



International Drowning Researcher's Alliance (IDRA)

TERMS OF REFERENCE (TOR)

Last version: 23.01.2019

This term of reference (ToR) document defines all aspects of how IDRA will conduct its business and the financial aspects.

There is insufficient scientific evidence to enable professionals and organizations to make the best decisions with regard to effective interventions to reduce drowning. The multidisciplinary nature of drowning research demands improved coordination across various agencies and sectors and, according to WHO, "further research can do much to clarify key issues and should be actively supported"; this being one of the 10 actions to help prevent drowning worldwide.

IDRA is an international network of drowning experts working *pro bono* to: share knowledge; identify what research is being carried out; assist where possible; and to establish and develop an international research strategic plan for drowning.

IDRA will provide consultancy, promoting research about, and supporting people involved with, the prevention, rescue and treatment of aquatic incidents.

All funds, however obtained, will be devoted to this purposes.

CHAPTER 1

Name, mission, vision, values, definition, objectives and regulations

Article 1

Name

The name of the network shall be the “International Drowning Researchers’ Alliance” known as IDRA. The name may be changed only by consensus of the 7 Founding Members.

The founding members are:

David Szpilman

Ana Catarina Queiroga

Mike Tipton,

Joost Bierens

Jonathon Webber,

Roberto Barcala-Furelos,

Justin Sempsrott,

Article 2

Mission

To promote safer aquatic environments through evidence-based research.

Article 3

Vision

To be a leading international network for educational and scientific purposes in the field of evidence-based drowning research.

Article 4

Values

Ambition

We aim to foster, assist, coordinate and disseminate international high quality drowning research on the topics of prevention, rescue and treatment in the multi-sector context of injury prevention, public health, emergency medicine, physiology & pathophysiology, lifeguarding and rescue, educational, sport science, psychology, sociology, policy, economics and engineering.

Collaboration

We seek to promote innovative drowning-related research by serving as a hub for collaboration and diverse efforts fostering the reduction of adverse aquatic incidents in

and around water. We will collaborate with academic and governmental research centers to promote international exchange of knowledge and best practices in the field.

Creativity

We are open to new ideas, embrace change, and seek new evidence-bases in drowning science.

Integrity

We aspire to the highest standards of honesty, openness, personal and professional behavior. We never compromise our reputation and always act in the best interests of the community to reduce the burden of drowning worldwide.

Article 5

Definition

IDRA is established as an international scientific network devoted to all aspects of the use of quantitative and qualitative methods in drowning research to promote safety in and around water environments. IDRA provides a vital link between researchers and those involved in the management and prevention of drowning.

Article 6

Objectives

The IDRA aims to:

1. promote innovative drowning-related research by serving as a hub for collaborative efforts fostering the reduction of aquatic incidents in and around water.
2. manage, coordinate and disseminate drowning research worldwide around the topics of prevention, rescue and treatment, covering different areas such as public health, educational and sport sciences, psychology and sociology (as well as policy, economics, engineering, and others).
3. proposes to manage strategic research issues and act as the link to convert research into practical solutions, programs, resources or equipment, thereby reducing the number of drowning incidents. IDRA will collaborate with academic and governmental research centers and units to promote international exchange of knowledge and best practices in the field.

4. Collect and present data from ongoing research on drowning, relating to topics of prevention, rescue and treatment, and act as a repository, stimulating policy debates and lobbying for positive change.
5. Provide technical assistance to individuals and/or organizations interested in using methodological approaches to answer their specific drowning-related problems.
6. Undertakes research in its own right.

Article 7

Regulations

IDRA's activities are subject to bylaws and the present ToR.

CHAPTER 2

Member categories, eligibility, rights and duties, and discontinuance

Article 8

Categories of members

There are 5 types of member of IDRA: FOUNDER/BOARD, INVITED HONORARY, AFFILIATE, COLLABORATOR, and INSTITUTIONAL.

FOUNDER/BOARD MEMBER

Are the seven founder members of IDRA, they created the alliance. They constitute the Board of IDRA and are thus actively involved in its management, decisions, and the research activities being conducted and supported by the group. New BOARD members can only be appointed when one of the existing FOUNDER/BOARD members leaves. In this case, the remaining members have one year to replace the departed member. Any of those leaving the Board can propose a new candidate for the vacancy, the acceptability of that candidate will be decided by a vote and require a 2/3 majority.

INVITED HONORARY MEMBER

Invited honorary - requirements:

1. Those members who are invited by the Founding/Board members based on their contribution to drowning science and willingness to leverage drowning science.

Candidates must be appointed by 1 founding/board member and approved by 2/3 or more, term of appointment is limited to 5 year.

2. The Invited honorary members must demonstrate a commitment to IDRA's vision, mission and ethical principles by signing the "term of reference".
3. No membership fee applies.

Benefits of invited honorary membership:

- Your name, country, main affiliation and short biography (max. 200 words) plus photo will be published on IDRA's website and if you wish, your contact details and links to Twitter, ResearchGate etc.
- You will be part of the largest global drowning researchers' alliance, with mentoring and advice research projects.
- You have a standing invitation to join IDRA's private research meetings.
- You can use "IDRA INVITED HONORARY" title in your CV.
- You can lead IDRA projects and research by submitting for approval to the Founders/Board.
- You can propose new HONORARY MEMBERS.
- You can offer your professional services/expertise to fee-paying organizations and companies.

AFFILIATE MEMBER

Affiliate - requirements:

1. An individual with at least two peer-reviewed drowning-related publications (indexed in JCR or Scopus) in the last 10 years.
2. At least three presentations at international conferences (or similar events) in the last five years.
3. Demonstrate a commitment to IDRA's vision, mission and ethical principles by agreeing the "terms of reference".
4. Submit a motivational text outlining why you should be admitted as an affiliate member and how your expertise will contribute to IDRA.
5. No membership fee applies.

Benefits of Affiliate membership:

- Your Name, country, main affiliation and short biography (max. 200 words) plus photo will be published on IDRA’s website and if you wish, your contact details and links to Twitter, ResearchGate etc.
- You will be part of the largest global drowning researchers’ alliance, with access to mentoring and advice from world-renowned experts on your own research projects.
- You can use “IDRA Affiliate Member” title in your CV.
- You have a standing invitation to join IDRA’s private research meetings.
- You have collaboration opportunities (by invitation) with IDRA as a co-investigator/author and the ability to lead a specific project or task-force.
- You can be contacted by IDRA to offer your professional services/expertise to fee-paying organizations and companies.

COLLABORATOR MEMBER

Collaborator - requirements:

1. An individual interested in drowning research.
2. Demonstrate a commitment to IDRA’s vision, mission and ethical principles by signing the “term of reference”.
3. Submit a motivational text outlining why you should be admitted as a collaborator member and how your expertise will contribute to IDRA.
4. No membership fee applies.

Benefits of collaborator membership:

- Name, country and main affiliation will be listed on IDRA’s website.
- You can be part of the largest global drowning researchers’ alliance, with access to mentoring and advice from world-renowned experts on your own research projects.
- You can use “IDRA Collaborator Member” title in your CV.
- You will have collaboration opportunities (by invitation) with IDRA research projects or assisting in other activities.
- You can be promoted to affiliate member once criteria (above) are met.
- You can apply for Studentships (students only)

INSTITUTIONAL MEMBER

Institutional - requirements:

1. Any academic, teaching, lifesaving or commercial institution which may be interested in drowning research or drowning prevention
2. An institution that demonstrates a commitment to IDRA's vision, mission and ethical principles.
3. The following annual membership fees apply:
 - Governmental agency – 500 EUR
 - Non-profit organization – 500 EUR
 - Commercial entities/corporations – 1,000 EUR.

Note:

1. A reduction in membership fees may be granted on request. IDRA will evaluate such requests on a case-by-case basis.
2. Services provided on a fee-paying basis will require both parties to sign a contract for services that may specific addition requirements or clauses.

Benefits of Institutional membership:

- Partner with the largest global drowning researchers' alliance and network of subject-matter experts.
- Access mentoring, advice and other specialist services from world-renowned experts with your own research projects and business activities (Note: Additional fees for service may apply depending on the project/request).
- Ability to use the IDRA partnership logo on your website, social media channels and events (Note: conditions apply).
- Your logo will be posted on the IDRA website.

Article 9

Rights and duties of members

1. IDRA shall have no voting members. The management of affairs shall be at all times under the direction of the Founders/Board, whose operation in governing the alliance will be based on the by-laws and this document (ToR).
2. All members of IDRA have the right to participate in IDRA's activities, regardless of their respective status.
3. All members of IDRA must contribute towards the achievement of the objectives stated above in this ToR, regardless of their status.

4. All members of IDRA may make mention of their affiliation to IDRA in the frame of all their scientific activities, regardless of their status.
5. Consensus here and elsewhere in this document is defined as “unanimous decision”.

Article 10

Discontinuance of membership

If an individual ceases to fulfil his duties as specified in Article 9, they may be invited to leave as a member, by the approval of 2/3 of the founder’s members.

CHAPTER 3

Bodies and responsibilities

Article 11

Bodies and their composition

The bodies of IDRA are the following and are distributed among founders and invited honorary members only.

1. Board of directors – composed of Founders.
2. Executive committee - composed of Founders and invited members only.

Article 12

Board of directors (BOD) - responsibilities

Composed of founders.

Any matter decision must be made with a 2/3 majority .

There will be at least 2 meetings each year and an extraordinary meeting will be called if needed.

The BOD has the following responsibilities:

1. Approval of statutes and their respective alterations.
2. Elaboration and supervision of all strategic plans established.
3. Annual approval of the activities program, budget, annual report.
4. Approval of the admission of new members.
5. Deliberations regarding any proposal for withdrawal of IDRA membership from a member, which may be presented by the Executive committee.

6. Any decision not already established or may change the course of action outside daily administrative actions.
7. To point a general manager.

Executive committee - responsibilities

The Executive Committee is the governing body of the IDRA, and consists of

- Presidential members (3 members) – for decisions about the course of IDRA, with autonomy for smaller decisions.
- General manager – Collect all the information and take action.
- Executive Secretary: articulation of the executive committee tasks in close contact with the Presidential members.
- Treasurer – control of spending and assess fundraising needs.
- This functions will be change every 2 years

The executive committee has the following responsibilities:

1. Representing IDRA
2. Promoting the statutory activities of the alliance
3. Managing IDRA
4. Calling the meetings of the scientific council
5. Establishing IDRA's activities plan and budget and submit them to the scientific council for approval
6. Promoting the necessary actions to obtain funds needed for operation of IDRA
7. Keeping this ToR updated and followed by all members.
8. The Executive Committee will meet online or personally when needed.
9. It shall authorize all expenditures and shall not create any indebtedness.
10. A majority of the Executive Committee shall govern, except where otherwise provided, and will have the power to overrule or modify the action of any member of the IDRA, as appropriate.
11. Receive, evaluate and approval proposals' for scientific research.
12. Prepare, and assist in the preparation of, research protocols and data collection,

CHAPTER 4

Finances

Article 14

Income and Expenditure

The IDRA's own income can consist of the following:

1. Research Workshops.
2. Research Document reviews – by request.
3. Subject-matter experts for case reports.
4. Expert witness services – by request. It is VERY important to emphasize that whenever possible no charges will be applied but decisions will be made on a case by case basis (donation, free....) – approved.
5. Produce newsletters.
6. Review website content (regarding terminology and technical content)
7. Deliver short-courses.
8. Drowning "road-show" to offer to lifesaving service.
9. Review membership rules – Done (David, Catarina and Jonathon).
10. Support to research ethic approvals.
12. Grants.
13. Donations.

Expenditure results from its activities

All operating income will be reinvested into research support by IDRA members.

1. Contracting a paid administrator to undertake the following tasks:
 - a. Internal communication between founders and members.
 - b. Secretariat to all administrative meetings (Skype or physical).
 - c. Preparation and distribution of newsletters.
 - d. Maintenance of the IDRA website.
 - e. Updating all IDRA social media channels.
 - f. Replying to member enquiries and increasing the number of IDRA members in line with the organisation's growth strategy.
 - g. Keeping all IDRA documents and information updated (i.e. terms of reference and ethical conduct).
 - h. Managing the organisation of IDRA workshops and promote these to conference organisers and other organisations.
 - i. Oversight of document reviews in response to institutional requests.
 - j. Oversight of requests to conduct research ethics approvals.

- k. Managing institutional memberships.
 - l. Managing invitations, support and networking opportunities between members in need of a coordinator with languages other than just English.
2. Administrative expenses such as:
- a. Legal/maintenance cost of a NGO (accountancy, others).
 - b. Office expenses.
 - c. Website host and design.
 - d. Dissemination of media releases.

CHAPTER 6

Ethics

Article 15

Co-authorship

A co-authorship is someone that meets all 4 criteria (*) below:

1. Generate at least part of the intellectual content
 - a. Conception or design of the work
 - b. Data analysis and interpretation
2. Draft, critically review, or revise the intellectual content
3. Approve the final version to be submitted
4. Agree to be accountable for all aspects of the work

(*) International Committee of Medical Journal Editors (ICMJE) Guidelines (2017)

Lesser contributions, which do not constitute authorship, may be acknowledged in a note. Acquisition of funding or general supervision of the research group, alone, does not justify authorship.

Authorship order

In the case of most biomedical research publications, it is widely accepted that the first author is the person who has carried out a majority of the work project. The senior author is typically the last person on an authorship list, being the individual who “generally direct, oversee, and guarantee the authenticity of the work reported” and “implicitly take responsibility for the work’s scientific accuracy, valid methodology,

analysis, and conclusions”, i.e., takes responsibility for the project as a whole. The authorship order should be approved by consensus among all project collaborators.

Article 16

Conflict of interest

Any conflict of interest needs to be state by the members to the BOD

Article 17

Member and research discretion

IDRA members should keep discretion on all the information exchange along their internal contact by mail, email, skype, or social media communication.

CHAPTER 7

Other regulations

Article 18

Omissions

Omissions to the present ToR will be decided by the BOD.