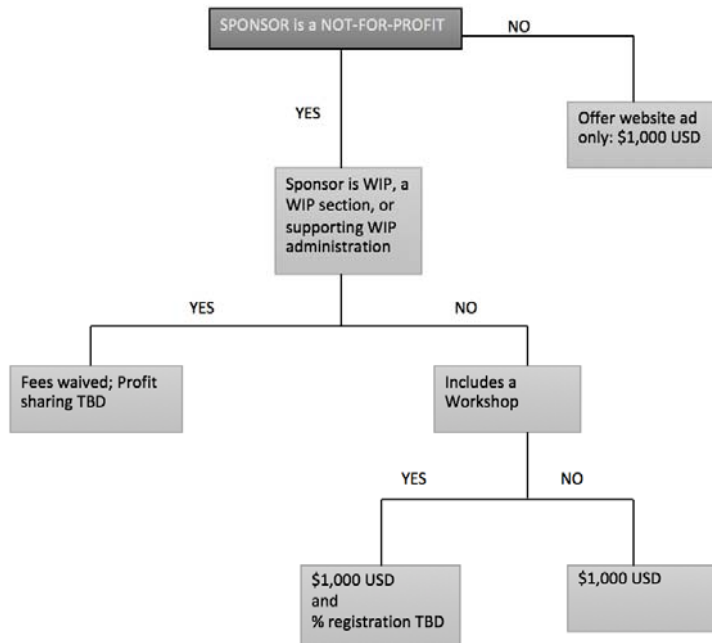
Signature _____ **Date** _____

D. I affirm that, if requested by the WIP Executive office, I will promptly provide financial statements related to this activity to include all fees, honoraria, and other payments to individuals as well as the disposition of any profit, as outlined in section I.

Signature _____ Date _____

E. I affirm that this activity is begin organized in an underdeveloped country according to current WHO: World Bank income guidelines and am hereby requesting exemption from oversight fees imposed by WIP for endorsement.

Signature _____ Date _____



VI. For NON-ENDORSED ACTIVITIES

Eligibility for paid advertising on website (only):

A. Is the primary purpose of the activity educational or academic?
 ___ Yes (explain) _____
 ___ No

B. Is the activity consistent with the goals and mission of WIP (see: <www.worldinstituteofpain.org>).
 ___ Yes (explain) _____
 ___ No

C. I understand that as a non-endorsed activity the WIP logo, the FIPP logo, or mention of WIP, FIPP or CIPS in the promotional materials is strictly prohibited.
 ___ Yes (explain) _____
 ___ No

Signature _____ Date _____



WIP Endorsement of Educational Activity APPLICATION Form

Submit WITH the Endorsement APPLICATION WORKSHEET (Appendix C).

Only active WIP members with a FIPP certificate may apply.

Name of program: _____ Date(s) _____

Location/venue: _____

Program director: _____

Pain Center name or affiliation: _____

Business address _____

Program type:

- Basic FIPP prep Advanced Fellowship
 Lectures Workshop Both Other, define: _____

Target audience:

- Physicians Residents Nurses Other, define: _____

Total # speakers/instructors: _____ Total # FIPPs _____ CIPS (if applicable) _____

CME: Yes No If yes, name accrediting agency: _____

Please attach the brochure, the agenda, and a list of speakers (with WIP/FIPP affiliation), the course objectives, and the planned procedures.

You agree to the terms and conditions of the WIP policies and procedures for educational activity endorsement.

Program Director's Signature

E-mail Address

Email or FAX a copy of the preliminary program, list of program directors, and faculty with credentials to:

Ms. Dianne Willard, Executive Officer - World Institute of Pain
 150 Kimel Park Drive, Suite 100A – Winston-Salem, NC 27103-6992 – USA
 Tel: 336-760-2933; Fax: 336-760-2981; Email: Dianne.willard@worldinstituteofpain.org



WIP Endorsement Evaluation Form

Title: _____ Location: _____ Date: _____

EVALUATION FORM

Day One - Lectures					
1	Please rate the following speakers for contents, delivery, audio-visual material (Very Poor = 0, Excellent = 10)	Contents	Delivery	AV Aids	
	Lecture	Lecturer			
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					
Day Two - Workshops					
	Topic	Instructor			
A					
B					
C					
D					
E					

2	The topics were current and clinically relevant:		Disagree	Agree	Strongly agree
3	Please evaluate the level of program contents:		Too basic	Appropriate	Too advanced
4	Please indicate your satisfaction:		Not satisfied	Satisfied	Highly satisfied
	(a) Venue				
	(b) Organisation				
	(c) Food/Beverages				
5	Please suggest any Topics for inclusion for future seminar:				
6	Any other comments:				

Thank you for completing this form

Name: (optional)



WIP Distribution of Accrued Section Funds Request Form

This form is to be used by the Section Chair to request distribution of accrued Section funds collected by WIP. The amount available is \$20 of the \$195 annual membership fees collected by WIP for each member affiliated with the Section. Only actual accrued balances may be requested for distribution. No advancements or loans of funds will be granted. Section Fund balances may be confirmed by contacting the WIP Secretariat.

Section Chair's Name	Section	Today's Date
Amount Requested USD \$	Please describe how the funds will be used.	

By my signature below, I acknowledge that I have read, understand, and will comply with the WIP Section Policies and Procedures Manual. The funds received will be used for the purpose(s) described.

Distribution instructions:

	Check (USD \$ only)	Beneficiary Name: Address:	Tel. No.: Email Address:
	Bank Wire	Beneficiary Name: Address:	Tel. No.: Email Address:
		Bank Name:	Bank Address
		Account Number	BIC/SWIFT

**If distributed to an individual, US Internal Revenue Service rules will apply and may necessitate additional documentation before distribution is made.*

Section Chair's Signature

E-mail Address

Email or FAX this form to the WIP Secretariat:

Ms. Dianne Willard, Executive Officer - World Institute of Pain
 150 Kimel Park Drive, Suite 100A – Winston-Salem, NC 27103-6992 – USA
 Tel: 336-760-2933; Fax: 336-760-2981; Email: Dianne.willard@worldinstituteofpain.org

Thank you. You will be notified via email if your request has or has not been approved, with projected distribution date if approved.