MANUAL OF PROCEDURES

Tenth EDITION

GENEVA

October 2026

INTRODUCTION

The increased complexity of the work of the World Psychiatric Association (WPA) and its global outreach makes it necessary to have a Manual of Procedures which is easily available online to all WPA components. It helps ensure that all its activities are transparent and consistent. The Manual is continuously being developed and updated. New activities will be developed, within the WPA's existing statutory framework. Procedures for regular and ongoing activities will be refined in the light of evolving experience.

The Manual of Procedures complements the WPA Statutes and By-Laws by describing the procedures for the conduct of all regular activities of the World Psychiatric Association consistent with its constitutional mandate.

This Tenth Edition of the Manual of Procedures of the World Psychiatric Association (WPA) incorporates changes made by the Executive Committee since October 2020 and includes the amendments to the Statutes and By-Laws as agreed by the General Assembly held in Stockholm on September 26h, 2026.

The structure of the Manual of Procedures follows that of the Statutes and By-Laws. The twelve chapters of the Manual cover corresponding areas of the activities of the WPA. Each chapter starts with the relevant extract from the Statutes and By-Laws items, and this is followed by explanatory text. There are appendices at the end of the Manual which include the complete Statutes and By-Laws, the Code of Ethics for Psychiatrists and the Code of Psychiatric Association Member Societies and those documents referred to earlier in the various chapters in the Manual. This Manual provides the WPA with agreed procedures which all WPA components should follow.

Professor Danuta Wasserman (President))
and Professor Thomas Schulze (President-Elect)
on behalf of the WPA Executive Committee and the WPA Board

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CHAPTER ONE DEFINITIONS

THE WPA SECRETARIAT

Relevant Statutes and By-Laws (Ad refers to the By-Laws using the same number as the Statutes)

Section I –DEFINITIONS

Article 1 – Name and incorporation

Under the name of

WORLD PSYCHIATRIC ASSOCIATION
(hereafter "WPA")

is incorporated a not-for-profit civil association under the laws of Switzerland It is registered with the competent Corporate Register of its Seat.

Article 2 – Seat

The Seat of the WPA is on the territory of the Canton of Geneva, Switzerland, at the address decided by its Executive Committee.

Article 6 – WPA Logo:

*The logo of the WPA consists of a representation of the Greek letter **Ψ** supporting the Earth globe. It may be supplemented by the name of WPA in English or any other relevant languages.*

Ad Article 6 – WPA Logo

The logo and name of the WPA are copyrighted. Their use requires the written permission of the Secretary General who may delegate the granting of such permission to the Secretariat. The advice of the Executive Committee will be sought as required. The Executive Committee will, depending on the nature of the request, decide whether to request payment of a royalty or grant the permission without compensation.

Endorsement
The WPA will endorse a document under the following circumstances:

1. *The members of the Executive Committee or Board, Chairs of Sections and other groups, have been actively involved in the drafting of the document and approval for participation has been received prior to the work starting*
2. *The document is relevant to psychiatry and mental health*
3. *The document has been endorsed by partner organizations (where relevant)*
4. *A copy has been sent to the Secretary-General and the Secretariat of WPA, to seek authorization to use the logo.*

As part of the drafting process, it is expected that, if relevant, specialty advice will be sought from the Sections. The Secretary-General will also be consulted to ensure that the document does not contradict WPA mental health information and policy.

The WPA logo can then appear on these documents

Support
The WPA may support an external document even if the Officers have not been involved or consulted prior to the drafting of the document when:

1. *The document is relevant to the work of the WPA*
2. *The document has been endorsed by other partner organizations (where relevant)*

The WPA logo will normally not appear on these documents.

Article 31 – The WPA Secretary General:

The WPA Secretary General is elected by the WPA General Assembly for a term of six years.

The Secretary General has the responsibility to ensure that the Secretariat is well governed and organised and provides appropriate support in carrying out all the administrative tasks required for the work of the WPA, including the dissemination of reports, minutes and other materials to all WPA components

The WPA Secretary General, in close collaboration with the Board, ensures that the members of the WPA are kept well informed of the discussions and decisions of the Executive Committee and of other Committees and the General Assembly, and also relates all concerns and opinions of the members to these bodies. The WPA Secretary General coordinates the work of the members of the Board and serves as liaison between them and the Executive Committee.

The Secretary General reports to the Executive Committee

1.1 **Location of WPA Headquarters and Governance**

The WPA is incorporated as a not-for-profit civil organisation. The WPA Secretariat will facilitate the functioning of the WPA and will be located at the address decided by its Executive Committee. Its current registered office is in the territory of the Canton of Geneva, Switzerland. The Secretariat is currently located at the Department of Psychiatry, Geneva Psychiatric University Hospital, Switzerland

The WPA Secretary-General has the governance responsibility to ensure that the Secretariat supports the Executive Committee in carrying out all the administrative tasks required for

the work of the WPA. (Statutes, item 31). This includes the dissemination of reports, minutes and other materials to all WPA components.

1.2 **Staff Organization**

The WPA employs a Director of Administration who is responsible for the WPA Secretariat on a day-to-day basis and allocation of tasks to staff, under the authority and supervision of the Secretary-General and the President. The Director of Administration does not hold independent decision-making authority and acts in an administrative and implementation capacity. The Director of Administration reports to the President and the Secretary-General and receives guidance and oversight from the EC.

The Director of Administration submits proposals to the Secretary-General and the Executive Committee concerning the employment of staff, having consulted with the Secretary of Finance regarding budgetary implications.

Staff appointments are proposed by the Director of Administration in consultation with the President and Secretary-General, based on formalized selection criteria. Candidates are evaluated to ensure they:

- possess the professional skills and experience required for their role;
- demonstrate ethical conduct, reliability, and trustworthiness;
- comply with applicable Swiss labor laws and organizational policies;
- meet the specific requirements outlined in their job descriptions.

All final decisions are taken by the Secretary-General and the President.

The number of staff shall be determined by the Executive Committee based on the operational needs and available resources of the WPA. The Director of Administration coordinates staff assignments to ensure the Secretariat functions effectively. In small teams or periods of high workload, staff may take on multiple roles. The Director assesses workload and reports to the Executive Committee on staffing constraints to ensure operational continuity and maintain organizational standards.

In consultation with the Secretary-General, the Director assists in ensuring compliance that WPA employees are managed in accordance with Swiss labor law (Code of Obligations and Labour Law) and local best practices. This includes:

- Clarity about reporting lines;
- Organization of annual performance appraisals;
- Monitoring of working hours, in compliance with legal limits, rest periods, and record-keeping requirements;
- Management of vacation, public holidays, and sick leave entitlements;

The Director of Administration's annual appraisal is conducted by the President and Secretary-General. The Secretary-General will be responsible for addressing staff complaints and ensuring that a grievance and appeal procedure, approved by the EC, is in place. In the event of disputes or grievances, the Secretary-General may, in consultation with the President and EC, seek legal assistance.

The selection of the accountant is coordinated by the Director of Administration and the Secretary for Finances in consultation with the Secretary-General. They will submit their proposal to the EC for approval.

1.3 **Office Equipment**

An up-to-date inventory of all office and IT equipment should be maintained by the Secretariat. Requests for the purchase of major equipment should be presented by the Director of Administration for approval by the EC, including the Secretary-General and the Secretary of Finance, a way that is consistent with the approved delegation rule.

1.4 **Work of the Secretariat**

a) WPA Archive

The Secretariat organizes and maintains the archive of WPA, including both electronic and paper components. All substantial correspondence (i.e. correspondence relevant to the structure and functioning of WPA) and documentation received or issued by any WPA component should be kept in the Secretariat. Upon completion of their term of office, all members of the EC and other components should send to the Secretariat any official papers which they have not previously sent.

Members of the Executive Committee may request access to any internal document. Members of the Council, Zonal Representatives, Scientific Section Officers and Presidents of Member Societies may request copies of documents relevant to their functions. Routine requests will be dealt with by the WPA Director of Administration who will consult with the Secretary-General on more complex requests as necessary. Requests from any other individuals, accompanied by an explanation, must be submitted to the Director of Administration who will consult with the Secretary-General, or the EC when the request appears to be problematic for the WPA. The EC may decide to restrict access to certain documents.

b) Information Services

The Secretariat staff develop and continually update information on postal addresses, telephone and e-mail addresses for all components of the Association and their officers. The Secretariat provides an electronic *Directory of Components of the WPA* upon request to all individuals listed in the Directory and to any other institutions or persons at the discretion of the Director of Administration. The Director of Administration will consult the Secretary-General as necessary and, in problematic cases, will consult the Executive Committee.

The *WPA News* are added on the website-President News & Community News

The *WPA News* presents recent information on key activities of the Association and on international developments in mental health. Members of the EC and other WPA components may submit contributions for *WPA News.* The final copy is reviewed and edited by the Secretary-General in consultation with the President and EC as agreed.

c) WPA Documents

Internal documents are available to the WPA secretariat for the WPA components (EC/Board/Council/Members/Sections/Affiliated Associations) and WPA working partners (Core PCO/Accountant).

d) WPA Website: WPA Education Portal

The WPA Website address is: http:// www.wpanet.org

The purpose of this Website is to facilitate the wide international exchange of professional and WPA information relating to educational, scientific section, publications, meetings and other WPA activities. It can also offer, if the EC decides that a specific need exists, selected educational information on psychiatry, mental health and related sciences to the general public.

These are available for distribution in paper or electronic forms as appropriate

Procedures for the inclusion of materials on the website are as follows: requests shall be sent to the Secretariat who will forward them to the Secretary-General and President. If approved the Secretary-General will forward them to the company currently maintaining the website and uploading documents onto the website

All WPA components may submit materials or suggestions to the Secretariat for the inclusion of new materials onto the Website.

In publications, on social media, public relations campaigns etc., the name WORLD PSYCHIATRIC ASSOCIATION (WPA) may be accompanied/followed by additions reflecting a mission or motto (e.g., "…: Your global partner for …") at the discretion of the Executive Committee.

The Secretary-General will present periodic reports to the EC on the ongoing development and use of the Website.

e) Email

The main e-mail address of the Secretariat is: wpasecretariat@wpanet.org.

f) WPA Surveys

WPA Surveys represent an important way to monitor the functioning of the WPA. They can also assist in the preparation of action plans by the Executive Committee. They can assist in the work of the Committee on Planning which may then be submitted for consideration and approval to the General Assembly.

There are two kinds of surveys, the General Survey carried out by the Secretary-General and surveys carried out by other EC members. The Secretary-General conducts and coordinates the General Survey as follows;

A General Survey takes place towards the midpoint of a triennium Surveys and will be conducted at least once every three years. The Secretary-General will present to the Executive Committee, within the third quarter of the year following an Ordinary General Assembly, a proposal for a WPA General Survey addressed to all components of WPA and covering the range of its principal activities. Care will be taken to avoid duplication from previous surveys, as well as to the need to evaluate new developments. After its review and approval by the Executive Committee, the Survey form will be distributed. After an agreed period for correspondence, the Secretariat will analyse the information received. The results will be sent to the Executive Committee, all Member Societies, Zonal Representatives, Council, Scientific Section officers, and members of Standing Committees and Task Forces.

Executive Committee members may conduct, with the support of the Secretariat, other Surveys in their areas of responsibility. Such Surveys also require the approval of the Executive Committee**.** The conduct of such surveys requires prior approval of the Executive Committee and their results will be presented to the Executive Committee and other WPA components as decided by the EC. These surveys should be carried out, whenever possible, in conjunction with the General Survey.

g) Co-ordination of Annual Reports from Member Societies and Zonal Representatives

At the end of each calendar year, the WPA Secretariat will prepare, distribute and analyse, in consultation with the EC, forms for the Annual Reports from Member Societies and Zonal Representatives. At present, forms for Member Societies ask for updated information on Society's officers' names and addresses, Society's legal changes, principal activities in the past year, plans for the new year, annual meeting and suggestions concerning WPA activities. The report sheet should be sent whenever possible, with the bill of the membership dues. Zonal Representatives will be requested to help in the conduct of this survey.

Forms for Zonal Representatives request information on updated addresses, information about major developments concerning psychiatry in the Zone, an account of implementation of the Zone plans, prospective main activities, and a proposal of work with Member Societies for the following year.

h) Service to the Membership

The Secretariat provides administrative services to the various categories of WPA membership, including Member Societies, Scientific Sections, Affiliated Associations and Individual Members. Services encompass admission procedures, distribution of WPA information, facilitation of access to and interaction with WPA governing bodies, and of participation in various institutional activities.

i) Service to and Co-ordination of Zonal Representatives

The Secretary-General and the Secretariat coordinate and supports the work of the Zonal Representatives through communication and meetings. These Zonal Representatives collaborate with the Secretariat to encourage participation of Member Societies in their respective Zones. Further information on the Board and Zonal Representatives can be found in Chapter Four.

j) Support Provided to EC Members and Other WPA Components

The Secretariat provides administrative support to the Executive Committee, members of Standing Committees, Task Forces, Scientific Sections, the Board, the Council, and the General Assembly. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (some WPA administrative activities are carried out by local personnel in the work settings of the officers involved).

The Director of Administration (reporting to the President and the Secretary-General as for all activities) is responsible for the following day to day financial management of the WPA working with the Secretary of Finance and other Executive Committee members as relevant:

- Establishment and monitoring of bank accounts for central funds, educational programs and other WPA activities.
- Information on supervision of the management of Educational Program budgets, in coordination with the corresponding program directors or their representatives.
- Bookkeeping and supervisory accounting services.
- Collection of dues from Member Societies, Affiliated Associations, Special Individual and Individual Members, and Fellows.
- Preparation of financial reports for the Secretary for Finances and further reports for the Executive Committee and other WPA components.
- Preparation of an annual financial report.
- Preparation of a triennial financial report and plan to be approved by the General Assembly.

k) Co-ordination of Relations with Governmental and Non-Governmental Organizations

The Secretariat, in consultation with the Executive Committee, and particularly with the President, maintains and coordinates connections with WHO, United Nations, UNESCO and other governmental entities as well as with non-governmental organizations. Work with the above institutions includes accreditation of WPA representatives, distribution and filing of correspondence, preparation and filing of agreement contracts, and facilitation of participation in appropriate WPA activities.

1.5 **Legal Services**

The WPA Director of Administration is the primary point of contact with the WPA lawyer and coordinates the provision of legal services to the WPA. This includes yearly reports to authorities in Switzerland (where the WPA is officially registered and its Secretariat located), as well as any other legal services that may be required, including legal advice about employment legislation.

1.6 **Procedures Concerning the Use of the WPA Logo, and Name**

The logo of WPA consists of a representation of the Greek letter *psi* supporting the earth globe in crimson red, which may be supplemented by the name of the Association in English or in the case of any other relevant languages with the approval of the Secretariat. Its use by external organizations requires the written permission of the Director of Administration, in consultation with the Secretary-General, if necessary, who can grant it specifying the

mode of its use, with the approval of the Executive Committee. (See also "General Rules Concerning the Publication of Volumes and Papers under WPA Name" in Chapter Eleven para. 11.9 of this Manual.) Announcements and official activities of the WPA must exhibit the WPA logo.

The use of the WPA logo and name are obligatory in all official letterhead, business cards, meeting and program announcements, and publications of the World Psychiatric Association. The Member Societies and Affiliated Associations can refer to their membership or affiliation to WPA next to their corporate name in their letterhead and publications, using equal size lettering for both WPA and their own.

Use of the WPA the WPA logo officially registered as a Swiss trademark!
– Brand Guidelines

a) Ownership
The WPA logo is the exclusive property of the World Psychiatric Association. It is protected under Swiss trademark law, and copyright law. All rights are reserved. Unauthorized use of the WPA logo is strictly prohibited.

b) General Guidelines
The WPA logo may only be used:
- by official WPA bodies and structures
- or with prior written authorization from the WPA Secretariat and Executive Committee

Use of the WPA logo implies full compliance with these guidelines.

c) When is the Use of the WPA Logo Permitted
The WPA logo may be used only in official documents and meetings, such as:
- WPA communication
- WPA Sections and Committees
- WPA publications
- Official WPA meetings and congresses
- Co-sponsored meetings and/or events (subject to approval)

d) When is the Use of the WPA Logo Prohibited
The following use of the WPA logo is strictly prohibited:
- Modifying, distorting, re-coloring, cropping, or re-designing the logo
- Combining it with other logos or visual identities
- Using it for political, commercial, or promotional purposes without authorization
- Using it in misleading or inappropriate contexts

The WPA logo must always appear exactly as provided by the WPA Secretariat; and it must not create any confusion regarding endorsement, partnership, or approval by WPA.

e) Technical Use
Only official WPA logo files provided directly by the WPA Secretariat may be used.
- Authorized formats will be supplied upon approval
- High-resolution master files are not publicly available
- Direct downloading of editable files is restricted

- Files may contain embedded ownership metadata

f) Scientific Sections

Logos for the Scientific Sections are governed by WPA policy as follows:

- All Section logos must be requested via the WPA Secretariat
- Logos for the Scientific Sections will be created and monitored by the WPA Secretariat
- Sections may not create modified versions of the WPA logo, or create their own logos
- Independent graphic adaptations are not permitted

Specific authorization rules may apply.

To have webinar information posted on the WPA website, Sections and SIGs should send to WPA Secretariat cc to Secretary for Sections.

Sections are free to use all available open sources to disseminate information about the event.

g) Social Media

All use of the WPA logo in social media, by the Apposite Scientific Sections as well as other WPA Components, have to report to the WPA Secretariat to ensure compliance with WPA standards.

- All use of WPA logo to be requested via the WPA Co-Sponsorship application form
- Posts can only be made on the official WPA social media
- Posts can be shared on private pages (section account, personal account, LinkedIn) *only after* they have been published on official WPA social media first

h) How to Request Approval for Use of the WPA logo

All requests must be submitted in writing by email to the WPA Secretariat at: wpasecretariat@wpanet.org. All requests must include:

- The name of the requesting WPA component or external organization
- Detailed description of intended use
- Detailed context and duration (specific dates must be indicated)

Use of the WPA logo is permitted only prior written authorisation from the WPA Secretariat and Executive Committee.

i) Monitoring and Enforcement

The WPA reserves the right to monitor use of its logo. In cases of unauthorized use, the WPA may:

- Request immediate removal
- Issue a formal notice
- Pursue legal remedies where necessary

j) Disclaimer

The use of the WPA logo does not imply endorsement, partnership, or institutional affiliation unless expressly confirmed in writing by the WPA.

1.7 **Languages used by WPA**

English is the working language of the organisation. The use of other languages may be requested but the request must be made in adequate time and the related costs will be paid by whoever is making the request.

English is the official language of the WPA and only the English text of these Statutes is binding. The English text of the Association's Statutes By-Laws, and Manual of Procedures and will be used for WPA administration.

1.8 **WPA Prizes and Awards**

a) General Considerations

Recognition of meritorious scientific work that contributes to the advancement of psychiatry and mental health and enhances the public image and service of the Association is a responsibility of WPA. In line with this, proposals for WPA Awards may be submitted to the EC by WPA Components. Logistic support for the distribution of announcements, collection and processing of nominations, meetings of the jury, and prize-bestowing arrangements is provided by the WPA Secretariat, as needed.

The WPA currently awards the *Jean Delay Prize* to recognize integrative biological, psychological and social approaches to psychiatric problems. Its procedures and funding are developed and updated by the Executive Committee. Members of the Executive Committee, Council and Jean Delay judges are not eligible to apply for this prize.

b) Establishment of a WPA Award

The President will make a list of proposals for WPA awards (including prizes, fellowship programs, special mentions of individuals at its meetings and so forth) and will consult the WPA Executive Committee before presenting the list to the General Assembly for approval.

The proposals for the award should indicate its terms of reference, its justification and the exact terms of support for the organization of the selection process and the prize itself.

1.9 **WPA Authorised Signature**

Within the process of formal registration of the World Psychiatric Association in the Canton of Geneva, Switzerland and with the advice of legal counsel, the General Assembly agreed on 30 September 2023 that the President and Vice President (President-Elect) shall have statutory signing authority to engage the WPA in all matters

The General Assembly also agreed that the Executive Committee shall designate from among its members, and from among the Officers of the Secretariat, the other persons entitled to represent the WPA, as well as their signing authority and the manner in which they exercise it.

CHAPTER TWO

MEMBERSHIP

Relevant Statutes and By-Laws Articles

Section II - WPA MEMBERS

Article 7 - WPA Member Societies:

Psychiatric Societies whose goals and ethical standards are consonant with the current WPA ethical standards as specified in the By-Laws are eligible for full membership in the WPA if they submit to its Executive Committee an official application in accordance with the WPA By-laws.

A Psychiatric Society is a medical society of qualified psychiatrists (natural human beings hereafter Psychiatrists) concerned with the prevention and treatment of mental disorders and with the promotion of mental health.

To be considered for admission as a WPA Member Society, a psychiatric society must be national in scope, must deal with the whole field of psychiatry, must have been active for three years in its country and should be legally recognized as a juridical body. If there are reasons why it is not legally recognized then the application may still be considered.

Another Psychiatric Society from the same country, satisfying the above criteria, may be eligible for membership of the WPA provided that there is no more than 5% overlap of the Psychiatrists of the two societies.

Regional Psychiatric Societies with a majority of Psychiatrists residing in countries that do not have a Psychiatric Society may be eligible for admission in the WPA. The relevant provisions applicable to national societies apply to the extent accordingly.

Societies dealing with the whole field of psychiatry with mixed membership of Psychiatrists and non-Psychiatrists may be admitted to membership with fees and voting strength determined only by the number of Psychiatrists.

The decision to admit a Psychiatric Society in the WPA is made by the General Assembly by a simple absolute majority vote on the recommendation of the Executive Committee. WPA reserves the right not to admit a Psychiatric Society as a WPA Member Society.

Termination of membership in the WPA can be effected by resignation immediate or for a term. Exclusion or suspension for a term or sine die can be effected by a decision of the General Assembly, with a two-thirds absolute majority vote.

Non-payment of dues for three consecutive years will lead to the submission by the Executive Committee of a proposal to the General Assembly for exclusion.

In exceptional circumstances and for legitimate grounds, as the failure to cooperate or respond to a request from the Ethics and Review Committee of the WPA in investigating ethical complaints, the Executive Committee may suspend a Member Society for a term or sine die, until the next General Assembly in accordance with the provisions of the WPA By-laws.

Section II – WPA MEMBERS

Ad Article 7 - WPA Member Societies:

Requests for membership must be sent to the Secretary General. The application for admission must be accompanied by a copy of the resolution passed by the Psychiatric Society requesting Membership and a copy of its Statutes translated into English.

The request should be accompanied by an indication of the society to the ethical principles as laid down in the current WPA ethical standards as specified in the By-laws, and by a written description of the scientific and professional activities the society is undertaking.

On the basis of this information, the Executive Committee will seek the written opinion of all Member Societies, of the Council and of the Representative of the Zone in which the applicant society is located. If there are no objections, the Executive Committee may proceed to grant the society the status of Applicant within the WPA. If there are objections, the Executive Committee will seek further information and clarification before submitting the proposal to the General Assembly.

Membership applications must reach the Secretary General at least six months prior to the next General Assembly in order to be considered for admission at that Assembly.

Member Societies are obliged to send to the WPA Secretariat updated information on their activities and legal status, as requested by the Secretary General.

Member Societies which have not paid their dues before the General Assembly will be warned that the non-payment of dues for three consecutive years will lead to the submission of a proposal to the General Assembly for their exclusion.

Section III - WPA AFFILIATES AND INDIVIDUAL MEMBERS WITHOUT VOTING RIGHTS

Article 8 – WPA Affiliated Associations:

Associations and international federations of societies with goals that are consonant with those of the WPA and that are not eligible as Member Societies may be accepted as WPA Affiliated Associations.

Representatives of Affiliated Associations can attend WPA formal meetings, but do not have the right to vote.

Decisions about the admission, suspension or termination of their status as Affiliated Association can be made by the WPA General Assembly with a simple majority vote. The Executive Committee may suspend the affiliation of an Association if it considers that its continuing affiliation may be contrary to the achievement of the WPA's purposes

Section III – WPA AFFILIATES AND INDIVIDUAL MEMBERS WITHOUT VOTING RIGHTS

Ad Article 8 - WPA Affiliated Associations

Requests for affiliation must be sent to the Secretary General. The application for affiliation must be accompanied by a copy of the resolution passed by the Association requesting Affiliation and a copy of its Statutes translated into English

The request should be accompanied by an indication of formal adherence of the Association to the ethical principles as laid down in the current WPA ethical standards as specified in the By-laws and by a written description of the scientific and professional activities the association is undertaking

On the basis of this information, the Executive Committee will seek the written opinion of all Member Societies, the Council and of the Representatives of the Zone in which the applicant association is located.

If there are objections, the Executive Committee will seek further information and clarification before submitting the proposal to the General Assembly

Affiliation Applications must reach the Secretary-General at least six months prior to the next General Assembly in order to be considered for admission at that Assembly

WPA Affiliated Associations are obliged to send to the WPA Secretariat updated information on their activities and legal status, as requested by the Secretary-General.

Article 9 – WPA Special Individual Members, WPA Individual Members and WPA Fellows

Affiliation of WPA Special Individual Members and WPA Individual Members or WPA Fellows according to the definitions, hereafter, are decided by the Executive Committee. Psychiatrists may not apply to become a Special Individual or Individual Member as long as they are part of a Member Society.

Qualified psychiatrists may apply for WPA Special Individual Membership to the WPA if they reside in a country without a Member Society. This provision shall not affect the status Special Individual Members already admitted in the past.

Other health professionals and scientists who are not qualified Psychiatrists may apply to become WPA Individual Members.

Special Individual Members or Individual Members in good standing for five years who have made important contributions to the goals of the WPA can apply to become Fellows of the WPA.

Special Individual Members and Individual Members as well as Fellows are expected to participate in the activities and scientific meetings of the WPA, to share the goals of the WPA and to adhere to WPA ethical standards as specified in the By-laws

Special Individual Members Individual Members and Fellows of the WPA are entitled to receive information directly related on the activities of the WPA, and will receive other services in accordance to the By-laws, and to the decisions of the Executive Committee.

Special Individual Members, and Individual Members as well as Fellows have no voting rights.

Termination of Special Individual Membership and Individual Membership Fellowship can be effected by resignation or by decision of the Executive Committee

Ad article 9 - WPA Special Individual Members, WPA Individual Members and WPA Fellows

1. WPA Special Individual Members shall be Psychiatrists who have completed training in psychiatry in a manner acceptable in their country, where there is no WPA Member Society.

2. WPA Individual Members shall be physicians or other health professionals and scientists who have training and/or work in the field of psychiatry and mental health.

3. WPA Individual Members who have paid their dues for at least five years and have made important contributions to the field of psychiatry can apply for WPA Fellowship.

4. Applications for Special Individual Membership, for Individual Membership and for Fellowship will be submitted to the Secretary General.

5. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with the Board, submit the application to the WPA Executive Committee for decision about admission.

6. Special Individual Members, Individual Members and Fellows shall receive a certificate of their individual status, WPA newsletters and bulletins; they will be able to attend meetings of the WPA.

They may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses. They can also apply to become members of Scientific Sections.

Article 10 - WPA Honorary Members, Honorary Fellows and Presidential Commendations

The General Assembly may confer WPA Honorary Membership and WPA Honorary Fellowship.

Honorary Membership may be conferred upon individuals who have excelled in their service to the WPA

Honorary Fellowship can be conferred upon individuals who have made a very important contribution to the achievements of the WPA goals

Honorary Members and Honorary Fellows can attend the General Assembly as observers, but do not have the right to vote.

Termination of Honorary Membership or Honorary Fellowship can be effected by resignation or by decision of General Assembly by a simple majority of those present.

The WPA President can, after consultation with the Executive Committee, confer a WPA presidential commendation to individuals who contributed in a significant manner in the work of the WPA

Ad article 10 - WPA Honorary Members and WPA Honorary Fellows and Presidential Commendations

WPA Honorary Membership and WPA Honorary Fellowship may be conferred upon individuals who especially:

1. *have made outstanding contributions about the causes, treatment, or prevention of mental illness;*
2. *have substantially increased the understanding and improvement of health services for psychiatric patients;*
3. *have successfully made extraordinary efforts to promote the recognition of the WPA, as well as support the fulfilment of its objectives.*

Recommendations for Honorary Membership and Honorary Fellowships will be sent by the President to the Secretary General who will, after appropriate inquiries, submit the proposal to the Executive Committee for consideration and possible submission to the General Assembly for decision

Honorary Members and Honorary Fellows will receive a diploma and WPA newsletters and bulletins. They will be exempted from paying WPA periodic dues. They may with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses. They can also apply to become members of Scientific Sections

Decisions about cessation of Honorary Membership and Honorary Fellowships will be taken by the General Assembly on the basis of proposals by the Executive Committee.

Section IX - FINANCES

Ad Article 41 – Resources and Expenditures

Upon the basis of the report of the Secretary for Finances and the Executive Committee, the General Assembly decides upon the amount of the dues of Member Societies, Affiliated Associations, Affiliated Individual Members, and Fellows. The Secretary for Finances may negotiate the mode of payment with each Member Society as appropriate. The Executive Committee shall approve any special agreements

Member Societies that have not paid their dues for three years will lose their membership, unless there are exceptional circumstances to be considered by the WPA Executive Committee and the General Assembly.

2.1 **General Considerations**

The Statutes and By-Laws recognize seven categories of membership as follows:

- Member Society
- Affiliated Association
- Special Individual Member
- Individual Members
- Fellow
- Honorary Member
- Honorary Fellow

The general rights and duties of WPA members are printed in the Statutes and By-Laws, and their dues are set by the General Assembly.

2.2 **Member Societies**

a) Definition

Member Societies constitute the principal category of WPA membership. Any Psychiatric Society may apply for membership if their goals and ethical standards are fully consonant with those of WPA provided the requirements in the WPA Statutes are met. A Psychiatric Society is a medical society of qualified psychiatrists (natural human beings hereafter Psychiatrists)

The application for admission as a Member Society must be accompanied by an indication of formal adherence to the current WPA ethical standards as specified in this Manual (see Appendix B-1 and B-2). Applicant Societies must be national in scope, must deal with the whole field of psychiatry, should be legally recognized and have been active for three years in its country (Statutes, Section II Article 7 and By-Laws Ad article 7) Legal recognition should be the norm but there may be occasions when psychiatric societies are unable to be legally recognised, maybe for political reasons. Societies in this situation should submit their application and the application will be considered on an individual basis.

Member Societies applying from countries where there is more than one membership society must ensure that there is no more than a 5% overlap of the Psychiatrists of the membership societies. This is because voting is determined by the number of

members and this requirement prevents a duplication of votes which would give an unfair advantage to a country. This rule applies to both current and future Membership Societies

The WPA reserves the right not to admit a psychiatric society to membership of the WPA even if the psychiatric society meets the requirement of membership listed above. It is anticipated that this will happen very rarely but the WPA must be able to make the final decision if a psychiatric society is deemed inappropriate for the membership of the WPA.

Those Societies which deal with the whole field of psychiatry but have a mixed membership of psychiatrists and non-psychiatrists may be admitted to membership but their fees and voting strength will be determined only by the number of psychiatrists in their Society.

Regional associations with a majority of Psychiatrists residing in countries that do not have a psychiatric society may be eligible for admission as Member Societies. Statutes Section II Article 7. The WPA will consider these applications on an individual basis.

b) Rights and Responsibilities

- To attend Ordinary and Extraordinary General Assemblies with voice and vote.
- To nominate candidates for WPA elected positions.
- Their psychiatrist members can be nominated as candidates for WPA elected positions.
- Their members can be appointed to WPA Standing Committees and Task Forces.
- To receive, comment and approve the minutes of the General Assemblies as well as to receive the minutes of the meetings of the WPA Executive Committee, Council and Board and other documents as agreed by the Executive Committee.
- To receive reports of their Zonal Representatives and to participate in WPA zonal activities.
- To participate in all WPA activities such as responding to surveys)

- To fulfil the institutional requirements established by the WPA governing bodies in the Statutes, By-Laws and Manual of Procedures.
- To pay dues as agreed by the General Assembly.
- To maintain adequate channels for information within their societies or associations and inform their members about WPA's activities and decisions of its governing bodies.
- To formally adopt the current WPA ethical standards as specified in this Manual (see Appendix B-1 and B-2)

c) Admission Procedures

- A request for admission to Member Society status must be submitted to the Secretary General, who will furnish the applicant society with the official requirements as listed in the Member Society Application Information Sheet (see Appendix B-10) the WPA Statutes and By-Laws (Appendix A) and the current WPA Ethical standards as specified in the By-Laws (and see Appendix B-1 and B-2)
- The application for admission must include the following information:
  - A copy of the resolution passed by the Psychiatric Society requesting WPA membership,
  - A copy of its Statutes (in English),
  - The name, address, telephone and e-mail address of the Psychiatric Society,
  - The date of its formation,
  - The number of its members, divided into psychiatrists and non-psychiatrists,
  - Indication of adherence to the WPA Statutes and By-Laws and the WPA Ethical Documents.
  - To have official recognition and legal status in their country/territory (exceptions based on ethical and human rights considerations will be decided on a case-by-case basis by the EC and the General Assembly)
  - An account of the scientific and professional activities which the Society is undertaking.
- If, upon presentation of the application by the Secretary General, the Executive Committee regards the application positively, it will through the Secretary

General, seek the written opinion of all Member Societies, the Council, and the Representative of the Zone where the candidate Society is located,

- After two months allowed for correspondence, the Executive Committee will review the comments received and decide whether or not to accord the applicant ad-hoc Member Society status within WPA. If there are objections at this stage then the Executive Committee will seek further information and clarification before submitting the proposal to the WPA General Assembly.
- The Executive Committee will submit to the General Assembly all applications for Member Society status received up to six months before the meeting of the Assembly, and granted ad-hoc admission, with its recommendations.
- The General Assembly will decide by a simple majority of Member Societies present and voting whether or not to admit the candidate Member Society to WPA. (Statutes, Article 7)

d) Change of Name

A Member Society can send to the Secretary General a formal request for a change of Society name agreed to by its governing body. The EC will review this request and may accept it on an ad-hoc basis. The name change will then be presented to the General Assembly for ratification.

2.3 **Affiliated Associations**

a) Definition

Associations and international federations of societies with goals fully consonant with those of WPA, and that are not eligible for Member Society status. (Statutes, Section III Article 8)

b) Rights and Responsibilities

- Their Representatives can be invited to attend WPA formal meetings but they do not have the right to vote.

- Affiliated Association can participate in activities of their Zone, in coordination with the respective Zonal Representative.

- They are expected to fulfil the ethical and institutional requirements established by the WPA governing bodies in the Statutes, By-Laws and Manual of Procedures.
- They may organise Regional and/or Thematic Congresses if approved by the Executive Committee
- They can apply for WPA co-sponsorship of their scientific meetings. To do so, they must send a WPA co-sponsorship application form and pay fees accordingly.
- They are expected to pay nominal dues accorded by the WPA governing bodies.

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c) Admission Procedures

- A request for admission to Affiliated Association status must be submitted to the Secretary General, who will furnish the applicant Association with the official list of requirements specified in the Affiliated Association Application Informational Sheet (see Appendix B-11), the WPA Statutes and By-Laws (Appendix A) and the current WPA ethical standards as specified in the By-Laws (and see Appendix B-1 and B-2)
- The application for admission must include the following information: i) A letter from the candidate Association requesting affiliation to WPA including a copy of the resolution passed by the Association requesting Affiliation and ii) a copy of the Statutes translated into English, iii) The name, address, telephone and fax numbers and E-mail address of the candidate Association and, iv) Indication of adherence to the WPA Statutes and By-Laws and the WPA Ethical documents v) a written description of the scientific and professional activities which the association is undertaking
- If the application information presented by the Secretary General is regarded positively by the Executive Committee, it will seek the written opinion, through the Secretary General, to all Member Societies, the Council and the Representatives of the Zone in which the applicant association is located.
- After two months allowed for correspondence, the Executive Committee will review the comments received and will decide whether or not to accord the applicant ad-hoc Affiliated Association status within the WPA. If there are objections the Executive Committee will seek further information and clarification before submitting the proposal to the General Assembly.

- The Executive Committee will submit, with its recommendations, to the General Assembly all applications for admission received up to six months before the Assembly and granted ad-hoc Affiliated Association membership status.
- The General Assembly will consider applications submitted and will decide by a simple majority of Member Societies present and voting, whether or not to admit the candidate Affiliated Association to WPA. (Statutes Article 8)
- WPA Affiliated Associations are obliged to send to the WPA Secretariat updated information on their activities and legal status as requested by the Secretary General

d) Change of Name

An Affiliated Association can send to the Secretary General a formal request for a change of Association name agreed to by its governing body. The EC will review this request and may accept it on an ad-hoc basis. The name change will be then presented to the General Assembly for ratification.

2.4 WPA Special Individual Members and WPA Individual Members

a) Special Individual Members Definition

Special Individual Members are psychiatrists who reside in a country without a Member Society but who have completed specialty training in psychiatry in a manner acceptable in their country. These qualified psychiatrists may apply for Special Individual Membership of the WPA. Individual psychiatrists who are members of a WPA Member Society do not need to apply to become Special Individual Members because they are already a Member through their WPA Member Society.

b) Individual Member Definition

Individual Members are physicians, other health professionals or scientists who have had training and/or work in the fields of psychiatry and mental health but are not formally qualified as psychiatrists (Statutes, Section III Article 9 and By-Laws,
Ad article 9.

Special Individual Members and Individual Members pay membership dues and receive information and other services directly from WPA. They must adhere to the

WPA current ethical standards as specified in the By-Laws and in this Manual of Procedures Appendix B-1 and B-2)

c) Rights and Responsibilities

- To receive a certificate of WPA membership
- To receive *WPA News* electronically and other appropriate WPA publications.
- To attend meetings of Individual Members with Executive Committee members at World Congresses of Psychiatry.
- To be eligible to pay reduced registration fees at WPA Congresses of Psychiatry and Scientific Meetings as accorded by the pertinent Organizing Committees.
- To be eligible to become members of WPA Sections.
- To pay dues as approved by the General Assembly.

d) Admission Procedures

A request for admission as Special Individual Member or as Individual Member must be submitted to the Secretary General, who will give the applicant the official list of requirements (see Appendices B-12 and B-13) the WPA Statutes and By-Laws Appendix A) and the current WPA ethical standards as specified in this Manual (see Appendix B-1 and B-2)

The application for admission must include the following points:

- A condensed 1-2 page CV
- Completed Information Sheet for Special Individual Member or for Individual Member applicants.
- Payment of application fee (information on WPA website)
- Letter of reference from the local Member Society or from a WPA component officer.

e) Additional Procedures for Special Individual Members:

- Documentation showing that the candidate has completed medical education as a physician.

- Documentation indicating the applicant has completed psychiatric specialty training and is recognized as a qualified psychiatrist in his/her country of practice.

f) Additional Procedures for Individual Members:

- Documentation showing that the candidate has completed formal training as a physician or as another health professional or scientist.
- Documentation indicating that the candidate has training or work experience in the field of psychiatry, mental health, or related sciences.
- After the Secretary General considers the application complete, he/she will consult with the Member Societies and Zonal Representative in the area where the candidate resides in order to explore the existence of salient issues on his/her professional and ethical standing.
- After two months allowed for correspondence, the Secretary General will review the comments received and present the application to the Executive Committee for a decision about admission. The Secretary General will communicate this decision to the applicant and, if it was positive, will implement admission arrangements (certificate of WPA membership, inclusion in mailing lists; sending *WPA News* and a request for payment of dues). (By-Laws Section III Ad Article 9)

2.5 **Fellows**

Fellows are Special Individual Members who have made important contributions to the goals of the WPA and fulfilled well their institutional duties and responsibilities for at least five years. Fellows receive a certificate of Fellowship and maintain the rights and responsibilities of Special Individual Members. By-Laws Section III Ad Article 9)

Procedures for admission to Fellow status include the following: a) A request for admission to Fellow status must be submitted to the Secretary General, with an updated CV and information on significant contributions to psychiatry, b) The Secretary General and the Secretary for Finances will determine whether or not the applicant has fulfilled a minimum of five years of Special Individual Membership in good standing, including payment of dues, If the appraisal of five years in good standing is positive, the Secretary General will request comments on the application from the Board, all Presidents of Member Societies and Zonal

Representative in the area of residence of the applicant, and d) After two months allowed for correspondence, the Executive Committee will review the comments received and decide whether or not to admit the candidate to Fellow status in WPA.

2.6 **Honorary Members, Honorary Fellows and Presidential Commendations**

a) Honorary Members

Honorary Membership may be conferred upon individuals who especially have excelled in their service to the WPA (Statutes, Section III Article 10, By-Laws ad Article 10). Such service may include: outstanding contributions about the causes, treatment or prevention of mental illness; substantially increased the understanding and improvement of health services for psychiatric patients; successfully made extraordinary efforts to promote the recognition of the WPA as well as support the fulfilment of its objectives.

b) Honorary Fellows

Honorary Fellowship may be conferred upon individuals who especially have made a very important contribution to the achievement of the WPA goals and who may have made an outstanding contributions to knowledge about causes, treatment, or prevention of mental illness; have substantially increased the understanding improvement of health services for psychiatric patients, and c) have successfully made extraordinary efforts to promote the recognition of the WPA as well as support the fulfilment of its objectives (Statutes, Section III Article 10 , By-Laws, Ad Article 10).

c) Attendance at General Assembly

Honorary Members and Honorary Fellows can be invited to attend the General Assembly and other WPA formal meetings as observers, but do not have the right to vote. They will receive a certificate and WPA newsletters and bulletins. They will be exempted from paying membership fees (By-Laws, Section III Ad article 10)

d) Procedures for recommendations

The current practice is that the President prepares a list of recommendations for Honorary Members and Honorary Fellows which is forwarded to the Executive

Committee for discussion and to finalise the recommendations for the General Assembly. The General Assembly makes the final decision to confer the WPA Honorary Membership and WPA Honorary Fellowship. (By-Laws, Section III Ad Article 10).

e) Presidential Commendation

The WPA President can, after consultation with the Executive Committee, confer a presidential commendation to individuals who contributed in a significant manner to the work of the WPA (Statutes, Section III Article 10).

2.7 **Cessation of Membership**

End of membership can take place either by resignation of the member involved or by decision of the WPA General Assembly.

a) Resignation

Any member of the WPA that wishes to resign may do so at any time.

Any Member Society and Affiliated Association who has decided to resign will communicate its decision to the Secretary General, accompanied by the corresponding resolution approved by its governing body, containing the reasons for resignation. This information will be presented to the WPA Executive Committee and the WPA General Assembly. Resignation does not imply cancellation of accumulated financial obligations.

Any past member of WPA may apply again for membership using the regular procedures for admission.

b) Suspension or Termination of Membership

Depending on the seriousness of the offense or concern, either suspension or termination of membership may be affected by a decision of the WPA General Assembly with a two thirds majority of those Member Societies present and voting. Non-payment of dues for three consecutive years will lead to the submission of a proposal to the WPA General Assembly for termination.

In the case of Member Societies or Affiliated Associations the EC will consider documented charges or concerns about the ethical or institutional behaviour of any Member Society or Affiliated Association, regardless of source. The affected Member Society or Affiliated Association should be informed of the charges made and given an opportunity for rebuttal.

If the concern is of an ethical nature, the Executive Committee will ask the WPA Committee on Ethics and Review to investigate the matter according to the procedures described in Appendix B-3)

For a concern of a different nature, the Executive Committee may select a committee or appoint a special group to investigate the matter. The cost of these procedures may be charged to or shared with the Societies involved.

Failure to co-operate or respond to a request from the Ethics and Review Committee in investigating ethical complaints may lead to suspension from the WPA.

Upon receipt of the committee's recommendations, the Executive Committee will decide whether or not to proceed with a proposal for suspension or termination. If the decision is to proceed with these actions, the Executive Committee, with the advice of the Council and the Board, will present the suspension or termination proposal to the General Assembly. This body can approve the proposal by a two-thirds majority in the case of a Member Society and by a simple majority in the case of an Affiliated Association. The member involved will be informed of the action taken.

In extreme cases, especially involving ethical issues, when the continuing membership of a Member Society or Affiliated Association is likely to harm the WPA or impede the achievement of its purposes, the Executive Committee, after consultation with the Council, the Board and the Ethics and Review Committee may suspend the membership of a Society or Association until the following General Assembly decides on its status (Statutes: Section II Article 7 and Statutes: Section III Article 8)

c) Non-payment of Dues

Member Societies or Affiliated Associations which have not paid their dues before the General Assembly will be advised by the Secretary General that non-payment of dues for three consecutive years will lead to the submission of a proposal by the Executive Committee to the General Assembly for membership termination. In urgent cases, the EC can convene an Extraordinary General Assembly, which can hold its meeting by appropriate means. In case of suspension, the Society will continue paying dues during the period of suspension.

In case of readmission of a previously terminated Society, it must pay any dues that were pending until the time that termination became effective.

In the case of any Individual Members or Honorary Members or Fellows the Executive Committee will consider any documented charges or concerns about the ethical, institutional, or professional behaviour of any Special or Individual Member, Fellow, Honorary Member or Honorary Fellow. Non-payment of dues for 3 consecutive years by Special Individual Members, Individual Members, or Fellows may also be grounds for suspension or termination. The affected member should be informed of the charges made and given an opportunity for rebuttal. If the concern is of an ethical nature the Executive Committee will ask the Standing Committee on Review to investigate the matter. For a concern of a different nature, the Executive Committee will decide whether or not to seek the advice of a committee or special group.

Upon receipt of the committee's or group's recommendations, the Executive Committee will decide (for all except Honorary Members or Honorary Fellows) whether or not to suspend or terminate the member involved. The member involved will be informed of the action taken. If the decision was suspension or termination, the WPA membership and, in due course, the General Assembly will be adequately informed.

In the case of Honorary Members and Honorary Fellows, if the Executive Committee, after its preliminary inquiries, decides to proceed with the proposal of suspension or termination, it will present this proposal to the General Assembly. This body will decide on this proposal by a simple majority of votes. The member involved will be informed of the action taken.

CHAPTER THREE

THE GENERAL ASSEMBLY

Relevant Statutes and By-Laws Articles

Section 1 – DEFINITIONS

Article 1 – Name and incorporation

Under the name of

WORLD PSYCHIATRIC ASSOCIATION
(hereafter "WPA")

is incorporated a not-for-profit civil association under the laws of Switzerland It is registered with the competent Corporate Register of its Seat.

Section IV - THE WPA GENERAL ASSEMBLY

Article 11 - Competences

The WPA General Assembly is the highest governing body of the WPA.

The General Assembly:

1. *Determines the policies of the WPA;*
2. *Decides on the admission of WPA Member Societies and WPA Affiliated Associations and on the termination of their membership or affiliation;*
3. *Sets the membership dues which it reviews every three years in principle. Thus, the Executıve Committee may decide on the advice of the Secretary of Finance to convene an Extraordinary General Assembly which may be held digitally according to Article 13 hereafter, in order to reassess the level of membership dues or call for special contributions;*
4. *Approves the financial statement of the WPA closed at the 31st of December of the previous year, upon the recommendation of the Executive Committee;*
5. *Receives the reports of the Executive Committee concerning the work of the WPA;*
6. *Elects on the occasion of each Ordinary General Assembly, the required number of the Secretaries of the Executive Committee for a term of office of six years and the WPA President Elect;*
7. *Elects on the occasion of each Ordinary General Assembly WPA Zonal Representatives so that their continuity and change are guaranteed;*
8. *Confers Honorary Memberships and Honorary Fellowships, upon recommendation of the Executive Committee;*
9. *Decides on the creation or dissolution of WPA Scientific Sections;*
10. *Decides on changes of the WPA Statutes and By-laws;*
11. *Decides on the dissolution of the WPA as an Association;*
12. *Decides on any issues referred to the General Assembly by the Executive Committee*

Article 12 - Composition

The General Assembly is composed of the representatives (natural human beings) of the Member Societies who are up-to-date with their membership dues at the date of the meeting of the Accreditation Committee.

The President of the WPA usually chairs the General Assembly. In the President's absence it will be chaired by the President-Elect and in the absence of both, by a member of the Executive Committee.

The members of the Executive Committee and the Board shall attend the General Assembly on an ex-officio basis, without the right to vote but have the right to speak upon invitation by the Chairperson.

Representatives of the Member Societies who are not up to date with their membership dues, members of the Board, members of the Council, Honorary Members, Honorary Fellows, Chairpersons of the Scientific Sections or their representatives, members of Standing Committees, representatives of Affiliated Associations, may attend the General Assembly as observers. They have no right to vote but may speak at the invitation by the Chairperson

If the General Assembly needs to discuss reports or actions that are likely to involve confidential and highly sensitive information, the Chairperson may call the General Assembly into a Closed Session where only the representatives of the Member Societies and members of the Executive Committee may attend. Board and Council Members may also attend Closed Sessions at the discretion of the Chairperson.

Article 13 - Meetings of the WPA General Assembly:

General Assemblies may be Ordinary or Extraordinary.

The Ordinary General Assembly meets every third year preferably in conjunction with a WPA Congress, of Psychiatry.

Where, as a consequence of events external to the WPA it is not possible to hold the General Assembly, either Ordinary or Extraordinary, in the physical presence of the Representatives of the Members Societies, the Executive Committee, may decide that the General Assembly shall be held by audio or video conference, and its decision be taken by the way of an electronic ballot platform or by correspondence.

An Extraordinary General Assembly may be convened at any time by the Executive Committee or at the request of one fifth of the Member Societies, or at the request of the absolute majority of the Board Members

The results of a General Assembly vote shall be sent by email or other means of communications as determined by the Executive Committee to each Member Society and published on the WPA website.

Article 14 - Convening Notice

The General Assembly is convened by the Executive Committee at the place and date it decides. Such Convening Notice must be sent at least four months before an Ordinary General Assembly and at least ten days before an Extraordinary General Assembly.

The Convening Notice and the draft and final Agenda are sent to all Member Societies and to the other contemplated participants by electronic mail and are simultaneously published on the WPA website

Article 15 – Agenda of Ordinary General Assemblies

The Executive Committee draws up the draft Agenda to be placed before the Ordinary General Assembly and sends it with the Convening Notice four months prior to that event

The Executive Committee gives to the Member Societies and to the WPA Board and Council the possibility to express to the attention of the Secretary General their remarks, wishes and requests on the draft Agenda during one month after the Convening.

The Executive Committee decides discretionarily on such remarks, wishes and requests, but the issues requested by at least one fifth of the Member Societies, or at the request of more than half of the Board members, have to be added to the Agenda.

The final Agenda is published at least twenty days before the Ordinary General Assembly meeting on the Internet site of the WPA with the Documentation

Article 16– Agenda of Extraordinary General Assemblies

The Agenda of the Extraordinary General Assemblies is decided by the Executive Committee without further consultation and sent with the Convening Notice.

Article 17 – Documentation

The Documentation to be published before the General Assembly usually includes:

1. *The report of the Executive Committee;*
2. *The reports of the other bodies of WPA according to the By-laws;*
3. *The action plan of WPA;*
4. *The financial statements of WPA and their audit report;*
5. *The list of candidates to elective functions with their details and curriculum vitae;*
6. *The proposed modifications of the Statutes and/or By-laws;*
   and any other documentation which is considered useful by the Executive Committee for the decision taking of the General Assembly

Article 18 - WPA Accreditation Committee

WPA Accreditation Committee consists of five members, including WPA Secretary General who will chair it, WPA Secretary for Finances and Fundraisingand three more members appointed by the Executive Committee.

The Accreditation Committee meets during the week previous to the General Assembly and validates the voting right of each Member Society at the date of its meeting. Later receipt of payments of dues is not taken in consideration for the validation.

The Accreditation Committee decides also on the voting strength of each Member Society having the right of voting, in accordance with the Statutes and By-laws.

The decisions of the Accreditation Committee are taken at the absolute majority of all its members.

Its decisions are subject to an immediate recourse in front of the General Assembly in consideration of which they are taken, to be expressed at its opening. The decision of the General Assembly on such recourse is taken before any other item of its Agenda, and is final and binding without any other recourse

Article 19 - Quorum

The decisions of a General Assembly will be considered valid when at least one third of Member Societies having the right to vote, without consideration of their voting strength, are represented when first convened.

If there is no initial quorum, another General Assembly may be convened immediately by the President of WPA to be held within the next 48 hours, and its decisions will then be considered valid whatever the number of Member Societies represented be.

Article 20 – Voting strength

For the following matters:

1. *Elections;*
2. *and dissolution of WPA as an association;*

each Member Society up to date with its membership dues is entitled at least to one vote; in addition, for such matters only, Member Societies are entitled to votes as follows:

1. *one additional vote when their total paid membership dues are those of between 26 and 50 Psychiatrists;*
2. *one additional vote for each group of 50 dues paying Psychiatrists between 51-500;*
3. *one additional vote for each group of 100 dues paying Psychiatrists between 501 and 1,500;*
4. *one additional vote for each 200 dues paying Psychiatrists above 1,501 up to a maximum of 40 additional votes;*
5. *those Member Societies with paid membership dues between 10,001 and 25,000 Psychiatrists will be allocated 50 votes;*
6. *and those with (paid) membership above 25,000 Psychiatrists will be allocated 60 votes.*

In all other matters each Member Society having the right to vote in the General Assembly shall have one vote only.

Ad article 20 – Voting Strength

The grid of voting strength according to article 20 is as follows

MEMBERS	*Votes*	*MEMBERS*	*Votes*
1-25	*1*	*1401-1500*	*21*
26-50	*2*	*1501-1700*	*22*
51-100	*3*	*1701-1900*	*23*
101-150	*4*	*1901-2100*	*24*
151-200	*5*	*2101-2300*	*25*
201-250	*6*	*2301-2500*	*26*
251-300	*7*	*2501-2700*	*27*
301-350	*8*	*2701-2900*	*28*
351-400	*9*	*2901-3100*	*29*
401-450	*10*	*3101-3300*	*30*
451-500	*11*	*3301-3500*	*31*
501-600	*12*	*3501-3700*	*32*
601-700	*13*	*3701-3900*	*33*
701-800	*14*	*3901-4100*	*34*
801-900	*15*	*4101-4300*	*35*
901-1000	*16*	*4301-4500*	*36*
1001-1100	*17*	*4501-4700*	*37*
1101-1200	*18*	*4701-4900*	*38*
1201-1300	*19*	*4901-5100*	*39*
1301-1400	*20*	*5101-10000*	*40*
		10001-25000	*50*
		25001 and more	*60*

The mean yearly membership between General Assemblies should be used for the above calculations.

In case of secret ballots, the Representatives will receive ballots representing a small number of votes (1,5,10) which together add to the Member Society's total voting power

Ad article 21 - Decisions

The Robert's Rules of Order, in their latest edition, will guide the conduct of the WPA Assemblies' work, including the handling of motions, unless specified differently in the Statutes, By-laws or Manual of Procedures.

3.1 **General Considerations**

The General Assembly is the highest governing body of the WPA (see Statutes: Section IV Article 11 for list of tasks). The President of WPA is the chairperson of all sessions of the General Assembly. The Director of Administration in consultation with the Secretary General is responsible for the logistic preparation of the General Assembly and for the preparation and finalization of its minutes. Participation in the General Assembly requires accreditation of membership in one of the categories of General Assembly attendees.

3.2 **Composition**

a) Delegates

The General Assembly is composed of the Representatives of Member Societies (By-Laws: Ad Article 11), who are the only individuals with a right to vote. Each Member Society is represented by one Representative who may represent only one Member Society at the General Assembly (By-Laws Ad Article 11). There is no voting by proxy.

Each Member Society may also authorize an Alternate Representative who, in the absence of the Representative , will serve as the Representative.

Every Representative and Alternate Representative is accredited by an authorization letter signed by the President and Secretary General or the equivalent of his or her Society.

Only those Membership Societies who are up-to-date with their membership dues have the right to vote. Representatives of the WPA Member Societies who are not up to date with their membership dues may attend but may not vote.

WPA Honorary Fellows and WPA Honorary Members can attend the WPA General Assembly as observers but do not have the right to vote.

Representatives of Applicant Societies may also attend the General Assembly as observers and speak at the invitation of the Chairperson. They shall be asked to leave while the application of their Society is voted upon and in an y other circumstance at the discretion of the Chairperson.

b) Executive Committee Members, the Council and the Board

Members of the Executive Committee, The Council and the Board may attend the General Assembly. They will have no vote but have the right to speak on matters of their own work or activity in the Association and may speak during the Assembly on other matters upon invitation of the Chairperson (Statutes: Section IV Article 12)

c) Other WPA Component Members

- One duly accredited representative per Affiliated Association may attend the General Assembly. They have no right to vote but may speak at the invitation of the Chairperson.
- Duly accredited Scientific Section Chairpersons or their designees, members of the Standing Committees, Honorary Members and Honorary Fellows, may attend the General Assembly as observers. They have no right to vote but may speak at the invitation of the Chairperson

d) Guests

The Executive Committee can propose to the Assembly to allow selected individuals (e.g., representatives of major international organizations) to attend the Assembly as observers. They may also propose that representatives of full and ad hoc Affiliated Associations and ad hoc WPA Member Societies' attend the Assembly as observers. Guests do not have the right to vote but may speak at the invitation of the Chairperson.

e) Staff

The WPA Secretariat staff are required to attend the General Assembly to support the Chairperson of the Assembly and the WPA Secretary General and to carry out general logistic tasks.

The Executive Committee may request a legal counsel to attend the General Assembly to provide legal consultation as needed.

3.3 **Types of General Assembly**

General Assemblies can be Ordinary or Extraordinary.

a) Ordinary General Assemblies

These take place regularly, every three years, preferably in conjunction with a WPA World Congress or a Regional Meeting, typically the World Congress in order to fulfil the general responsibilities of the governing body of the WPA.

The quorum for an Ordinary General Assembly is the presence of at least one third of Member Societies having the right to vote without consideration of their voting strength are represented when first convened. It there is no initial quorum then the Ordinary General Assembly can be convened again in 24 hours and will be considered valid whatever the number of Member Societies are represented.

b) Extraordinary General Assemblies

These can be convened at any time by the WPA Executive Committee or at the request of one fifth of the WPA Member Societies or at the request of the absolute majority of the Board Members. The agenda is decided by the Executive Committee without further consultation and sent with the Covering Notice. The Extraordinary General Assembly will be quorate when at least one third of Member Societies are represented. The Executive Committee on the advice of the Secretary of Finance may convene an Extraordinary General Assembly which may be held digitally in order to reassess the level of membership dues or a call for special contributions.

The Extraordinary General Assembly will deal with amendments to the WPA Statutes and By-Laws and any other topic that motivated their convocation.

3.4 **Documentation for the General Assembly**

1.The Report of the Executive Committee

2. Report of the other bodies of the WPA according to the By-laws

3. The Action Plan of the WPA

4. The financial statement of the WPA and their audit report

5. The list of candidates with elective functions with their details and curriculum vitae

6. The proposed modifications to the Statutes and By-Laws

7. Any other documentation considered useful by the Executive Committee for the decision taking of the General Assembly.

a) Elects, on the occasion of each Ordinary General Assembly, the required number of the Secretaries of the Executive Committee for a term of office of six years, and the President Elect (Vice-President) for a period of six years, of which he or she serves as President-Elect for three years and as President for three years.
b) Elects, on the occasion of each Ordinary General Assembly, Zonal Representatives in accordance with Statutes: Section V Article 25) so that continuity and change are guaranteed. It also elects Zonal Representatives for Zone positions filled ad-hoc by the Executive Committee
c) Decides on the creation or dissolution of Scientific Sections (By-Laws Section XI Ad Article 46)).
d) Decides on the annual membership dues, which they review every three years, of the Member Societies, Special Individual Members, Individual Members, and Fellows.
e) Decides on dissolution of the WPA as an Association.

3.5 **Convocation and Agenda**

The Executive Committee draws up the agenda for a General Assembly which is then sent to Member Societies four months prior to that event. Requests for inclusion of additional items may be submitted by any WPA component member to the Secretary General up to three months before the General Assembly takes place, so that the Secretary General can inform the Member Societies in good time. The final agenda is published at least twenty days before the Ordinary General Assembly on the internet site of the WPA together with the documentation. The Convening Notice and Agenda for Extraordinary General Assemblies must be sent at least ten days before the Assembly takes place.

The Executive Committee will designate selected items of the Agenda that do not require detailed discussion by the General Assembly "for expedited review". These items will be reviewed at the WPA Board meeting preceding the General Assembly.

Where, as a consequence of external events, the President, having consulted the Executive Committee, considers that a decision of the General Assembly or Board is urgent and therefore required before the next General Assembly or Board meeting, the decision may be taken by means of electronic mail. A Member Society which does not vote electronically shall be held to have abstained. Such uses of electronic mail must be reported to the General Assembly.

If an external event occurs, for example a pandemic, which means that the General Assembly cannot take place face to face, then the President, with the approval of the Executive Committee may decide that the General Assembly should be a virtual meeting. This means that the elections which would normally have taken place at the General Assembly can take place electronically. Electronic mail or electronic voting may also be used for those agenda items which are urgent and require a vote. Any use of electronic mail or electronic voting will be reported to the next General Assembly. The results of a General Assembly vote taken by email or by electronic voting must be sent to the President and General Secretary of each Member Society.

3.6 **Accreditation of Delegates and Accreditation Committee**

The process of accreditation of Member Society delegates and other attendees of the General Assembly will be regulated by the Accreditation Committee. The composition and functions of the Accreditation Committee and the specific procedures involved are described below.

a) Composition of the Accreditation Committee

The Accreditation Committee (AC) will consist of the Secretary General (who will chair this Committee), the Secretary for Finance, and three more members appointed by the President in consultation with the Executive Committee. Legal counsel should be available. The Secretariat will provide logistical support.

If the Secretary General or Secretary for Finances are running for an Executive Committee or Zonal Representative elective post they will act in the Accreditation Committee only as consultants and the chair of the Accreditation Committee will be

an Executive Committee Member not participating as candidate in the election process and appointed by the WPA President in consultation with the Executive Committee.

The Chair of the Accreditation Committee will identify members of the Committee to assist with the monitoring and smooth running of the election process.

b) Functions and Procedures of the Accreditation Committee

The Accreditation Committee meets the day before the WPA General Assembly. The first key function of the Accreditation Committee is to review the accreditation of Representatives of Member Societies and other attendees of the General Assembly. The corresponding procedures follow:

All Member Society Representatives and other attendees of the General Assembly are expected to register themselves with their credentials at the WPA Secretariat Office on the Congress premises before the day of the General Assembly. At that time, badges for admission to the Assembly room and any relevant Assembly documents will be distributed. The majority of documents will only be available online.

The Secretariat prepares a report on the registered Representatives of Member Societies. The AC reviews this report and resolves any controversies.

The report on registered Member Society Representatives will serve as a reference for the preparation of the Record of Attendance and Statement of Quorum at the beginning of the General Assembly. Any remaining controversies and claims will be resolved by the General Assembly.

The second key function of the Accreditation Committee is to review the patterns of dues payments of Member Societies, on the basis of which voting strength will be determined. The corresponding procedures follow:

The WPA Secretariat, in anticipation of the General Assembly, will prepare and circulate letters to all Member Societies specifying the number of members of each Society known to the Secretariat and the status of received dues payments.

The Secretariat under the supervision of the Secretary for Finances, will prepare a chart containing the following information for every Member Society:

- Number of members known for each of the years of the ending triennium
- Dues payments received for each of these years
- The computed average of yearly dues paid for the triennium, on the basis of which the voting strength of each Member Society will be ascertained by consulting the look-up table presented in section 3.8. of the Manual of Procedures By-Laws: Section IV Article 20

This chart will be updated with any late payments received on site due to exceptional circumstances. Promissory payment letters will not be accepted. The Accreditation Committee will review the above Secretariat report on dues paid and corresponding voting strength and will resolve any controversies.

On the basis of the above report, prepared by the Accreditation Committee, the proposed voting strength of each Member Society will be presented to the General Assembly. Any complaints received before the General Assembly will be dealt with by the President and the Chair of the Accreditation Committee. Complaints received after the General Assembly will be dealt with by the President.

3.7 **Course of the General Assembly**

Registration

At the site of the triennial WPA World Congress, or wherever the General Assembly is to take place, an established WPA Secretariat office will be used for all registration functions, i.e. to receive credential letters from Member Society Representatives and to distribute distinctive name tags to Member Society Representatives and other attendees along with work folders for the General Assembly. The majority of papers will only be available online. The Representatives of ad-hoc Member Societies and ad-hoc Affiliated Associations, after their

admissions are confirmed by the General Assembly, will immediately receive new tags identifying their new status from the staff of the WPA Secretariat assigned to the Assembly.

Order of Business

a) Opening by the WPA President and Chairperson of the Assembly
   - Opening and introductory remarks
   - Apologies for absence
   - Record of attendance, statement of quorum, and determination of voting strength
   - Obituary for past WPA officers

b) Admission, name change and termination of Members

c) Election of new members of the Executive Committee and of Zonal Representatives
   - Report of the Nomination Committee
   - Statements of the Board and the Executive Committee
   - Election of new members of the Executive Committee and of new Zonal Representatives

d) Reports of the Executive Committee, Standing and Operational Committees and Task Forces
   - Report of the President
   - Report of the President Elect
   - Report of the Secretary General and the work of Zonal Representatives
   - Report of the Secretary for Finances and the Committee on Finances and Fundraising
   - Report of the Secretary for Education and Scientific Publications and the Standing Committee on Education and Scientific Publications
   - Report of the Secretary for Scientific Meetings and the WPA Committee on Scientific Meetings
   - Report of the Secretary for Scientific Sections and the WPA Committee on Scientific Sections
   - Report of the Standing Committee on Planning
   - Report of the Standing Committee on Ethics and Review
   - Report of World Psychiatry

- Amendments to the Statutes and By-Laws
- Reports of the Task Forces

e) Approval of the Selection of Auditors

f) Approval of the WPA Accounts

g) Admissions, name changes, and reinstatements of Scientific Sections

h) Conferral of Honorary Membership and Honorary Fellowship

i) Report on WPA Prizes and Awards

j) Policy and Other Action Items

- WPA Strategic and Financial Triennial Plans
- WPA Institutional Programs
- Additional Action Items from the Executive Committee
- Specific Action Items submitted by Member Societies

k) Amendments to WPA Guidelines

l) Approval of the procedures concerning the review and approval of the Minutes of the General Assembly

m) Approval of the Secretary General's Summary of the Proceedings and Conclusions of the Extraordinary and Ordinary General Assemblies

n) Presentation of the new officers elected

o) Greetings by the new WPA President.

p) Closure by the Chairperson of the Assembly

Executive Session

The Chairperson may at any time call the General Assembly into an executive session. Reasons for this might include the need to deal with reports or actions likely to involve the exchange of confidential and highly sensitive information. The executive session will be attended by the Representatives of Members Societies, Members of the Executive Committee and Zonal Representatives. The Executive session may include Board and Council members at the discretion of the President,

The Chairperson of the General Assembly may, for urgent and important reasons, suspend for a brief period the course of the session. Once the issue requiring an executive session has been addressed, the General Assembly will return to its regular course.

3.8 **Voting Rules**

The General Assembly votes in accordance with the following rules:

a) Those Member Societies who are up to date with their membership dues are entitled to at least one vote. In those countries which have more than one Member Society there should be no more than a 5% overlap of members between the Member Societies. This is to prevent a duplication of votes which would give an unfair advantage to a country

b) Voting strength. For matters specified below, the total number of votes to which a Member Society is entitled shall be indicated in the list of Member Societies. The number of votes will be decided on the basis of the number of members of the society for whom dues were paid to WPA (in accordance with the decision of the Accreditation Committee) according to the following table:

World Psychiatric Association Chart on Membership Size and Voting Strength

Members	Votes	Members	Votes
1 - 25	1	1401 - 1500	21
26 - 50	2	1501 - 1700	22
51 - 100	3	1701 - 1900	23
101 - 150	4	1901 - 2100	24
151 - 200	5	2101 - 2300	25
201 - 250	6	2301 - 2500	26
251 - 300	7	2501 - 2700	27
301 - 350	8	2701 - 2900	28
351 - 400	9	2901 - 3100	29
401 - 450	10	3101 - 3300	30
451 - 500	11	3301 - 3500	31
501 - 600	12	3501 - 3700	32
601 - 700	13	3701 - 3900	33
701 - 800	14	3901 - 4100	34
801 - 900	15	4101 - 4300	35
901 - 1000	16	4301 - 4500	36
1001 - 1100	17	4501 - 4700	37
1101 - 1200	18	4701 - 4900	38

1201 - 1300	19	4901 - 5100	39
1301 - 1400	20	5101 – 10,000	40
		10,001-25,000	50
		25,001 and more	60

The mean yearly number of members for whom fees have been paid between General Assemblies should be used for the above calculations.

c) The assignment of voting strength (described in By-Law item 8.b) shall apply to actions of the General Assembly pertaining to:

   i) elections

   ii) dissolution of the WPA as an association

   In all other instances, including ethical matters, admission of new Member Societies, sanctions and expulsions of Member Societies, policy resolutions or position statements, each Member Society eligible to vote in the General Assembly shall have one vote only.

   The Executive Committee will indicate on the proposed agenda of the Assembly which voting method will be used for each item.

d) Secret paper ballot will be used for the elections, for the exclusion of a Member Society, for the dissolution of the WPA as an association and for any other issue if a request for a secret ballot is made by at least one fifth of the Representatives of Member Societies. The General Assembly may decide by a show of hands on all questions on the Agenda other than elections. If a request for a secret ballot is made for any other item (e.g. on issues which affect individuals), the General Assembly will decide on the issue by a simple majority (Statutes Article 21). The Elections will be carried out by secret ballot. Delegates will receive ballots representing small number of votes (1, 5, 10) which together add to the Member Society's total voting power. In order to optimize the efficiency and accuracy of the voting and its counting and reporting, advanced

technological procedures will be used upon the recommendation of the Nominations Committee and approval by the Executive Committee, Board and General Assembly.

e) The procedures for changing the WPA Statutes and WPA By-Laws are described fully in Item 48 of the WPA Statutes. Recommendations for change must be submitted to the Executive Committee six months before the General Assembly and then circulated to Member Societies at least three months before the General Assembly. Decisions to amend Statutes and By Laws will be voted on at the General Assembly.
There are provisions for changing the Statutes and By-Laws if there is an urgent need to do so between General Assemblies. Recommendations will be sent to the Executive Committee for discussion and then circulated to all WPA Member Societies for a decision.

Currently the Statutes must be amended by a two thirds majority of those voting and the WPA By-Laws by a simple majority of those voting.

f) The dissolution of the WPA will be decided by the General Assembly at the request of the Executive Committee, or at the request of more than one half of the Member Societies. (Statutes Section XIV Article 50)

3.9 **Parliamentary Procedure**

The Robert's Rules of Order, in their latest edition, will guide the conduct of WPA Assemblies work including the handling of motions, unless specified differently in the Statutes, By-Laws, or Manual of Procedures.

3.10 **Languages and Translations in the General Assembly**

English is the language of the WPA and therefore it will be the language of documents presented to the General Assembly. The use of other languages can be requested to the Secretariat provided that any request is made in good time and that it does not incur any costs for the WPA

CHAPTER FOUR

THE BOARD AND ZONAL REPRESENTATIVES

Relevant Statutes and By-Laws Articles

Section V - WPA BOARD

Article 22 – The WPA Board and its work:

The WPA Board comprises the WPA Zonal Representatives. The members of the WPA Executive Committee will be invited to attend the meetings of the Board.

The Board advises the Executive Committee and the General Assembly on the work of the WPA, including in particular:

1. *its efforts to strengthen collaboration among Member Societies in the WPA Zones;*
2. *the admission or suspension of Member Societies;*
3. *the creation of Scientific Sections;*
4. *the Plan of Action of the Executive Committee and the plan of work produced by the President-Elect including its financial aspects;*
5. *the WPA budget and accounts;*
6. *the agenda of the General Assemblies;*
7. *the report of the WPA Nominations Committee concerning candidates for elective posts and recommendations concerning the voting procedures.*

In case the Board is not satisfied that the work of the Executive Committee is consistent with the formal decisions of the General Assembly it will inform the Executive Committee and may call an Extraordinary General Assembly.

*During its Annual Meeting**s** the Board will receive reports from the Executive Committee including the Executive Committee's plans for activities and their budgets for the following year.*

The Board will be kept informed about official contacts between the Executive Committee and the Member Societies. They will in turn keep the Executive Committee informed about their collaboration with Member Societies, their needs, functioning and achievements.

The Board where appropriate will seek advice from the Council

Article 23 - WPA Board meetings:

*The Board will meet annually, in principle**,** at a WPA Congress of Psychiatry. Board meetings or teleconferences may be held between these occasions.*

The President of the WPA will chair the Board and the Board will elect a Vice Chair every year by simple majority.

The WPA Secretary General will draw the agenda of the Board meetings in consultation with its members and the Executive Committee and include any or all of the items proposed by Board Members.

The quorum for the Board meetings will be half plus one of its members.

Article 24 - The role of WPA Board Members:

The Board Members should play a key coordinating role within their WPA Zones, work together and explore collaborations that are institutionally functional. They shall encourage collaboration among Member Societies in their Zone and stimulate their participation in all the WPA activities.

They shall support the dissemination of WPA related information and WPA educational materials. They shall assist the Executive Committee in ascertaining the needs of Member Societies and the ways in which these needs can be met.

Board members shall report and advise the Executive Committee on policies and activities in their WPA Zones.

Article 25 – Election of the WPA Zonal Representatives and their eligibility for further Offices

Zonal Representatives are elected for an initial period of three years and they can stand competitively for re-election for a second and final period of three years.

The office of the newly elected Zonal Representatives begins at the end of the General Assembly that elected them, and finishes at the end of the subsequent General Assembly. The General Assembly elects them in accordance with the By-Laws.

Members of the Board are allowed to present their candidature for election to a position on the Executive Committee.

Candidates for Zonal Representatives are not eligible to apply for an elected Executive Committee post at the same time.

Ad article 25 - Election of the WPA Zonal Representatives and their eligibility for further Offices

The 18 Zonal Representatives are elected, one from each of the following 18 zones grouped into 4 regions:

A. The Americas (5 zones)

1. Canada
2. United States
3. Mexico, Central America and the Caribbean
4 South America - Northern Zone
5 South America - Southern Zone

B. Europe (5 zones)

6 Western Europe
7 Northern Europe
8 Southern Europe
9 Central Europe
10 Eastern Europe

C. Africa, Middle East, Central and Western Asia (4 zones)

11 Northern Africa
12 Middle East and Central and Western Asia
13 Central and Western Africa
14 Eastern and Southern Africa

D. Asia, Australia, New Zealand and the South Pacific (4 zones)

15 South East Asia
16 South Asia
17 Eastern Asia
18 Australia, New Zealand and South Pacific

The assignment of Member Societies to a zone shall be the responsibility of the Executive Committee.

The election procedure of the Board Members is as follows:

1. The Chair of the Nominations Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly, requesting that the Member Society recommends one psychiatrist from the countries composing the relevant WPA Zone for the available position. Only Member Societies from a given Zone can nominate candidates for that Zone. In WPA Zones consisting of two or more countries the representative should not come from the same country as his immediate predecessor

2. In a WPA Zone where there is only one Member Society, the Society may nominate one or more candidate(s) as their Zonal Representative and present that name(s) to the General Assembly to elect a candidate.

3. The Nominations Committee examines the eligibility of candidates, compiles the names submitted from each WPA Zone and, whenever more than two candidates are eligible, it requests, through its Chair, each Member Society within that Zone to vote for two candidates from the circulated list.

4. The Nominations Committee sends its report to the Executive Committee and the Board.

5. The Nominations Committee presents to the General Assembly as nominees for the available position the two individuals who have received the highest number of unweighted votes from the Member Societies of the WPA Zone. When only one candidate is eligible it will be automatically included in the list to be proposed to the WPA General Assembly for voting.

6. The General Assembly receives the report of the Nominations Committee, along with the views of the Executive Committee and the Board and elects one of the two nominees.

*7. If WPA Zonal Representative**s** are unable to continue serving in their post**s** until the end of their mandate, the Executive Committee has the right to appoint an interim Zonal Representative to carry out the tasks assigned to the vacant post until the next WPA General Assembly*

The appointment to a post of an interim WPA Zonal Representative does not affect the eligibility of that person for any elective post in the WPA

4.1 **The Board**

a) Composition

The President will chair the Board which comprises of eighteen Zonal Representatives. The members of the EC will be invited to attend meetings of the Board. The Board will elect a Vice-Chair every year by a simple majority. The quorum for the Board meetings will be half plus one of its members.

b) Responsibilities

The Board advises on the work of the WPA, including in particular (1) its efforts to strengthen collaborations among Member Societies in the WPA zones and stimulate their participation, (2) support the dissemination of WPA related information and WPA educational materials, (3) the admission or suspension of Member Societies and (4) the creation of Scientific Sections, and (5) the Triennial Action Plan of the Executive Committee and the plan of work produced by the President-Elect, including its financial aspects, and (6) the WPA budget and accounts (7) the agenda of the WPA General Assembly and (8) the report of the WPA Nomination Committee concerning candidates for elective posts and recommendations concerning the voting procedures

Zonal representatives are encouraged to work together and explore collaboration. They should report and advise the WPA Executive Committee on policies and activities in their WPA Zones.

In case the Board is not satisfied that the work of the Executive is consistent with the formal decisions of the General Assembly it will inform the Executive Committee and has the power to call an Extraordinary General Assembly.

c) Term of Office

The term of office of the Board begins at the end of the General Assembly which renews the Board Membership. Zonal representatives can stand for an initial period of three years and they can stand competitively or re-election for a second and final period of three years. They can present their candidature for election for a position on the Executive Committee. However, candidates for Zonal Representatives are not eligible to apply for an elected Executive Committee for a post at the same time as applying to be elected as a Zonal Representative

d) Meetings

The WPA Board will meet annually in principle at a WPA World Congress of Psychiatry and teleconferences can be held between these occasions. As a rule, the Board will meet shortly before and shortly after the General Assembly where Zonal Representatives are elected.

The organization and preparation of the Board meetings are the responsibility of the Secretariat. The agenda for the meetings of the Board will be drafted by the Secretary General in consultation with its members, and the Executive Committee. The Zonal Representatives shall be invited by the Secretary General to contribute items for inclusion on the agenda of the Board. The draft agenda and relevant documents for Board meetings will be distributed to the Zonal Representatives by the Secretary General at least one month before the meeting takes place.

4.2 **Zonal Structure**

a) Regions and Zones

The WPA has 18 Zones clustered into four Regions, as follows:

Region I	Americas
Zone 1	Canada
Zone 2	United States
Zone 3	Mexico, Central America and the Caribbean
Zone 4	South America - Northern Zone

Zone 5	South America - Southern Zone
Region II	Europe
Zone 6	Western Europe
Zone 7	Northern Europe
Zone 8	Southern Europe
Zone 9	Central Europe
Zone 10	Eastern Europe
Region III	Africa, Middle East and Central and Western Asia
Zone 11	Northern Africa
Zone 12	Middle East and Central and Western Asia
Zone 13	Central and Western Africa
Zone 14	Eastern and Southern Africa
Region IV	Asia, Australia, New Zealand and South Pacific
Zone 15	South East Asia
Zone 16	South Asia
Zone 17	Eastern Asia
Zone 18	Australiasia and the South Pacific

A detailed clustering of Member Societies into Zones and Regions is presented in Appendix B-14

b) Procedures for Zone Transfers of Member Societies

The assignment of Member Societies to a Zone shall be the responsibility of the Executive Committee which will keep the distribution of countries to zones under regular review. The President of the Member Society which desires to be transferred to another Zone shall write to the Secretary General indicating the reasons for the desired transfer.

The Secretary General, after consulting with the Executive Committee, will write for comments to the Member Societies and Zonal Representatives of the Member

Society's current and requested Zones. After two months allowed for correspondence, the Executive Committee will review the comments received and decide on the request for transfer.

If a request for transfer is received less than 9 months before the projected date of the regular meeting of the General Assembly the steps a) and b) will be taken but the Executive Committee will not affect any transfer until after the General Assembly.

4.3 **Zonal Representatives**

Zonal Representatives are elected for an initial period of three years and can stand competitively for re-election for a second and final period of three years. They are not eligible for re-election for a consecutive third period (Statutes, Section V Article 25). Where there are two or more countries in a WPA Zone then the representative must not come from the same country of his/her immediate predecessor. Where there is only one Member Society in a WPA Zone then the Member Society can nominate one or more candidates and present the name(s) to the General Assembly for election. At present this affects only two Member Societies in Canada and the USA.

Should a Zonal Representative become unable to perform his or her duties, the Executive Committee (EC) has the right to appoint, after consultation with the Board, the Council and Member Societies in the Zone, an interim officer to carry out the duties of the post until the next meeting of the General Assembly. If, at that time, the term of office of the Zonal Representative would have been completed, the election will proceed as foreseen in item By-Laws Section V Ad Article 25.7 of the By-Laws. If the next regular election for that post is 3 years away, the Assembly can confirm the appointment until the end of the mandate or proceed to elect an ad-hoc replacement in accordance to item By-Laws Section V Ad Article 25.7 of the By-Laws. In order to enable the Assembly to do so, candidates for the vacated post will be identified using the procedure described in Ad Article 25.7 of the By-Laws.

(See also Chapter Six paragraph 6.5 (i) of this Manual which gives more detail about the nomination process, election process and the specific criteria for a WPA Zonal Representative.)

a) Duties and Responsibilities

- The Zonal Representatives will be kept informed about official decisions and deliberations of the EC and of the Council. They will be informed about official contacts between, on one hand, the WPA Executive Committee and Scientific Section chairmen and, on the other, the Member Societies in their Zone.
- They will in turn keep the WPA Executive Committee informed about their collaboration with Member Societies, their needs, functioning and achievements.
- The Zonal Representatives shall work together and explore collaborations that are institutionally functional. They shall encourage collaboration among Member Societies in their zones.
- They shall collaborate in the dissemination of educational and other specific WPA materials within their zones.
- They shall support collaboration with Societies in other zones and assist the Executive Committee in ascertaining the needs of Societies and the way in which these needs can be met.
- Within two months after the election of a Zonal Representative, the Secretary General will furnish him/her with a set of documents giving information on the zonal structure of the WPA, and any other information relevant to the corresponding Zone.
- Within four months, following an election or appointment, every Zonal Representative will prepare a work plan and budget, which will be submitted to the Secretary General and then, after approval by the Executive Committee, distributed to the Presidents of the Member Societies of the corresponding Zone in collaboration with the respective Zonal Representatives for comments and suggestions.
- Four months before an Ordinary General Assembly, the Zonal Representatives will prepare a triennial report summarizing their activities and activities of Member Societies in their Zone, including into their report views of the Member Societies involved. These Zonal reports will be submitted to the Secretary General for incorporation into a general report for the General Assembly.

- A Zonal Representative will organize, at least one, Annual Zonal Meeting with Presidents or representatives of Member Societies in the Zone taking advantage of WPA Scientific meetings or other events in the Zone,
- At the end of each calendar year, Zonal Representatives shall complete an Annual Report Form providing updated addresses, organizational structure, key activities and a summary of major needs of Member Societies in their zone, and their specific plans of action for the new year.
- Promotion and coordination work of Zonal Representatives at the level of WPA Regions.

b) <u>WPA Financial Support for Zonal Representatives</u>

- The WPA EC will make an attempt, subject to the availability of funds, to support the Zonal Representatives' WPA work in their zones. However, given that funds in the WPA central accounts are likely to be limited, much of the support required for the performance of Zonal responsibilities will have to be personally secured as is the case for all WPA officers, by the Zonal Representative using institutional connections and the cooperation of Member Societies in the Zone. Special consideration will be given to LAMI countries who may find it difficult to obtain funds in this way. The Zonal Representatives should at the end of the year inform the Secretary for Finances about any and all support received for their WPA activities.
- The WPA plan for financial support for Zonal Representatives should be refined through discussions with the Zonal Representatives themselves, by mail consultations and face-to-face interactions at opportunities such as Regional Meetings.
- The main objectives of WPA funding would be to facilitate:
  - Communications with Member Societies and other WPA components, e.g. mailing, telephone, faxing and E-mail.
  - Preparation and circulation of a Zonal newsletter.
  - Organization of business meetings of Member Societies in the Zone.
- Provision of WPA support will be arranged in a step-wise manner, based on the presentation of a work plan and documented activity to implement it.

- Provision of WPA support also depends on the type of zone as follows (in increasing order of funding):
  - One country Zone: Canada, United States
  - Regular Zones: Northern, Western and Southern Europe, Eastern Asia, Australia, New Zealand and the South Pacific.
  - Low-Income Zones: the rest of Zones

c) Meetings

- At WPA Scientific Meetings the WPA Executive Committee will meet with Zonal Representatives from the region. The Presidents or Representatives of Member Societies of the region and officers of Scientific Sections attending the event will be invited to participate in the session. The informal meetings of Zonal Representatives and the Executive Committee will be chaired by the President of WPA and will be organized by the Secretary General who will be responsible for the minutes.
- Annual Zone Meetings. The Zonal Representative will organize, in coordination with Member Societies and the WPA Secretariat, at least one Meeting per year of representatives of Member Societies in the zone, taking advantage of practical opportunities such as the regular congresses of pertinent Member Societies and other events in the Zone. An attempt shall be made to obtain the participation of a WPA Executive Committee Member for these Zonal meetings.

CHAPTER FIVE

THE EXECUTIVE COMMITTEE

Relevant Statutes and By-Laws Articles

Section VI - WPA EXECUTIVE COMMITTEE

Article 26 - WPA Executive Committee:

The decision-making power of the WPA between General Assemblies are vested in the WPA Executive Committee.

The Executive Committee implements the decisions of the General Assembly, administrates the WPA resources, ensures that WPA statutory functions are carried out by all officers and staff, produces, updates and supervises the application of the Manual of Procedures, and prepares the materials for the WPA General Assemblies.

The Executive Committee shall have seven members, natural human beings including the WPA President, the WPA President-Elect (Vice President), the WPA Secretary General and four other Secretaries with defined functions (Finances, Scientific Sections, Scientific Meetings, Education and Scientific Publications).

The members of the Executive Committee are elected for a period of six years (in a staggered manner).

Candidates nominated for an Executive Committee post are not eligible to apply for a Zonal Representative post at the same time.

The quorum for the meetings of the Executive Committee is four members, including the President and/or the President Elect (Vice President).

The decisions of the Executive Committee shall be taken by an absolute simple majority vote of those voting. Abstentions will not be taken into account. There will be no voting by proxy.

In case of parity of votes, the President or in case of the President's absence, the President Elect (Vice-President) has the casting vote.

For all other matters, the Executive Committee decides on its rules of organisation.

Section VI - WPA EXECUTIVE COMMITTEE

Ad article 26 - Executive Committee

The General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should members of the Executive Committee become unable to perform their functions or do not comply with the Oath of Office, the other members of the Executive

Committee have the right to appoint an interim officer to carry out the tasks assigned to the vacant post until the next Ordinary General Assembly, which can confirm the appointment of the interim officer as a member of the Executive Committee, or proceed to the election of another replacement member. The mandate of new members of the Executive Committee will begin at the end of the General Assembly which elects them.

The appointment to or confirmation to a post of an interim officer of the Executive Committee does not affect the eligibility of that person for any elective post in the WPA, nor does it affect the requirement to elect a candidate from a different country.

Article 27 – Election of members of the WPA Executive Committee

The members of the Executive Committee are elected by the General Assembly, in accordance with the By-laws. Any elected member of the Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

Thus, any member, or former member, of the Executive Committee may be elected then to the position of President Elect (Vice-President) and serve for six more years.

In no case may the immediate successor to the same position be elected from the same Member Society or country.

Article 28 – Meetings of the WPA Executive Committee:

The meetings of the Executive Committee will be held at least three times a year, in presence or by teleconference, and shall be scheduled and convened by the President. Any other member of the Executive Committee may require that a meeting be scheduled for legitimate reasons and/or that an issue is added to the agenda.

The costs for the Executive Committee meetings, including travel expenses, accommodation, per diem and meeting facilities will be covered by WPA central funds when not covered by other funding sources.

Article 29 – The WPA President:

The WPA President shall have served as President-Elect (Vice-President) for three years before assuming office as President for a further three years.

The President represents the WPA in all official matters and speaks on its behalf. The President usually chairs all meetings of the General Assembly and the Executive Committee, and should lead and when necessary support the members of the Executive Committee in the performance of their functions.

The President will promote the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA.

The President convenes the Executive Committee and decides its agenda in consultation with the Executive Committee Members.

The President selects the chairpersons and members of the WPA Standing Committees after consultation with the Executive Committee and the selected Chairpersons of the relevant committees. The President selects Special Advisors to the President.

The President chairs the WPA Nominations Committee and appoints its members, in consultation with the Executive Committee

The President presides over the WPA World Congresses of Psychiatry.

The President reports to the General Assembly and in the interim to the Executive Committee

Article 30 – The WPA President-Elect (Vice President)

The General Assembly elects the President Elect for a period of six years, of which the WPA President Elect serves as Vice-President for three years and as WPA President for three years.

As agreed during the 2020 General Assembly, after October 2026, the President-Elect will assume the responsibility for Scientific Meetings and Congresses and oversee the co-ordination of all scientific meetings of the WPA. He will be responsible for the development of proposals to host WPA World Congresses of Psychiatry and will provide help in all aspects of the organisation of other WPA scientific meetings.

The President-Elect (Vice President) shall chair the WPA Standing Committee on Planning.

In the absence of the President, or if the President is unable to carry out the President's functions, the President-Elect (Vice President) shall preside over the meetings of the Executive Committee, the Nominations Committee, and the General Assembly, and will be the point of contact for the WPA Board

The President-Elect (Vice President) will represent the President in the President's absence or upon the President's request in all official functions.

The WPA President-Elect (Vice President) reports to the Executive Committee.

Article 31 – The WPA Secretary General:

The WPA Secretary General is elected by the WPA General Assembly for a term of six years

The Secretary General has the responsibility to ensure that the Secretariat is well governed and organised and provides appropriate support in carrying out all the administrative tasks required for the work of the WPA, including the dissemination of reports, minutes and other materials to all WPA components.

The WPA Secretary General, in close collaboration with the Board, ensures that the members of the WPA are kept well informed of the discussions and decisions of the Executive Committee and of other Committees and the General Assembly, and also relates all concerns and opinions of the members to these bodies. The WPA Secretary General coordinates the work of the members of the Board and serves as liaison between them and the Executive Committee.

The Secretary General chairs the Accreditation Committee.

The Secretary General reports to the Executive Committee.

Article 32 – The Secretary for Finance

The General Assembly elects the WPA Secretary for Finances and Fundraisingfor a term of six years.

The Secretary of Finances is responsible for the implementation of policies concerning finances, investments, fund raising auditing of the accounts, implementation of contracts that have financial implications, as well as for the prudent expenditure of the WPA assets.

The Secretary of Finances presents, after consultation with the Zone Representatives the WPA yearly budget to the Executive Committee for approval and supervises its management.

The Secretary for Finances will be a member of any Committee relating to finance appointed by the President.

The Secretary for Finances presents a report to each meeting of the Executive Committee, to the Board and the WPA General Assembly, and presents an annual budget to the Executive Committee for approval.

Article 33 - The WPA Secretary for Education and Scientific Publications

The General Assembly elects the WPA Secretary for Education and Scientific Publications for a term of six years.

The Secretary for Education and Scientific Publications co-ordinates the educational activities of the Association and ensures the distribution of educational programmes of the WPA in co-operation with the Zonal Representatives and as necessary with the Secretaries for Scientific Sections and for Scientific Meetings, the Executive Committee and the Member Societies.

The Secretary for Education and Scientific Publications is also responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The Secretary for Education and Scientific Publications will be a member of any publication committee appointed by the Executive Committee.

The WPA Secretary for Education and Scientific Publications reports to the Executive Committee.

Article 34 - The WPA Secretary for Scientific Sections:

The General Assembly elects the WPA Secretary for Scientific Sections for a term of six years.

The Secretary for Scientific Sections is responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work.

The Secretary for Scientific Sections serves as adviser to the Scientific Sections in the planning of Section Symposia or other activities.

The Secretary for Scientific Sections coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the Scientific Sections with the Member Societies.

The Secretary for Scientific Sections reports to the Executive Committee.

Article 35 – The WPA Secretary for Scientific Meetings

The WPA General Assembly elects the WPA Secretary for Scientific Meetings for a term of six years.

The WPA Secretary of Scientific Meetings oversees the co-ordination of all scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to host WPA World Congresses of Psychiatry and helps in all aspects of the organisation of other WPA scientific meetings work.
The WPA Secretary for Scientific Meetings reports to the Executive Committee

Article 36 – Powers of Signature

Upon taking their office and until the end of their term of office, the President and the Vice-President (President-Elect) shall have statutory individual signing authority to engage the WPA in all matters.

The Executive Committee shall designate from among its members, and from among the Officers of the Secretariat, the other persons entitled to represent the WPA, as well as their signing authority and the manner in which they exercise it.

The President, the Vice-President (President-Elect) and the Executive Committee may also appoint proxies for the performance of particular tasks.

Article 37 - WPA Institutional Programmes

The WPA Institutional Programmes aim at achieving broad WPA statutory purposes. Approval of the creation or continuation of an Institutional Programme is granted by the Executive Committee and ratified by the General Assembly.

Proposals for the establishment of a WPA Institutional Programme should include a description of the rationale, the objectives, the steps of the implementation and the expected outcome of the programme, as well as the budget and the origin of sources of financial support.

After an WPA Institutional Programme is established, an annual report on its progress should be submitted to the Executive Committee for information, assessment and approval.

5.1 **General Considerations and Composition**

The powers of the WPA, between General Assemblies, are vested in the WPA Executive Committee. The WPA Executive Committee implements the decisions of the General Assembly, administrates the WPA resources, ensures that WPA statutory functions are

carried out by all officers and staff, produces, updates and supervises the applications of the Manual of Procedures and prepares the materials for the WPA General Assemblies (Statutes Section VI Article 26) . The WPA Executive Committee exercises all the powers of the WPA that are not otherwise assigned by the Statutes and By-Laws.

The WPA Executive Committee shall have seven members or officers, (natural human beings) including the WPA President, the WPA President Elect, the WPA Secretary General and four Secretaries with defined functions: Finances, Scientific Meetings, Education and Scientific Publications and Scientific Sections (Statutes, Section VI Article 26)

5.2 **Term of Office**

The members of the WPA Executive Committee are elected in a staggered manner for a period of six years. Candidates nominated for an Executive Committee post are not eligible to apply for a Zonal Representative at the same time. The WPA President-Elect (Vice-President) is also elected for a period of six years, of which he or she serves as WPA President-Elect for three years and as WPA President for three years. The term of office of new members of the WPA Executive Committee will begin at the end of the WPA General Assembly which elects them.

The members of the WPA Executive Committee are elected by the WPA General Assembly, in accordance with the By-Laws. Elected members of the WPA Executive Committee may serve on the Executive Committee for no more than one six-year term of office. However, the exception to this is that any member or former member of the Executive Committee may be elected to the position of President-Elect (Vice-President) and serve for six more years. In no case may the immediate successor to the same position be elected from the same country of residence.

Should a member of the WPA Executive Committee become unable to perform his or her functions, the Executive Committee has the right to appoint, after appropriate consultation, an interim officer as a member of the Executive Committee to carry out the tasks assigned to the vacant post or proceed to the election of another replacement member. The Executive

Committee will consult, as appropriate, with members of the Council, Zonal Representatives, and Member Society Presidents.

5.3 **WPA Executive Committee Meetings**

a) Frequency of Meetings

The WPA President convenes and usually chairs all meetings of the Executive Committee (E etings. The meetings of the Executive Committee shall be held at least three times a year in presence or by teleconference and shall be scheduled and convened by the President Any other member of the Executive Committee may require that a meeting be scheduled for legitimate reasons and/or that an issue is added to the agenda.

The Executive Committee meetings are customarily held in conjunction with WPA Scientific Meetings. The costs of attending Executive Committee meetings including travel and accommodation expenses and per diem expenses are covered by WPA central funds will not covered by other funding sources

All Executive Committee members are expected to attend EC meetings and participate in the discussion and resolution of the matters at hand. They cannot give a proxy vote.

b) Quorum

The quorum for the Executive Committee as stated in the Statutes is four members, including the WPA President and/or the WPA President Elect (Statutes, Section VI Article 26). The decisions of the Executive Committee are based on an absolute simple majority vote

c) Agenda and Minutes

Before preparing the agenda for EC meetings, the WPA President contacts all EC members for suggestions on items for the agenda, on the basis of which the President will prepare a preliminary agenda in consultation with the WPA Secretary General. At least three weeks prior to the EC meeting, the WPA Director of Administration distributes the agenda to the EC members along with a request for reports and other

documents pertinent to the agenda. These documents should be submitted to the Secretariat, at the latest, two weeks prior to the EC meeting. The WPA Director of Administration will then prepare an Executive Folder with the relevant documents.

It is the WPA Director of Administration's responsibility, with assistance of the Secretariat staff, to record and prepare minutes of the EC meetings. The official minutes, after their adoption by the EC, are distributed to WPA Member Societies and other WPA components and kept on file at the Secretariat.

d) Order of Business

The following items will be regularly considered (but not necessarily included) in drafting the agenda:

- Opening by the WPA President, who chairs the meeting.
- Adoption of the agenda and timetable. The WPA Secretary General introduces the Executive Committee Folder.
- Adoption of the minutes of the preceding EC meeting. Matters arising from those minutes are reviewed.
- Brief reports by EC members on essential WPA activities not covered elsewhere on the agenda.
- Activities of the Secretariat and the WPA Secretary General
  - Secretariat infrastructure and general activities
  - Work with the WPA Membership and WPA Zonal Representatives
  - Work with EC and other WPA components
- Policy matters
  - Coordination and collaboration with other organizations
  - Consensus and position statements
  - Specified matters
- Financial matters
- Educational and Publication Activities
- Scientific Meetings
- Scientific Section Issues and Activities
- Standing Committees and Task Forces
- Other matters

- Dates and places of future EC meetings
- Closing

e) Decision and Voting Mechanisms

Decisions of the WPA Executive Committee are usually based on consensus. When voting is required, it is taken by an absolute simple majority vote of those voting. Abstentions will not be taken into account. There shall be no voting by proxy. In case of parity the President, or in case of the President's absence, the President Elect has the casting vote.

f) Executive Decisions in between EC Meetings

When issues requiring urgent executive action emerge in between EC meetings the WPA President will, in collaboration with the WPA Secretary General, organize a teleconference of all EC members. The basic rules governing regular EC meetings will apply to these EC teleconferences.

If a teleconference with the quorum cannot be organized promptly and the matter is of urgency, the WPA President, the WPA President-Elect, the WPA Secretary General and the Secretary responsible for the area to which the issue belongs will hold an executive teleconference focused on the issue at hand. Decisions will be reached by consensus. The action taken will be immediately communicated to the whole EC, which will review it at its next regular meeting.

5.4 **Duties and Responsibilities of the Officers**

The job description for each Officer is attached as Appendix B-18

a) WPA President

- The WPA President will have served as President-Elect (Vice-President) for three years before assuming office as President for a further three years. The President represents the WPA in all official matters and speaks on its behalf. The President usually chairs the meetings of the WPA General Assembly, the WPA Executive Committee and the Board. The President should lead and, when necessary, support the members of the Executive Committee in the performance of their

functions. The WPA President will promote the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA.

- The WPA President convenes the WPA Executive Committee and decides upon the agenda of its meetings.
- The WPA President is responsible, with other EC members for making executive decisions in between EC meetings.
- The WPA President will select the Chairpersons and members of the WPA Standing Committees, Task Forces and Presidential advisers after consultation with the Executive Committee and the selected Chairpersons of the relevant committees. These individuals will not receive any salary or fee from the WPA but they will not be liable for any debts incurred by the WPA.
- The WPA President chairs the WPA Nomination Committee and appoints its members with the approval of the WPA Executive Committee, one year before the WPA General Assembly is to take place.
- The WPA President signs letters of commendation along with the WPA Secretary General, and diplomas for Honorary Members and Honorary Fellows.
- The WPA President signs formal correspondence with Presidents of Member Societies and with Presidents of other organizations and agencies or their designated representatives, except when this is the statutory responsibility of other members of the WPA Executive Committee.
- The WPA President presides over the WPA World Congresses of Psychiatry.
- The WPA President reports to the WPA General Assembly and in the interim to the WPA Executive Committee.

b) <u>WPA President Elect (Vice President)</u>

- In the absence of the WPA President, or if the WPA President is unable to carry out the President's functions, the WPA President-Elect (Vice-President) chairs the meetings of the WPA Executive Committee, the WPA Nomination Committee, the WPA General Assembly and will be the point of contact for the Board. Represents the WPA President in the President's absence or at the request of the President at all official functions.

- Attends meetings of the WPA Executive Committee and contributes to the fulfilment of its objectives and tasks.
- Chairs the meetings of the WPA Standing Committee on Planning.
- Reports to the WPA Executive Committee.
- Prepares an Action Plan outlining the work when the President-Elect will become President. The Planning Committee will assist with this task and it will be presented to the General Assembly for approval. Working Groups, Operational Committees and Special Committees may be established to assist in the implementation of the Action Plan

(The General Assembly agreed in October 2020 that from October 2026 the WPA President-Elect (Vice-President) would oversee the coordination of all official scientific meetings of the WPA. The WPA President-Elect (Vice-President) will also be responsible for the development of proposals to host WPA World Congresses of Psychiatry and will help in all aspects of the organization of other WPA scientific meetings work.)

c) WPA Secretary General

- The WPA Secretary General has the governance responsibility to ensure that the Secretariat is well-governed, organised and provides appropriate support in carrying out all the administrative tasks for the work of the WPA including the dissemination or reports, minutes and other materials to all WPA components.
- Ensures, in close collaboration with the Board, that the Members of the WPA are kept well informed of the discussions and decisions of the WPA Executive Committee, in close collaboration with the Board and of other WPA Committees and of the General Assembly and relates concerns and opinions of the Members to these bodies, all in collaboration with the pertinent Members of the Board.
- Coordinates the work of the Board WPA Zonal Representatives and serves as liaison between them and the WPA governing bodies, on the basis of their work plans presented to the Executive Committee within four months from the beginning of a triennium.
- Chairs the Accreditation Committee
- Reports to the Executive Committee.

d) WPA Secretary for Finances and Fundraising

- The Secretary for Finances and Fundraising is responsible for the implementation of WPA policies concerning finances, investments, fund raising, auditing of the accounts, implementation of contracts that have financial implications, as well as for the prudent expenditure of WPA assets.
- Presents an annual budget proposal for the WPA, after consultation with the Zonal Representatives, to the WPA Executive Committee for approval and supervises its management. If there is any discrepancy between the Board and the Executive, a meeting of the Board will take place if requested by the Board to reconsider the WPA budget.
- Presents a financial report for approval to each meeting of the WPA Executive Committee, the Board and the WPA General Assembly, as well as, periodically, to WPA Member Societies and other WPA components.
- Is a member of the WPA Standing Committee on Finance and Fundraising which may be chaired by an independent financial expert and is a member of any WPA Committee related to finance appointed by the President.
- Negotiates the mode of payment of dues of WPA Member Societies experiencing particular problems (special agreements shall be approved by the WPA Executive Committee).
- Reports to the WPA Executive Committee

e) WPA Secretary for Education and Scientific Publications

- Co-ordinates the educational activities of the Association
- Ensures that the distribution of educational programmes of the WPA, in co-operation with the Zonal Representatives, and as necessary with the Secretaries for Scientific Sections and for Scientific Meetings the Executive Committee and the Member Societies
- Chairs the WPA Standing Committee on Education and Scientific Publications
- Coordinates the development and work of Educational Networks approved by the EC.
- Coordinates the development of the educational component of the WPA Website.
- Responsible for implementation of the editorial policies of the WPA and maintains oversight of its publications.

- Is a member of any publications committee appointed by the Executive Committee
- Reports to the Executive Committee

f) <u>WPA Secretary for Scientific Meetings</u>

- Co-ordinates of all official meetings of the WPA.
- Chairs the WPA Committee on Scientific Meetings
- Obtains systematic information on candidate hosts for World Congresses of Psychiatry, presents a comparative review of options to the WPA Executive Committee, and is a member of the Organizing Committee of the World Congresses of Psychiatry.
- Responsible for the development of proposals to host WPA World Congresses of Psychiatry and helps in all aspects of the organization of other WPA scientific meetings (Regional Congresses; Thematic Congresses and Co-Sponsored Meetings

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Scientific Meetings will no longer exist after October 2026. The President-Elect will then assume responsibility for Scientific Meetings. The text for this item will be amended in 2026 to reflect this change)

g) <u>WPA Secretary for Scientific Sections</u>

- Is responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work.
- Chairs the WPA Standing Committee on Scientific Sections.
- Coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the WPA Scientific Sections with the WPA Member Societies.
- Presents proposals for the financial support of special projects of WPA Scientific Sections to the Executive Committee.
- Reports on work of the Sections at every meeting of the WPA Executive Committee and informs the WPA Scientific Section chairs about the decisions taken by the EC.
- Suggests steps for the promotion of WPA Scientific Section activities and their support to WPA programs.
- Reviews and comments on initial proposals for the establishment of new WPA Scientific Sections, oversees their preparation as full proposals in the standard

WPA format, presents them to the WPA Executive Committee, and informs the proponents of the action taken.

- Intervenes, in the case of WPA Scientific Sections having problems, in order to facilitate their resolution in the best interest of the WPA and its scientific mission.
- Fosters cross-sectional collaboration involving the work of several WPA Scientific Sections.
- Facilitates the coordination between the WPA Scientific Sections and the WPA Secretary for Scientific Meetings concerning information on the participation of the WPA Scientific Sections in WPA Scientific Meetings.
- Makes specific proposals to the WPA Executive Committee concerning the dissolution of WPA Scientific Sections.
- Facilitates the coordination between the WPA Scientific Sections and the WPA Secretary for Education for the involvement of the WPA Scientific Sections in WPA educational activities.
- Ensures the involvement of WPA Scientific Sections in the formulation of WPA consensus statements, guidelines and position statements.
- Prepares periodic reports on WPA Scientific Section activities for distribution to WPA Member Societies and other WPA Components.
- Reports to the WPA Executive Committee.

5.5 **Powers of Signature**

Upon taking office until the end of their term of office the President and the Vice President (President-Elect) shall have statutory individual signing authority to engage the WPA in all matters. The Executive Committee shall designate other members who will also be entitled to represent the WPA as well as their signing authority and the manner in which they exercise it. (see Statutes Article 36).

The President and President-Elect and the Executive Committee may also appoint proxies for the performance of particular tasks.

5.6 **<u>WPA Institutional Programmes</u>**

The WPA Institutional Programmes aim at achieving broad WPA statutory purposes. Approval of the creation or continuation of an Institutional Programme is granted by the WPA Executive Committee and ratified by the General Assembly. Proposals for the establishment of a WPA Institutional Programme should include a description of the rationale, the objectives, the steps of the implementation and the expected outcome of the programme, as well as a budget and the origin of sources of financial support. After a WPA Institutional Programme is established, an annual report on its progress should be submitted to the WPA Executive Committee for information, assessment and approval.

5.7 **WPA Papers**

The WPA may produce the following documents:

- Position statements: The President and the Executive Committee may ask a WPA component to develop Position statements that reflect the WPA's positions on various issues. The Executive Committee will approve Position Statements.

- Discussion papers: the President and the Executive Committee may ask a WPA component to develop Discussion documents on a topic related to areas of Psychiatry. This is to generate more discussion and to keep the topic covered for general consensus. The Executive Committee will approve Discussion documents.

- Guidelines: The President and the Executive Committee may ask a component to develop Guidelines that could be used by WPA components. The Executive Committee will approve Guidelines

Further information can be found in Section 1 Ad Article 4 and Section 11 WPA Documents

All WPA documents must be in English although they can in addition be produced in other languages. They must include the date they were approved and the date for review.

5.8 **Requests for Technical Consultation**

Requests for technical consultation from governmental or non-governmental organizations may be presented to the WPA Executive Committee. If the EC determines that the task is

suitable for WPA, it will appoint a work group to deal with it. This may involve WPA Scientific Section members and other individuals. A consultation plan and budget will also be formulated. The organization requesting the consultation may be asked to cover the expenses involved. A report shall be prepared by the work group at the end of the project.

CHAPTER SIX

STANDING COMMITTEES, TASK FORCES AND PRESIDENTIAL ADVISORS

Relevant Statutes and By-Laws Articles

Section VII - WPA STANDING COMMITTEES, TASK FORCES AND PRESIDENTIAL ADVISORS

Article 38 – The WPA Standing Committees:

There will be the following Standing Committees:

- *Education and Scientific Publications;*
- *Ethics and Review;*
- *Finance and Fundraising;*
- *Nominations;*
- *Planning;*
- *Scientific Meetings;*
- *Scientific Sections*

The membership of all WPA Standing Committees should include a Zonal Representative and an Early Career psychiatrist as defined in the By-laws.

Each Standing Committee will have five members including its Chairperson.

All Standing Committees and Task Forces report to the Executive Committee.

The tasks, responsibilities, membership and term of office of the Standing Committees, Task Forces and their members and Special Advisors of the President are outlined in the By-laws.

The Chairperson of the Nominations Committee shall report to the Executive Committee. In case of disagreement between the two committees, the President of the WPA may seek the advice of the Board and Council

Section VII - WPA STANDING COMMITTEES, TASK FORCES AND PRESIDENTIAL ADVISORS

Ad article 38 - The WPA Standing Committees

The appointment and dismissal of members of the Committees, Task Forces and appointment of Presidential Advisors are instituted by the President in consultation with the Executive Committee.

The usual term of office for officers and committee members of Scientific Sections is three years. In order to achieve continuity, the President can invite individual members to serve a second term.

The WPA President seeks suggestions for appointments to the Committees from Member Societies, the Council, the Executive Committee and the Board. The Committees can, upon the approval of the Executive Committee, invite other experts to help them in particular tasks.

These appointees will not be paid any salary or fee from the WPA, nor will they be liable for any debts incurred by the WPA.

1. WPA Committee on Education and Scientific Publications:
The Education and Scientific Publications Committee shall have the responsibility to oversee the development of the WPA's educational programmes and the preparation of materials for these programmes. It shall be responsible for developing and implementing the WPA's continuing medical educational accreditation and to oversee the development of the WPA's publications policies as well as the preparation of materials for publication.

2. WPA Committee on Ethics and Review:
The Committee on Ethics and Review shall have the responsibility to identify and explore areas of ethical concern to psychiatry and to produce recommendations, and to draft consensus statements on ethical issues. The Committee on Ethics and Review shall review individual complaints and other related issues and initiate investigations about violations of the ethical guidelines for the practice of psychiatry as stated in the By-laws in order to make recommendations. The Committee on Ethics and Review shall draft the text of the Oath of Office to be signed by the Members of the Executive Committee and the Board.

This Committee will be composed of a Chair, a Co-chair and additionally, three other members. The Co-chair, will be, in addition to being a member of this Committee, Chair of the WPA Task Forces appointed to conduct reviews of abuses of the profession when appropriate complaints are raised with the WPA. When a WPA Task Force is appointed for review purposes, no more than four members will be appointed by the President in consultation with the Executive Committee for this purpose.

Member Societies are obliged to cooperate with the Ethics and Review Committee in the investigation of cases.

The Chairperson of the Committee on Ethics and Review shall report to the Executive Committee.

3. WPA Committee on Finances and Fundraising:
The Committee on Finances and Fundraising shall have the responsibility to stimulate and oversee the development and conduction of the Association's policies and activities concerning finances, investments, fundraising and auditing of accounts, as well as to formulate recommendations for the annual budget and the triennial financial plan of the WPA, and to advise the Secretary for Finances for appropriate necessary actions.

The Committee on Finance and Fundraising will consist of five members including the Secretary for Finance. This Committee may be chaired by an external financial expert for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the Committee on Finance and Fundraising may be reappointed by the President upon the recommendation of the Executive Committee and of the Secretary for Finances, for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

4. The WPA Nominations Committee:

The Nominations Committee makes proposals concerning elections for all elected posts of the WPA, in accordance with the By-Laws.

The Members of the Nominations Committee should be appointed at least one year before the election takes place.

The Nominations Committee can make proposals concerning the voting procedures, and give its views on other relevant matters, including the post-election report on things that succeeded well, and things that need to be considered for implementation or changes for the next election process.

The WPA Nominations Committee's views and proposals will be considered by the Executive Committee and the Board and then submitted to the General Assembly by the Executive Committee, along with the Board's opinion.

The President of WPA will chair the Nominations Committee which consists of five members. The Nominations Committee will include one member chosen by the President who has in-depth knowledge of the organization and membership; one member of the Executive Committee whose term will continue after the next General Assembly; one member of the Board; and one member of the Ethics and Review Committee; reflecting a geographical and membership balance. Members of the Nominations Committee may not be a nominee for any elective post during their mandate.

The Chair of the Nominations Committee will request proposals at least nine months before the election and proposals must be received by the Chair of the Nominations Committee not less than six months before the meeting of the General Assembly.

The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. The candidates must state in writing that they agree with the nomination and that they are fulfilling the requirements for the position announced for election. The Committee will consider past experience and other positions with the WPA held by the nominees. The Nominations Committee can reject nominees based on past work performance.

The Committee will also ensure that each nominee has provided suitable referees who can vouch that their behaviour is in accordance with the WPA Code of Conduct. The WPA reserves the right to ask for additional specific references.

All valid nominations for eligible candidates will be presented to the General Assembly.

Nominees for the Executive Committee cannot hold any offices in Member Societies that extend beyond two years after their election.

The Nominations Committee can make proposals concerning the voting procedures and give its views on other relevant matters. The Nominations Committee's views and proposals will be considered by the Board and Executive Committee and then submitted to the General Assembly by the Executive Committee, along with the Board's opinion.

Amendments of the Statutes and By-laws on elections shall not affect any ongoing electoral process.

5. WPA Committee on Planning:

The Committee on Planning shall consist of five members, and the WPA President-Elect (Vice-President) shall chair the Committee.

The Committee will include at least one member of the Executive Committee, one member of the Board, and additional experts with knowledge of the WPA as appropriate.

The Committee on Planning shall have the responsibility of:

a) reviewing the Statutes and By-laws taking into account the relevant suggestions and proposals and making recommendations of changes of the Statutes and By-laws;
b) preparing triennial WPA Action Plans (including their financial aspects) to be presented to the General Assembly for approval after consultation with the Executive Committee;
c) making suggestions for planning for WPA's long-term development, its programs and resource utilization.

The Chairperson of the Committee on Planning shall report to the Executive Committee.

6. WPA Committee on Scientific Meetings:

The Committee on Scientific Meetings shall have the responsibility for the organisation of the Scientific Meetings.

7. The WPA Committee on Scientific Sections:

The Committee on Scientific Sections shall have the responsibility for advising and overseeing the WPA's scientific policies and activities carried out by the Scientific Sections and encouraging inter-Section collaboration.

8. WPA Task Forces and WPA Special Advisors to the President:

The WPA President may appoint Task Forces and WPA Special Advisors to the President after consultation with the Executive Committee for specified tasks for a specified period of time.

The President may decide to establish a Task Force on Science. The Chair and members will be appointed by the President in consultation with the Board and Council. The Chair will be an acknowledged international scientific leader working with a small group of experts. The Task Force will advise the President and the Executive Committee on international developments in science working closely with the Secretaries of Education and Scientific Publications and Scientific Sections.

6.1 General Considerations

This chapter contains procedures relevant to the WPA Standing Committees on Education and Scientific Publications, Ethics and Review, Finance and Fundraising, Nominations, Planning, Scientific Meetings, and Scientific Sections. In also includes WPA Task Forces, Working Groups, Operational Committees and Special Committees as well as the WPA Expert Advisory Panel, all of which report to the WPA Executive Committee.

Information on composition, terms of office, objectives, and procedures of work specific to each Committees, Task Force and other Committees or Working Groups is presented in the following sections. In general, the work of these bodies is carried out by correspondence, teleconference, and face-to-face meetings. The latter are convened at the request of the chairperson or the WPA Executive Committee. For teleconferences and meetings, minutes are kept. The WPA Secretariat may be involved in supporting the organization of teleconferences. The WPA Executive Committee approves a yearly budget to support the activities of these components.

The appointment of and dismissal of members of the Standing Committees, Task Forces, Presidential Advisers Working Groups, Operational Committees and Special Committees as well as the WPA Expert Advisory Panel are instituted by the President. The President will seek suggestions for appointments to the Standing Committees from a variety of sources including Member Societies, the WPA Council, the WPA Board and the WPA Executive Committee. Membership of all WPA Standing Committees should include a Zonal Representative and an Early Career psychiatrist as defined in the By-Laws. These appointees will not receive any salary or fee from the WPA.

Each Standing Committee shall have five members including the Chairperson. Up to five additional members may be appointed by the President as co-opted members of each Standing Committee with the exception of the Committee for Ethics and Review and the Planning Committee who may have more co-opted members. All Committees should cover the equality, cultural and geographical aspects in line with the EDIT principles (Equality, Development Stages, Inclusion and Transcultural). The 2023 Action Plan on the WPA website contains more details about these principles.

6.2 **The WPA Committee on Education and Scientific Publications**

(a) Remit

The WPA Committee on Education and Scientific Publications shall have the responsibility to oversee the development and implementation of the Association's educational programs as well as the preparation of materials for these programmes and to advise the WPA Secretary for Education and Publications for necessary action.

It also develops and implements procedures for continuing medical education accreditation and to oversee the development of the WPA's publications policies as well as the preparation of materials for publication.

(b) Composition

The WPA Committee on Education and Scientific Publications consists of five members and up to five co-opted members, including the WPA Secretary for Education and Publications, who will chair it.

(c) Term of Office

Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Education and Scientific Publications for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the Committee on Education and Scientific Publications may be reappointed by the President upon the recommendation of the Executive Committee and the Secretary for Education and Publications for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

(d) Procedures of Work

The Committee will conduct its work through meetings, teleconferences and correspondence.

6.3 **The WPA Standing Committee on Ethics and Review**

a) Remit

The WPA Committee on Ethics and Review has the responsibility to identify and explore areas of ethical concern to psychiatry and to produce recommendations and to draft consensus statements on ethical issues. It is responsible for preparing the current WPA ethical standards as specified in this Manual (see Appendix B-1and B-2) and disseminating this to all Member Societies once it has been approved by the General Assembly. The Committee on Ethics and Review shall draft the text of the

Oath of Office (Appendix B8) to be signed by the Members of the Executive Committee and the Board.

The Committee on Ethics and Review will offer proposals for the dissemination of such documents.

The Committee will also review independent complaints and other related issues and will initiate investigations about violations of the ethical guidelines for the practice of psychiatry as stated in the current WPA ethical standards (see Appendix B-1) and to make recommendations to the Executive Committee and the General Assembly as to possible action. Member Societies are obliged to co-operate with the Committee in the investigation of cases. Those Member Societies who fail to co-operate or respond to a request from the Ethics and Review Committee investigating ethical complaints may be expelled from the WPA. The Executive Committee and the General Assembly may request this Standing Committee to examine a particular area of concern and propose recommendations.

b) Composition

The Committee consists of a Chair a Co-chair and three other members. They may also co-opt additional members with the President's approval. The Co-chair will also be the Chair of the WPA Task Forces appointed to conduct reviews of abuses of the profession when appropriate complaints are raised with the WPA. When a WPA Task Force is appointed for review purposes, the President will appoint no more than four members for this task. (see Appendix B-3 for further details about the process)

It is considered desirable that members of the Committee represent different parts of the world and diverse cultures and that the Chair has expertise and interest in the field of ethics.

c) Term of Office

The members of the Committee on Ethics and Review shall be appointed for an initial period of three years. The President can invite individual members to serve a second term of three years in order to achieve continuity or membership.

d) Procedures of Work

The Chair of the Ethics and Review Committee convenes meetings of the Committee. The Committee can propose the organization of symposia, workshops and training programs on ethical matters at WPA meetings, as well as promote, disseminate and discuss WPA ethical guidelines and related documents. WPA Documents can be prepared by the Ethics and Review Committee according to the procedures outlined in Chapter 11 WPA Documents. The Committee will draft the text of the Oath of Office to be signed by EC and Board Members.

The Ethics and Review Committee will collaborate with Member Societies towards the adoption of the current WPA ethical standards (Appendix B-1 and B-2) Ethics, and towards the formation of an Ethics Committee within each Society, which shall inform the WPA Ethics and Review Committee on its activities through the Annual Report Form.

In addition to regular meetings and teleconferences, the Ethics Committee shall attempt to meet at each World Congress of Psychiatry with representatives of Members Societies interested in ethical issues. The Committee may consider stimulating the development of an international network of individuals and groups interested in ethical issues and training.

The WPA Committee on Ethics and Human Rights and Psychiatry:

Psychiatry is a branch of the medical profession that cares for persons when they are particularly vulnerable as a consequence of mental health issues. For that reason, defending and protecting their human rights and dignity are of paramount importance. Psychiatry has a long and proud tradition of standing up for the rights of the mentally ill and advocating for mental health and wellbeing.

The WPA, the world's leading professional organization representing the psychiatric profession globally, sees the protection and promotion of human rights as one of the cornerstones of its work. This Committee leads the activities of the WPA in this direction, building on past achievements, and identifying gaps where they currently exist, to draw conclusions that help prevent breaches of its core concepts. Most of all, it will develop programs and mechanisms to further strengthen the human rights of the mentally ill where and when needed, so that these rights are universal. On the other hand, WPA unquestionably supports the rights of psychiatrists and mental health workers to be safe in all circumstances especially adverse situations (mental health providers in war zones, for example) and in areas where the psychiatrist him/herself is stigmatised or underprivileged in terms of access to knowledge and updates.

6.4 **The WPA Committee on Finances and Fundraising**

a) Remit

The WPA Committee on Finances and Fundraising is responsible for overseeing the development and implementation of the Association's policy and activities concerning finances, investments, fund raising and auditing of accounts. It also prepares recommendations for the annual budget and the triennial financial plan of the WPA and advises the WPA Secretary for Finances and Fundraisingfor appropriate necessary action.

Its responsibilities include the following:

- To continuously review and update WPA policies on finance and to make these available on the website.
- To monitor and evaluate the impact of adjustments in the structure of membership dues, in its various categories.
- To help develop and evaluate policies concerning Corporate Supporters.
- To assist with the assessment and of the financial aspects of all new WPA contracts.
- To assist with the financial planning and evaluation of WPA Scientific Meetings
- To monitor that the assets of the Association and ensure they are invested in the most appropriate and profitable manner possible.
- To monitor the implementation of the guidelines for external support for WPA activities.
- To assist in preparing appropriate information on WPA finances for the WPA Website, the *WPA News* and other informational vehicles.

b) Composition

The Committee will consist of five members including the WPA Secretary for Finance and up to five additional co-opted members. The Committee may be chaired by an external financial expert.

c) Term of Office

The members of the WPA Committee on Finances and Fundraising shall be appointed for an initial period of three years. Then, at the completion of this initial period, not more than three and not fewer than two of the members of the Committee may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Finances and Fundraisingfor a second term of three years. However, it needed and if appropriate all four members of the Committee can be replaced under exceptional circumstances. The Secretary of Finances will remain a member of the Committee for the duration of his/her office.

d) Procedures of Work

The Committee will conduct its work through meetings, teleconferences and correspondence. The WPA Secretary for Finances and Fundraisingwill share with the Committee evolving information on WPA finances and other financial activities. The Committee will review emerging plans and policies, as well as, generate new initiatives. The Chair will present to the WPA Executive Committee and the WPA General Assembly the recommendations of the WPA Finance and Fundraising Committee will inform this Committee of the actions taken.

6.5 **The WPA Committee on Nominations**

a) Remit

The WPA Nomination Committee will make proposals concerning elections for all elective posts of the WPA in accordance with the WPA By-Laws. It will ensure that the nominations are valid and that the candidates are eligible. The Committee will also ensure that each nominee has provided suitable referees who can vouch that the nominee 's behaviour is in accordance with the WPA Code of Conduct. In this respect they reserve the right to request for additional specific references.

The Committee can make proposals concerning the voting procedures and related electoral issues. The WPA Nomination Committee can make proposals concerning the voting procedure and give its views on other relevant matters including the post-election report on things that went well and things that need to be changed before the

next election cycle. These will be considered by the EC and the Board and then submitted to the WPA General Assembly by the WPA Executive Committee along with the WPA Board's opinion.

b) Composition

The WPA Nomination Committee consists of five members including the WPA President who will Chair it and up to five additional co-opted members. It will reflect a geographical and membership balance. The Committee will include:

- one member whom the President will select who has in-depth knowledge of the organization and membership.
- one member of the WPA Executive Committee whose term will continue after the next WPA General Assembly
- one member of the Board
- one member of the Ethics and Review Committee

The members of the WPA Committee of Nominations cannot run for elective positions during the period for which they have been appointed to the Committee. In case a Committee member wishes to run for an elective position, she/he will resign from the Committee and a replacement will be appointed by the WPA President in consultation with the EC.

c) Term of Office

The members of the WPA Nomination Committee shall be appointed for a period of three years.

d) Procedures of Work

The Nominations Committee will seek names for candidates from the Board, Council and Member Societies. They will consider past experience with the WPA and other positions held by nominees in the past. They can reject candidates based on past work experience as part of their due diligence in vetting the candidates.

The WPA Secretariat will support the work of the WPA Nominations Committee by receiving, distributing, and processing all communications between the WPA Nominations Committee and WPA Member Societies.

The conduction of the election process should have the following objectives and features:

- To guarantee and strengthen WPA democracy by ensuring the transparency of the electoral process which must be carried out according to the Statutes and By-Laws and this Manual of Procedures.
- To centre electoral activities on a debate of ideas and proposals, in which respect for the dignity of the competing candidates prevails
- To prevent aggressive or intimidatory behaviours that may interfere with the right of candidates to present responsibly their perspectives and proposals, and, more generally, with the electoral process at large.

The election process involves the period from the point when the letter calling for nominations is sent out by the Chair of the WPA Nominations Committee to the point when the votes are cast and counted, the results announced, and the WPA General Assembly is adjourned.

Candidates are nominees whom the WPA Nominations Committee finds eligible and with a valid nomination.

The nominees and candidates carry out their electoral activities keeping in mind the following guidelines:

- A prospective nominee shall not commence any election promotional activity before the Chair of the WPA Nominations Committee formally calls for nominations (nine months before the corresponding WPA General Assembly).
- A nominee or candidate shall not offer a benefit to another person as an inducement or reward to affect his/her candidacy or get a third person to do so.
- A nominee or candidate shall not solicit or accept a benefit from another person as an inducement or reward to affect his/her candidacy.
- A nominee or candidate must not publish any false or misleading statement of

facts for the purpose of promoting his/her candidacy or get a third person to do so.

- A nominee or candidate must obtain prior written consent from a person or organization before using that person or organization indication of support. Oral consent is not sufficient.
- A nominee or candidate who is a WPA officer shall not use to promote his/her candidacy office or logistic resources assigned for official functions by WPA.
- A nominee or candidate must not use false or misleading statements about a particular candidate for the purpose of promoting or prejudicing the election of the candidate or get a third person to do so.
- A nominee or candidate shall not use duress against a person to induce him/her to vote for him/her or get a third person to do so.
- A nominee or candidate shall not use duress on the Secretariat during the accreditation of member societies or seek special dispensation for a third person to attend the General Assembly as observer.
- During the WPA General Assembly no electoral propaganda from any candidate or other sources will be allowed.
- Keeping up in mind the above considerations, a nominee or candidate is entitled to develop his/her electoral campaign free from interference or dissuading pressures from WPA committees and officers, and WPA Member Societies have the right to have adequate access to candidates' perspectives and proposals.

WPA Executive Committee members (unless they are candidates) and WPA Nominations Committee members shall not engage in any election activities to promote or prejudice the election of any candidate. Discussions of all WPA Nomination Committee meetings should be considered confidential.

The WPA Secretariat in electoral matters acts under the supervision and guidance of the WPA Nominations Committee and observes the following guidelines:

- The WPA Secretariat shall not engage in electoral activities promoting or prejudicing the election of any particular candidate or get a third person to do so.
- The WPA Secretariat shall provide information to the candidates in a fair and open manner. The information may include the list and addresses of WPA Member

Societies, members of the WPA Executive Committee and the WPA Council, and the WPA Zonal Representatives, as well as, after the report of the WPA Nominations Committee, the list of societies that nominated him/her.

Complaints related to the electoral process or the nominees or candidates shall be addressed in writing to the WPA Nominations Committee for review. The nominees or candidates who are subjects of the complaints shall be provided with an opportunity to reply to the complaints. Egregious breaches of ethical procedures may lead to declaration of ineligibility of a candidate. The WPA Nominations Committee will prepare a report on the complaints and other aspects of the electoral process for the WPA Executive Committee, which will be distributed to the candidates as well. Candidates will have 30 days from the distribution of the report for presenting an appeal, which will be reviewed by the WPA Nominations Committee and may lead to the revision of the report. The overall report of the WPA Nominations Committee will be presented to the WPA General Assembly, accompanied by comments or statements from the WPA Executive Committee and the WPA Board. Ultimately, the WPA General Assembly will make the final decision.

In order to optimize the efficiency and accuracy of the voting and its counting and reporting, advanced technological procedures will be used.

e) Nomination of WPA Executive Committee Candidates

A nomination is valid if submitted by a WPA Member Society and received by the Chair of the WPA Nomination Committee at least six months before the WPA General Assembly, in response to the Chair of the WPA Nomination Committee's written request for nominations sent to WPA Member Societies at least 9 months before the election. Nominees for the EC cannot hold any other office in an association that extends beyond two years after they were first elected.

- A nomination must be signed by the President and Secretary of the nominating WPA Member Society. It should also be signed by the candidate to indicate his/her acceptance.

- The same person cannot be proposed for more than one post, which should be reflected in the nominee's acceptance.
- A candidate shall submit to the Chair of the WPA Nomination Committee**,** at least 6 months before the elections, his/her curriculum vitae documenting training and certification as a psychiatrist as well as qualifications with references to the requirements specified for the position sought.
- No elected member of the WPA Executive Committee may serve for more than one 6-year term of office. Any member, or former member of the WPA Executive Committee may be elected to the position of WPA President-Elect (Vice-President). In no case may the immediate successor to the same position be elected from the same country.
- The WPA Nomination Committee will inform the prospective candidates that nominations for them have been received.
- Nominations from the floor during the WPA General Assembly will not be accepted.
- The nominators should consider the requirements listed in the following sections when making nominations.

f) <u>General criteria for all posts</u>

- Be a psychiatrist
- Required fluency in English and desirable fluency in other WPA languages
- Professional and academic standing and achievements as described in the C.V.
- History of participation in WPA activities
- Recognized leadership skills and personal integrity
- Stated readiness to devote at least 30 days per year to WPA activities
- Managerial skills and committee work experience
- Recognized work and experience at the international level
- Not having conflicts with the ethical codes and purposes of WPA
- Absence of legal, political, or economic conflicts of interest between the individual's personal and professional affiliations and WPA. In instances of possible conflict of interest, the WPA Nomination Committee will explore the situation and submit its recommendations to the WPA General Assembly

Additional desirable assets

- Adequate support from home institutions for space, staff, phone, and e-mail
- Fluency in languages in addition to English
- Residence in an underrepresented part of the world

g) Specific Criteria for each Executive Committee post

Please see Appendix B-18 of this Manual for the specific criteria for each Executive Committee post.

h) Timetable for nomination procedures

- The Chair of the WPA Nomination Committee writes to all WPA Member Societies at least nine months prior to the WPA General Assembly requesting nominations to WPA Executive Committee elective posts. The list of posts to be filled and the election guidelines established in the Statutes, By-Laws and the Manual of Procedures shall be enclosed.
- The WPA Member Societies submit their proposals to the Chair of the WPA Nomination Committee at least six months prior to the WPA General Assembly. Date of postmark, fax or e-mail will be considered.
- The WPA Nomination Committee will inform the candidates that nominations for them have been received.
- The WPA Secretariat forwards the proposals received to the WPA Nomination Committee for its deliberations.
- Once the list of valid candidates has been established, this will be communicated to all WPA Member Societies and other WPA components by the Chair of the WPA Nomination Committee.
- The WPA Nomination Committee's report is presented to the WPA Executive Committee and the Board for their opinions. All this information is then submitted to the General Assembly.

i) Nomination of WPA Zonal Representative Candidates

- Validity of nominations

A nomination is valid if submitted by a WPA Member Society of the relevant Zone and received by the Chair of the WPA Nomination Committee at least six months before the WPA General Assembly in response to the Chair of the WPA Nomination Committee's written request for nominations sent to Member Societies at least 9 months before the election.

- A nomination must be signed by the President and Secretary of the nominating WPA Member Society. It should also be signed by the candidate to indicate his/her acceptance.
- The same person cannot be proposed for more than one post, which should be reflected in the nominee's acceptance.
- A candidate shall submit to the Chair of the WPA Nomination Committee, at least 6 months before the election, a curriculum vitae documenting training and certification as a psychiatrist, membership in a WPA Member Society in the corresponding Zone, as well as qualifications pertinent to a WPA Zonal Representative.
- The WPA Nomination Committee will inform the prospective candidates that nominations for them have been received.
- Nominations from the floor during the WPA General Assembly will not be accepted.
- The nominators should consider the requirements listed in the following section when making nominations.

- <u>Criteria for WPA Zonal Representative</u>
  - Be a psychiatrist
  - Fluency in English
  - Psychiatric professional standing and track record based on C.V.
  - History of participation in WPA activities
  - Excellent reputation in the countries of the corresponding Zone
  - Work experience at the international level
  - Knowledge of most countries in the Zone, particularly regarding health care and psychiatric matters
  - Readiness to collaborate with all Member Societies in the Zone

- Absence of serious constraints to function throughout the Zone and corresponding WPA Member Societies
- Not having conflicts with the ethical codes and purposes of WPA

Additional desirable assets:

- a supporting office structure
- Knowledge of the major languages of the Zone

- Election procedures

  The Chair of the WPA Nomination Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly requesting that the WPA Member Society recommend one psychiatrist from the countries composing the zone for the available WPA Zonal Representative slot**.** Only WPA Member Societies from a given Zone can nominate candidates for that Zone (Ad Article 25).

  The WPA Nominations Committee examines the eligibility of candidates, compiles the names submitted from each WPA Zone and whenever more than two candidates are eligible it requests, through its Chair, each WPA Member Society within that WPA Zone to vote for two candidates from the circulated list.
  In the event that the candidates still receive the same number of votes, the Nominations Committee will review each nomination together with the paperwork submitted and will agree which two candidates should go forward to the General Assembly for voting.

  The Nominations Committee will also send its recommendations to the Board and Council.

  The WPA Nomination Committee compiles the names submitted by WPA Member Societies from each Zone at least six months before the WPA General Assembly and, through its Chair, requests each WPA Member Society within that Zone to respond at least two months before the WPA General Assembly by voting for two candidates from a list of preliminary nominees (By-Laws, Ad article 25). The voting

for the two candidates will be done using unweighted votes as stated in By-Laws Ad article 25 1.

The WPA Nomination Committee, after due consultation with the WPA Executive Committee and the Board, presents to the WPA General Assembly as nominees for the available zone slot the two individuals who have received the highest number of unweighted votes from the WPA Member Societies of the Zone (By-Laws, Ad Article 25).

The WPA General Assembly elects one of the two nominees (By-Laws, Article 25) (see the specific procedures in Chapter Three General Assembly)

6.6 **WPA Committee on Planning**

a) Composition

The WPA Committee on Planning shall consist of five members, including the WPA President-Elect (Vice-President) who shall chair the Committee. The membership will include one member of the WPA Executive Committee, one member of the Board and additional experts with knowledge of the WPA as appropriate. They may also co-opt additional members with the President's approval.

b) Term of Office

The members of the WPA Committee on Planning shall be appointed for a period of three years.

c) Remit

The WPA Planning Committee's specific objectives include the following:

- Reviewing the WPA Statutes, WPA By-Laws taking into account the relevant suggestions and proposals made as described in the Statutes Article 49) and making recommendations of changes of the WPA Statutes and By-Laws.
- Preparing triennial WPA Action Plans (including their financial aspects) to be presented to the WPA General Assembly for approval after consultation with the WPA Executive Committee
- Making suggestions for planning for WPA's long-term development, its programs and resource utilization.

d) Procedures of Work

The Committee works through meetings, teleconferences and correspondence involving the following activities:

- The Committee receives and considers suggestions for its plan of work from the WPA EC, WPA Council, WPA Board and other bodies.
- Recommendations for changes in the Statutes and By-Laws can be initiated by the WPA Executive Committee, the WPA Board, the WPA Council, WPA Member Societies, the WPA Scientific Sections, and by the Committee itself. The study of proposed changes must include the reasons for change and suggestions for suitable alternatives. Any recommendation for change generated by the Committee will be circulated to all Member Societies and submitted to the WPA Executive Committee at least six months before the meeting of the WPA General Assembly.

The Planning Committee may recommend changes in the Manual of Procedures either at the light of changes in Statutes and By-Laws approved by a previous WPA General Assembly or because of a perceived need to refine them. Recommendations concerning the Manual will then be submitted to the EC for consideration and decision.

- To evaluate the implementation of the current Strategic and Financial Plan and to draft the Strategic and Financial Plan for the following triennium.
- The WPA Planning Committee may carry out studies of the structure of the Association.
- The WPA Committee on Planning can prepare proposals concerning WPA activities, strategies and policies, using as input general and sectorial surveys of the WPA membership as well as its monitoring of the works of WPA. Proposals are then submitted to the EC for review and presentation to the WPA General Assembly.
- The WPA Planning Committee may outline priorities for the development of new WPA Institutional Programs.

6.7 **WPA Committee on Scientific Meetings:**

a) Remit

The WPA Committee on Scientific Meetings shall have the responsibility to stimulate and oversee the development and implementation of the Association's scientific meetings policies, as well as to assess and act on the requests and proposals for scientific meetings. Also, to oversee the conduction and evaluation of scientific meetings, as well as to advise the *WPA President-Elect* for necessary and appropriate actions.

b) Composition

The WPA Committee on Scientific Meetings will consist of five members including the *WPA President-Elect* who will chair it. Up to five co-opted members may also be appointed.

c) Term of Office

Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the *WPA President-Elect,* for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the WPA Committee on Scientific Meetings may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and *the WPA President-Elect for* a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

d) Procedures of work

The Committee will conduct its work through meetings, teleconferences and correspondence.

6.8. **The WPA Committee on Scientific Sections**

a) Remit

The WPA Committee on Scientific Sections shall have the responsibility to stimulate, advice and oversee the Association's scientific policies and activities, carried out by the WPA Scientific Sections and by inter-section collaboration, as well as to advise the WPA Secretary for Scientific Sections for necessary and appropriate actions.

(b) Composition

The WPA Committee on Scientific Sections will consist of five members, including the WPA Secretary for Scientific Sections, who will chair it. Up to five co-opted members may also be appointed.

(c) Term of Office

Members will be appointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Scientific Sections, for an initial period of three years. At least two of the members of the WPA Committee on Scientific Sections should be selected among the Section Chairs. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the Committee may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Scientific Sections for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances.

(d) Procedures of Work

The Committee will conduct its work through meetings, teleconferences and correspondence.

6.9 **WPA Task Forces and WPA Presidential Advisers**

WPA Task Forces and WPA Special Presidential Advisers may be appointed by the WPA President in consultation with the Board and Council, in accordance with By-Law Ad Article 38 (8)

The number of members of the WPA Task Force and their qualifications are dependent on the nature of the task. It is desirable, for logistical purposes, that a member of the Executive Committee be a member of the WPA Task Force. WPA Task Forces report to the WPA President who will inform the WPA Executive Committee about the work of the Task Force. The President may decide that it is necessary to establish a Task Force on Science. The Chair will be an acknowledged international scientific leader working with a small group of experts and advising on international developments in science. The Chair will work closely with members of the Executive Committee.

WPA Presidential Advisers are appointed by the President after consultation with the WPA Executive Committee (By-Laws, Ad Article 38) They are individuals of high professional and ethical standing, with expertise pertinent to the need for their appointments, whose qualifications are complementary to those already offered by WPA Executive Committee members. Their appointments are for specified and limited periods, and no longer than three years (the duration of the triennium).

6.10 **WPA Working Groups, Operational Committees and Special Committees**

WPA Working Groups, Operational Committees and Special Committees may be convened by the President to assist in the implementation the Action Plan by carrying out specific work related to the Action Plan. The Members will be appointed by the President after consultation with the Leads of these Working Groups, Operational Committees and Special Committees. These appointments are for the duration of the triennium but may be extended after three years by the incoming President. These Working Groups, Operational Committees and Special Committees may decide to establish sub-groups whose members will be appointed by the President.

6.11 **WPA Expert Advisory Panel**

The WPA Expert Advisory Panel consist of experts who have been selected by the President and whose appointment has been approved by the Executive Committee. Members of the WPA Expert Advisory Panel will provide technical guidance at the request of the President either by correspondence or by other means.

Members of the Board, of the Executive Committee and of the Council may submit proposals for membership of the Panel to the President who will select member pending approval of the Executive Committee. The names will be reported to the General Assembly. Members must agree to support specific projects of the WPA to the best of their capacity and declare any conflict of interest in so doing. Members of the Panel are appointed for a term of three years (which can be renewed). They will not receive renumeration for their work.

6.12 **The WPA EDIT Committee**

a) Remit

Recognising the evolving needs of geographically diverse populations of different genders and ages, the WPA President has introduced an initiative dedicated to Equality, Lifespan Development, Inclusion, and Transcultural perspectives (EDIT) to mirror those perspectives in WPA activities.

The EDIT principles in the 2023-2026 Action Plan, while maintaining the highest standards of Intellectual and Scientific Excellence stand for:

E : Equality across genders, ages and ethnicities
D : Developmental stages from childhood to adulthood and beyond
I : Inclusion of under-represented groups
T : Transcultural awareness and perspectives

As a proactive and transformative step towards a more inclusive and culturally competent field of psychiatry, the key function of the EDIT Committee is to make sure that the EDIT guidelines will be applied to all WPA activities.

b) Composition

The WPA Edit Committee consist of experts from the different zones and regions across the world is appointed by the President.

c) Term of Office & Procedures of Work

The establishment and formal mandate of the EDIT Committee are currently pending approval.

CHAPTER SEVEN

THE COUNCIL

Relevant Statutes and By-Laws Articles

Section VIII - The WPA COUNCIL

Article 39 – Composition and tasks of the WPA Council

The WPA Council is composed of the previous WPA Presidents for a period of six years. After six years of membership, they are called Emeritus Council members. Members of the Council added before 2014 will remain lifelong members.

The members of the Council will appoint among themselves a Chairperson for a period of three years. The Council offers recommendations and advice to the Executive Committee about any matters affecting the mission and strategy of WPA, and may propose items for the agenda of the General Assembly.

The Council may be asked to provide its opinion on questions submitted to it by the President of the WPA or its Executive Committee

The WPA President will draw the agenda of the meetings of the Council after consultation with its members and the Executive Committee.

Section VIII - The WPA COUNCIL

Ad article 39 – Composition and tasks of the Council

Council members and Emeritus Council members will be entitled to free registration at any WPA sponsored meeting.

The agenda of the General Assembly and the Extraordinary General Assembly will include the item "Report of the WPA Council". The Report will be prepared in writing. The Chairperson of the Assembly may invite the Chairperson of the Council to introduce the document or to answer questions from the Assembly members.

The agenda of the Board will include the item "Report of the WPA Council". The Council will prepare a brief statement containing its opinion for distribution to the Board. The Chairperson of the Board may invite the Chairperson of the Council to introduce the document or to answer questions.

The Council will be invited to present its views on the draft agendas of the General Assembly and the Extraordinary General Assembly and on policy documents prepared by the WPA (e.g. the WPA position statements) and on the admission of new Societies or the cessation of Member Societies.

The Council will receive reports of the meetings of the Executive Committee and the Board. Its comments and suggestions will be received by the Executive Committee.

7.1 **General Considerations and Composition**

The WPA Council of the World Psychiatric Association provides advisory service to its governing bodies. The value of its service stems from the institutional experience, professional stature and moral authority of its members.

The WPA Council is composed of the previous WPA Presidents for a period of six years. After six years of membership, they are called Emeritus Council members. (Statutes, Article 39. Those Members of Council added before 2014 will remain lifelong members of the Council).

.**Responsibilities**

a) The WPA Council shall be kept informed about the work of the WPA through the distribution to its members of minutes of Executive Committee meetings and of meetings of EC members Zonal Representatives and Member Society Presidents, newsletters and other documents and correspondence.

b) The Council will receive reports of the meetings of the Executive Committee and the Board and its comments and suggestions will be received by the Executive Committee.

c) The Council offers recommendations and advice to the Executive Committee about any matters affecting the mission and strategy of WPA and may propose items for the agenda of the General Assembly.

d) The Council may also be asked to provide opinions on questions submitted to it by the President of the WPA.

e) The members of the Council may be asked to participate in and contribute to WPA projects.

f) The Council will be invited to present its views on the draft agendas of the General Assemblies as well as on policy documents prepared by the WPA on, for example, WPA policy documents and on the admission of new Societies or the cessation of Member Societies.

7.2 **Meetings**

The WPA President, in consultation with the WPA Council and the WPA Executive Committee, sets the agenda for WPA Council meetings.

The WPA Council shall meet with the WPA Executive Committee every three years at the triennial WPA World Congress of Psychiatry prior to the meeting of the WPA General Assembly. WPA Council meetings or teleconferences may be held between these occasions.

Meetings of the WPA Council will be chaired by a Council member appointed by the other Council members for a period of three years. The Secretary General is responsible for the organization and preparation of the Council meetings, and distribution of its minutes.

Council members and Emeritus Council members will be entitled to free registration at any WPA sponsored meeting (By-Law Ad Article 39)

The agenda of the General Assembly and the extraordinary General Assembly will include an item "Report of the WPA Council". The Chairperson of the Assembly may invite the Chairperson of the Council to introduce this document or to answer any questions about it from the Assembly members. (By-Laws Ad Article 39).

In addition, the agenda of the Board will include the item "Report of the Council. The Council will prepare a brief statement containing its opinions and this will be distributed to the Board. The Chairperson of the Council may be invited by the Chairperson of the Board to introduce this statement and to answer any questions from Board members.

CHAPTER EIGHT

FINANCES

Relevant Statutes and By-Laws Articles

Section IX - FINANCES

Article 41 - Resources and Expenditures:

The resources of WPA includes membership and affiliation dues, donations, subsidies, both public and private, and overheads charged on specific projects that WPA components are carrying out, technical support and service fees during WPA congresses, WPA scientific meetings, and royalties and revenues from WPA publications.

Expenditures include support for the establishment and functioning of a WPA Secretariat, for meetings of the WPA Executive Committee and other WPA committees, for the work of the WPA Board, for basic informational services for the WPA and for special projects carried out by various WPA components, when not covered by other sources.

Section IX - FINANCES

Ad Article 41 – Resources and Expenditures

Upon the basis of the report of the Secretary for Finances and the Executive Committee, the General Assembly decides upon the amount of the dues of Member Societies, Affiliated Associations, Affiliated Individual Members, and Fellows. The Secretary for Finances may negotiate the mode of payment with each Member Society as appropriate. The Executive Committee shall approve any special agreements

Member Societies that have not paid their dues for three years will lose their membership, unless there are exceptional circumstances to be considered by the WPA Executive Committee and the General Assembly.

Article 42 – Financial management

The assets of the WPA will be utilized solely to meet its financial liabilities. The Executive Committee is responsible for the financial management of the WPA in accordance with the WPA plans and budget. It may delegate this task to the Secretary for Finance.

Ad Article 42- Financial Management

All persons authorized by the President to raise funds to finance WPA scientific meetings or other projects shall, within two months of the completion of the activity or fundraising effort, submit a detailed account of income and expenditures to the Secretary for Finances

An authorized audit firm in Switzerland, the choice of which will be approved by the General Assembly by simple majority of votes, will audit the accounts of the WPA.

Article 43 – Corporate Supporters:

Corporate Supporters are private or public institutions or individuals that help the WPA to achieve its goals by providing financial and other support and are informed, as appropriate, of its activities.

The WPA recognises that there may be ethical considerations around accepting support from industry including the pharmaceutical industry, and shall prevent any conflict of interests.

Article 44 – Expenses related to WPA work

The President and other members of the Executive Committee will receive funds to defray expenses connected to their WPA work. The amount will be determined by the Executive Committee annually. The Council, the Board, and the Committees and other WPA Officers will not be paid any salary or fee for their services to the WPA but may be reimbursed for expenses incurred in the performance of their duties.

No individual member of an organ of the WPA shall be personally liable for debts incurred by the WPA

8.1 **Annual Budget**

The Secretary for Finances prepares an annual budget for the approval of the Executive Committee. The Secretary for Finances also prepares a triennial financial plan for review by the General Assembly. Once the annual budget is approved, it is the responsibility of the Secretary for Finances to supervise and monitor the implementation of the budget in accordance to tasks specified in Article 32 of the Statutes. Any significant deviation from the approved budget (e.g. a proposal for major new expenditures) requires specific approval by the Executive Committee after obtaining an opinion from the Secretary for Finances.

The assets of the WPA will be utilized solely to meet its financial liabilities. The Executive Committee is responsible for the financial management of the WPA in accordance with the WPA plans and budget. It may delegate this task to the Secretary for Finance.

8.2 **Sources of Income**

The resources of the WPA include membership and affiliation dues, donations, subsidies both public and private, and overheads charged on specific projects that WPA components are carrying out, technical support and service fees during WPA congresses, WPA scientific meetings (see Appendix B-15 for profit share), and royalties and revenue from WPA publications.

a. Membership Dues

WPA Member Societies and Special Individual Members and Individual Members and Fellows shall pay their dues in advance annually to the WPA Secretariat according to the following chart:

Structure of Membership Dues - 2027-2029			
Country Groups *	**Dues as % of full rate**	**Rate per Member of Member Society**	**Special Individual and Individual Member Dues**
Group A: High Income	100%	USD$ in 2027-2028: 3.02; in 2025/2026: 3.02	USD$ in 2027-2028; 60.50 in 2029: 63.53
Group B: Upper-Middle Income	80%	USD$ in 2027-2028: 2.42; in 2029: 2.54	USD$ in 2027-2028; 60.50 in 2029: 63.53
Group C: Lower-Middle Income	60%	USD$ in 2027-2028: 1.81 in 2029: 1 .90	USD$ in 2027-2028; 60.50 in 2029: 63.53
Group D: Low Income	40%	USD$ in 2027-2028: 1.21; in 2029: 1.27	USD$ in 2027-2028; 60.50 in 2029: 63.53
*** Based on the World Bank Classification of Countries**			

All large Member Societies (defined as having more than 6,000 members) shall pay dues according to the following simpler arrangement: First 6,000 members, 100% rate (USD 3.02 per member in 2027 and 2028, and USD 3.17 per member in 2029 for high-income countries); over 6,000 members, 20% rate (USD 0.604 per member in 2027 and 2028, and USD 0.634 per member in 2029 for high-income countries). No increase in membership dues shall apply in 2027 or 2028. A 5% increase shall take effect in 2029.

If a Society has serious difficulties in paying their dues, they may write to the Secretary for Finances, who can design an individualized plan for payment of dues and present this to the Executive Committee for approval.

The collection of WPA Special Individual and Special Membership dues is the responsibility of the WPA Secretariat.

The Secretariat is responsible for the monitoring of the payment of membership dues, under the supervision of the Secretary for Finances. The Secretary for Finances shall receive from the Secretariat an updated report on payments of dues prior to Executive Committee meetings.

b. Services to and Surplus from WPA Scientific Meetings

WPA Scientific Meetings, in particular World Congresses of Psychiatry, are important sources of income for the WPA. Figures for WPA services or expenses should be specified well in advance in the preparation of contracts and budgets for World Congresses of Psychiatry and other WPA Scientific Meetings. Also, the distribution of any surplus contracts and budgets. The standard distribution of WPA Scientific Meetings surplus is presented in Chapter 9 paragraph 9.9 (Scientific Meetings) of this Manual. Any deviation from this distribution policy requires authorization by the Executive Committee. A final financial report and transfer of service and surplus funds due to WPA should be completed within six months after a World Congress of Psychiatry or other WPA Scientific Meetings. Any extension of this period requires authorization by the WPA Executive Committee.

c. Corporate Supporters

Corporate Supporters are private or public institutions or individuals who help the WPA achieve its goals through the provision of financial and other support (Statutes, Article 43). Principles regulating their contributions are contained in the "Guidelines Concerning Support from External Sources for Activities of the WPA" (see Appendix B-6) and "WPA recommendations for relationships of psychiatrists, healthcare organizations working in the psychiatric field and psychiatric associations with the pharmaceutical industry" (Applebaum et al 2011) (see Appendix B-6). Although there are no stated limitations limiting financial support from pharmaceutical companies around, it should be noted that there may be ethical considerations around accepting support from industry including the pharmaceutical industry.

d. Other Income Sources

Complementary income sources for WPA may include the following:

- Overhead charged on specific projects that WPA components are carrying out
- Publication and program royalties
- Donations of various types (see "Guidelines Concerning Support from External Sources for Activities of the WPA" Appendix B-6)
- Miscellaneous

8.3 **Expenses**

a) The WPA Secretariat

The WPA Secretariat manages the financial administration and grants management. The number of staff and their duties are agreed by the Executive Committee, following proposals submitted by the Director of Administration, in consultation with the WPA Secretary-General and the Secretary for Finances. Currently the staff consists of the Director of Administration, Website administrator and Administrative Assistant. The book-keeping and financial recording are carried out by a chartered accountancy firm based in Geneva.

b) Expenses related to WPA Executive Committee work

The President and other members of the WPA Executive Committee will receive funds to defray expenses connected to their WPA work. The amount will be determined by the Executive Committee annually and recorded in the Executive Committee minutes. This is intended to help defray expenses connected to WPA work, such as travel, accommodation, subsistence when travelling, phone calls, postage and any other work carried out on behalf of the WPA.

In order to be reimbursed Executive Committee members will need to provide invoices related to work carried out on behalf of the WPA up to the level of the agreed amount. The EC members may decide individually how much of this support they will use.

Travel, accommodation and the per diem allowance for attendance at meetings of the EC are covered by the WPA from its own funds or through arrangements with hosts of WPA Scientific Meetings.

c) Expenses Related to Other WPA Components

The Council, the Board and the Committees and other WPA officers may be reimbursed for expenses incurred in the performance of their duties. In the annual budget appropriate amounts are reserved for the work of the WPA Standing Committees and Task Forces. The resources are primarily used for meetings, teleconferences, postage, and similar expenses.

WPA Zonal Representatives and WPA Scientific Sections may also receive a limited amount of funding to support work connected to a specific Zonal plan or special Section project approved by the WPA Executive Committee.

d) Other Expenses

Special WPA projects, approved by the EC, can also be funded from the core WPA funds. Other expenses include the cost of WPA participation in selected meetings (e.g. with international non-governmental organizations), membership information services, public. Relations, and minor miscellaneous expenses

No individual of an organ of the WPA shall be personally liable for debts incurred by the WPA.

8.4. **Overall Financial Operation**

a) Approval of Annual Budget

The annual budget is prepared by the WPA Secretary for Finances and Fundraising and approved by the WPA Executive Committee in the fourth quarter of the previous year. All later transactions should be in accordance with this approved budget.

b) Procedures for Expenditure

- Invoices and payments $8000 and below

  The Director of Administration and, in the absence of the Director of Administration the WPA Accountant are authorized to approve invoices which have been approved in the WPA budget up to a limit of $8000 per payment. This includes routine payments such as monthly salaries, consultancy fees, rent, heating etc.as well as one-off payments.

The Director of Administration and in the absence of the Director of Administration, the WPA Accountant will ensure the paperwork is correct and will authorize the payment if it is budgeted expenditure and below $8000. It will be forwarded to the WPA Accountant, so that there is second scrutiny, and approval. The invoice will then be paid.

A monthly list of invoices paid in this way will be forwarded to the Secretary for Finance and the President. The relevant bank statements showing payments will also be sent and any small payments which are unbudgeted (see below).

The Director of Administration and, in the absence of the Director of Administration, the WPA Accountant are also authorized to transfer funds between accounts to enable these payments to be made. The list of such transfers will also be sent monthly to the Secretary for Finance and the President.

- Invoices and payments over $8000

  These will be approved by the President and the Secretary for Finance.

- Unbudgeted expense

  The Director of Administration should be authorised to approve up to $800 per item of unbudgeted expense. This should also be reported to the President and the Secretary for Finances and Fundraising.

  The WPA Accountant registers all invoices and checks them against bank statements. If there is any discrepancy such as missing invoices or double payments the WPA Accountant will contact the Director of Administration or the President as appropriate.

  The Secretary for Finances can substitute for the President when not available and the WPA accountants will provide a regular report on patterns of expenditure to the Executive Committee

- Disbursements

  Requests for any disbursement of funds from the various WPA components are sent to the Secretariat who will send the request to the Secretary-General for submission to the next EC meeting for approval. Subsequently, all vouchers and receipts, in original form, are to be sent to the Secretariat for accounting and filing purposes.

- Unforeseen Expenditures

  Any expenditure unforeseen in the annual budget will needs to be approved by the WPA President and Secretary for Finances and Fundraising.

- Expenditure for the Secretariat

  An amount of EUR 200'000 shall be deposited and maintained in a dedicated bank account, as a provision for staff related costs, in order to ensure the proper functioning and continuity of the organisation. This amount shall not be used for any other purpose and shall be maintained at all times at a level sufficient to cover at least twelve (12) consecutive months of staff-related costs and shall be replenished in full every twenty-two (22) months.

8.5. **Travel Expenses for Official WPA Meetings**

a) Per diem payment

Any member of the WPA Executive Committee and WPA Secretariat staff participating in an official WPA meeting (e.g. EC meeting, Regional meeting, World Congress) should be allotted a per diem of US$ 95.00 for each full meeting day and 50% per diem for each travelling day. These expenses are covered by WPA, either from the scientific meeting budget or from its own resources.

b) Travel

Any official travel of WPA EC, Standing Committees or Task Force members, to be paid from WPA central funds, will be an economy fare ticket unless special circumstances require another type of ticket. Ground transportation will be reimbursed to and from the airport. Inter-city travel by train or own car can also be reimbursed without exceeding the cost of an economy air ticket. Details of the level of reimbursement for travel by car can be obtained from the Secretariat.

Any additional travel not connected to Committees or WPA scientific meetings by EC members or staff must be approved in advance by the President.

c) Accommodation

The expenses covered by the WPA for accommodation will correspond to the length of the meeting. Snacks, soft beverages and light meals served in the course of official working meetings may be covered by WPA central funds. Personal items, such as phone calls, laundry and room services, will not be covered by WPA central funds.

d) Receipts

All reimbursements from WPA central funds require detailed specification and receipts for the expenses involved.

8.6 **Investments**

The WPA does not currently allocate funds to restricted accounts for investment purposes.

8.7 **Accounts**

There are currently three WPA accounts as follows: the US dollar account, the Swiss franc account and the Euro account. All three accounts are held in the WPA bank – the UBS bank in Geneva.

The US dollar account holds the membership subscription income and any income from scientific meetings where expenses have been in dollars. It also pays out the expenses of the EC. The Swiss franc account pays out the staff salaries of the WPA Secretariat in Geneva and the day-to-day expenses of the WPA Secretariat's office in Geneva. The Euro account collects any income from scientific meetings where expenses have been in euros together with the payment of the WPA accountant.

8.8 **Credit Cards**

The Executive Committee will decide who will be authorized to use the WPA credit card. At present, only the Director of Administration has been authorized to hold a WPA credit card.

Credit cards will be cancelled when necessary and when staff cease to be employed by the WPA.

8.9 **Administration of Grants**

Any contract or acceptance of a grant supporting a WPA Educational Program or any other WPA activity must be approved by the WPA Executive Committee before it is signed. Only the President is authorized to sign contracts on behalf of the WPA. It should include a detailed budget, specifying amounts connected to the relevant activities (e.g. production, evaluation, dissemination and management of an Educational Program). An overhead to cover WPA institutional expenses will be included in such contracts whenever justified. The standard overhead will be 15% of the sums received (standard for international organizations). Grants will be paid into WPA central funds.

All Educational grants shall be obtained in the name of WPA and shall be deposited into one of the three WPA bank accounts (see 8.7 above). All income and expenditure related to the project will be tracked by the Director of Administration and the WPA Accountant.

All payments for budgeted items shall be promptly made by the WPA Secretariat upon the request of the Program Director, who will ensure that an invoice or other documentation of expenses is received by the WPA Secretariat as soon as possible.

An annual financial report shall be prepared and submitted to the WPA Secretary for Finances, the WPA Secretary for Education and Scientific Publications and the whole Executive Committee by the Director of each Educational Program with the administrative support of the Secretariat.

8.10 **Appointment of Auditors**

An authorized audit firm in Switzerland, the choice of which will be approved by the General Assembly by a simple majority of votes, will audit the accounts of the WPA

CHAPTER NINE

SCIENTIFIC MEETINGS

Relevant Statutes and By-Laws Articles

Section X - WPA SCIENTIFIC MEETINGS

Article 45 – Scientific Meetings and Congresses

In order to achieve its objectives including its branding and global coverage goals, the WPA has meetings of two main types: WPA Scientific Meetings organized by WPA and WPA Co-sponsored Meetings according to the By-laws.

Section X - WPA SCIENTIFIC MEETINGS

Ad article 45 – Scientific Meetings and Congresses

The WPA will usually hold one major Congress each year with the option of organizing other Congresses. Every effort will be made to hold the Congress in different parts of the world.

The WPA's goals in holding and co-sponsoring Scientific Meetings are to:

1. *Increase the exchange of information between psychiatrists from different parts of the world, including networking, training and mentoring of early career psychiatrists.*
2. *Contribute to the education of different categories of mental health workers by providing up-to-date scientific information.*
3. *Increase exchange and collaboration between psychiatrists and their community, professional, government and development partners in all parts of the world.*
4. *Boost collaborative research by bringing together psychiatrists and others interested in research from various parts of the world.*
5. *Strengthen links between WPA Member Societies and between WPA and international and regional organizations in the field of psychiatry.*
6. *Make psychiatry more visible on the national and the international scenes.*
7. *Contribute to the acquisition of funds for WPA activities*

9.1. WPA Scientific Meetings Policy: General considerations

This Chapter describes the current Scientific Meetings Policy. It describes the purposes and organization of WPA Scientific Meetings. It outlines the various types of Meetings and the requirements and decision-making processes. Further information about WPA Scientific Meetings can be found on the WPA website.

9.2 **WPA goals for Scientific Meetings**

a. Increase the exchange of information between psychiatrists from different parts of the world, including networking, training and mentoring of early career psychiatrists.
b. Contribute to the education of different categories of mental health workers by providing up-to-date scientific information.
c. Increase exchange and collaboration between psychiatrists and their community, professional, government and development partners in all parts of the world.
d. Boost collaborative research by bringing together psychiatrists and others interested in research from various parts of the world.
e. Strengthen links between WPA Member Societies and between WPA and international and regional organizations in psychiatry.
f. Increase the visibility of psychiatry nationally and internationally.
g. Contribute to WPA funds.

9.3 **Types of WPA Scientific Meetings**

The WPA has two types of Scientific Meetings: WPA Congresses and WPA Co-sponsored Meetings.

9.4 **WPA Congresses**

There are three types of WPA Congress namely World Congresses, Regional Congresses and Thematic Congresses:

a. World Congress

The World Congress of Psychiatry (WCP) will usually take place annually. The location of the WCP will be selected from one of the following three parts of the world: Asia/Oceania; The Americas; Europe/Middle East/Africa. The WPA will jointly organize the Congress with the hosting WPA Member Society through a mutually agreed contract or a co-operation agreement. A World Congress will normally last 3-4 days preferably between a Thursday and Sunday. The expected minimum number of participants should be about 5000.

b. Regional Congress

Each of the two parts of the world not hosting a World Congress may host a Regional Congress. The WPA will organize a Regional Congress with a WPA Member Society, a WPA Component or an organization approved by the Executive Committee through an agreed

contract or co-operation agreement. Regional Congresses usually last 2-3 days preferably between a Thursday and Saturday. The expected minimum number of participants should be about 500-1000. The Executive Committee will decide on the number of Regional Congresses In any year and other details about the organization of these meetings.

c. Thematic Congress

These Congresses will be focused on one or more topics of interest. Their purpose is to address special issues that the WPA wishes to pursue. They can take place in parts of the world with a timing and format that does not compete with any of the other organized WPA Scientific Meetings. Thematic Congresses usually last 2-3 days and the expected minimum number of participants should be about 500-1000. The Executive Committee will decide on the number of Thematic Congresses In any year and other details about the organization of these meetings.

The World Congresses are hosted and organized in collaboration with the governing body of a national Member Society. The Regional and Thematic Congresses are hosted and organized by the governing body of a national Member Society, WPA Component or approved organization as primary host or as co-host to an educational organization. The eligibility will be based on the rotation of WPA Congresses (see 9.4 (a) above.

9.5 **WPA Co-Sponsored Meetings** (see paragraph 9.10 below for further details)

The WPA can also be involved in Co-Sponsored Meetings. These are held in conjunction with national Member Societies, WPA Components or other approved organizations including educational institutions. The participation of WPA will be subject to the approval of the content of the meeting. They can be held one or more times a year in any part of the world. They are organized by the WPA components including a Member Society or a WPA Scientific Section or a WPA Zonal leadership in collaboration with a local PCO and should not compete with other WPA scientific meetings.

Affiliated Associations can apply for WPA co-sponsorship of their scientific meetings via the WPA co-sponsorship application form and pay fees accordingly.

9.6 **Timing of WPA Congresses and Co-sponsored Meetings**

Congresses should avoid competing directly with other WPA Congresses or other major scientific meetings organized by other associations.

The preferred timing for all types of WPA Congresses is as follows:

- February - April
- May - June
- September - October
- November - December

The following major religious holidays should be avoided wherever possible:

- Easter (Catholic and Orthodox)
- Christmas
- Eids days for Muslims
- Yom Kippur
- Chinese New Year

The WPA has prepared a timeline for each type of Congress and this is available on the WPA Website

9.7 **WPA Congresses**

a. Decision Making Process for hosting WPA Congresses

The WPA will usually hold one major Congress each year with the option of organizing other Congresses WPA should receive expressions of interest for World Congresses at least two years in advance of the proposed date of the World Congress and at least one year in advance for a Regional and Thematic Congress. The WPA Member Society, WPA Component or host organization should complete an Expression of Interest form which is available from the WPA website www.wpanet.org. The completed form should be sent to the WPA Secretariat for final approval by the WPA Executive Committee. The EC decision will be communicated to all bidders promptly after the decision is made.

A careful estimate of numbers should be included in the initial Expression of Interest form as the local host society's share of the surplus may decrease if numbers are significantly less than the number estimated.

Commitment to any party, such as a Congress Centre or local PCO, should not be made before the final decision has been made by the WPA Executive Committee. Member Societies and, where relevant, WPA Components and approved organizations should

commit to join their annual Congress with the WPA World/Regional Congress in order to maximize attendance and impact.

b. Criteria for selection for WPA Congresses

- Public security and safety of the country and city involved.
- Strength of the host WPA Member Society, WPA Component or approved organization in terms of members, activities and institutional resources, as well as its record of participation in WPA activities.
- Adequate accommodations and transportation resources.
- Adequacy of the Congress venue.
- Cost of the main items of expenditure such as venue, hotel and audio-visual costs.
- Accessibility of the city and the venue within the city.
- Clarity of the proposed budget and meeting WPA Congress expectations (applies only to any Regional or Thematic Congress not organized by WPA's Core PCO).
- Quality of the proposed plan for Congress preparation, including its timetable (applies to any Regional or Thematic Congress not organized by WPA's Core PCO).

c. Operating a WPA Congress

Each WPA Congress should operate within the WPA Scientific Meetings Policy. The WPA has prepared sample scientific programmes, a budget template and a timeline for each Congress. These documents are available from the WPA website www.wpanet.org

It is a WPA requirement that a Professional Congress Organizer (PCO) is appointed for all World Congresses of Psychiatry.

The WPA sets particular standards in the operation of its Congresses. The WPA's goal is to create a successful brand name for its Congresses and to ensure that Congresses have high quality scientific content related to psychiatry and its sub-specialties as well as high ethical and aesthetic standards. WPA Congresses should have an interactive, proactive format, with a balance by diversity, age, gender and geography, inclusion of service users and carers, engagement of the industry, ethical compliance, accreditation, evaluation and distribution of responsibilities.

d. Venue requirements

The exact number of halls will differ from Congress to Congress and will depend on the type of Congress, the scientific programme and the numbers attending. The following rooms will usually be required but the numbers of each will vary:

- 1- 2 plenary hall - the capacity will depend on the estimated number of delegates.
- 4 – 5 parallel halls for Regional and Thematic Congresses with 100-150 seating capacity.
- 6 – 8 parallel halls for World Congresses.
- Smaller meeting rooms.
- Approximately 200 sq.m. for exhibition and posters.
- Meeting rooms for WPA Committees.
- Space for General Assembly every three years.

e. Local host involvement

The local host Member Society, WPA Component or approved organization, will have a co-ordinating role for the Congress and will be involved in planning, implementation and logistics. They will nominate a Co-Chair for the Organizing and Scientific Committees (see (f) below). The local host is also expected to:

- Help with local knowledge.
- Ensure cooperation with the local authorities and any compliance with local regulations.
- Actively acquire sponsors and exhibitors for the congress from the local market.
- Obtain quotes for the logistics working with the PCO when relevant.
- Promote the congress to the national and regional psychiatric community.
- Provide recommendations for the social events.

f. Establishment of WPA Congress Committees

The WPA requires the establishment of the following Congress Committees:

The Supervisory Board should be established for WPA Congresses.

The WPA President will be the President of the World Congress and Chair of the Supervisory Board of the Congress. The Supervisory Board will have overall responsibility for the entire Congress operations, content and financial, authorization of budget items above U $25,000. It will make the final decision on any unresolved dispute in any other committee. A Supervisory Board must be established for World Congresses but may also be set up for Regional and Thematic congresses.

The Organizing Committee will have two Co-Chairs; one nominated by the host Member Society/WPA Component/approved organization and one nominated by the WPA (usually a member of the WPA Executive Committee). Their remit is as follows:

- Finalise the appointment of the PCO, local or otherwise, if the Congress is not to be organised by the WPA Core PCO. Obtain names, contact details and a description of the services to be carried out by the Secretariat of the local host Member Society.
- Decide registration fees but with the Supervisory Board's approval for World Congresses.
- Describe clearly the work that the WPA Secretariat will need to undertake if they are required to provide assistance to the Organising Committees. Agree this with the WPA Director of Administration at the outset and ensure appropriate allocation of funds in the Congress budget.
- Provide an estimate of the expected number of delegates, final dates and timings for opening and closing sessions and send to the Scientific Committee and the WPA Executive Committee.
- Obtain all venue details including audio-visual arrangements and the number of available rooms for the scientific programme.
- Send reports, including financial reports, every two months, to the WPA Director of Administration for circulation to the Executive Committee.
- Prepare the budget (see below).

The Scientific Committee. One Co-Chair will be nominated by the WPA and the second Co-Chair by the local host Member Society or WPA component. Their remit is as follows:

- Assist the WPA President and the WPA Secretary for Meetings (or nominated Executive Committee representative) in finalising the names of the members of the Scientific Committee.
- Inform the Organising Committee if there are any budgetary requirements from the Scientific Committee so these can be included in the overall Congress budget.
- Identify the names and contact details of the Secretariat of the local host Member Society, WPA Component or approved organization from the Organising Committee and obtain details of services offered by the local Secretariat.
- Finalise the details of services offered by the PCO / Conference Secretariat for the Scientific Committee such as sending information about scientific programme, calling for abstracts and selection of abstracts and other logistics related to the scientific programme.
- Prepare and send to the Organising Committee a draft template of the scientific programme within a period of 2-3 months of the Decision Date followed by a final programme which should be sent at least 2 months before the Congress date. Finalise the number of plenary and other sessions as suggested by the local Organising Committee and approved by the WPA Executive Committee.
- Prepare a List of Topics for the programme, the suggested number of Plenary and Special Lectures, Oral Presentation sessions, Posters, Seminars, Workshops or Educational Courses if required.
- For World Congresses finalise plenary and other speakers in consultation with local hosts.
- Ensure that the number of speakers is carefully calculated and is within the agreed budget.
- For Regional and Thematic identify speakers' names for Plenary and Special Sessions. 60% will be selected by the WPA and 40% by the local hosts.
- Finalise the dates and format for call of papers and formal letters of invitation to be signed by the WPA President and Co-chairs of the Organising and Scientific Committees to plenary and invited speakers.
- Prepare a plan with dates for submission of abstracts, closing date and preparation of the approved list of speakers for the scientific sessions. Consult the members of the Scientific Committee once the last date for call of abstracts is over for reviews

and approval of the abstracts and finalise the approved list of abstracts for final submission to the Organising Committee and WPA Executive Committee at least four months in advance of the Congress date.

- Inform plenary, special sessions speakers and other presenters about the timing of their presentations soon after the closing date for registration.
- Finalise the preliminary programme at least three months before the Conference and send reports and updated feedback every two months about the progress of Scientific Committee work to the WPA Executive Committee.

Other members of these Committees will be decided by the WPA President, the EC and the local host Member Society, WPA Component or appoved organization. They should include international experts. The WPA Executive Committee will be kept informed about the working of the different committees of the Congress.

9.8 **WPA Congress Requirements**

There should be the following WPA Sessions:

- A presentation by the WPA President or her/his representative, during the opening and closing sessions.
- WPA forum / Meet the WPA session where WPA Executive Committee members will be available to share the WPA vision and plans with the delegates.
- A session or sessions during the Congress at which the WPA Action Plan and related programmes are presented, and which are organized in collaboration with the WPA Secretary for Education.

The WPA Executive Committee will requires a Congress room for 12 people for one to two days before the Congress and then for the duration of the Congress, with coffee breaks (morning and afternoon), and a light lunch served daily in the Congress room.

9.9 **Financial aspects of a WPA Congresses**

Draft Scientific Programme: Once the WPA Executive Committee's approval has been obtained for a WPA Congress (referred to as the Decision Date), the draft scientific programme should be prepared within 3 months of the Decision Date.

Preliminary Budget: When the draft scientific programme has been agreed, a preliminary budget should be prepared by the local organisers, with the help of the core PCO or local PCO, based on the draft scientific programme. The preliminary budget should be prepared and sent for approval to the WPA Secretary of Finance (or the nominated EC representative) and to the WPA Director of Administration within 5 months of the Decision Date. A proposed template budget for each type of WPA Congress is available on the WPA website www.wpanet.org

Contract: After the approval of the preliminary budget, a contract will be signed between the WPA, the Member Society/WPA Component or approved organization and the PCO (core or local) usually within 6 months of the Decision Date. This should cover details of organizational logistics, budget details or any other financial or legal liabilities.

Under the agreement with the PCO, both the PCO and the Client are each allocated a fixed fee of EUR 175,000 (or USD 175,000 for congresses held outside Europe), which are included as expenses within the approved congress budget. The PCO is responsible for preparing, managing, and regularly updating the budget in consultation with the Client, including all revenues, costs, and financial reporting. The budget incorporates defined cost assumptions and caps (e.g., speakers, marketing, fellowships), with any excess costs generally borne by the Client. An advance of USD 50,000 is paid to the Client ahead of each congress and deducted from its total allocation. Importantly, both parties agree to cooperate to maintain a balanced or profitable budget. However, if the congress is not profitable, any resulting financial shortfall will be shared equally between the Client and the PCO.

The timing of the preparation of the draft scientific programme, the preliminary budget and the signing of the contract may vary between Congresses and the timings above are intended to be guidance.

The budget of the Congress should include Congress registration, travel (economy airfare), accommodation and per diem expenses of the seven WPA Executive Committee members plus 1-3 WPA administrative staff (the final number to be agreed with by the WPA Director of Administration. The budget should also include Congress registration, travel and accommodation for the eighteen WPA Board Members.

The Council members are invited to the World Congress when the General Assembly takes place and their Congress registration, travel and accommodation should be in the budget for that Congress. The costs of the General Assembly held every three years should also be included. In addition, the cost of the involvement of the WPA Secretariat in the organization of the Congress should be included in the Congress budget.
A revised budget should be submitted to the WPA Director of Administration every six months until six months before the Congress when budgets should be sent monthly until the Congress date. The WPA Director of Administration will forward these budgets to the WPA Executive Committee. As the revised budget may change depending on many factors, any variation of more than 15% may need to be reviewed, scrutinized and, if acceptable, approved by the WPA Executive Committee.

The application for and monitoring of the WPA Continuing Professional Development (CPD) credits process is organized by the Core PCO or the local PCO and, if required, the costs should be included in the Congress budget. There are several CE accreditation agencies in various parts of the world and the Core or local PCO will be able to advise on the most appropriate agency.

The balance of funds remaining after collecting all the revenues, less expenses as per the approved Congress budget will constitute the Congress surplus.

The surplus for World Congresses will be shared between the WPA and the national Member Society and the exact details of the surplus will be in the signed Contract. The WPA and their PCO will each charge a fee as agreed in the Contract each which will be included in the budget.

The surplus from Regional and Thematic Congresses will be shared between the WPA and the national Member Society, WPA Component or approved organization, and, if agreed by the Organizing Committee, the PCO and the exact details will be in the signed Contract. The WPA shall assume no financial responsibility and shall not cover any losses incurred by the local organizers in the organization of the Congress.

A careful estimate of numbers should be included in the initial Expression of Interest form as if numbers fall below 70% of the estimate the local host society's share of the surplus may decrease.

These financial arrangements may need to be reviewed from time to time by the WPA Executive Committee.

These arrangements may be modified, if necessary, in consultation with the local host

9.10 **WPA Co-Sponsored Meetings: General Guidelines: Decision Making Process for hosting WPA Co-sponsored meeting**

The WPA Member Society, WPA Component or approved host organization should complete an application form which is available from the WPA website www.wpanet.org The completed form should be sent to the WPA Secretariat for final approval by the WPA Executive Committee. The WPA Secretary for Meetings or other Executive Committee members if appropriate, will review all applications, in consultation with the WPA EC, and decisions will be announced to applicants at earliest convenience.

There may be special arrangements agreed between the WPA and the organizing Member Society or WPA component or approved organization such as holding an EC meeting or focusing on a special scientific theme. The WPA may offer professional and scientific advice, as requested and appropriate. WPA will not bear any financial or organizational responsibility for such Congresses and will not share in any profits.

Affiliated Associations can apply for WPA co-sponsorship of their scientific meetings via the WPA co-sponsorship application form and pay fees accordingly.

Approval of Co-sponsorship

If approved, the applicant can acknowledge WPA co-sponsorship as follows:

- Permission to use the WPA name and logo on print and electronic materials, (e.g., "a WPA Co-sponsored Meeting") with approval in writing by WPA before such materials are printed or distributed.
- One blast email to be sent by the WPA to the WPA membership with content provided by the requestor and approved by WPA.
- The activity will be listed on the WPA web meetings calendar.
- The applicant should note "Co-sponsored by the World Psychiatric Association" on the website and in all related material.

Operating a Co-Sponsored Meeting

The Co-sponsored Meeting content must align with the WPA mission statement. All WPA Co-sponsored Meetings should be in compliance with the respective ethical codes of conduct. The organizer must adhere to a conflict of interest disclosure policy for all faculty members. The organizers should provide a copy of the programme and/or supplementary materials available at the time of the endorsement request. The organizers should provide the WPA with a list of names and email addresses of delegates and speakers after the Congress has taken place. They should also provide a summary of the Co-sponsored Meeting after it takes place, including available evaluation results.

These arrangements may be modified, if necessary, in consultation with the local host.

CHAPTER TEN
SCIENTIFIC SECTIONS

Relevant Statutes and By-Laws Articles

Section XI - WPA SCIENTIFIC SECTIONS

Article 46 - Establishment, competences and organisation

Scientific Sections are created and dissolved by the General Assembly on the proposal of the Executive Committee. Their aims, principles of organisation are defined in the By-laws and all other questions concerning them are decided by the Executive Committee.

Section XI - WPA SCIENTIFIC SECTIONS

Ad article 46 – Establishment, competences and organisation

(1) The Aims and Objectives of Scientific Sections are: the collection, analysis, presentation and dissemination of information concerning services, research and training in the various fields of psychiatry and mental health and the advancement of scientific knowledge in these fields.

WPA Scientific Sections will achieve this purpose by the:

- *organization of scientific meetings on topics of interest to WPA Scientific Section;*
- *organization of Symposia dealing with a given Scientific Section's specialty, at WPA Congresses and co-sponsored meetings;*
- *development of educational programs, guidelines and related scientific publications;*
- *development of proposals for adoption as WPA consensus and position statements;*
- *promotion and conduct and facilitation of international collaborative research activities.*
- *developing programs in consultation with other Scientific Sections and promoting intersectional activities.*
- *preparation of regular financial reports as requested by the Executive Committee.*

These aims and objectives will be supported and monitored by the Secretary for the Scientific Sections in consultation with the Executive Committee and in other governance activities of WPA.

(2) Establishing a new Scientific Section:

In the period between General Assemblies, but no later than six months prior to a General Assembly, the Executive Committee will consider applications for the establishment of a Scientific Section.

To obtain approval, the new WPA Scientific Section must:

- *submit the necessary terms of reference to the Secretary for Sections to define the area of specialty of the proposed Section and indicate how the proposed Scientific Section differs from other Scientific Sections dealing with related matters.*
- *have an organizing committee consisting of at least ten members, no more than two of which may be from the same country.*

- *present a plan for what activities it proposes to undertake.*

The General Assembly immediately following the proposed establishment of the Scientific Section, will approve the Scientific Section provided that it has:

- *a roster of 20 or more members that has been accepted by the Secretary for Scientific Sections;*
- *elected a Scientific Section Committee from among its members consisting of no more than eight members, three of whom may be a Chair, a Co-chair and a Secretary of the Scientific Section. The Scientific Section Committee shall be the governing body of the Scientific Section;*
- *has produced a program of its planned activities and indicated its relevance to the achievement of WPA goals.*

(3) Reinstatement of WPA Scientific Sections:

Scientific Sections must be reinstated every three years by the Executive Committee, upon recommendation of the Secretary for Scientific Sections. In order to be reinstated for an additional three years, Scientific Sections must:

- *have at least 20 members, from different regions;*
- *have held an election for the Scientific Section Committee and officers;*
- *have presented a plan of action at the start of the term;*
- *have organized at least two symposia at WPA meetings in the three-year period between General Assemblies;*
- *have carried out activities described in the proposed plan of work e.g. produced positions statements in their area of expertise, published materials supporting WPA educational programmes, carried out relevant research work;*
- *have updated information on the website on activities and publications of the Section and its members;*
- *have carried out activities described in its plan of work or presented valid reasons for not having done so and has presented financial reports as requested by the Executive Committee.*

Upon the recommendation of the Secretary for Scientific Sections, the Executive Committee can reinstate and make recommendations concerning steps that should be taken to improve the Scientific Section activities, which may include replacements of Scientific Section Committee members or of the Chair, Co-Chair and Secretary of a given scientific section. The Secretary for Scientific Sections will refer those recommendations to the Executive Committee. The Secretary will monitor their implementation and will report back to the Executive Committee.

If a Scientific Section does not meet the requirements specified above, the Secretary for Scientific Sections may recommend to the Executive Committee that the Scientific Section be dissolved.

The absence of an Executive Committee's approval of reinstatement leads to the dissolution of the Scientific Section with immediate effect. The Scientific Section may petition the General Assembly for reinstatement at the meeting of the General Assembly following its dissolution.

To be eligible for reconsideration, the Scientific Section must present to the Secretary for Scientific Sections all the required information described for its establishment. The Executive Committee will transmit the matter to the General Assembly with its recommendations.

(4) Scientific Sections Membership:

WPA Scientific Sections may enrol non-psychiatric medical and non-medical persons from related professions into Scientific Sections membership.

Secretary for Scientific Sections should be provided at least annually with an updated Scientific Section membership list.

(5) Scientific Section Committee and Officers:

Each Scientific Section can elect a committee which is usually comprised of three officers (Chair, Co-chair and Secretary) and other committee members. Chairs of Scientific Sections may not chair another Scientific Section during their term of office. Any Scientific Section Member is eligible to be a member of the Scientific Section Committee except for members of the WPA Executive Committee. At least two of the Scientific Section Officers must be qualified psychiatrists.

A Scientific Section Member should serve no more than six consecutive years as an elected Scientific Section officer and no more than nine consecutive years as a member of the Scientific Section Committee in any role.

The registration fees during WPA World Congresses of Psychiatry and other WPA Scientific Meetings will be reduced for the Chairperson of a Scientific Section that is organizing scientific presentation or event during the meeting or waived when the budgetary situation permits it.

(6) Scientific Section Meetings and Elections:

Scientific Section meetings should be held, if possible, at an annual WPA Congress of Psychiatry, at least once during each three-year authorized term for the Scientific Section. The Scientific Section Committee may meet as many times as necessary to conduct the business of the Scientific Section.

Minutes of each Section or Scientific Section Committee meeting must be kept and copies made available to the Secretary for Scientific Sections.

Members of the Executive Committee may attend any Section or Scientific Section Committee meeting.

The election of Scientific Section officers will take place every three years either at a Section meeting or by electronic ballot. A plan should be prepared by the Section Committee, for approval by the Secretary of Sections, which includes details of the call for nominations and the balloting procedure. If an election is to be held at a Scientific Section meeting, the meeting must be attended by more than one third of the Section members.

If it is not possible to hold the required election of a Scientific Section Committee and officers at a duly called Section meeting because the required quorum is not present, the election may be held by mail ballot or in another manner specified in the WPA Manual of Procedures.

(7) Sections' Finances:

Each Scientific Section should follow the By-laws of WPA for financial matters and protocols for accepting donations. Scientific Sections should not open or operate any independent account but should be part of the WPA central accounting. Scientific Sections should get advice from the WPA Secretariat about management of financial matters relating to Scientific Section work. WPA will charge a standard fee as decided periodically by the WPA for administering these finances. Scientific Section projects, which involve financial transactions over a specified amount agreed by the Executive Committee, will need to be approved in advance by the Executive Committee in consultation with the Secretary for Scientific Sections.

The Executive Committee, on recommendation of the Secretary for Scientific Sections and the Secretary for Finances may allocate funds to one or more special projects of a Scientific Section or Scientific Sections within their field of work.

(8) Section Reports:

Each Scientific Section Committee shall submit an activity report to the Secretary for Scientific Sections once a year. The report should contain details of the WPA Scientific Section's administrative and scientific activities and its future scientific plans.

The planned programme should reflect the aims and objectives of the particular Scientific Section and its declared plans and be in accordance with the overall aims and principles. The report outlining the Scientific Section's activity over the period between General Assemblies should be submitted to the Secretary for Scientific Sections six months prior to the date of the next General Assembly.

(9) Organization of Scientific Section Meetings:

Whenever a Scientific Section wishes to sponsor a Scientific Meeting, permission should be sought in advance from the Secretary for Scientific Sections who will consult the Secretary for Scientific Meetings and provide advice to the Section. The manner of financing these Scientific Meetings should be discussed with the Secretary for Scientific Sections in order to facilitate the acquisition of funds.

The planned program should reflect the aims and objectives of the particular Scientific Section and its declared plans and be in accordance with the overall aims and principles of the WPA.

(10) Use of logo by Sections:

The Sections need to gain approval from the WPA Secretariat before any use of the logo or adding names prior to using the letterhead. When WPA letterhead is used to seek funding or for official Section correspondence, copies need to be submitted to the WPA Secretariat.

This use does not apply to publications for which the Secretary of Publications will take the decision in consultation with the Executive Committee the same way the Secretary for Scientific Meetings responds to co-sponsorship and use of logo.

10.1 **Role and Responsibilities**

Sections are the scientific arm of the WPA. They are created and dissolved by the General Assembly

Their responsibilities, established in the By-Laws, are as follows:

a) The collection and dissemination of information concerning scientific activities within special fields of psychiatry and mental health.
b) Establishment of working relations with national and international organizations in the same field, with a view to achieving better coordination of activities of interest to the Section and the WPA.
c) Organization of scientific meetings on topics of interest to the Section.
d) Organization of Symposia dealing with the Section's specialty, at WPA Scientific Meetings.
e) Development of educational programmes, guidelines and related scientific publications.

In the performance of their responsibilities the Sections will aim to:

- contribute to theory development and testing, as well as, appraising the relationship between practice and research in their respective areas of interest.
- encourage the development and implementation of international research projects in their respective areas of interest.
- develop collaborative projects with colleagues in related disciplines.
- encourage training and teaching in their respective disciplinary subjects.
- establish and promote working relations with existing national and international organizations pertinent to their respective fields, with a view of achieving collaborative coordination.

10.2 **Criteria and Procedures for Establishing a Scientific Section (consistent with By-Law Ad Article 46 2.**

a) Criteria for Establishing a Scientific Section

- It covers an important field in psychiatry, mental health and related sciences.
- Its proposed field is not already covered by an existing Section and could not be covered adequately by a reasonable extension of the field of an existing Section.

- Its organizing committee is composed of professionals (primarily psychiatrists) with high scientific standing in the corresponding subject field and, as a group, has substantial international representation.

b) Procedures for Establishing a Scientific Section

- Proposals for a new Section should be submitted to the WPA Secretary for Scientific Sections and contain information documenting that the criteria listed in item 10.2 are fulfilled.
- Section proposals should follow the outline presented under item 10.3 below (Development and Organization).
- The Secretary for Scientific Sections is entitled to make comments regarding the objectives of the Section and the scientific and international representativeness of the Scientific Section Committee.
- Once the proposal is approved by the Secretary for Scientific Sections, he/she presents the proposal to the Executive Committee.
- In the period between General Assemblies, but no later than six months prior to the General Assembly, the Executive Committee can give approval for the ad-hoc establishment of a Section. Ad-hoc status entitles the Section to carry out WPA Sections activities. If the proposal is received less than 6 months before the next General Assembly, it will be considered by the Secretary for Scientific Sections and the EC and then submitted to the General Assembly with EC recommendations.
- The General Assembly may grant permanent status to an ad-hoc Section.
- Applications within 6 months preceding the General Assembly may be presented to the Assembly for Section admission, along with a recommendation from the Executive Committee.

10.3 **Development and Organization**

The presentation of a Section proposal should include the following information, as well as its Section By-Laws. The Section By-Laws are an instrument prepared by a Section to guide its organization and activities and must be in accordance with the WPA Statutes, By-Laws, and Manual of Procedures. It covers topics such as objectives, leadership, membership, working procedures, and finances.

a) Name of the Scientific Section

The name should clearly indicate the nature of the Section activities.

A Section can send to the Secretary of Sections a formal request for a change of Section name. The EC will review this request and may accept it on an ad-hoc basis. The name change will be then presented to the General Assembly for ratification.

b) Purpose of the Scientific Section

This presentation should include the rationale for the establishment of that Section, the gaps in knowledge or information it plans to fill, and its importance for the worldwide promotion of psychiatry and mental health and for the care and welfare of mental patients. It should also include terms of reference for the Section, which should be developed in collaboration with the Secretary for Scientific Sections to define its proposed specialty area and indicate how the proposed Section differs from other Sections dealing with related matters.

c) Work Plan

This should include an overview of proposed Section activities and ways by which the Section convenors plan to implement the objectives of the Section.

Examples of such activities may include collection and dissemination of pertinent scientific information, establishment of working relations with national and international organizations in the same and related fields, organization of scientific meetings on topics of related interest, organization of symposia dealing with the Section's specialty at WPA Congresses and WPA Co-Sponsored Meetings, and the development of educational materials. The proposal should indicate any planned meetings of the Section prior to the next General Assembly and furnish a commitment to present, at least, one symposium at the next World Congress of Psychiatry. The Section should present a plan for the recruitment of Section members necessary for permanent status.

d) Scientific Section Membership. The Section should have a roster of 20 or more members, as widely distributed, across the world, as possible. There is no limitation on

the number of members. Psychiatrists from Member Societies are eligible to join. The Chair receives nominations and the Secretary of Sections will be involved if required or in the case of disagreement about membership.

- Sections may enrol into ordinary membership non-psychiatric medical and non-medical professionals from related disciplines.
- The Section Committee should provide, at least annually, an updated Section membership list to the WPA Secretary for Scientific Sections.

e) Scientific Section Committee and Officers

- The Section Committee shall be the governing body of the Section. It will function in accordance with the Section By-Laws approved by the Secretary for Scientific Sections. A Section member should serve no more than six consecutive years in a particular post of the Committee and no more than nine consecutive years as a member of the Section Committee. The Chair of one Scientific Section may not consecutively chair another Scientific Section.
- The Section Committee should consist of no more than eight elected members, three of whom shall be elected officers as Chair, Co-chair and Secretary of the Section.
- Any Section member is eligible to be nominated for the Section Committee and Section Officer, except members of the WPA Executive Committee. At least two of the Section Officers must be qualified psychiatrists.
- The Section Committee and officers are elected by the Section members every three years using the method described in the Section By-Laws.

f) Executive Action to Invigorate a Scientific Section

If no satisfactory work plan is received by the Secretary for Scientific Sections after having insisted on it, the Executive Committee, upon the recommendation of the WPA Secretary for Scientific Sections and in consultation with the Section membership, may take actions necessary to invigorate the Section.

g) Scientific Section Business Meetings and Elections:

- A Section Business meeting should be held at least once during the three-year term of the Section Committee. The Section Committee may meet as many times as necessary to conduct the business of the Section. Minutes of every Section Committee and Section Membership Business meetings must be kept and copies made available to the WPA Secretary for Scientific Sections.
- Members of the Executive Committee may attend any Section Committee meeting and any meeting organized by the Section without paying registration fees.
- If a Section Membership Business meeting is convened for election purposes, it must be attended by more than half of the Section members.
- If it is not possible to hold the required election of the Section Committee and Officers because the required quorum is not attained, the election may be conducted in another manner (e.g. by written ballot) supervised by the Secretary for Scientific Sections in accordance with the Section By-laws.

h) Organization of Scientific Section Symposia

- Whenever a Section wishes to organize a scientific meeting, permission should be sought in advance from the Secretary for Scientific Sections.
- The Secretary for Scientific Sections will consult with the Secretary for Scientific Meetings and the Secretary for Finances and provide advice to the Section.
- The manner of financing the meeting should be discussed with the Secretary for Scientific Sections. The possibility of offering fellowships to facilitate attendance by promising young psychiatrists should be considered.
- The planned program should reflect the purpose of the Section and be in accordance with the aims of the WPA.
-

i) Section Finances and Budget

The WPA has overall responsibility for the finances of Scientific Sections and Sections must follow the By-Laws of the WPA for all financial matters and also protocols for accepting donations. Sections should not open or operate any independent account but should be part of the WPA central accounting. See By- Law Ad Article 46 .7 for further information) Sections should prepare their own budget. A copy of the budget

should be forwarded to the Secretary for Scientific Sections, along with a description of sources of financial support for the work of the Section.

When a Section organizes an activity (e.g. publication of a book) that generates surplus, the surplus goes to the budget of the Section.

j) Scientific Section Reports

Sections should submit an activity report to the Secretary for Scientific Sections, once a year. The report should contain details of the Section administrative and scientific activity, an updated list of members, and its future plans.

The triennial report on Section activities, over the period between General Assemblies, should be submitted to the Secretary for Scientific Sections six months prior to the date of the General Assembly.

k) Monitoring and Quality Control of the Work of Scientific Sections

The Secretary for Scientific Sections regularly monitors the organization and work of Sections and will focus on the following requirements in deciding whether or not to recommend to the EC the triennial re-instatement of a Section. A Section must:

- Have at least 20 members,
- Have held an election for the Section Committee, including Chair, Co-Chair and Secretary, in accordance with its By-Laws,
- Have presented one symposium at a World Congress of Psychiatry and at least one Symposium or Course at another WPA scientific meeting during the immediately preceding three years,
- Have prepared, alone or in collaboration with another Section, educational materials authorized to carry the WPA logo or have produced at least one book carrying the WPA logo or a consensus or position statement or have edited a Newsletter or Bulletin of the Section on the WPA website, and
- Have produced a work plan or report found satisfactory by the WPA Secretary for Scientific Sections.

Additionally, the Secretary for Scientific Sections organizes peer-review panels for appraising and stimulating, on a rotational basis, the quality of work of all Sections.

l) Dissolution and Reinstatement of Scientific Sections

Every three years, Sections are up for reinstatement by the Executive Committee, upon a positive recommendation of the Secretary for Scientific Sections. In order to be reinstated for a new period of three years, a Section must fulfil criteria for quality control referred to above under the heading "Monitoring and Quality Control of the Work of Scientific Section".

If a permanent Section does not meet these requirements, the Secretary for Scientific Sections may recommend its dissolution to the Executive Committee. The absence of an Executive Committee's approval of reinstatement leads to the dissolution of the Section.

A Section that has been dissolved may petition the General Assembly for reconsideration. To be eligible for reconsideration, the Section must submit to the Secretary for Scientific Sections supportive information adequate for the establishment of a new Section, as described in Ad Article 46.2 of the WPA By-Laws and item 10.2 of this Manual, as well as a satisfactory explanation of the difficulties that had led to its earlier dissolution. Upon receiving this information, the Executive Committee will transmit the matter to the General Assembly with its recommendation.

The material submitted in order to allow consideration of re-instatement of a Section must be received by the Secretary for Scientific Sections at least 6 months before the date of the General Assembly.

10.4 **Financing of Scientific Sections**

The WPA is responsible for the finances of all Scientific Section and Scientific Sections must follow the By-Laws for financial matters and protocols for accepting donations. The WPA is legally bound by the debts of any of its components such as Scientific Sections. All assets or debts of these components should be consolidated with those of the WPA. It should be

noted that only the President or Vice President or a designated Executive Committee Member are authorized to sign contracts on behalf of the WPA (or its components).

A modest level of support may be available from WPA central funds for specific Section projects presented and accepted by the Executive Committee.

Registration fees at World Congresses of Psychiatry, WPA International Congresses, Regional Congresses and Conferences or Thematic Conferences will be reduced (or even waived when the budget permits) for the Chairperson of a Section organizing a Section Symposium during that event. The Secretary for Scientific Sections will submit an up-to-date address list of Section Chairpersons to WPA scientific meeting organizers to facilitate the involvement of Sections in such meetings.

10.5 **Procedures for Inter-Section Collaboration**

Sections are encouraged to collaborate with related Sections in the development of activities such as Section symposia, publications, Consensus and Position Statements and Educational Programmes. The Secretary for Scientific Sections will establish and periodically update Section clusters. This may be organized by broad theoretical approach (e.g. Biological Psychiatry, Social Psychiatry, etc.) and by area of work (e.g. assessment, treatment) and are intended to stimulate scientific productivity and peer-based quality assurance. One of the forms of Inter-Section collaboration is the development of trans-sectional task forces on topics such as psychosocial interventions and violence.

10.6 **Directory of WPA Scientific Sections**

This directory presents contact information for the committee members and general membership of WPA Scientific Sections. It intends to promote communication and collaboration among the Sections and between the Sections and all other WPA components.

10.7 **Scientific Sections' Publications**

A large number of publications (journals, bulletins, newsletters, and volumes) are produced by individual sections.

Additionally, there are two publications tools centrally produced by the Secretary for Scientific Sections to disseminate Sections' information and scientific contributions, as follows:

a) A WPA Scientific Sections' Newsletter has been produced to highlight and disseminate the work of the Sections. Starting in 2004, this publication is being upgraded in content and frequency as "Science and Care: The Bulletin of the World Psychiatric Association Scientific Sections". This is produced four times a year to present Sections consensus and position statements, educational material produced by the Sections, and information on scientific projects and other activities of the Sections.
b) A volume under the title of *Advances in Psychiatry*, is being produced triennially to present scientific updates prepared by various Sections in their particular professional domains.

10.8 **Special Interest Groups**

Special Interest Groups provide a forum on key issues within psychiatry and mental health. They comprise experts and interested professionals in their respective areas. Their main objectives are to encourage WPA membership to start work in areas that at a later stage may require approval to become a Scientific Section. Special Interest Groups will have a Chair and a small committee to work towards achieving their remit.

Special Interest Groups will:

- have at least 10 members from different regions
- have held an election for the Special Interest Group Committee and officers
- have presented a plan of action at the start of the term.
- have carried out activities described in the proposed plan of work e.g. produced position statements in their area of expertise, published materials supporting WPA educational programmes, carried out relevant research work
- have updated information on the website on activities and publications of the Special Interest Group and its members
- have carried out activities described in its plan of work or presented valid reasons for not having done so and has presented financial reports as requested by the Executive Committee

Applications should be made to the Secretary of Scientific Sections who will seek the approval of the Executive Committee before presentation to the General Assembly.

CHAPTER ELEVEN

WPA DOCUMENTS

Relevant Statutes and By-Laws Articles

Section I –DEFINITIONS

Ad Article 4 - Activities

The WPA may produce the following documents:

- *Position statements: The President and the Executive Committee may ask a WPA component to develop Position statements that reflect the WPA's positions on various issues. The Executive Committee will approve Position Statements.*
- *Discussion documents: the President and the Executive Committee may ask a WPA component to develop Discussion documents on a topic related to areas of Psychiatry. This is to generate more discussion and to keep the topic covered for general consensus. The Executive Committee will approve Discussion documents.*
- *Guidelines: The President and the Executive Committee may ask a component to develop Guidelines that could be used by WPA components. The Executive Committee will approve Guidelines*

The Manual of Procedures provides further details on these documents.

Ad Article 6 – WPA Logo

The logo and name of the WPA are copyrighted. Their use requires the written permission of the Secretary General who may delegate the granting of such permission to the Secretariat. The advice of the Executive Committee will be sought as required. The Executive Committee will, depending on the nature of the request, decide whether to request payment of a royalty or grant the permission without compensation.

Endorsement

The WPA will endorse a document under the following circumstances:

1. The members of the Executive Committee or Board, Chairs of Sections and other groups, have been actively involved in the drafting of the document and approval for participation has been received prior to the work starting
2. The document is relevant to psychiatry and mental health
3. The document has been endorsed by partner organizations (where relevant)
4. A copy has been sent to the Secretary-General and the Secretariat of WPA, to seek authorization to use the logo.

As part of the drafting process it is expected that, if relevant, specialty advice will be sought from the Sections. The Secretary-General will also be consulted to ensure that the document does not contradict WPA mental health information and policy.

The WPA logo can then appear on these documents

Support

The WPA may support an external document even if the Officers have not been involved or consulted prior to the drafting of the document when:

1. *The document is relevant to the work of the WPA*
2. *The document has been endorsed by other partner organizations (where relevant)*

The WPA logo will normally not appear on these documents.

11.1 **General Considerations**

The WPA will produce three types of documents which should be produced in English but may also be produced in other languages. All WPA documents must indicate details of the authors, the date they were produced and the date of review if there is continuing relevance. Member Societies can be asked to comment at a draft stage on major WPA documents. The Secretary of Education and Scientific Publications will decide when this is appropriate. Lists of those Member Societies who have responded shall be forwarded to the Executive Committee.

The three types of documents are described as follows:

11.2 **Discussion and Technical Documents**

Technical documents also include discussion documents. WPA Scientific Sections, WPA Standing Committees and WPA Task Forces can produce technical documents on professional issues (e.g. the treatment of a particular illness). Their production will be managed by the Secretary of Education and Scientific Publications. Upon completion, the Secretary of Education and Scientific Publications will forward the technical document to the WPA Committee for Education and Scientific Publications for an opinion. If the document is approved by this Committee, it will then be submitted to the Executive Committee for final approval with an indication of the level of urgency for publication. Once approved the WPA Secretary for Education and Scientific Publications will be responsible for the distribution of these technical documents.

11.3 **Position Statements and Guidelines**

Position Statements are documents which have been approved by the Executive Committee. Sometimes they were formerly known as consensus statements. They will usually present the views of the WPA on specific matters relevant to mental health. The preparation of a WPA Position Statement will be proposed by a WPA component to the WPA Executive Committee, which will decide whether and, if positively agreed to, when to initiate work on the production of a Position Statement. The text of Position Statements will be usually prepared by WPA Scientific Sections and approved for publication by the WPA Executive Committee. When the topic under consideration requires expertise that is not available in one WPA Scientific Section, the WPA Executive Committee can decide to establish a working group or to recommend consultants to help in the production of the text. On matters that deal specifically with WPA functions, the WPA Executive Committee can also produce WPA Position Statements. In both instances, the WPA Executive Committee will consult with the WPA Council and the WPA Board and will inform the WPA General Assembly. A list of WPA Position Statements will be available from the WPA website.

The President and the Executive Committee may ask a component to develop Guidelines that could be used by WPA components. The Executive Committee will approve Guidelines.

11.4 **Policy Statements**

Policy statements are prepared or commissioned by the WPA Executive Committee and approved by the General Assembly. Examples of Policy Statements are the Codes of Conduct for WPA Officers and the Oath of Office and the WPA Ethical Documents (Appendices B-1 to B-9). Those Policy Statements prepared in the period between the meetings of the General Assembly will need to be sent to all Member Societies and at least fifty per cent approval is required from Member Societies before they can be published as Policy Statements.

11.5 **"*World Psychiatry*", Official Journal of the WPA**

"World Psychiatry" is the official Journal of the WPA. The copyright of the Journal belongs to the Association. Copyright means all the rights of use, marketing and diffusion, including property rights, and, the right to publish, republish and extract, in whole or part, the Journal, articles or their parts, and translations of the Journal into languages different from English. This right is applicable to reproductions in any form, including print, electronic, and

multimedia, of any kind. The Journal is published in three issues, per year. It includes editorials, special articles, forums, reports by WPA Scientific Sections, research reports, mental health policy papers, and information on WPA activities. The publisher of the Journal is Wiley Blackwell.

The paper version of the Journal is sent free of charge, to psychiatrists whose names and addresses are provided by WPA Member Societies and Scientific Sections. The Journal is also produced in an electronic version, which is included in the WPA website WPA Online and is sent by e-mail to the Presidents of WPA Member Societies and the Chairpersons of WPA Scientific Sections.

The WPA President, in consultation with the WPA Executive Committee, appoints the Editor and Editorial Board of World Psychiatry, the official journal of the WPA, and signs the corresponding appointment letters. The WPA Secretary for Education and Scientific Publications is a member of the Editorial Board of World Psychiatry.

11.6 **Volume Series Publications**

Desirable Characteristics:

a) This type of publication may offer the WPA the opportunity to project itself and contribute to the field through substantial scholarly monographs extended serially over several years.

b) The Secretary for Education and Scientific Publications, in consultation with the Executive Committee, has full responsibility and authority over this publication line.

c) The production of the Series can be contracted with commercial publishers.

d) WPA will, as a rule, not fund the Series.

e) WPA will receive royalties from the Series, and possibly, will share these with the authors. EC members will not be eligible for the receipt of royalties from publications with the WPA logo.

f) WPA would make an attempt to persuade the publishers to moderate the selling price of the resulting books, so that they are accessible to colleagues with a low income.

A short summary of the WPA Volume series, including Evidence and Experience in Psychiatry, Images of Psychiatry, and Anthologies in Psychiatry, is available on request to the WPA Secretariat.

11.7 **Recommended Guidelines for Publications Originating from World Congresses of Psychiatry**

The following publications resulting from World Congresses may be considered from time to time:

a) one or more volumes including the texts of special lectures, contributions to plenary sessions, and selected contributions to general symposia and Section symposia (these will represent the official Proceedings of the Congress).

b) one or more volumes dealing with specific themes, each including selected contributions to general symposia, Section symposia, sessions on oral communications and poster sessions.

Unless decided differently by the Executive Committee and the Member Society organizing the Congress, for each contribution to the official Proceedings of the Congress, the following format is suggested: 5-7 printed pages, equal to 7-10 double-spaced typed pages (3,000-4,000 words); up to 12 references; up to 3 tables or black and white figures.

The Chairpersons of the Organizing and Scientific Committee***s*** of the Congress may submit to the WPA Secretary for Education and Scientific Publications, within three months after the closure of the Congress, a list of the volumes originating from the Congress which are proposed for publication. For each proposed volume, the following details will be included: a) title, b) editor(s), c) title and first author of each chapter, d) approximate total number of pages, e) proposed publisher, f) provisional budget, g) proposal for coverage of costs. This proposal, revised by the Secretary for Education and Scientific Publications, will be submitted to the Executive Committee for approval.

WPA will retain the copyright for these volumes.

11.8 **Recommended Guidelines for Publications Originating from other WPA Scientific Meetings**

Publications originating from WPA International Congresses, WPA Regional Congresses and Conferences, WPA Thematic Conferences or other WPA Scientific Meetings may consist of one or more volumes dealing with specific themes, each including selected contributions to plenary sessions, general symposia, Section symposia, sessions of oral communications and poster sessions.

The Chairpersons of the Organizing and Scientific Committees of the Congress may submit to the Secretary for Education and Scientific Publications, within two months after the closure of the Scientific Meeting, a list of the volumes originating from the Scientific Meeting which are proposed for publication. For each proposed volume, the following details will be included: a) title, b) editor(s), c) title and first author of each chapter, d) approximate total number of pages, e) proposed publisher, f) provisional budget, g) proposal for coverage of costs. This proposal, revised by the Secretary for Scientific Publications, will be submitted to the Executive Committee for approval.

11.9 **General Rules Concerning Publication of Volumes and Papers under WPA Name**

The name and logo of WPA can be used only for publications officially authorized by the Secretary for Education and Scientific Publications of WPA. The Secretary for Education and Scientific Publications will seek the approval of the Executive Committee of the Association for the use of the logo for a new series of publications or major publications e.g. World Congress of Psychiatry proceedings.

The copyright of papers included in volumes originating from the World Congresses of Psychiatry and any other WPA Scientific Meetings, as well as in any volume published under the name of WPA, is retained by the Association, unless special arrangements have been made in advance.

Any acknowledgment of sponsorship appearing in volumes or papers published under the aegis of WPA must be submitted to the attention of the Secretary for Education and Scientific Publications before publication.

CHAPTER TWELVE

WPA EDUCATIONAL ACTIVITIES

Relevant Statutes and By-Laws Articles

Article 33 - The WPA Secretary for Education and Scientific Publications

The General Assembly elects the WPA Secretary for Education and Scientific Publications for a term of six years.

The Secretary for Education and Scientific Publications co-ordinates the educational activities of the Association and ensures the distribution of educational programmes of the WPA in co-operation with the Zonal Representatives and as necessary with the Secretaries for Scientific Sections and for Scientific Meetings, the Executive Committee and the Member Societies.

The Secretary for Education and Scientific Publications is also responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The Secretary for Education and Scientific Publications will be a member of any publication committee appointed by the Executive Committee.

The WPA Secretary for Education and Scientific Publications reports to the Executive Committee.

Section VII - WPA STANDING COMMITTEES, TASK FORCES AND PRESIDENTIAL ADVISORS

Ad article 38 - The WPA Standing Committees

The appointment and dismissal of members of the Committees, Task Forces and appointment of Presidential Advisors are instituted by the President in consultation with the Executive Committee.

12.1 WPA Educational Programmes

WPA Educational Programmes, as with all educational activities, reflect the Executive Committee Triennium Programme in content.

a) Procedures for Approval of an Educational Programme

Any institution or individual interested in applying for WPA approval for an educational programme should contact the WPA Secretary for Education and Scientific Publications who will send them a copy of the criteria which WPA uses for approval of Educational Programmes. The Secretary for Education and Scientific Publications will bring the recommendations, for review and final decision, to the Executive Committee and will also make recommendations to the Executive Committee concerning the source of funds necessary for the review.

b) Application to Develop a WPA Educational Programme

Any individual or institution wishing to develop a WPA educational programme should submit to the Secretary for Education and Scientific Publications a description of the programme containing at least the following information:

- Justification for the development of the programme
- Qualifications of the group or individual proposing to develop the programme
- The resources that will be used in developing the programme

The Secretary for Education and Scientific Publication will, after due consultation with relevant WPA Scientific Sections, will submit the proposal to the Committee on Education and Scientific Publications and will then seek agreement of the Executive Committee to initiate the development of the programme.

12.2 **Continuing Professional Development (CPD)**

a) Accreditation of Educational Activities Linked to WPA Scientific Meetings

Organizers of WPA Scientific Meetings in collaboration with the Secretary for Scientific Meetings, the Secretary for Scientific Sections and the WPA Secretary for Education and Scientific Publications should consider the inclusion of educational activities as part of CPD. The participation of relevant WPA Scientific Sections and local lectures should be encouraged.

If WPA credit-granting educational activities are to be included, the Secretary for Scientific Meetings, the Secretary for Scientific Sections and the Secretary for Education and Scientific Publications will become members of the Scientific Committee of the WPA Congress.

The Secretary for Education and Scientific Publications, in consultation with the Committee on Education and Scientific Publications Committee members and the Scientific Committee of the WPA Scientific Meeting will accredit educational activities according to the following criteria:

- The educational activities will be aimed at advancing professional knowledge, skills and attitudes, not for the benefit of sponsors, organizers or faculty.

- Every educational activity will have a designated director, who will send the Secretary for Education and Scientific Publications the accreditation form, including the required information about the educational activity: educational objectives, number of hours involved, target audience, methodology and bibliography. In addition, the abstracts of the presentations and an evaluation component should also be included.
- The educational activities should be well-balanced; i.e. as objective as possible; showing differences and contrasting views, whenever possible.
- Documentation about the professional expertise of all presenters will be on file, as well as disclosure of any commercial connections. They should also avoid any monetary inducement that may result in a biased presentation.
- Whenever commercial companies or other organizations support an educational activity, there should be a clear acknowledgement of the support received in the published programme of the educational event and in reports transmitted to the WPA General Assembly.
- Industry sponsored educational activities will be evaluated by a peer review scientific committee.
- If the activity is accredited, CPD credits will be granted according to the criteria below
- The educational activity should be described in the congress programme and be available, as much as possible, to all qualified participants**.** The activity may be included in the core scientific meeting programme or offered as a pre- or post-scientific meeting educational activity.
- The course fees should be affordable for most congress participants. These fees should cover the related expenses as much as possible.
- At WPA World Congresses of Psychiatry, the participants of the Fellowship Programme will have their course registration fees waived.
- Whenever possible, participants should register in advance.
- The Scientific Meeting Organizers will print the CPD credit certificate for the participants in the educational activity

b) Accreditation of Educational Activities Organized by WPA Components outside of WPA Scientific Meetings and of those organized by Non-WPA Components.

The Secretary for Education and Scientific Publications, in consultation with the members of the Committee on Education and Scientific Publications, will accredit educational activities in accordance to the following criteria:

- The educational activities will be aimed at advancing professional knowledge, skills and attitudes, not for the benefit of sponsors, organizers or faculty.
- Every educational activity will have a designated director, who will send to the Secretary for Education and Scientific Publications the accreditation form, including the following information about the educational activity: educational objectives, number of hours involved, target audience, methodology and bibliography. In addition, the abstracts of the presentations and an evaluation component should also be included.
- The educational activities should be well balanced; i.e. as objective as possible; showing differences and contrasting views whenever possible.
- Documentation about the professional expertise of all the lecturers will be on file, as well as disclosure of any commercial connections. They should also avoid any monetary inducement that may result in a biased presentation.

  Whenever commercial companies or other organizations support an educational activity, there should be a clear acknowledgement of the support received, in the published programme of the educational event and in reports sent to the Secretary for Education

c) CPD Credits

If the activity is accredited, CPD credits will be granted according to the criteria below.

- The organizers of the educational activity will pay a fee to the WPA. This fee will be decided by the WPA Executive Committee, to cover the expenses incurred in the accreditation process and the granting of CPD credits.
- The organizers will print the CPD credits certificates after obtaining approval from the Secretary for Education and Scientific Publications.
- Whenever possible, the Secretary for Education and Scientific Publications or his/her designee (preferably a member of the WPA Committee on Education and

Scientific Publications or a Senior Member of the WPA Educational Network), should be present at the educational activity to monitor and facilitate its progress.

- Appropriate educational credits (Category 1) will be granted by the WPA to correspond with the type of the accredited educational activity, which will be in full accordance with WPA requirements and accreditation standards

As a general rule, one CPD credit will be granted per one hour of accredited educational activity

12.4 **Other Related Educational Activities**

There are other educational activities which are the responsibility of the Secretary of Education and Scientific Publications At present these are:

The WPA Educational Network (EN)

The WPA has created this network as a resource to help in the development of a variety of WPA educational activities, in accordance to needs expressed by WPA Components. *WPA Online* will be the main source of information, as all the educational material produced by the WPA will appear on the WPA website. The key words of the Educational Network are "participation" and "sharing" as all the members are expected to profit from each other's experiences.

There are three sub-groups within the WPA Educational Network-EN:

- Senior psychiatrists
- Young psychiatrists
- Psychiatrists in training

The responsibilities of Members of the Network are:

- To liaise with their national psychiatric association, to help identify the main educational needs of the country, and to advise the Secretary for Education and Scientific Publications of these needs.
- To assist in the implementation of WPA educational programmes in their country, and to identify key educators who might be interested in WPA educational programmes.

- To advise the Secretary for Education and Scientific Publications about educational matters of concern to them.

a) Educational Component of the WPA Website WPA Educational Portal

The Educational component of the WPA Website, the WPA Educational Portal, has been established so that colleagues throughout the world can have easy access to useful educational information they may find hard to obtain otherwise. They may also be able to contribute to the enrichment of the Website content, in an organized manner. WPA Components will be invited to participate by submitting interesting educational material to the Webmaster.

All WPA Educational Programmes, as well as publications of an educational nature, will be available on the website WPA Educational Portal.

October 2026

APPENDIX A

WORLD PSYCHIATRIC ASSOCIATION STATUTES AND BY-LAWS reviewed and approved by the General Assembly in Vienna on 30 September 2023

STATUTES	BY-LAWS
	Part A – RULES IMPLEMENTING THE ARTICLES OF THE STATUTES
Section I –DEFINITIONS **Article 1 – Name and incorporation** Under the name of WORLD PSYCHIATRIC ASSOCIATION (hereafter "WPA") is incorporated a not-for-profit civil association under the laws of Switzerland It is registered with the competent Corporate Register of its Seat. **Article 2 – Seat** The Seat of the WPA is on the territory of the Canton of Geneva, Switzerland, at the address decided by its Executive Committee.	**Section I - DEFINITIONS**
Article 3 - Purposes: The purposes of the WPA are to: (1) Increase knowledge and skills necessary for working in the field of mental health and in the care for people with mental disorders/mental illness, substance use disorders and related disability; (2) Promote the application of public health principles in the fields of psychiatry and mental health; (3) Support action to prevent mental disorders; (4) Support action to promote mental health; (5) Support action to diagnose and manage comorbidity between physical and mental illnesses/mental disorders; (6) Advocate and apply ethical principles and the observance of human rights of people with mental illnesses/mental disorders and their carers and families in care;	

(7) Advocate and apply ethical principles and the observance of human rights in research and teaching; (8) Ensure equity as well as non-discrimination in the access to and the quality of care and in other areas of life of people with mental illnesses/mental disorders; (9) Promote the development and observance of the highest quality standards in psychiatric care, teaching and research; (10) Protect the professional rights of psychiatrists.	
Article 4 – Activities The WPA will achieve its purposes by: (1) Advancing cooperation among WPA Member Societies and components; (2) Supporting the principle of gender equality within the psychiatric profession and the patient population (3) Achieving appropriate gender and geographical balance in its activities proportionate to the profession (4) Facilitating international exchanges of information within the psychiatric and mental health fields; (5) Cooperating with national and international, governmental and non-governmental organizations active in fields relevant to WPA purposes; (6) Organizing Congresses of Psychiatry and other meetings on matters relevant to WPA purposes; (7) Developing and disseminating statements relevant to psychiatry and mental health publications; (8) Developing educational programs and materials within the fields of psychiatry and mental health for psychiatrists, physicians, other mental health workers and the public at large; (9) Initiating and supporting the development of continuing medical education systems in collaboration with WPA Member Societies and other pertinent institutions; (10) Promoting and conducting collaborative research related to mental health and mental illnesses; (11) Establishing task forces to deal with specific psychiatric and mental health issues; (12) Raising funds and accepting donations; (13) Combating stigma and its consequences; (14) Editing and publishing or encourage the publication of editorial material supporting its purposes, by the way of books, newspapers, internet sites etc.; (15) Conducting any other activities harmonious with achieving the purposes of the WPA.	**Ad Article 4 - Activities** The WPA may produce the following documents: • Position statements: The President and the Executive Committee may ask a WPA component to develop Position statements that reflect the WPA's positions on various issues. The Executive Committee will approve Position Statements. • Discussion documents: the President and the Executive Committee may ask a WPA component to develop Discussion documents on a topic related to areas of Psychiatry. This is to generate more discussion and to keep the topic covered for general consensus. The Executive Committee will approve Discussion documents. • Guidelines: The President and the Executive Committee may ask a component to develop Guidelines that could be used by WPA components. The Executive Committee will approve Guidelines The Manual of Procedures provides further details on these documents.
Article 5 -Languages: English is the official language of the WPA and only the English text of these Statutes is binding.	**Ad article 5 – Languages** The use of other languages than English requires approval from the WPA Secretariat in consultation with the WPA Officers as appropriate.

The use of other language may be requested provided the request is made in adequate time and related costs will be paid by the person or entity that has made the request.	
Article 6 – WPA Logo: The logo of the WPA consists of a representation of the Greek letter **Ψ** supporting the Earth globe. It may be supplemented by the name of WPA in English or any other relevant languages.	**Ad Article 6 – WPA Logo** The logo and name of the WPA are copyrighted. Their use requires the written permission of the Secretary General who may delegate the granting of such permission to the Secretariat. The advice of the Executive Committee will be sought as required. The Executive Committee will, depending on the nature of the request, decide whether to request payment of a royalty or grant the permission without compensation. <u>Endorsement</u> The WPA will endorse a document under the following circumstances: 1. The members of the Executive Committee or Board, Chairs of Sections and other groups, have been actively involved in the drafting of the document and approval for participation has been received prior to the work starting 2. The document is relevant to psychiatry and mental health 3. The document has been endorsed by partner organizations (where relevant) 4. A copy has been sent to the Secretary-General and the Secretariat of WPA, to seek authorization to use the logo. As part of the drafting process, it is expected that, if relevant, specialty advice will be sought from the Sections. The Secretary-General will also be consulted to ensure that the document does not contradict WPA mental health information and policy. The WPA logo can then appear on these documents <u>Support</u> The WPA may support an external document even if the Officers have not been involved or consulted prior to the drafting of the document when: 1. The document is relevant to the work of the WPA

	2. The document has been endorsed by other partner organizations (where relevant) The WPA logo will normally not appear on these documents.
Section II - WPA MEMBERS **Article 7 - WPA Member Societies:** Psychiatric Societies whose goals and ethical standards are consonant with the current WPA ethical standards as specified in the By-Laws are eligible for full membership in the WPA if they submit to its Executive Committee an official application in accordance with the WPA By-laws. A Psychiatric Society is a medical society of qualified psychiatrists (natural human beings hereafter Psychiatrists) concerned with the prevention and treatment of mental disorders and with the promotion of mental health. To be considered for admission as a WPA Member Society, a psychiatric society must be national in scope, must deal with the whole field of psychiatry, must have been active for three years in its country and should be legally recognized as a juridical body. If there are reasons why it is not legally recognized then the application may still be considered. Another Psychiatric Society from the same country, satisfying the above criteria, may be eligible for membership of the WPA provided that there is no more than 5% overlap of the Psychiatrists of the two societies. Regional Psychiatric Societies with a majority of Psychiatrists residing in countries that do not have a Psychiatric Society may be eligible for admission in the WPA. The relevant provisions applicable to national societies apply to the extent accordingly. Societies dealing with the whole field of psychiatry with mixed membership of Psychiatrists and non-Psychiatrists may be admitted to membership with fees and voting strength determined only by the number of Psychiatrists. The decision to admit a Psychiatric Society in the WPA is made by the General Assembly by a simple absolute majority vote on the recommendation of the Executive Committee. WPA reserves the right not to admit a Psychiatric Society as a WPA Member Society. Termination of membership in the WPA can be affected by resignation immediate or for a term. Exclusion or suspension for a term or sine die can be affected by a	**Section II – WPA MEMBERS** **Ad Article 7** - **WPA Member Societies**: Requests for membership must be sent to the Secretary General. The application for admission must be accompanied by a copy of the resolution passed by the Psychiatric Society requesting Membership and a copy of its Statutes translated into English. The request should be accompanied by an indication of the society to the ethical principles as laid down in the current WPA ethical standards as specified in the By-laws, and by a written description of the scientific and professional activities the society is undertaking. On the basis of this information, the Executive Committee will seek the written opinion of all Member Societies, of the Council and of the Representative of the Zone in which the applicant society is located. If there are no objections, the Executive Committee may proceed to grant the society the status of Applicant within the WPA. If there are objections, the Executive Committee will seek further information and clarification before submitting the proposal to the General Assembly. Membership applications must reach the Secretary General at least six months prior to the next General Assembly in order to be considered for admission at that Assembly. Member Societies are obliged to send to the WPA Secretariat updated information on their activities and legal status, as requested by the Secretary General. Member Societies which have not paid their dues before the General Assembly will be warned that the non-payment of dues for three consecutive years will lead to the submission of a proposal to the General Assembly for their exclusion.

decision of the General Assembly, with a two-thirds absolute majority vote**.** Non-payment of dues for three consecutive years will lead to the submission by the Executive Committee of a proposal to the General Assembly for exclusion. In exceptional circumstances and for legitimate grounds, as the failure to cooperate or respond to a request from the Ethics and Review Committee of the WPA in investigating ethical complaints, the Executive Committee may suspend a Member Society for a term or sine die, until the next General Assembly in accordance with the provisions of the WPA By-laws.	
Section III - WPA AFFILIATES AND INDIVIDUAL MEMBERS WITHOUT VOTING RIGHTS **Article 8 – WPA Affiliated Associations:** Associations and international federations of societies with goals that are consonant with those of the WPA and that are not eligible as Member Societies may be accepted as WPA Affiliated Associations. Representatives of Affiliated Associations can attend WPA formal meetings, but do not have the right to vote. Affiliated Associations can apply for WPA co-sponsorship of their scientific meetings. To do so, they must send a WPA co-sponsorship application form and pay fees accordingly. Decisions about the admission**,** suspension or termination of their status as Affiliated Association can be made by the WPA General Assembly with a simple majority vote. The Executive Committee may suspend the affiliation of an Association if it considers that its continuing affiliation may be contrary to the achievement of the WPA's purposes.	**Section III – WPA AFFILIATES AND INDIVIDUAL MEMBERS WITHOUT VOTING RIGHTS** **Ad Article 8 - WPA Affiliated Associations** Requests for affiliation must be sent to the Secretary General. The application for affiliation must be accompanied by a copy of the resolution passed by the Association requesting Affiliation and a copy of its Statutes translated into English. The request should be accompanied by an indication of formal adherence of the Association to the ethical principles as laid down in the current WPA ethical standards as specified in the By-laws and by a written description of the scientific and professional activities the association is undertaking. On the basis of this information, the Executive Committee will seek the written opinion of all Member Societies, the Council and of the Representatives of the Zone in which the applicant association is located. If there are objections, the Executive Committee will seek further information and clarification before submitting the proposal to the General Assembly Affiliation Applications must reach the Secretary-General at least six months prior to the next General Assembly in order to be considered for admission at that Assembly WPA Affiliated Associations are obliged to send to the WPA Secretariat updated information on their

	activities and legal status, as requested by the Secretary-General.
Article 9 – WPA Special Individual Members, WPA Individual Members and WPA Fellows Affiliation of WPA Special Individual Members and WPA Individual Members or WPA Fellows according to the definitions hereafter are decided by the Executive Committee. Psychiatrists may not apply to become a Special Individual or Individual Member as long as they are part of a Member Society. Qualified psychiatrists may apply for WPA Special Individual Membership to the WPA if they reside in a country without a Member Society. This provision shall not affect the status Special Individual Members already admitted in the past. Other health professionals and scientists who are not qualified Psychiatrists may apply to become WPA Individual Members. Special Individual Members or Individual Members in good standing for five years who have made important contributions to the goals of the WPA can apply to become Fellows of the WPA. Special Individual Members and Individual Members as well as Fellows are expected to participate in the activities and scientific meetings of the WPA, to share the goals of the WPA and to adhere to WPA ethical standards as specified in the By-laws. Special Individual Members Individual Members and Fellows of the WPA are entitled to receive information directly related on the activities of the WPA, and will receive other services in accordance to the By-laws, and to the decisions of the Executive Committee. Special Individual Members, and Individual Members as well as Fellows have no voting rights. Termination of Special Individual Membership and Individual Membership Fellowship can be affected by resignation or by decision of the Executive Committee.	**Ad article 9 - WPA Special Individual Members, WPA Individual Members and WPA Fellows** 1. WPA Special Individual Members shall be Psychiatrists who have completed training in psychiatry in a manner acceptable in their country, where there is no WPA Member Society. 2. WPA Individual Members shall be physicians or other health professionals and scientists who have training and/or work in the field of psychiatry and mental health. 3. WPA Individual Members who have paid their dues for at least five years and have made important contributions to the field of psychiatry can apply for WPA Fellowship. 4. Applications for Special Individual Membership, for Individual Membership and for Fellowship will be submitted to the Secretary General. 5. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with the Board, submit the application to the WPA Executive Committee for decision about admission. 6. Special Individual Members, Individual Members and Fellows shall receive a certificate of their individual status, WPA newsletters and bulletins; they will be able to attend meetings of the WPA. They may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses. They can also apply to become members of Scientific Sections.
Article 10 - WPA Honorary Members, Honorary Fellows and Presidential Commendations The General Assembly may confer WPA Honorary Membership and WPA Honorary Fellowship.	**Ad article 10 - WPA Honorary Members and WPA Honorary Fellows and Presidential Commendations** WPA Honorary Membership and WPA Honorary Fellowship may be conferred upon individuals who especially:

Honorary Membership may be conferred upon individuals who have excelled in their service to the WPA Honorary Fellowship can be conferred upon individuals who have made a very important contribution to the achievements of the WPA goals. Honorary Members and Honorary Fellows can attend the General Assembly as observers, but do not have the right to vote. Termination of Honorary Membership or Honorary Fellowship can be affected by resignation or by decision of General Assembly by a simple majority of those present. The WPA President can, after consultation with the Executive Committee, confer a WPA presidential commendation to individuals who contributed in a significant manner in the work of the WPA.	1. have made outstanding contributions about the causes, treatment, or prevention of mental illness; 2. have substantially increased the understanding and improvement of health services for psychiatric patients; 3. have successfully made extraordinary efforts to promote the recognition of the WPA, as well as support the fulfilment of its objectives. Recommendations for Honorary Membership and Honorary Fellowships will be sent by the President to the Secretary General who will, after appropriate inquiries, submit the proposal to the Executive Committee for consideration and possible submission to the General Assembly for decision. Honorary Members and Honorary Fellows will receive a diploma and WPA newsletters and bulletins. They will be exempted from paying WPA periodic dues. They may with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses. They can also apply to become members of Scientific Sections Decisions about cessation of Honorary Membership and Honorary Fellowships will be taken by the General Assembly on the basis of proposals by the Executive Committee.
Section IV - THE WPA GENERAL ASSEMBLY **Article 11 - Competences** The WPA General Assembly is the highest governing body of the WPA. The General Assembly: 1. Determines the policies of the WPA; 2. Decides on the admission of WPA Member Societies and WPA Affiliated Associations and on the termination of their membership or affiliation; 3. Sets the membership dues which it reviews every three years in principle. Thus the Executive Committee may decide on the advice of the Secretary of Finance to convene an Extraordinary General Assembly which may be held digitally according to Article 13 hereafter, in order to	**Section IV - THE WPA GENERAL ASSEMBLY**

reassess the level of membership dues or call for special contributions; 4. Approves the financial statement of the WPA closed at the 31st of December of the previous year, upon the recommendation of the Executive Committee; 5. Receives the reports of the Executive Committee concerning the work of the WPA; 6. Elects on the occasion of each Ordinary General Assembly, the required number of the Secretaries of the Executive Committee for a term of office of six years and the WPA President Elect; 7. Elects on the occasion of each Ordinary General Assembly WPA Zonal Representatives so that their continuity and change are guaranteed; 8. Confers Honorary Memberships and Honorary Fellowships, upon recommendation of the Executive Committee; 9. Decides on the creation or dissolution of WPA Scientific Sections; 10. Decides on changes of the WPA Statutes and By-laws; 11. Decides on the dissolution of the WPA as an Association; 12. Decides on any issues referred to the General Assembly by the Executive Committee.	
Article 12 - Composition The General Assembly is composed of the representatives (natural human beings) of the Member Societies who are up-to-date with their membership dues at the date of the meeting of the Accreditation Committee. The President of the WPA usually chairs the General Assembly. In the President's absence it will be chaired by the President-Elect and in the absence of both, by a member of the Executive Committee. The members of the Executive Committee and the Board shall attend the General Assembly on an ex-officio basis, without the right to vote but have the right to speak upon invitation by the Chairperson. Representatives of the Member Societies who are not up to date with their membership dues, members of the Board, members of the Council, Honorary Members, Honorary Fellows, Chairpersons of the Scientific Sections or their representatives, members of Standing Committees, representatives of Affiliated Associations, may attend the General Assembly as observers. They have no right to vote but may speak at the invitation by the Chairperson. If the General Assembly needs to discuss reports or actions that are likely to involve confidential and highly sensitive	**Ad Article 12- Composition** A Member Society is represented by one Representative (who cannot represent any other WPA Member Society). Each WPA Society may also authorize an Alternate Representative who, in the absence of the Representative will serve as the Representative Every Representative and Alternate Representative must present a letter of authorization signed by the President or the Secretary General or the equivalent in their Society. Representatives of Applicant Societies may attend the General Assembly as observers and speak upon invitation by the Chairperson. They shall be asked to leave while the application of their Society is voted upon and in any other circumstance at the discretion of the Chairperson.

information, the Chairperson may call the General Assembly into a Closed Session where only the representatives of the Member Societies and members of the Executive Committee may attend. Board and Council Members may also attend Closed Sessions at the discretion of the Chairperson.	
Article 13 - Meetings of the WPA General Assembly: General Assemblies may be Ordinary or Extraordinary. The Ordinary General Assembly meets every third year preferably in conjunction with a WPA Congress of Psychiatry. Where, as a consequence of events external to the WPA it is not possible to hold the General Assembly, either Ordinary or Extraordinary, in the physical presence of the Representatives of the Members Societies, the Executive Committee, may decide that the General Assembly shall be held by audio or video conference, and its decision be taken by the way of an electronic ballot platform or by correspondence. An Extraordinary General Assembly may be convened at any time by the Executive Committee or at the request of one fifth of the Member Societies, or at the request of the absolute majority of the Board Members The results of a General Assembly vote shall be sent by email or other means of communications as determined by the Executive Committee to each Member Society and published on the WPA website.	
Article 14 - Convening Notice The General Assembly is convened by the Executive Committee at the place and date it decides. Such Convening Notice must be sent at least four months before an Ordinary General Assembly and at least ten days before an Extraordinary General Assembly**.** The Convening Notice and the draft and final Agenda are sent to all Member Societies and to the other contemplated participants by electronic mail and are simultaneously published on the WPA website. **Article 15 – Agenda of Ordinary General Assemblies** The Executive Committee draws up the draft Agenda to be placed before the Ordinary General Assembly and sends it with the Convening Notice four months prior to that event.	

The Executive Committee gives to the Member Societies and to the WPA Board and Council the possibility to express to the attention of the Secretary General their remarks, wishes and requests on the draft Agenda during one month after the Convening. The Executive Committee decides discretionarily on such remarks, wishes and requests, but the issues requested by at least one fifth of the Member Societies, or at the request of more than half of the Board members, have to be added to the Agenda. The final Agenda is published at least twenty days before the Ordinary General Assembly meeting on the Internet site of the WPA with the Documentation. **Article 16– Agenda of Extraordinary General Assemblies** The Agenda of the Extraordinary General Assemblies is decided by the Executive Committee without further consultation and sent with the Convening Notice. **Article 17 – Documentation** The Documentation to be published before the General Assembly usually includes: 7. The report of the Executive Committee; 8. The reports of the other bodies of WPA according to the By-laws; 9. The action plan of WPA; 10. The financial statements of WPA and their audit report; 11. The list of candidates to elective functions with their details and curriculum vitae; 12. The proposed modifications of the Statutes and/or By-laws; and any other documentation which is considered useful by the Executive Committee for the decision taking of the General Assembly. **Article 18 - WPA Accreditation Committee** WPA Accreditation Committee consists of five members, including WPA Secretary General who will chair it, WPA Secretary for Finances and Fundraisingand three more members appointed by the Executive Committee. The Accreditation Committee meets during the week previous to the General Assembly and validates the voting right of each Member Society at the date of its meeting.	

Later receipt of payments of dues is not taken in consideration for the validation.

The Accreditation Committee decides also on the voting strength of each Member Society having the right of voting, in accordance with the Statutes and By-laws.

The decisions of the Accreditation Committee are taken at the absolute majority of all its members.

Its decisions are subject to an immediate recourse in front of the General Assembly in consideration of which they are taken, to be expressed at its opening. The decision of the General Assembly on such recourse is taken before any other item of its Agenda, and is final and binding without any other recourse.

Article 19 - Quorum

The decisions of a General Assembly will be considered valid when at least one third of Member Societies having the right to vote, without consideration of their voting strength, are represented when first convened.

If there is no initial quorum, another General Assembly may be convened immediately by the President of WPA to be held within the next 48 hours, and its decisions will then be considered valid whatever the number of Member Societies represented be.

Article 20 – Voting strength

For the following matters:

1. Elections;
2. and dissolution of WPA as an association;

each Member Society up to date with its membership dues is entitled at least to one vote; in addition, for such matters only, Member Societies are entitled to votes as follows:

1. one additional vote when their total paid membership dues are those of between 26 and 50 Psychiatrists;
2. one additional vote for each group of 50 dues paying Psychiatrists between 51-500;
3. one additional vote for each group of 100 dues paying Psychiatrists between 501 and 1,500;
4. one additional vote for each 200 dues paying Psychiatrists above 1,501 up to a maximum of 40 additional votes;

Ad article 20 – Voting Strength

The grid of voting strength according to article 20 is as follows

MEMBERS	Votes	MEMBERS	Votes
1 – 25	1	1401 – 1500	21
26 – 50	2	1501 – 1700	22
51 – 100	3	1701 – 1900	23
101 – 150	4	1901 – 2100	24
151 – 200	5	2101 – 2300	25
201 – 250	6	2301 – 2500	26
251 – 300	7	2501 – 2700	27
301 – 350	8	2701 – 2900	28
351 – 400	9	2901 – 3100	29
401 – 450	10	3101 – 3300	30
451 – 500	11	3301 – 3500	31
501 – 600	12	3501 – 3700	32
601 – 700	13	3701 – 3900	33
701 – 800	14	3901 – 4100	34
801 – 900	15	4101 – 4300	35
901 – 1000	16	4301 – 4500	36

5. those Member Societies with paid membership dues between 10,001 and 25,000 Psychiatrists will be allocated 50 votes;
6. and those with (paid) membership above 25,000 Psychiatrists will be allocated 60 votes.

In all other matters each Member Society having the right to vote in the General Assembly shall have one vote only.

1001 – 1100	17	4501 – 4700	37
1101 – 1200	18	4701 – 4900	38
1201 – 1300	19	4901 – 5100	39
1301 – 1400	20	5101 - 10000	40
		10001–25000	50
		25001 and more	60

The mean yearly membership between General Assemblies should be used for the above calculations.

In case of secret ballots, the Representatives will receive ballots representing a small number of votes (1,5,10) which together add to the Member Society's total voting power.

Article 21 – Decisions

For the dissolution of the WPA as an association, for the amendments to the Statutes, and for the exclusion of a Member Society, decisions of the General Assembly will be made by an absolute two-third majority vote of the represented Member Societies, in accordance with their voting strength on the matter.

For the elections, decisions of the General Assembly will be made by a relative majority vote of the represented Member Societies, in accordance with their voting strength on the matter.

All other decisions of the General Assembly will be made by an absolute simple majority vote of the represented Member Societies.

There will be no voting by proxy to anybody else than the Representative of the respective Member Society.

For the calculation of the majorities of the General Assemblies, abstentions will not be taken into account.

In case of parity of votes, the Chairperson may exercise a casting vote or decide that another turn of voting be immediately done.

The General Assembly shall usually decide by a show of hands on all questions on the Agenda.

Secret paper ballot will be used for the elections, for the exclusion of a Member Society, for the dissolution of WPA as an association, and for any other issue if a request for a

Ad article 21 - Decisions

The Robert's Rules of Order**,** in their latest edition, will guide the conduct of the WPA Assemblies' work, including the handling of motions, unless specified differently in the Statutes, By-laws or Manual of Procedures.

secret ballot is made by at least one fifth of the Representatives of the Member Society. Where, as a consequence of events external to the WPA it is not possible to hold the General Assembly in physical presence of the Representatives of the Members Societies, the Executive Committee, may decide that the elections and other agenda items for the General Assembly which require decisions shall be carried out using electronic voting.	
Section V - WPA BOARD **Article 22 – The WPA Board and its work:** The WPA Board comprises the WPA Zonal Representatives. The members of the WPA Executive Committee will be invited to attend the meetings of the Board. The Board advises the Executive Committee and the General Assembly on the work of the WPA, including in particular**:** 1. its efforts to strengthen collaboration among Member Societies in the WPA Zones; 2. the admission or suspension of Member Societies; 3. the creation of Scientific Sections; 4. the Plan of Action of the Executive Committee and the plan of work produced by the President-Elect including its financial aspects; 5. the WPA budget and accounts; 6. the agenda of the General Assemblies; 7. the report of the WPA Nominations Committee concerning candidates for elective posts and recommendations concerning the voting procedures. In case the Board is not satisfied that the work of the Executive Committee is consistent with the formal decisions of the General Assembly it will inform the Executive Committee and may call an Extraordinary General Assembly. During its Annual Meeting**s** the Board will receive reports from the Executive Committee including the Executive Committee's plans for activities and their budgets for the following year. The Board will be kept informed about official contacts between the Executive Committee and the Member Societies. They will in turn keep the Executive Committee informed about their collaboration with Member Societies, their needs, functioning and achievements.	**Section V - WPA BOARD**

The Board where appropriate will seek advice from the Council. **Article 23 - WPA Board meetings:** The Board will meet annually, in principle**,** at a WPA Congress of Psychiatry. Board meetings or teleconferences may be held between these occasions. The President of the WPA will chair the Board and the Board will elect a Vice Chair every year by simple majority. The WPA Secretary General will draw the agenda of the Board meetings in consultation with its members and the Executive Committee and include any or all of the items proposed by Board Members. The quorum for the Board meetings will be half plus one of its members.	
Article 24 - The role of WPA Board Members: The Board Members should play a key coordinating role within their WPA Zones, work together and explore collaborations that are institutionally functional. They shall encourage collaboration among Member Societies in their Zone and stimulate their participation in all the WPA activities. They shall support the dissemination of WPA related information and WPA educational materials**.** They shall assist the Executive Committee in ascertaining the needs of Member Societies and the ways in which these needs can be met. Board members shall report and advise the Executive Committee on policies and activities in their WPA Zones**.**	
Article 25 – Election of the WPA Zonal Representatives and their eligibility for further Offices Zonal Representatives are elected for an initial period of three years and they can stand competitively for re-election for a second and final period of three years. The office of the newly elected Zonal Representatives begins at the end of the General Assembly that elected them, and finishes at the end of the subsequent General Assembly. The General Assembly elects them in accordance with the By-Laws.	**Ad article 25 - Election of the WPA Zonal Representatives and their eligibility for further Offices** The 18 Zonal Representatives are elected, one from each of the following 18 zones grouped into 4 regions: A. <u>The Americas (5 zones)</u> 1. Canada 2. United States 3. Mexico, Central America and the Caribbean

Members of the Board are allowed to present their candidature for election to a position on the Executive Committee. Candidates for Zonal Representatives are not eligible to apply for an elected Executive Committee post at the same time.	4 South America - Northern Zone 5 South America - Southern Zone B. <u>Europe (5 zones)</u> 6 Western Europe 7 Northern Europe 8 Southern Europe 9 Central Europe 10 Eastern Europe C. <u>Africa, Middle East, Central and Western Asia (4 zones)</u> 11 Northern Africa 12 Middle East and Central and Western Asia 13 Central and Western Africa 14 Eastern and Southern Africa D. <u>Asia, Australia, New Zealand and the South Pacific (4 zones)</u> 15 South East Asia 16 South Asia 17 Eastern Asia 18 Australia, New Zealand and South Pacific The assignment of Member Societies to a zone shall be the responsibility of the Executive Committee. The election procedure of the Board Members is as follows: 1. The Chair of the Nominations Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly, requesting that the Member Society recommends one psychiatrist from the countries composing the relevant WPA Zone for the available position. Only Member Societies from a given Zone can nominate candidates for that Zone. In WPA Zones consisting of two or more countries the representative should not come from the same country as his immediate predecessor 2. In a WPA Zone where there is only one Member Society, the Society may nominate one or more candidate(s) as their Zonal Representative and present that name(s) to the General Assembly to elect a candidate.

	3. The Nominations Committee examines the eligibility of candidates**,** compiles the names submitted from each WPA Zone and, whenever more than two candidates are eligible, it requests, through its Chair, each Member Society within that Zone to vote for two candidates from the circulated list. 4. The Nominations Committee sends its report to the Executive Committee and the Board. 5. The Nominations Committee presents to the General Assembly as nominees for the available position the two individuals who have received the highest number of unweighted votes from the Member Societies of the WPA Zone**.** When only one candidate is eligible it will be automatically included in the list to be proposed to the WPA General Assembly for voting. 6. The General Assembly receives the report of the Nominations Committee, along with the views of the Executive Committee and the Board and elects one of the two nominees. 7**.** If WPA Zonal Representative**s** are unable to continue serving in their post**s** until the end of their mandate, the Executive Committee has the right to appoint an interim Zonal Representative to carry out the tasks assigned to the vacant post until the next WPA General Assembly The appointment to a post of an interim WPA Zonal Representative does not affect the eligibility of that person for any elective post in the WPA.

Section VI - WPA EXECUTIVE COMMITTEE **Article 26 - WPA Executive Committee:** The decision making power of the WPA between General Assemblies are vested in the WPA Executive Committee. The Executive Committee implements the decisions of the General Assembly, administrates the WPA resources, ensures that WPA statutory functions are carried out by all officers and staff, produces, updates and supervises the application of the Manual of Procedures, and prepares the materials for the WPA General Assemblies. The Executive Committee shall have seven members, natural human beings including the WPA President, the WPA President-Elect (Vice President), the WPA Secretary General and four other Secretaries with defined functions (Finances, Scientific Sections, Scientific Meetings, Education and Scientific Publications). The members of the Executive Committee are elected for a period of six years (in a staggered manner). Candidates nominated for an Executive Committee post are not eligible to apply for a Zonal Representative post at the same time. The quorum for the meetings of the Executive Committee is four members, including the President and/or the President Elect (Vice President). The decisions of the Executive Committee shall be taken by an absolute simple majority vote of those voting. Abstentions will not be taken into account. There will be no voting by proxy. In case of parity of votes, the President or in case of the President's absence, the President Elect (Vice-President) has the casting vote. For all other matters, the Executive Committee decides on its rules of organisation.	**Section VI - WPA EXECUTIVE COMMITTEE** **Ad article 26 - Executive Committee** The General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should members of the Executive Committee become unable to perform their functions or do not comply with the Oath of Office, the other members of the Executive Committee have the right to appoint an interim officer to carry out the tasks assigned to the vacant post until the next Ordinary General Assembly, which can confirm the appointment of the interim officer as a member of the Executive Committee, or proceed to the election of another replacement member. The mandate of new members of the Executive Committee will begin at the end of the General Assembly which elects them. The appointment to or confirmation to a post of an interim officer of the Executive Committee does not affect the eligibility of that person for any elective post in the WPA, nor does it affect the requirement to elect a candidate from a different country.
Article 27 – Election of members of the WPA Executive Committee The members of the Executive Committee are elected by the General Assembly, in accordance with the By-laws. Any elected member of the Executive Committee may serve on the Executive Committee only once for no more than one six-year term.	

Thus, any member, or former member, of the Executive Committee may be elected then to the position of President Elect (Vice-President) and serve for six more years. In no case may the immediate successor to the same position be elected from the same Member Society or country.	
Article 28 – Meetings of the WPA Executive Committee: The meetings of the Executive Committee will be held at least three times a year, in presence or by teleconference, and shall be scheduled and convened by the President. Any other member of the Executive Committee may require that a meeting be scheduled for legitimate reasons and/or that an issue is added to the agenda. The costs for the Executive Committee meetings, including travel expenses, accommodation, per diem and meeting facilities will be covered by WPA central funds when not covered by other funding sources.	
Article 29 – **The WPA President:** The WPA President shall have served as President-Elect (Vice-President) for three years before assuming office as President for a further three years. The President represents the WPA in all official matters and speaks on its behalf. The President usually chairs all meetings of the General Assembly and the Executive Committee, and should lead and, when necessary, support the members of the Executive Committee in the performance of their functions. The President will promote the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA. The President convenes the Executive Committee and decides its agenda in consultation with the Executive Committee Members. The President selects the chairpersons and members of the WPA Standing Committees after consultation with the Executive Committee and the selected Chairpersons of the relevant committees. The President selects Special Advisors to the President. The President chairs the WPA Nominations Committee and appoints its members, in consultation with the Executive Committee	

The President presides over the WPA World Congresses of Psychiatry. The President reports to the General Assembly and in the interim to the Executive Committee.	
Article 30 – The WPA President-Elect (Vice President) The General Assembly elects the President Elect for a period of six years, of which the WPA President Elect serves as Vice-President for three years and as WPA President for three years. The President-Elect (Vice President) shall chair the WPA Standing Committee on Planning. In the absence of the President, or if the President is unable to carry out the President's functions, the President-Elect (Vice President) shall preside over the meetings of the Executive Committee, the Nominations Committee, and the General Assembly, and will be the point of contact for the WPA Board The President-Elect (Vice President) will represent the President in the President's absence or upon the President's request in all official functions. The WPA President-Elect (Vice President) reports to the Executive Committee.	
Article 31 – The WPA Secretary General: The WPA Secretary General is elected by the WPA General Assembly for a term of six years. The Secretary General has the responsibility to ensure that the Secretariat is well governed and organized and provides appropriate support in carrying out all the administrative tasks required for the work of the WPA, including the dissemination of reports, minutes and other materials to all WPA components. The WPA Secretary General, in close collaboration with the Board, ensures that the members of the WPA are kept well informed of the discussions and decisions of the Executive Committee and of other Committees and the General Assembly, and also relates all concerns and opinions of the members to these bodies. The WPA Secretary General coordinates the work of the members of the Board and	

serves as liaison between them and the Executive Committee. The Secretary General chairs the Accreditation Committee. The Secretary General reports to the Executive Committee.	
Article 32 – The Secretary for Finance **The** General Assembly elects the WPA Secretary for Finances and Fundraisingfor a term of six years. The Secretary of Finances is responsible for the implementation of policies concerning finances, investments, fund raising auditing of the accounts, implementation of contracts that have financial implications, as well as for the prudent expenditure of the WPA assets. The Secretary of Finances presents, after consultation with the Zone Representatives the WPA yearly budget to the Executive Committee for approval and supervises its management. The Secretary for Finances will be a member of any Committee relating to finance appointed by the President. The Secretary for Finances presents a report to each meeting of the Executive Committee, to the Board and the WPA General Assembly, and presents an annual budget to the Executive Committee for approval.	
Article 33 - The WPA Secretary for Education and Scientific Publications The General Assembly elects the WPA Secretary for Education and Scientific Publications for a term of six years. The Secretary for Education and Scientific Publications co-ordinates the educational activities of the Association and ensures the distribution of educational programs of the WPA in co-operation with the Zonal Representatives and as necessary with the Secretaries for Scientific Sections and for Scientific Meetings, the Executive Committee and the Member Societies. The Secretary for Education and Scientific Publications is also responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The Secretary for Education and Scientific Publications will be a member of any publication committee appointed by the Executive Committee.	

The WPA Secretary for Education and Scientific Publications reports to the Executive Committee.	
Article 34 - The WPA Secretary for Scientific Sections: The General Assembly elects the WPA Secretary for Scientific Sections for a term of six years. The Secretary for Scientific Sections is responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work. The Secretary for Scientific Sections serves as adviser to the Scientific Sections in the planning of Section Symposia or other activities. The Secretary for Scientific Sections coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the Scientific Sections with the Member Societies. The Secretary for Scientific Sections reports to the Executive Committee. **Article 35 – The WPA Secretary for Scientific Meetings** The WPA General Assembly elects the WPA Secretary for Scientific Meetings for a term of six years. The WPA Secretary of Scientific Meetings oversees the co-ordination of all scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to host WPA World Congresses of Psychiatry and helps in all aspects of the organization of other WPA scientific meetings work. The WPA Secretary for Scientific Meetings reports to the Executive Committee. **Article 36 – Powers of Signature** Upon taking their office and until the end of their term of office, the President and the Vice-President (President-Elect) shall have statutory individual signing authority to engage the WPA in all matters. The Executive Committee shall designate from among its members, and from among the Officers of the Secretariat, the other persons entitled to represent the WPA, as well as their signing authority and the manner in which they exercise it.	

The President, the Vice-President (President-Elect) and the Executive Committee may also appoint proxies for the performance of particular tasks.	
Article 37 - WPA Institutional Programs The WPA Institutional Programs aim at achieving broad WPA statutory purposes. Approval of the creation or continuation of an Institutional Programs is granted by the Executive Committee and ratified by the General Assembly. Proposals for the establishment of a WPA Institutional Program should include a description of the rationale, the objectives, the steps of the implementation and the expected outcome of the programme, as well as the budget and the origin of sources of financial support. After an WPA Institutional Programme is established, an annual report on its progress should be submitted to the Executive Committee for information, assessment and approval.	
Section VII - WPA STANDING COMMITTEES, TASK FORCES AND PRESIDENTIAL ADVISORS **Article 38 – The WPA Standing Committees:** There will be the following Standing Committees: - Education and Scientific Publications; - Ethics and Review; - Finance and Fundraising; - Nominations; - Planning; - Scientific Meetings; - Scientific Sections. The membership of all WPA Standing Committees should include a Zonal Representative and an Early Career psychiatrist as defined in the By-laws. Each Standing Committee will have five members including its Chairperson. All Standing Committees and Task Forces report to the Executive Committee. The tasks, responsibilities, membership and term of office of the Standing Committees, Task Forces and their members and Special Advisors of the President are outlined in the By-laws.	**Section VII - WPA STANDING COMMITTEES, TASK FORCES AND PRESIDENTIAL ADVISORS** **Ad article 38 - The WPA Standing Committees** The appointment and dismissal of members of the Committees, Task Forces and appointment of Presidential Advisors are instituted by the President in consultation with the Executive Committee. The usual term of office for officers and committee members of Scientific Sections is three years. In order to achieve continuity, the President can invite individual members to serve a second term. The WPA President seeks suggestions for appointments to the Committees from Member Societies, the Council, the Executive Committee and the Board. The Committees can, upon the approval of the Executive Committee, invite other experts to help them in particular tasks. These appointees will not be paid any salary or fee from the WPA, nor will they be liable for any debts incurred by the WPA.

The Chairperson of the Nominations Committee shall report to the Executive Committee. In case of disagreement between the two committees, the President of the WPA may seek the advice of the Board and Council.	1. WPA Committee on Education and Scientific Publications: The Education and Scientific Publications Committee shall have the responsibility to oversee the development of the WPA's educational programmes and the preparation of materials for these programmes. It shall be responsible for developing and implementing the WPA's continuing medical educational accreditation and to oversee the development of the WPA's publications policies as well as the preparation of materials for publication. 2. WPA Committee on Ethics and Review: The Committee on Ethics and Review shall have the responsibility to identify and explore areas of ethical concern to psychiatry and to produce recommendations, and to draft consensus statements on ethical issues. The Committee on Ethics and Review shall review individual complaints and other related issues and initiate investigations about violations of the ethical guidelines for the practice of psychiatry as stated in the By-laws in order to make recommendations. The Committee on Ethics and Review shall draft the text of the Oath of Office to be signed by the Members of the Executive Committee and the Board. This Committee will be composed of a Chair, a Co-chair and additionally, three other members. The Co-chair, will be, in addition to being a member of this Committee, Chair of the WPA Task Forces appointed to conduct reviews of abuses of the profession when appropriate complaints are raised with the WPA. When a WPA Task Force is appointed for review purposes, no more than four members will be appointed by the President in consultation with the Executive Committee for this purpose. Member Societies are obliged to cooperate with the Ethics and Review Committee in the investigation of cases. The Chairperson of the Committee on Ethics and Review shall report to the Executive Committee. 3. WPA Committee on Finances and Fundraising: The Committee on Finances and Fundraising shall have the responsibility to stimulate and oversee

	the development and conduction of the Association's policies and activities concerning finances, investments, fundraising and auditing of accounts, as well as to formulate recommendations for the annual budget and the triennial financial plan of the WPA, and to advise the Secretary for Finances for appropriate necessary actions. The Committee on Finance and Fundraising will consist of five members including the Secretary for Finance. This Committee may be chaired by an external financial expert for an initial period of three years. At the completion of this initial period, as a general guideline, not more than three and not less than two of the members of the Committee on Finance and Fundraising may be reappointed by the President upon the recommendation of the Executive Committee and of the Secretary for Finances, for a second term of three years; however, if needed and appropriate, all four members of this committee can be replaced under exceptional circumstances. 4. The WPA Nominations Committee: The Nominations Committee makes proposals concerning elections for all elected posts of the WPA, in accordance with the By-Laws. The Members of the Nominations Committee should be appointed at least one year before the election takes place. The Nominations Committee can make proposals concerning the voting procedures, and give its views on other relevant matters, including the post-election report on things that succeeded well, and things that need to be considered for implementation or changes for the next election process. The WPA Nominations Committee's views and proposals will be considered by the Executive Committee and the Board and then submitted to the General Assembly by the Executive Committee, along with the Board's opinion. The President of WPA will chair the Nominations Committee which consists of five members. The Nominations Committee will include one member chosen by the President who has in-depth knowledge of the organization and membership; one member of the Executive Committee whose

	term will continue after the next General Assembly; one member of the Board; and one member of the Ethics and Review Committee; reflecting a geographical and membership balance. Members of the Nominations Committee may not be a nominee for any elective post during their mandate. The Chair of the Nominations Committee will request proposals at least nine months before the election and proposals must be received by the Chair of the Nominations Committee not less than six months before the meeting of the General Assembly. The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. The candidates must state in writing that they agree with the nomination and that they are fulfilling the requirements for the position announced for election. The Committee will consider past experience and other positions with the WPA held by the nominees. The Nominations Committee can reject nominees based on past work performance. The Committee will also ensure that each nominee has provided suitable referees who can vouch that their behaviour is in accordance with the WPA Code of Conduct. The WPA reserves the right to ask for additional specific references All valid nominations for eligible candidates will be presented to the General Assembly. Nominees for the Executive Committee cannot hold any offices in Member Societies that extend beyond two years after their election. The Nominations Committee can make proposals concerning the voting procedures and give its views on other relevant matters. The Nominations Committee's views and proposals will be considered by the Board and Executive Committee and then submitted to the General Assembly by the Executive Committee, along with the Board's opinion. Amendments of the Statutes and By-laws on elections shall not affect any ongoing electoral process.

	5. WPA Committee on Planning: The Committee on Planning shall consist of five members, and the WPA President-Elect (Vice-President) shall chair the Committee. The Committee will include at least one member of the Executive Committee, one member of the Board, and additional experts with knowledge of the WPA as appropriate. The Committee on Planning shall have the responsibility of: a) reviewing the Statutes and By-laws taking into account the relevant suggestions and proposals and making recommendations of changes of the Statutes and By-laws; b) preparing triennial WPA Action Plans (including their financial aspects) to be presented to the General Assembly for approval after consultation with the Executive Committee; c) making suggestions for planning for WPA's long-term development, its programs and resource utilization. The Chairperson of the Committee on Planning shall report to the Executive Committee. 6. WPA Committee on Scientific Meetings: The Committee on Scientific Meetings shall have the responsibility for the organisation of the Scientific Meetings. 7. The WPA Committee on Scientific Sections: The Committee on Scientific Sections shall have the responsibility for advising and overseeing the WPA's scientific policies and activities carried out by the Scientific Sections and encouraging inter-Section collaboration. 8. WPA Task Forces and WPA Special Advisors to the President: The WPA President may appoint Task Forces and WPA Special Advisors to the President after consultation with the Executive Committee for specified tasks for a specified period of time. The President may decide to establish a Task Force on Science. The Chair and members will be

	appointed by the President in consultation with the Board and Council. The Chair will be an acknowledged international scientific leader working with a small group of experts. The Task Force will advise the President and the Executive Committee on international developments in science working closely with the Secretaries of Education and Scientific Publications and Scientific Sections.
Section VIII - The WPA COUNCIL **Article 39 – Composition and tasks of the WPA Council** The WPA Council is composed of the previous WPA Presidents for a period of six years. After six years of membership they are called Emeritus Council members. Members of the Council added before 2014 will remain lifelong members. The members of the Council will appoint among themselves a Chairperson for a period of three years. The Council offers recommendations and advice to the Executive Committee about any matters affecting the mission and strategy of WPA, and may propose items for the agenda of the General Assembly. The Council may be asked to provide its opinion on questions submitted to it by the President of the WPA or its Executive Committee The WPA President will draw the agenda of the meetings of the Council after consultation with its members and the Executive Committee.	**Section VIII - The WPA COUNCIL** **Ad article 39 – Composition and tasks of the Council** Council members and Emeritus Council members will be entitled to free registration at any WPA sponsored meeting. The agenda of the General Assembly and the Extraordinary General Assembly will include the item "Report of the WPA Council". The Report will be prepared in writing. The Chairperson of the Assembly may invite the Chairperson of the Council to introduce the document or to answer questions from the Assembly members. The agenda of the Board will include the item "Report of the WPA Council". The Council will prepare a brief statement containing its opinion for distribution to the Board. The Chairperson of the Board may invite the Chairperson of the Council to introduce the document or to answer questions. The Council will be invited to present its views on the draft agendas of the General Assembly and the Extraordinary General Assembly and on policy documents prepared by the WPA (e.g. the WPA position statements) and on the admission of new Societies or the cessation of Member Societies. The Council will receive reports of the meetings of the Executive Committee and the Board. Its comments and suggestions will be received by the Executive Committee.
Article 40 – Meetings of the WPA Council: The Council shall meet with the Executive Committee every three years at a WPA World Congress of Psychiatry prior to the meeting of the General Assembly. Council meetings or teleconferences may be held between these occasions.	

Section IX - FINANCES	**Section IX - FINANCES**
Article 41 - Resources and Expenditures: The resources of WPA includes membership and affiliation dues, donations, subsidies, both public and private, and overheads charged on specific projects that WPA components are carrying out, technical support and service fees during WPA congresses, WPA scientific meetings, and royalties and revenues from WPA publications. Expenditures include support for the establishment and functioning of a WPA Secretariat, for meetings of the WPA Executive Committee and other WPA committees, for the work of the WPA Board, for basic informational services for the WPA and for special projects carried out by various WPA components, when not covered by other sources. **Article 42 – Financial management** The assets of the WPA will be utilized solely to meet its financial liabilities. The Executive Committee is responsible for the financial management of the WPA in accordance with the WPA plans and budget. It may delegate this task to the Secretary for Finance.	**Ad Article 41 – Resources and Expenditures** Upon the basis of the report of the Secretary for Finances and the Executive Committee, the General Assembly decides upon the amount of the dues of Member Societies, Affiliated Associations, Affiliated Individual Members, and Fellows. The Secretary for Finances may negotiate the mode of payment with each Member Society as appropriate. The Executive Committee shall approve any special agreements. Member Societies that have not paid their dues for three years will lose their membership, unless there are exceptional circumstances to be considered by the WPA Executive Committee and the General Assembly. **Ad Article 42- Financial Management** All persons authorized by the President to raise funds to finance WPA scientific meetings or other projects shall, within two months of the completion of the activity or fundraising effort, submit a detailed account of income and expenditures to the Secretary for Finances An authorized audit firm in Switzerland, the choice of which will be approved by the General Assembly by simple majority of votes, will audit the accounts of the WPA.
Article 43 – Corporate Supporters: Corporate Supporters are private or public institutions or individuals that help the WPA to achieve its goals by providing financial and other support and are informed, as appropriate, of its activities. The WPA recognises that there may be ethical considerations around accepting support from industry including the pharmaceutical industry, and shall prevent any conflict of interests.	
Article 44 – Expenses related to WPA work The President and other members of the Executive Committee will receive funds to defray expenses connected to their WPA work. The amount will be determined by the	

Executive Committee annually. The Council, the Board, and the Committees and other WPA Officers will not be paid any salary or fee for their services to the WPA but may be reimbursed for expenses incurred in the performance of their duties. No individual member of an organ of the WPA shall be personally liable for debts incurred by the WPA	
Section X - WPA SCIENTIFIC MEETINGS **Article 45 – Scientific Meetings and Congresses** In order to achieve its objectives including its branding and global coverage goals, the WPA has meetings of two main types: WPA Scientific Meetings organized by WPA and WPA Co-sponsored Meeting**s** according to the By-laws.	**Section X - WPA SCIENTIFIC MEETINGS** **Ad article 45 – Scientific Meetings and Congresses** The WPA will usually hold one major Congress each year with the option of organizing other Congresses. Every effort will be made to hold the Congress in different parts of the world. The WPA's goals in holding and co-sponsoring Scientific Meetings are to: a) Increase the exchange of information between psychiatrists from different parts of the world, including networking, training and mentoring of early career psychiatrists. b) Contribute to the education of different categories of mental health workers by providing up-to-date scientific information. c) Increase exchange and collaboration between psychiatrists and their community, professional, government and development partners in all parts of the world. d) Boost collaborative research by bringing together psychiatrists and others interested in research from various parts of the world. e) Strengthen links between WPA Member Societies and between WPA and international and regional organizations in the field of psychiatry. f) Make psychiatry more visible on the national and the international scenes. g) Contribute to the acquisition of funds for WPA activities
Section XI - WPA SCIENTIFIC SECTIONS **Article 46 - Establishment, competences and organisation** Scientific Sections are created and dissolved by the General Assembly on the proposal of the Executive Committee. Their aims, principles of organisation are defined in the By-laws and all other questions concerning them are decided by the Executive Committee.	**Section XI - WPA SCIENTIFIC SECTIONS** **Ad article 46 – Establishment, competences and organisation** (1) The Aims and Objectives of Scientific Sections are: the collection, analysis, presentation and dissemination of information concerning services, research and training in the various fields of psychiatry and mental health and the

	advancement of scientific knowledge in these fields. WPA Scientific Sections will achieve this purpose by the: • organization of scientific meetings on topics of interest to WPA Scientific Section; • organization of Symposia dealing with a given Scientific Section's specialty, at WPA Congresses and co-sponsored meetings; • development of educational programs, guidelines and related scientific publications; • development of proposals for adoption as WPA consensus and position statements; • promotion and conduct and facilitation of international collaborative research activities. • developing programs in consultation with other Scientific Sections and promoting intersectional activities. • preparation of regular financial reports as requested by the Executive Committee. These aims and objectives will be supported and monitored by the Secretary for the Scientific Sections in consultation with the Executive Committee and in other governance activities of WPA. (2) Establishing a new Scientific Section: In the period between General Assemblies, but no later than six months prior to a General Assembly, the Executive Committee will consider applications for the establishment of a Scientific Section. To obtain approval, the new WPA Scientific Section must: • submit the necessary terms of reference to the Secretary for Sections to define the area of specialty of the proposed Section and indicate how the proposed Scientific Section differs from other Scientific Sections dealing with related matters. • have an organizing committee consisting of at least ten members, no more than two of which may be from the same country. • present a plan for what activities it proposes to undertake.

	The General Assembly immediately following the proposed establishment of the Scientific Section, will approve the Scientific Section provided that it has: • a roster of 20 or more members that has been accepted by the Secretary for Scientific Sections; • elected a Scientific Section Committee from among its members consisting of no more than eight members, three of whom may be a Chair, a Co-chair and a Secretary of the Scientific Section. The Scientific Section Committee shall be the governing body of the Scientific Section; • has produced a program of its planned activities and indicated its relevance to the achievement of WPA goals. (3) Reinstatement of WPA Scientific Sections: Scientific Sections must be reinstated every three years by the Executive Committee, upon recommendation of the Secretary for Scientific Sections. In order to be reinstated for an additional three years, Scientific Sections must: • have at least 20 members, from different regions; • have held an election for the Scientific Section Committee and officers; • have presented a plan of action at the start of the term; • have organized at least two symposia at WPA meetings in the three-year period between General Assemblies; • have carried out activities described in the proposed plan of work e.g. produced positions statements in their area of expertise, published materials supporting WPA educational programmes, carried out relevant research work; • have updated information on the website on activities and publications of the Section and its members; • have carried out activities described in its plan of work or presented valid reasons for not having done so and has presented financial reports as requested by the Executive Committee. Upon the recommendation of the Secretary for Scientific Sections, the Executive Committee can reinstate and make recommendations concerning steps that should be taken to improve the

	Scientific Section activities, which may include replacements of Scientific Section Committee members or of the Chair, Co-Chair and Secretary of a given scientific section. The Secretary for Scientific Sections will refer those recommendations to the Executive Committee. The Secretary will monitor their implementation and will report back to the Executive Committee. If a Scientific Section does not meet the requirements specified above, the Secretary for Scientific Sections may recommend to the Executive Committee that the Scientific Section be dissolved. The absence of an Executive Committee's approval of reinstatement leads to the dissolution of the Scientific Section with immediate effect. The Scientific Section may petition the General Assembly for reinstatement at the meeting of the General Assembly following its dissolution. To be eligible for reconsideration, the Scientific Section must present to the Secretary for Scientific Sections all the required information described for its establishment. The Executive Committee will transmit the matter to the General Assembly with its recommendations. (4) Scientific Sections Membership: WPA Scientific Sections may enrol non-psychiatric medical and non-medical persons from related professions into Scientific Sections membership. Secretary for Scientific Sections should be provided at least annually with an updated Scientific Section membership list. (5) Scientific Section Committee and Officers: Each Scientific Section can elect a committee which is usually comprised of three officers (Chair, Co-chair and Secretary) and other committee members. Chairs of Scientific Sections may not chair another Scientific Section during their term of office. Any Scientific Section Member is eligible to be a member of the Scientific Section Committee except for members of the WPA Executive Committee. At least two of the Scientific Section Officers must be qualified psychiatrists.

	A Scientific Section Member should serve no more than six consecutive years as an elected Scientific Section officer and no more than nine consecutive years as a member of the Scientific Section Committee in any role. The registration fees during WPA World Congresses of Psychiatry and other WPA Scientific Meetings will be reduced for the Chairperson of a Scientific Section that is organizing scientific presentation or event during the meeting or waived when the budgetary situation permits it. (6) Scientific Section Meetings and Elections: Scientific Section meetings should be held, if possible, at an annual WPA Congress of Psychiatry, at least once during each three-year authorized term for the Scientific Section. The Scientific Section Committee may meet as many times as necessary to conduct the business of the Scientific Section. Minutes of each Section or Scientific Section Committee meeting must be kept and copies made available to the Secretary for Scientific Sections. Members of the Executive Committee may attend any Section or Scientific Section Committee meeting. The election of Scientific Section officers will take place every three years either at a Section meeting or by electronic ballot. A plan should be prepared by the Section Committee, for approval by the Secretary of Sections, which includes details of the call for nominations and the balloting procedure. If an election is to be held at a Scientific Section meeting, the meeting must be attended by more than one third of the Section members. If it is not possible to hold the required election of a Scientific Section Committee and officers at a duly called Section meeting because the required quorum is not present, the election may be held by mail ballot or in another manner specified in the WPA Manual of Procedures. (7) Sections' Finances: Each Scientific Section should follow the By-laws of WPA for financial matters and protocols for

	accepting donations. Scientific Sections should not open or operate any independent account but should be part of the WPA central accounting. Scientific Sections should get advice from the WPA Secretariat about management of financial matters relating to Scientific Section work. WPA will charge a standard fee as decided periodically by the WPA for administering these finances. Scientific Section projects, which involve financial transactions over a specified amount agreed by the Executive Committee, will need to be approved in advance by the Executive Committee in consultation with the Secretary for Scientific Sections. The Executive Committee, on recommendation of the Secretary for Scientific Sections and the Secretary for Finances may allocate funds to one or more special projects of a Scientific Section or Scientific Sections within their field of work. (8) Section Reports: Each Scientific Section Committee shall submit an activity report to the Secretary for Scientific Sections once a year. The report should contain details of the WPA Scientific Section's administrative and scientific activities and its future scientific plans. The planned programme should reflect the aims and objectives of the particular Scientific Section and its declared plans and be in accordance with the overall aims and principles. The report outlining the Scientific Section's activity over the period between General Assemblies should be submitted to the Secretary for Scientific Sections six months prior to the date of the next General Assembly. (9) Organization of Scientific Section Meetings: Whenever a Scientific Section wishes to sponsor a Scientific Meeting, permission should be sought in advance from the Secretary for Scientific Sections who will consult the Secretary for Scientific Meetings and provide advice to the Section. The manner of financing these Scientific Meetings should be discussed with the Secretary for Scientific Sections in order to facilitate the acquisition of funds.

	The planned program should reflect the aims and objectives of the particular Scientific Section and its declared plans and be in accordance with the overall aims and principles of the WPA. (10) Use of logo by Sections: The Sections need to gain approval from the WPA Secretariat before any use of the logo or adding names prior to using the letterhead. When WPA letterhead is used to seek funding or for official Section correspondence, copies need to be submitted to the WPA Secretariat. This use does not apply to publications for which the Secretary of Publications will take the decision in consultation with the Executive Committee the same way the Secretary for Scientific Meetings responds to co-sponsorship and use of logo.
Section XII - WPA ETHICAL STANDARDS **Article 47 - Code of Conduct and WPA Oath of Office** The WPA expects the highest ethical standards from those who serve on the Executive Committee, Board, Council, formally established WPA Committees and Task Forces, and as Special Advisors to the President. All these individuals are expected to comply with the WPA Code of Conduct; moreover, Members of the Executive Committee and the Board shall sign the Oath of Office, as defined by the Ethics and Review Committee according to the By-laws**.** **Section XIII - NORMATIVE RANKS AND AMENDMENTS OF RULES** **Article 48 - Rank of Statutes, By-Laws and Manual of Procedures** The WPA Statutes is the highest normative instrument of WPA. It conceptually defines the nature, goals, organic and	**Section XII – WPA ETHICAL STANDARDS** **Ad Article 47- Code of Conduct and WPA Oath of Office** After their election, Members of the Executive Committee and the Board shall be asked to sign the Oath of Office as drafted by the Committee on Ethics and Review and to sign and commit to comply with the WPA Code of Conduct as specified in the By-laws. After their appointment, formally established WPA Committees Task Forces and Special Advisers to the President will be asked to sign and commit to comply with the Code of Conduct as specified in the By-laws. Refusal to sign the Oath of Office and/or the Code of Conduct, after a summons to do so by the Executive Committee, will be deemed to be an immediate resignation of the Officer.

functional structures, and the basic functional areas of WPA. The WPA By-laws further details the content of the Statutes in order to establish functional plans and activities for the WPA. The Manual of Procedures contains specific operational guidelines aimed at promoting effectiveness and transparency in the works of WPA, fully respecting the provisions of the Statutes and By-laws.	
Article 49 - Amendments of the WPA Statutes, WPA By-laws and WPA Manual of Procedures: Recommendations for the change of the Statutes and By-laws can be made by the Executive Committee, the Board, the Council and by Member Societies and must be submitted to the Executive Committee at least six months before the meeting of the next Ordinary General Assembly. If there is an urgent need to change the Statutes and By-Laws between Ordinary General Assemblies then recommendations must be submitted to the Executive Committee for discussion before they are circulated to all Member Societies and the Executive Committee may decide to convene an Extraordinary General Assembly. The Statutes may be amended by a two-thirds majority vote taken in the General Assembly and the By-laws by an absolute simple majority vote, in accordance with Article 20 and 21. Amendments of the Statutes and By-Laws on elections shall not affect any already ongoing electoral process. Amendments of the Manual of Procedures are decided by the Executive Committee.	
Section XIV - DISSOLUTION OF THE WPA AS AN ASSOCIATION **Article 50 - Dissolution** The dissolution of the WPA as an Association will be decided by the General Assembly in accordance with Articles 20 and 21 at the request of the Executive Committee, or at the request of more than one half of the Member Societies.	

Article 51 - Liquidation and distribution of net assets Three members of the Executive Committee shall be appointed as liquidators. Any net assets of the WPA remaining after its liquidation will be distributed in accordance with the decisions of the WPA General Assembly, in favour of a not-for-profit juridical body whose purposes are similar to those of the WPA. In no case shall these assets be paid to any of its Member Societies or organs, nor shall they be used to their profit in any manner.	
	PART B **CODE OF ETHICS FOR PSYCHIATRY** <u>Background</u> This Code of Ethics is intended to guide the ethical practice of psychiatry by offering a comprehensive approach to the ethical challenges in the profession. The WPA recognizes that psychiatric ethics are part of the ethics of the medical profession as a whole, with additional considerations specific to the practice of psychiatry, and bases this Code on its belief in the universality of ethical principles for the practice of psychiatry. Previous efforts by WPA to outline the principles of ethical behaviour for psychiatrists began with the adoption of the Declaration of Hawaii (1977 and 1983), and continued with the Declaration of Athens (1989), the Declaration of Madrid (1996) (most recently amended in 2005 and 2014), the Declaration of Craiova (2004) and Cairo (2006). Those Declarations are important adjuncts to the Code of Ethics. It must be recognized that as cultures and societies change, psychiatric ethics need to develop and change accordingly. The WPA views this Code as a living document that reflects current knowledge, and anticipates that it will be revised over time as knowledge about mental health and psychiatric disorders increases and the nature of psychiatric care evolves to reflect these new understandings. Many Member Societies of the WPA will have their own codes of ethics that are binding on their members. Member Societies are asked to endorse the five principles embodied in this WPA Code and to confirm that their codes are not in conflict with

them. Each endorsed principle is enumerated in bold below. The principles are followed by numbered annotations. Those Member Societies that are developing or revising their codes are encouraged to consider this Code as guidance in that process.

Introduction

Psychiatry is the medical specialty that works with other medical specialties and with other mental health disciplines in the interest of preventing mental disorders, diagnosing and treating people with such disorders, rehabilitating them, managing psychological aspects of non-psychiatric illnesses and promoting mental health. It also collaborates with families, carers, NGOs and the general public in improving mental health.

Sections

The Code addresses the behaviour of psychiatrists in their professional roles and not in their roles as citizens, while acknowledging that the border between these roles is often unclear and that at times conflicts can arise. Advocacy for patients can occur at both professional and personal levels. WPA recognizes that a code in itself is insufficient to guide ethical practice. Psychiatrists need to develop the skills required to recognize ethical dilemmas in their clinical work and seek appropriate specialist ethics input when necessary to help them to resolve these dilemmas. Training for ethics should start at undergraduate level, be explicitly addressed during training and continue throughout life.

The Code is organized into four sections, dealing respectively with the clinical practice of psychiatry, psychiatric education, psychiatric research and the participation of psychiatrists in the promotion of public health and public mental health. Within each section, the Code identifies the operative ethical principles and describes major applications.

I. Ethics in the Clinical Practice of Psychiatry

The work of psychiatrists in the clinical realm is based on five overarching principles: 1) beneficence, 2) respect for patients (autonomy), 3) non-maleficence, 4) improving standards of mental health care and psychiatric practice and 5) applying psychiatric expertise to the service of society (including seeking equity in the

	prevention, treatment and rehabilitation of psychiatric disorders). Complex ethical dilemmas may arise when these ethical principles come into conflict with one another, at which point consultation with experienced colleagues or ethics committees may be helpful. <u>Principle 1</u>: Beneficence 1. Psychiatrists provide competent and compassionate medical care with devotion to the interests of their patients. This Code uses the term "patients" to refer to people who receive treatment for psychiatric disorders, recognizing that other terms may be preferred by various groups. 2. Psychiatrists recognize that their primary obligation in the clinical setting is to pursue the wellbeing of their patients, in light of the best available evidence and clinical experience. 3. Psychiatrists are sensitive to the needs of patients' families, carers and others who are affected by patients' disorders. They provide education and support to these groups, empowering them to assist patients in coping with their disorders and achieving their personal goals. Psychiatrists recognize that optimal clinical care is rendered through collaboration among patients, carers and clinicians, along with other team members and they work to resolve differences and encourage cooperation among them. 4. When appropriate, psychiatrists seek consultation from or refer patients for diagnostic and treatment procedures for which they lack training or experience to practitioners with expertise in these areas. 5. Psychiatrists advocate for patients' interests in the receipt of appropriate psychiatric care and for respect of human rights, including reproductive rights. 6. Recognizing that providing appropriate care for patients requires up-to-date knowledge of relevant research and treatment approaches, psychiatrists should regularly update and improve their clinical skills and strive to remain current with other developments in the field that are directly related to their patients' care. Psychiatrists recognise the importance of

	evidence, along with clinical experience and respect for patients' values in their daily practice. <u>Principle 2</u>: Respect for patient's autonomy 1. Psychiatrists are especially mindful of respect for autonomy given their statutory role in treating a proportion of their patients compulsorily. Compulsory treatment may be justified where a less restrictive intervention cannot achieve safe and adequate care; its purpose is ultimately to promote and re-establish patients' autonomy and welfare. 2. Psychiatrists build relationships with patients that are based on mutual trust, acknowledging patients' role as partners in the process of diagnosis, treatment and rehabilitation. These must take into account all local regulatory matters. 3. Psychiatrists seek the informed consent of their patients whenever possible. However, they recognize that the nature of psychiatric disorders will require exceptions, including when patients are unable to make informed decisions about treatment, when considerations of patients' health. 4. Safety, or public safety, call for non-consensual interventions, or when patients do not have the capacity to consent. When family members or guardians have authority to make decisions on. 5. On Patients' behalf, psychiatrists engage them in the process of obtaining informed consent within the local frameworks of confidentiality. Psychiatrists acknowledge that competent patients have the right to make autonomous choices, including the decision to stop treatment. In such situations, psychiatrists make patients aware of the potential consequences of their decisions. Patient autonomy must be borne in mind bearing cultural constraints. Psychiatrists will avoid coercing patients regarding their decisions about medical interventions as much as possible. 6. In pursuing informed consent, psychiatrists should offer patients accurate information about their diagnoses, proposed treatments, risks, potential benefits and alternatives. In their discussions, they take into account patients'

	abilities to comprehend and appreciate the information, with the goal of facilitating patients' optimal participation in treatment decision making. 7. Even when patients lack competence to make treatment decisions as a result of psychiatric disorders, psychiatrists nonetheless keep them appropriately informed about their treatment and convey respect for their views. Psychiatrists recognize that when patients regain competence, they can reassume their role as full partners in their psychiatric care. 8. Psychiatrists keep in confidence information concerning their patients. They inform patients at the inception of treatment of relevant limitations on confidentiality of communicated information. Except in emergencies, including an imminent threat to harm other people, or under proper legal compulsion, they do not release information regarding patients without patients' consent. Even when patients' consent has been obtained, psychiatrists release only that information necessary for the purpose at hand. When responding to questions from family members and other carers, they provide education about psychiatric disorders and treatments in general, but do not discuss patients' conditions and treatments unless they have patients' consent to do so. 9. Psychiatrists oppose all forms of discrimination against persons with psychiatric disorders and avoid behaviours that might promote discrimination. <u>Principle 3</u>: Non-maleficence 1. Psychiatrists avoid actions that may be injurious to their patients. 2. Psychiatrists avoid harm to patients by careful evaluation, prescription, and monitoring of the effects of treatment. 3. Psychiatrists avoid use of diagnostic and therapeutic interventions prior to the availability of appropriate evidence demonstrating their favourable benefit/risk ratios for patients. 4. Psychiatrists respect the boundaries of the clinical relationship. They abstain from sexual

	relationships with their patients and with patients' family members and avoid exploiting patients to meet their own or others' financial, social, emotional and other needs. 5. Psychiatrists pay special attention to the probity of their behaviour when dealing with vulnerable children and adults. They declare all potential or real conflicts of interest. 6. To avoid subsequent misunderstandings, psychiatrists reach agreement with patients in advance on the nature and scope of the services they are able to provide. 7. Psychiatrists abide by local norms in presenting themselves to the public and are careful not to misrepresent their qualifications and experience. 8. Psychiatrists avoid engaging in relationships with third parties, including but not limited to the pharmaceutical industry, that may compromise their primary focus on the interests of their patients. Relevant financial relationships should always be disclosed. 9. Psychiatrists avoid endorsing patients' requests for implementing termination of life-sustaining treatment or physician-assisted death, when they recognize that underlying psychopathology drives those requests. 10.Psychiatrists do not engage in abuse of their patients and promptly report to the appropriate authorities, instances of abuse that come to their attention. 11.Psychiatrists do not participate in the abuse of psychiatry for political purposes or in torture, and do not participate or assist in any way in the interrogation of persons deprived of liberty by military or civilian investigative agencies or law enforcement authorities. They may, however, participate in forensic evaluations or other interactions with a detainee that have been appropriately authorized by a court or counsel for the detainee. 12.Psychiatrists respect patients' culture, ethnicity, language and religion. They do not discriminate against patients on any grounds, including age, sex, gender, race, ethnicity, sexual

	orientation, disability, language, religious or political affiliation, or socio-economic status; neither do they attempt to impose their own values on patients and patients' families. 13.Psychiatrists should oppose requests to detect and/or report on the presence of anti-government ideas or radicalization of their patients in religious or political matters. 14.As physicians who are committed to sustaining and improving people's lives, psychiatrists do not participate in the administration of the death penalty. Principle 4: Improving standards of mental health care and psychiatric practice Psychiatrists recognize a responsibility to promote the continuing development of their profession and their personal professional development. 1. Psychiatrists maintain collegial, professional relationships, based on mutual respect, with their colleagues in psychiatry, general medicine and other mental health professions. However, when collegiality and patients' interests, conflict, fidelity to patients' interests takes primacy. 2. Psychiatrists practice within accepted standards of care. They take appropriate action when they become aware that psychiatric interventions are being used outside accepted standards of care, when necessary reporting the situation to professional societies or other appropriate authorities. 3. Psychiatrists behave in ways that enhance public trust in the profession. Principle 5: Applying psychiatric expertise to the service of society 1. Psychiatrists, like other physicians, utilize their specialized knowledge and skills to promote mental health and the wellbeing of persons who may be vulnerable to mental illness. 2. Psychiatrists advocate for the interests of people with mental disorders and contribute to the improvement of public health. 3. Psychiatrists provide expert opinions for third parties consistent with ethical principles appropriate to that situation, including respect for

	persons, truthfulness, and the avoidance of unnecessary harm. In particular, when conducting evaluations on behalf of third parties, they are careful to inform individuals of the purpose of the evaluation, and disclose the party for whom the psychiatrist is working, the absence of a therapeutic relationship, and the limits on confidentiality of communicated information. When access to relevant records is not available, they are careful to note the limitations to their conclusions. 4. Psychiatrists offer accurate information to the media to educate the public about the nature and consequences of psychiatric disorders and their treatment and to dispel misconceptions about people with psychiatric disorders. 5. Psychiatrists do not succumb to pressure to use their professional expertise to facilitate harmful activities, such as torture. II. <u>Ethics in Psychiatric Education</u> Psychiatrists often have roles as teachers, educators and mentors in their discipline. In their educational activities, psychiatrists recognize that the principles of beneficence, respect for patients, improving standards of psychiatric practice, and applying psychiatric expertise to the service of society are intertwined. They communicate the importance of promoting equity in the prevention, treatment, and rehabilitation of psychiatric disorders. 1. Psychiatrists recognize an obligation to share their knowledge of biological, psychological and social determinants of mental health; of psychiatric diagnosis, treatment, and prevention; and of systems of mental health care with trainees and practitioners in psychiatry, other medical specialties, other mental health professions, and the general public. They fulfil this responsibility in a professional manner that reflects up-to-date, evidence-based knowledge of the field. 2. Acknowledging the vulnerable position of students and trainees and the trust that they place in their teachers, psychiatrists avoid exploitation in their educational roles, e.g., they do not take credit for work done by students and trainees,

	appropriately balance education and requirements for service, and do not abuse their relationship with their students and trainees in any way. 3. Psychiatrists show respect for patients and carers who are involved in teaching by protecting their dignity and guarding their privacy. 4. Patients should be informed when students or trainees will be involved in their treatment. Psychiatrists obtain patients' consent before presenting them to professionals who are not involved in their care, or in publications in ways that would render them recognizable. 5. Psychiatrists are sensitive to and respectful of cultural factors in teaching settings and avoid expressions of bias. 6. Psychiatrists are conscious of their position as role models for trainees and shape their behaviour accordingly. When differences of opinion are expressed, psychiatrists share their views in a respectful and professional manner. 7. Since medical education is a powerful tool that delivers influential messages to current and future doctors and other professionals, psychiatrists are aware of the potential for conflicts of interest to affect their teaching and training. These conflicts too should be declared. III. <u>Ethical Principles in Psychiatric Research and Publication</u> In their roles as researchers and authors, psychiatrists give particular emphasis to the principles of beneficence, non-maleficence, and respect for patients, equity, and applying psychiatric expertise to the service of society. 1. Psychiatrists recognize that research and publication are vital in improving care for current and future patients and improving the health of the population as a whole. Hence, they acknowledge their responsibility to help advance knowledge about the nature of psychiatric disorders, including risk and protective factors, and their treatment. Not all psychiatrists will be interested in or carry out research but everyone should be able to understand, interpret and apply

	research findings, when appropriate, in a manner consistent with psychiatric ethics. 2. To ensure that research involving human participants is conducted in an ethically appropriate manner, psychiatrists engaged in research obtain prospective approval from research ethics committees that are independent of the research team. In the unlikely event that local or national research ethics committees are not available, they seek input from appropriate groups outside their country. 3. In collaboration with the designated research ethics committee, psychiatric researchers select subject populations with attention to the equitable distribution of the benefits and risks of research, and develop approaches that protect subjects from undue risks or discomfort, recognizing that risks must be proportionate to the benefits likely to result from the research. Local research ethics must be followed. 4. Recognizing that research that is unlikely to yield valid results is inherently unethical, psychiatrists ascertain that the research they are proposing incorporates an appropriate research design that is likely to yield meaningful data. They undertake only research that is within the scope of their competence and resources, and ensure that other members of their research team are appropriately trained for their tasks. When reporting their studies, psychiatrists ensure accurate reporting of their methods and results. 5. Psychiatrists provide for appropriate informed consent procedures. This includes ensuring that research subjects are enrolled voluntarily, without undue pressure or influence, including by the treating psychiatrist. When subjects' capacity is impaired, psychiatrists arrange for appropriate substituted decision making. 6. To protect the privacy of research subjects, psychiatrists take appropriate measures to ensure the security of their data and, when possible, keep identifiers separate from research data. In publications reporting the results of their

research, psychiatrists ensure that individual subjects are not identifiable.

7. Psychiatrists present the results of their research fairly, calling attention to both positive and negative results, and focusing both on the potential value of their findings and the limitations of the conclusions that can be drawn from their data.

8. When publishing the results of their research, psychiatrists disclose the sources of their funding and other potential sources of bias; ensure that all those persons who contributed to the study are recognized appropriately in the publications, including with co-authorships and acknowledgments; and seek a consensus of the authors regarding the presentation of the findings.

9. Psychiatrists are aware of the potential that relationships with pharmaceutical and device industries and other interested entities may compromise the integrity of their research designs, analyses, and reporting of results. Hence, they avoid relationships that would compromise their research and publications, disclose relationships that may constitute conflicts of interest, and take measures to prevent distortion of their data.

IV. Ethical Principles in Public Mental Health

The promotion of public mental health calls into play the principles of beneficence, equity (reflected in the promotion of distributive justice), and applying psychiatric expertise to the service of society.

1. Psychiatrists support and participate in public education aimed at the promotion of mental health and the prevention of psychiatric disorders to the extent of their abilities.

2. Given that signs and symptoms of psychiatric disorders often appear early in life, and the importance of early detection and intervention, psychiatrists encourage public awareness of the manifestations of psychiatric disorders.

3. In their commitment to advancing mental health, psychiatrists promote distributive justice,

	including equitable allocation of resources for the prevention, treatment and rehabilitation of psychiatric disorders. Psychiatrists advocate in particular for support for mental health programs, especially in but not limited to developing countries and in areas where care for persons with psychiatric disorders is non-existent or rudimentary. 4. Psychiatrists pay particular attention to the importance of preventing the development of psychiatric disorders in vulnerable groups, and recognize the increased risk for psychiatric disorders associated with heightened stress and psychological trauma. 5. Recognizing that many persons with psychiatric disorders can benefit from active engagement in rehabilitative services, psychiatrists promote the development and availability of such services. 6. Psychiatrists take every opportunity to combat the stigma of psychiatric disorders in the practice of their profession, and participate in public health activities that target the stigma of psychiatric disorders to the extent of their abilities to do so. 7. Psychiatrists are aware of the deleterious consequences of family violence, emotional and sexual abuse on mental health and well-being, especially for women and children, and they work to minimize the occurrence of violence within families. 8. Psychiatrists avoid taking part in governmental, societal, or personal activities that are aimed at discriminating against an ethnic, racial, religious, sexual, or other group. 10. Recognizing that undiagnosed and untreated psychiatric disorders increase the morbidity and mortality of physical illness and impairment, as well as increasing the cost of its treatment, psychiatrists advocate for identification of psychiatric disorders at all levels of general medical or surgical care (primary, secondary and tertiary), and for appropriate intervention to address psychiatric co-morbidities. Psychiatrists are also alert to medical co-morbidities, implement the necessary diagnostic

	process and/or refer the patient to the appropriate specialist. **CODE OF ETHICS FOR WORLD PSYCHIATRIC ASSOCIATION MEMBER SOCIETIES** <u>Background</u> This Code of Ethics for WPA Member Societies is intended to supplement the WPA Code of Ethics for Psychiatry, which was adopted by the Association in 2020. In contrast to the earlier document, which provided guidance for the ethical practice of psychiatry, this Code offers a comprehensive approach to the ethical challenges faced by WPA Member Societies around the world. The WPA recognizes that the ethics of the work of psychiatric societies are similar to the ethics governing medical societies in general and bases this Code on its belief in the universality of the relevant ethical principles. We also recognize that as cultures and societies change, the provisions of this Code will need to be re-evaluated and updated accordingly. Member Societies of the WPA may have their own codes of ethics that address the behaviour of their organizations. Member Societies are asked to endorse the five principles embodied in this WPA Code and to confirm that their codes are not in conflict with them. Those Member Societies that are developing or revising their codes are encouraged to consider this Code as guidance in that process. <u>Introduction</u> Like their members, psychiatric associations are committed to the five overarching principles highlighted in the WPA Code of Ethics: 1) Beneficence, 2) Respect for patients' autonomy, 3) Non-maleficence, 4) Improving standards of mental health care and psychiatric practice, and 5) Applying psychiatric expertise to the service of society. They seek means of facilitating their members' abilities to adhere to these principles and promote these principles as a basis for national and international policy.

	Sections The Code addresses the actions of psychiatric societies as representatives of the psychiatric profession. WPA recognizes that a code in itself is insufficient to guide ethical behaviour by Member Societies. Society leadership needs to develop the skills required to recognize ethical dilemmas in their work and seek appropriate specialist ethics input when necessary to help them to resolve these dilemmas. The Code is organized into five sections, dealing respectively with the ethical principles listed above. Within each section, the Code identifies and operationalizes the ethical principle and describes its major applications. **Principle 1: Beneficence** **Psychiatric associations promote psychiatrists' ability to provide competent and compassionate care with commitment to the interests of their patients.** 1. Psychiatric associations work to ensure appropriate levels of training and knowledge in the field of psychiatry. In this role, they facilitate the development of psychiatric training curricula and syllabi, and maintain links with local training centres, certification boards, and governmental health agencies. They are aware of and promote WPA medical undergraduate and postgraduate curriculum recommendations to ensure adequate levels of training. 2. Psychiatric associations work to promote the quality of psychiatric care offered by their members and offer updated information on advances in the understanding and treatment of psychiatric disorders, and on innovations in technology and assessment. They create systems for continuing medical education (CME), publish journals and newsletters that feature current scientific and clinical information, and encourage members' involvement in research and the development of new knowledge. 3. Psychiatric associations recognize that their members have an important role to play in teaching others about psychiatry, psychiatric disorders, and therapeutic interventions; they produce appropriate materials to support these

	efforts and encourage evaluation of teaching programmes. **<u>Principle 2:</u> Respect for patients' autonomy:** **Psychiatric associations encourage their members to convey their respect for the autonomy and dignity of their patients through their action and demeanour and promote activities that further such respect.** 1. Psychiatric associations support international and national initiatives to protect the human rights of persons with mental disorders; to promote the meaningful involvement of these persons in the planning and implementation of mental health services; to encourage the development of person–centred practice in psychiatry and general medicine; and to promote equity in access to mental health services for persons of different ages, genders, sexual orientation, disability**,** races/ethnicity, language, socioeconomic status, political and religious or other beliefs. 2. Psychiatric associations collaborate with patients' organizations, carers' organizations, and other community groups to lobby governments and third-party payers for better funding of services, improved community education, and efforts to reduce stigma and address inequalities and discrimination. 3. Psychiatric associations and the international psychiatric community enhance patient and carer empowerment by supporting their engagement including, as appropriate, the development of self-help groups, patient and carer participation in service planning and management boards, employment of people with mental health disabilities in mental health service provision when appropriate, patient-run community centres and psychosocial clubhouses, patient and carer speakers' bureaus, and local anti-stigma programs. **<u>Principle 3</u>: Non-maleficence** **Psychiatric associations develop, promote and implement policies that assist psychiatrists in**

	avoiding actions that may be injurious to their patients. 1. To protect psychiatrists' and psychiatric associations' fidelity to patients, research subjects, and trainees, and to avoid the possibility that financial and other benefits may negatively affect these duties, psychiatric associations develop policies and guidelines on relationships with funding sources, including pharmaceutical and other industries. These policies and guidelines reflect WPA recommendations on this issue. 2. Associations recognize a duty to monitor public policies and legislation to identify those that may have detrimental effects on mental health, psychiatric care, social services, or community support. They undertake appropriate advocacy and other actions to ensure that these services do not fall below acceptable standards. **<u>Principle 4</u>: Improving standards of mental health care and psychiatric practice:** **Psychiatric associations recognize a responsibility to promote the integrity and continued improvement of psychiatry.** 1. Psychiatric associations promote the right of psychiatrists to practice their specialty at the highest level of excellence by working to protect the conditions under which psychiatric care is provided, empowering psychiatrists to meet the legitimate expectations of the public. 2. Recognizing the history of the abuse of psychiatry and psychiatrists for political and economic ends, psychiatric associations are vigilant to detect and combat such pressures as they emerge. These include pressures on psychiatrists to provide inaccurate psychiatric reports or inappropriate treatments that advance other interests but damage the interests of the patient or person being assessed. National associations should support their members In fighting such abuses and seek assistance, when appropriate, from the WPA. 3. Psychiatric associations are sensitive to the reality that psychiatrists share the stigma that often affects their patients and, similarly, can become victims of discriminatory practices or

	political persecution. They work to protect the right of psychiatrists to practice their profession and to advocate for the medical needs and social and political rights of their patients. 4. To promote ethical behaviour among their members, psychiatric associations establish committees to address ethics issues. The committees develop national codes of ethics based on the principles embodied in the WPA Code of Ethics for Psychiatrists, and issue guidance for their members with regard to activities that are ethically questionable or inappropriate. Committees also develop procedures for investigation of complaints against members for unethical behaviour, including incompetent practice. These committees coordinate their activities with the ethics committees of the local general medical associations to ensure alignment with national guidelines. 5. Psychiatric associations offer legal and moral protection to their members when they are subject to governmental or other pressure to engage in ethically problematic activities. 6. Psychiatric associations recognize that their governance should be based on democratic principles. They protect the involvement of members with diverse views and promote the expression of varying perspectives. Toward this end, equitable procedures are developed to ensure creation of representative bodies to govern the associations, with regular elections. Officers of associations serve a fixed number of terms. Election procedures are democratic and transparent. **<u>Principle 5</u>: Applying psychiatric expertise to the service of society:** **Psychiatric associations recognize a primary responsibility to utilize their specialized knowledge and skills to promote the well-being of society.** 1. Psychiatric associations disseminate and interpret for the lay public relevant scientific knowledge and responsible professional opinions. 2. Psychiatric associations assertively seek involvement in national and international bodies

	and forums dealing with patients' rights; mental health facilities, budgets, and other services; and availability of appropriate treatments, including pharmacological, psychological, and other treatments. The goal of this representation is to protect patients' rights and quality of life. 3. Psychiatric associations encourage the development of research on the causes and consequences of social problems affecting mental health. These include violence, and especially, domestic violence, abuse of children, racism and discrimination, including discrimination based on sexual orientation, ethnicity and culture, poverty, oppression of women, trauma, the impact of natural disasters, and others. They support the application of research findings, including development of preventive interventions, such as training programs on responding to victims of these situations, to prevent adverse psychiatric sequelae. 4. Because of the impact of war and violence on psychiatric morbidity, psychiatric associations create or facilitate special programs on mental health aspects of violence, including mass violence, and collaborate with governmental and other agencies in its prevention and the alleviation of its consequences. They ensure that scientific knowledge from psychiatry, neuroscience, and the behavioural sciences is used in dealing with problems of violence. 5. Psychiatric associations contribute to the development and the implementation of special programs on mental health issues emerging during complex humanitarian emergencies, such as natural disasters and pandemics. 6. Psychiatric associations support the involvement of their members in working together with other professionals for the betterment of humankind.

APPENDIX B-1

WPA Code of Ethics

Code of Ethics for Psychiatry

Standing Committee on Ethics and Review, World Psychiatric Association (WPA)

Approved by the General Assembly, 30 September 2023

PART B

CODE OF ETHICS FOR PSYCHIATRY

Background

This Code of Ethics is intended to guide the ethical practice of psychiatry by offering a comprehensive approach to the ethical challenges in the profession. The WPA recognizes that psychiatric ethics are part of the ethics of the medical profession as a whole, with additional considerations specific to the practice of psychiatry, and bases this Code on its belief in the universality of ethical principles for the practice of psychiatry.

Previous efforts by WPA to outline the principles of ethical behaviour for psychiatrists began with the adoption of the Declaration of Hawaii (1977 and 1983), and continued with the Declaration of Athens (1989), the Declaration of Madrid (1996) (most recently amended in 2005 and 2014), the Declaration of Craiova (2004) and Cairo (2006). Those Declarations are important adjuncts to the Code of Ethics. It must be recognized that as cultures and societies change, psychiatric ethics need to develop and change accordingly.

The WPA views this Code as a living document that reflects current knowledge, and anticipates that it will be revised over time as knowledge about mental health and psychiatric disorders increases and the nature of psychiatric care evolves to reflect these new understandings.

Many Member Societies of the WPA will have their own codes of ethics that are binding on their members. Member Societies are asked to endorse the five principles embodied in this WPA Code and to confirm that their codes are not in conflict with them. Each endorsed principle is enumerated in bold below. The principles are followed by numbered annotations. Those Member Societies that are developing or revising their codes are encouraged to consider this Code as guidance in that process.

Introduction

Psychiatry is the medical specialty that works with other medical specialties and with other mental health disciplines in the interest of preventing mental disorders, diagnosing and treating people with such disorders, rehabilitating them, managing psychological aspects of non-psychiatric

illnesses and promoting mental health. It also collaborates with families, carers, NGOs and the general public in improving mental health.

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The Code addresses the behaviour of psychiatrists in their professional roles and not in their roles as citizens, while acknowledging that the border between these roles is often unclear and that at times conflicts can arise. Advocacy for patients can occur at both professional and personal levels. WPA recognizes that a code in itself is insufficient to guide ethical practice. Psychiatrists need to develop the skills required to recognize ethical dilemmas in their clinical work and seek appropriate specialist ethics input when necessary to help them to resolve these dilemmas. Training for ethics should start at undergraduate level, be explicitly addressed during training and continue throughout life.

The Code is organized into four sections, dealing respectively with the clinical practice of psychiatry, psychiatric education, psychiatric research and the participation of psychiatrists in the promotion of public health and public mental health. Within each section, the Code identifies the operative ethical principles and describes major applications.

II. Ethics in the Clinical Practice of Psychiatry

The work of psychiatrists in the clinical realm is based on five overarching principles: 1) beneficence, 2) respect for patients (autonomy), 3) non-maleficence, 4) improving standards of mental health care and psychiatric practice and 5) applying psychiatric expertise to the service of society (including seeking equity in the prevention, treatment and rehabilitation of psychiatric disorders). Complex ethical dilemmas may arise when these ethical principles come into conflict with one another, at which point consultation with experienced colleagues or ethics committees may be helpful.

Principle 1: Beneficence

7. Psychiatrists provide competent and compassionate medical care with devotion to the interests of their patients. This Code uses the term “patients” to refer to people who receive treatment for psychiatric disorders, recognizing that other terms may be preferred by various groups.

8. Psychiatrists recognize that their primary obligation in the clinical setting is to pursue the wellbeing of their patients, in light of the best available evidence and clinical experience.

9. Psychiatrists are sensitive to the needs of patients’ families, carers and others who are affected by patients’ disorders. They provide education and support to these groups, empowering them to assist patients in coping with their disorders and achieving their personal goals. Psychiatrists recognize that optimal clinical care is rendered through collaboration among patients, carers and clinicians, along with other team members and they work to resolve differences and encourage cooperation among them.

10. When appropriate, psychiatrists seek consultation from or refer patients for diagnostic and treatment procedures for which they lack training or experience to practitioners with expertise in these areas.

11. Psychiatrists advocate for patients' interests in the receipt of appropriate psychiatric care and for respect of human rights, including reproductive rights.

12. Recognizing that providing appropriate care for patients requires up-to-date knowledge of relevant research and treatment approaches, psychiatrists should regularly update and improve their clinical skills and strive to remain current with other developments in the field that are directly related to their patients' care. Psychiatrists recognise the importance of evidence, along with clinical experience and respect for patients' values in their daily practice.

Principle 2: Respect for patient's autonomy

7. Psychiatrists are especially mindful of respect for autonomy given their statutory role in treating a proportion of their patients compulsorily. Compulsory treatment may be justified where a less restrictive intervention cannot achieve safe and adequate care; its purpose is ultimately to promote and re-establish patients' autonomy and welfare.

8. Psychiatrists build relationships with patients that are based on mutual trust, acknowledging patients' role as partners in the process of diagnosis, treatment and rehabilitation. These must take into account all local regulatory matters.

9. Psychiatrists seek the informed consent of their patients whenever possible. However, they recognize that the nature of psychiatric disorders will require exceptions, including when patients are unable to make informed decisions about treatment, when considerations of patients' health.

10. Safety, or public safety, call for non-consensual interventions, or when patients do not have the capacity to consent. When family members or guardians have authority to make decisions on.

11. On Patients' behalf, psychiatrists engage them in the process of obtaining informed consent within the local frameworks of confidentiality. Psychiatrists acknowledge that competent patients have the right to make autonomous choices, including the decision to stop treatment. In such situations, psychiatrists make patients aware of the potential consequences of their decisions. Patient autonomy must be borne in mind bearing cultural constraints. Psychiatrists will avoid coercing patients regarding their decisions about medical interventions as much as possible.

12. In pursuing informed consent, psychiatrists should offer patients accurate information about their diagnoses, proposed treatments, risks, potential benefits and alternatives. In their discussions, they take into account patients' abilities to comprehend and appreciate the information, with the goal of facilitating patients' optimal participation in treatment decision making.

11. Even when patients lack competence to make treatment decisions as a result of psychiatric disorders, psychiatrists nonetheless keep them appropriately informed about their treatment and convey respect for their views. Psychiatrists recognize that when patients regain competence, they can reassume their role as full partners in their psychiatric care.

12. Psychiatrists keep in confidence information concerning their patients. They inform patients at the inception of treatment of relevant limitations on confidentiality of communicated information. Except in emergencies, including an imminent threat to harm other people, or under proper legal compulsion, they do not release information regarding patients without patients' consent. Even when patients' consent has been obtained, psychiatrists release only that information necessary for the purpose at hand. When responding to questions from family members and other carers, they provide education about psychiatric disorders and treatments in general, but do not discuss patients' conditions and treatments unless they have patients' consent to do so.

13. Psychiatrists oppose all forms of discrimination against persons with psychiatric disorders and avoid behaviours that might promote discrimination.

Principle 3: Non-maleficence

15. Psychiatrists avoid actions that may be injurious to their patients.

16. Psychiatrists avoid harm to patients by careful evaluation, prescription, and monitoring of the effects of treatment.

17. Psychiatrists avoid use of diagnostic and therapeutic interventions prior to the availability of appropriate evidence demonstrating their favourable benefit/risk ratios for patients.

18. Psychiatrists respect the boundaries of the clinical relationship. They abstain from sexual relationships with their patients and with patients' family members and avoid exploiting patients to meet their own or others' financial, social, emotional and other needs.

19. Psychiatrists pay special attention to the probity of their behaviour when dealing with vulnerable children and adults. They declare all potential or real conflicts of interest.

20. To avoid subsequent misunderstandings, psychiatrists reach agreement with patients in advance on the nature and scope of the services they are able to provide.

21. Psychiatrists abide by local norms in presenting themselves to the public and are careful not to misrepresent their qualifications and experience.

22. Psychiatrists avoid engaging in relationships with third parties, including but not limited to the pharmaceutical industry, that may compromise their primary focus on the interests of their patients. Relevant financial relationships should always be disclosed.

23. Psychiatrists avoid endorsing patients' requests for implementing termination of life-sustaining treatment or physician-assisted death, when they recognize that underlying psychopathology drives those requests.

24.Psychiatrists do not engage in abuse of their patients and promptly report to the appropriate authorities, instances of abuse that come to their attention.

25.Psychiatrists do not participate in the abuse of psychiatry for political purposes or in torture, and do not participate or assist in any way in the interrogation of persons deprived of liberty by military or civilian investigative agencies or law enforcement authorities. They may, however, participate in forensic evaluations or other interactions with a detainee that have been appropriately authorized by a court or counsel for the detainee.

26.Psychiatrists respect patients' culture, ethnicity, language and religion. They do not discriminate against patients on any grounds, including age, sex, gender, race, ethnicity, sexual orientation, disability, language, religious or political affiliation, or socio-economic status; neither do they attempt to impose their own values on patients and patients' families.

27.Psychiatrists should oppose requests to detect and/or report on the presence of anti-government ideas or radicalization of their patients in religious or political matters.

28.As physicians who are committed to sustaining and improving people's lives, psychiatrists do not participate in the administration of the death penalty.

Principle 4: Improving standards of mental health care and psychiatric practice

Psychiatrists recognize a responsibility to promote the continuing development of their profession and their personal professional development.

1. Psychiatrists maintain collegial, professional relationships, based on mutual respect, with their colleagues in psychiatry, general medicine and other mental health professions. However, when collegiality and patients' interests, conflict, fidelity to patients' interests takes primacy.

2. Psychiatrists practice within accepted standards of care. They take appropriate action when they become aware that psychiatric interventions are being used outside accepted standards of care, when necessary, reporting the situation to professional societies or other appropriate authorities.

3. Psychiatrists behave in ways that enhance public trust in the profession.

Principle 5: Applying psychiatric expertise to the service of society

6. Psychiatrists, like other physicians, utilize their specialized knowledge and skills to promote mental health and the wellbeing of persons who may be vulnerable to mental illness.

7. Psychiatrists advocate for the interests of people with mental disorders and contribute to the improvement of public health.

8. Psychiatrists provide expert opinions for third parties consistent with ethical principles appropriate to that situation, including respect for persons, truthfulness, and the avoidance of unnecessary harm. In particular, when conducting evaluations on behalf of third parties, they are careful to inform individuals of the purpose of the evaluation, and disclose the party for whom the psychiatrist is working, the absence of a therapeutic relationship, and the limits on confidentiality of communicated information. When access to relevant records is not available, they are careful to note the limitations to their conclusions.

9. Psychiatrists offer accurate information to the media to educate the public about the nature and consequences of psychiatric disorders and their treatment and to dispel misconceptions about people with psychiatric disorders.

10. Psychiatrists do not succumb to pressure to use their professional expertise to facilitate harmful activities, such as torture.

II. Ethics in Psychiatric Education

Psychiatrists often have roles as teachers, educators and mentors in their discipline. In their educational activities, psychiatrists recognize that the principles of beneficence, respect for patients, improving standards of psychiatric practice, and applying psychiatric expertise to the service of society are intertwined. They communicate the importance of promoting equity in the prevention, treatment, and rehabilitation of psychiatric disorders.

2. Psychiatrists recognize an obligation to share their knowledge of biological, psychological and social determinants of mental health; of psychiatric diagnosis, treatment, and prevention; and of systems of mental health care with trainees and practitioners in psychiatry, other medical specialties, other mental health professions, and the general public. They fulfil this responsibility in a professional manner that reflects up-to-date, evidence-based knowledge of the field.

2. Acknowledging the vulnerable position of students and trainees and the trust that they place in their teachers, psychiatrists avoid exploitation in their educational roles, e.g., they do not take credit for work done by students and trainees, appropriately balance education and requirements for service, and do not abuse their relationship with their students and trainees in any way.

3. Psychiatrists show respect for patients and carers who are involved in teaching by protecting their dignity and guarding their privacy.

4. Patients should be informed when students or trainees will be involved in their treatment. Psychiatrists obtain patients' consent before presenting them to professionals who are not involved in their care, or in publications in ways that would render them recognizable.

5. Psychiatrists are sensitive to and respectful of cultural factors in teaching settings and avoid expressions of bias.

6. Psychiatrists are conscious of their position as role models for trainees and shape their behaviour accordingly. When differences of opinion are expressed, psychiatrists share their views in a respectful and professional manner.

7. Since medical education is a powerful tool that delivers influential messages to current and future doctors and other professionals, psychiatrists are aware of the potential for conflicts of interest to affect their teaching and training. These conflicts too should be declared.

V. Ethical Principles in Psychiatric Research and Publication

In their roles as researchers and authors, psychiatrists give particular emphasis to the principles of beneficence, non-maleficence, and respect for patients, equity, and applying psychiatric expertise to the service of society.

1. Psychiatrists recognize that research and publication are vital in improving care for current and future patients and improving the health of the population as a whole. Hence, they acknowledge their responsibility to help advance knowledge about the nature of psychiatric disorders, including risk and protective factors, and their treatment. Not all psychiatrists will be interested in or carry out research but everyone should be able to understand, interpret and apply research findings, when appropriate, in a manner consistent with psychiatric ethics.

2. To ensure that research involving human participants is conducted in an ethically appropriate manner, psychiatrists engaged in research obtain prospective approval from research ethics committees that are independent of the research team. In the unlikely event that local or national research ethics committees are not available, they seek input from appropriate groups outside their country.

3. In collaboration with the designated research ethics committee, psychiatric researchers select subject populations with attention to the equitable distribution of the benefits and risks of research, and develop approaches that protect subjects from undue risks or discomfort, recognizing that risks must be proportionate to the benefits likely to result from the research. Local research ethics must be followed.

4. Recognizing that research that is unlikely to yield valid results is inherently unethical, psychiatrists ascertain that the research they are proposing incorporates an appropriate research design that is likely to yield meaningful data. They undertake only research that is within the scope of their competence and resources, and ensure that other members of their research team are appropriately trained for their tasks. When reporting their studies, psychiatrists ensure accurate reporting of their methods and results.

5. Psychiatrists provide for appropriate informed consent procedures. This includes ensuring that research subjects are enrolled voluntarily, without undue pressure or influence, including by the treating psychiatrist. When subjects' capacity is impaired, psychiatrists arrange for appropriate substituted decision making.

6. To protect the privacy of research subjects, psychiatrists take appropriate measures to ensure the security of their data and, when possible, keep identifiers separate from research data. In publications reporting the results of their research, psychiatrists ensure that individual subjects are not identifiable.

7. Psychiatrists present the results of their research fairly, calling attention to both positive and negative results, and focusing both on the potential value of their findings and the limitations of the conclusions that can be drawn from their data.

8. When publishing the results of their research, psychiatrists disclose the sources of their funding and other potential sources of bias; ensure that all those persons who contributed to the study are recognized appropriately in the publications, including with co-authorships and acknowledgments; and seek a consensus of the authors regarding the presentation of the findings.

9. Psychiatrists are aware of the potential that relationships with pharmaceutical and device industries and other interested entities may compromise the integrity of their research designs, analyses, and reporting of results. Hence, they avoid relationships that would compromise their research and publications, disclose relationships that may constitute conflicts of interest, and take measures to prevent distortion of their data.

VI. Ethical Principles in Public Mental Health

The promotion of public mental health calls into play the principles of beneficence, equity (reflected in the promotion of distributive justice), and applying psychiatric expertise to the service of society.

1. Psychiatrists support and participate in public education aimed at the promotion of mental health and the prevention of psychiatric disorders to the extent of their abilities.

2. Given that signs and symptoms of psychiatric disorders often appear early in life, and the importance of early detection and intervention, psychiatrists encourage public awareness of the manifestations of psychiatric disorders.

3. In their commitment to advancing mental health, psychiatrists promote distributive justice, including equitable allocation of resources for the prevention, treatment and rehabilitation of psychiatric disorders. Psychiatrists advocate in particular for support for mental health programs, especially in but not limited to developing countries and in areas where care for persons with psychiatric disorders is non-existent or rudimentary.

4. Psychiatrists pay particular attention to the importance of preventing the development of psychiatric disorders in vulnerable groups, and recognize the increased risk for psychiatric disorders associated with heightened stress and psychological trauma.

5. Recognizing that many persons with psychiatric disorders can benefit from active engagement in rehabilitative services, psychiatrists promote the development and availability of such services.

6. Psychiatrists take every opportunity to combat the stigma of psychiatric disorders in the practice of their profession, and participate in public health activities that target the stigma of psychiatric disorders to the extent of their abilities to do so.

7. Psychiatrists are aware of the deleterious consequences of family violence, emotional and sexual abuse on mental health and well-being, especially for women and children, and they work to minimize the occurrence of violence within families.

8. Psychiatrists avoid taking part in governmental, societal, or personal activities that are aimed at discriminating against an ethnic, racial, religious, sexual, or other group.

9. Recognizing that undiagnosed and untreated psychiatric disorders increase the morbidity and mortality of physical illness and impairment, as well as increasing the cost of its treatment, psychiatrists advocate for identification of psychiatric disorders at all levels of general medical or surgical care (primary, secondary and tertiary), and for appropriate intervention to address

psychiatric co-morbidities. Psychiatrists are also alert to medical co-morbidities, implement the necessary diagnostic process and/or refer the patient to the appropriate specialist.

APPENDIX B-2

CODE OF ETHICS FOR WORLD PSYCHIATRIC ASSOCIATION MEMBER SOCIETIES

Approved by the General Assembly 30 September 2023

Background

This Code of Ethics for WPA Member Societies is intended to supplement the WPA Code of Ethics for Psychiatry, which was adopted by the Association in 2020. In contrast to the earlier document, which provided guidance for the ethical practice of psychiatry, this Code offers a comprehensive approach to the ethical challenges faced by WPA Member Societies around the world. The WPA recognizes that the milar to the ethics governing medical societies in general and bases this Code on its belief in the universality of the relevant ethical principles. We also recognize that as cultures and societies change, the provisions of this Code will need to be re-evaluated and updated accordingly.

Member Societies of the WPA may have their own codes of ethics that address the behaviour of their organizations. Member Societies are asked to endorse the five principles embodied in this WPA Code and to confirm that their codes are not in conflict with them. Those Member Societies that are developing or revising their codes are encouraged to consider this Code as guidance in that process.

Introduction

Like their members, psychiatric associations are committed to the five overarching principles highlighted in the WPA Code of Ethics: 1) Beneficence, 2) Respect for patients' autonomy, 3) Non-maleficence, 4) Improving standards of mental health care and psychiatric practice, and 5) Applying psychiatric expertise to the service of society. They seek means of facilitating their members' abilities to adhere to these principles and promote these principles as a basis for national and international policy.

Sections

The Code addresses the actions of psychiatric societies as representatives of the psychiatric profession. WPA recognizes that a code in itself is insufficient to guide ethical behaviour by Member Societies. Society leadership needs to develop the skills required to recognize ethical dilemmas in their work and seek appropriate specialist ethics input when necessary to help them to resolve these dilemmas. The Code is organized into five sections, dealing respectively with the ethical principles listed above. Within each section, the Code identifies and operationalizes the ethical principle and describes its major applications.

Principle 1: Beneficence
Psychiatric associations promote psychiatrists' ability to provide competent and compassionate care with commitment to the interests of their patients.

1. Psychiatric associations work to ensure appropriate levels of training and knowledge in the field of psychiatry. In this role, they facilitate the development of psychiatric training curricula and syllabi, and maintain links with local training centres, certification boards, and governmental health agencies. They are aware of and promote WPA medical undergraduate and postgraduate curriculum recommendations to ensure adequate levels of training.

2. Psychiatric associations work to promote the quality of psychiatric care offered by their members and offer updated information on advances in the understanding and treatment of psychiatric disorders, and on innovations in technology and assessment. They create systems for continuing medical education (CME), publish journals and newsletters that feature current scientific and clinical information, and encourage members' involvement in research and the development of new knowledge.

3. Psychiatric associations recognize that their members have an important role to play in teaching others about psychiatry, psychiatric disorders, and therapeutic interventions; they produce appropriate materials to support these efforts and encourage evaluation of teaching programmes.

Principle 2: Respect for patients' autonomy:
Psychiatric associations encourage their members to convey their respect for the autonomy and dignity of their patients through their action and demeanour and promote activities that further such respect.

1. Psychiatric associations support international and national initiatives to protect the human rights of persons with mental disorders; to promote the meaningful involvement of these persons in the planning and implementation of mental health services; to encourage the development of person–centred practice in psychiatry and general medicine; and to promote equity in access to mental health services for persons of different ages, genders, sexual orientation, disability, races/ethnicity, language, socioeconomic status, political and religious or other beliefs.

2. Psychiatric associations collaborate with patients' organizations, carers' organizations, and other community groups to lobby governments and third-party payers for better funding of services, improved community education, and efforts to reduce stigma and address inequalities and discrimination.

3. Psychiatric associations and the international psychiatric community enhance patient and carer empowerment by supporting their engagement including, as appropriate, the development of self-help groups, patient and carer participation in service planning and management boards, employment of people with mental health disabilities in mental health service provision when appropriate, patient-run community centres and psychosocial clubhouses, patient and carer speakers' bureaus, and local anti-stigma programs.

Principle 3: Non-maleficence
Psychiatric associations develop, promote and implement policies that assist psychiatrists in avoiding actions that may be injurious to their patients.

1. To protect psychiatrists' and psychiatric associations' fidelity to patients, research subjects, and trainees, and to avoid the possibility that financial and other benefits may negatively affect these duties, psychiatric associations develop policies and guidelines on relationships with funding sources, including pharmaceutical and other industries. These policies and guidelines reflect WPA recommendations on this issue.

2. Associations recognize a duty to monitor public policies and legislation to identify those that may have detrimental effects on mental health, psychiatric care, social services, or community support. They undertake appropriate advocacy and other actions to ensure that these services do not fall below acceptable standards.

Principle 4: Improving standards of mental health care and psychiatric practice:
Psychiatric associations recognize a responsibility to promote the integrity and continued improvement of psychiatry.

1. Psychiatric associations promote the right of psychiatrists to practice their specialty at the highest level of excellence by working to protect the conditions under which psychiatric care is provided, empowering psychiatrists to meet the legitimate expectations of the public.

2. Recognizing the history of the abuse of psychiatry and psychiatrists for political and economic ends, psychiatric associations are vigilant to detect and combat such pressures as they emerge. These include pressures on psychiatrists to provide inaccurate psychiatric reports or inappropriate treatments that advance other interests but damage the interests of the patient or person being assessed. National associations should support their members in fighting such abuses and seek assistance, when appropriate, from the WPA.

3. Psychiatric associations are sensitive to the reality that psychiatrists share the stigma that often affects their patients and, similarly, can become victims of discriminatory practices or political persecution. They work to protect the right of psychiatrists to practice their profession and to advocate for the medical needs and social and political rights of their patients.

4. To promote ethical behaviour among their members, psychiatric associations establish committees to address ethics issues. The committees develop national codes of ethics based on the principles embodied in the WPA Code of Ethics for Psychiatrists, and issue guidance for their members with regard to activities that are ethically questionable or inappropriate. Committees also develop procedures for investigation of complaints against members for unethical behaviour, including incompetent practice. These committees coordinate their activities with the ethics committees of the local general medical associations to ensure alignment with national guidelines.

5. Psychiatric associations offer legal and moral protection to their members when they are subject to governmental or other pressure to engage in ethically problematic activities.

6. Psychiatric associations recognize that their governance should be based on democratic principles. They protect the involvement of members with diverse views and promote the expression of varying perspectives. Toward this end, equitable procedures are developed to ensure creation of representative bodies to govern the associations, with regular elections. Officers of associations serve a fixed number of terms. Election procedures are democratic and transparent.

Principle 5: Applying psychiatric expertise to the service of society:
Psychiatric associations recognize a primary responsibility to utilize their specialized knowledge and skills to promote the well-being of society.

1. Psychiatric associations disseminate and interpret for the lay public relevant scientific knowledge and responsible professional opinions.

2. Psychiatric associations assertively seek involvement in national and international bodies and forums dealing with patients' rights; mental health facilities, budgets, and other services; and availability of appropriate treatments, including pharmacological, psychological, and other treatments. The goal of this representation is to protect patients' rights and quality of life.

3. Psychiatric associations encourage the development of research on the causes and consequences of social problems affecting mental health. These include violence, and especially, domestic violence, abuse of children, racism and discrimination, including discrimination based on sexual orientation, ethnicity and culture, poverty, oppression of women, trauma, the impact of natural disasters, and others. They support the application of research findings, including development of preventive interventions, such as training programs on responding to victims of these situations, to prevent adverse psychiatric sequelae.

4. Because of the impact of war and violence on psychiatric morbidity, psychiatric associations create or facilitate special programs on mental health aspects of violence, including mass violence, and collaborate with governmental and other agencies in its prevention and the alleviation of its consequences. They ensure that scientific knowledge from psychiatry, neuroscience, and the behavioural sciences is used in dealing with problems of violence.

5. Psychiatric associations contribute to the development and the implementation of special programs on mental health issues emerging during complex humanitarian emergencies, such as natural disasters and pandemics.

6. Psychiatric associations support the involvement of their members in working together with other professionals for the betterment of humankind.

APPENDIX B-3

WPA Complaints Procedure

Procedures of the WPA Standing Committee on Ethics and Review about individual complaints or issues related to violations of the ethical guidelines for the practice of psychiatry as stated in the current WPA ethical standards and to misconduct in office.

Silvana Galderisi, Shmuel Tyano, Paul Appelbaum, Andreas Heinz, Allister Bush and Mohandas Warrior.

The WPA Standing Committee on Ethics and Review identifies and explores areas of ethical concern to psychiatry and produces recommendations and consensus statements on ethical issues. It also investigates and makes recommendations on individual complaints and inquiries on issues related to violations of the ethical guidelines for the practice of psychiatry and on cases of misconduct in office.

1. Individual complaints or issues related to violations of the ethical guidelines for the practice of psychiatry as stated in the current WPA ethical standards

Complaints should be addressed to the WPA Secretary General, who decides whether to refer the complaint to the Committee on Ethics and Review (CoER).

All proceedings before the WPA CoER are confidential. No information shall be given to external bodies, the media or the general public, and no other external action shall be taken without the approval of the WPA Executive Committee or General Assembly in case of decisions relevant to the suspension of membership or expulsion from WPA. The material and discussions of the WPA Ethics and Review Committee should be protected from release not approved by the Executive Committee.

To address individual complaints or issues related to violations of the ethical guidelines for the practice of psychiatry as stated in the current WPA ethical standards, the Chair of the CoER nominates a Review subcommittee (RsC), coordinated by the Co-chair of the CoER and including an additional CoER member, who serves as Secretary of the RsC.

If the RsC concludes that the case is not a violation of the WPA ethical guidelines, the RsC will prepare a letter for the complainant stating this and explaining why. The CoER will review and, if in agreement, approve the letter and have it sent to the complainant by the WPA Secretariat. If appropriate, the WPA Member Society or professional body with jurisdiction will be informed that the allegations brought forward to the WPA Ethics and Review Committee are considered unsubstantiated or beyond the mandate of the WPA Ethics and Review Committee.

If it is decided that the case deserves further investigation to determine whether a violation occurred, a task force is nominated, which includes the RsC, the Zonal Representative of the region including the Country where the alleged violation has occurred, and the President or her/his delegate of the Member Society, unless s/he is either the complainant or a target of the complaint.

The task force has 12 weeks to discuss the case and send its conclusion to the chair of the CoER for inclusion in the agenda of the next CoER meeting; if needed, additional time can be requested from the chair of the CoER. Although an effort should be made to allow sufficient time for consideration of the complaint, it is advisable to have the case finalized within a maximum of a year.

The following information is considered necessary for the WPA Ethics and Review Committee's investigation of a complaint:
a) regarding the specific case

• a complaint or allegation with sufficient specificity to allow an investigation to take place

• a case history or a summary of the case or cases that are the focus of the complaint

• information on the legal formalities related to psychiatric admission or discharge, if a focus of the complaint

• judicial or medical decisions, if any, regarding the specific case(s)

b) if relevant to the complaint, general information on:

• the Mental Health Act or Mental Health Ordinance of the jurisdiction that is the focus of the complaint

• the mental health service delivery system

• level of funding to mental health and priority setting

• relevant local regulations

c) on a case-by-case basis:

• other relevant information considered necessary to evaluate the case a. implementation, in collaboration with the Educational Committee, of an education plan to correct the problem;

b. creation of a Task Force or Working Group to address the issue, when indicated in collaboration with other WPA bodies;

c. provision of a reprimand with a request for corrective action and documentation that such action has been taken;

d. suspension of WPA membership after consultation with the Board and the Council;

e. recommendation for expulsion of a Member Society, to be presented by the Executive Committee and Board to the General Assembly for a decision.

f. Recommendation to the WPA Member Society or Affiliated Association to suspend or expel the subject of the complaint.

The WPA Ethics and Review Committee shall, on an ad hoc basis, have access to legal advice on specific issues from legal experts available to the WPA (i.e., from WPA Sections or a member of the International Association of Medicine and Law).

The CoER chair will send the decision of the Committee to the WPA Secretary General who will submit it to the EC for further action.
Actions taken in consonance with specifications of the Statutes and By-Laws may be the following, depending on whether the complaint is relevant to an individual or a Member Society:

Complaints submitted from countries where no WPA Member Society exists, will be dealt with in cooperation with the corresponding WPA Zonal Representative, in the manner that the WPA Ethics and Review Committee finds most appropriate.

If neither the WPA Member Society nor the WPA Zonal Representative agree to participate in the task force and/or to provide information, or if the information received is considered insufficient, the WPA RsC may reiterate the request and remind the Member Society and the Zonal Representative about their duty to provide information to WPA CoER as, according to the WPA Statutes, failure to cooperate or respond to a request from the Ethics and Review Committee in investigating ethical complaints may lead to expulsion of a Member Society from the WPA or removal from office of the Zonal Representative.

If it is not possible to receive sufficient information to decide whether a violation of the WPA ethical guidelines has taken place, and financial and human resources allow it, a site visit may be recommended; otherwise, a detailed report including reasons for not addressing the case will be submitted to the WPA Executive Committee.

A complaint cannot be subject to investigation by the WPA Ethics and Review Committee while there is a pending legal process or legal procedures have been instituted by the complainant concerned, a WPA Member Society or a professional body acting on behalf of the complainant. Depending upon the court decision, the WPA Ethics and Review Committee may subsequently consider the case.

2. Misconduct in Office

Misconduct in office is defined as any act(s), whether by omission or commission, in breach of the Oath and/or the Code of Conduct of the WPA.

According to the WPA Bylaws 2020 a complaint about misconduct in office may be lodged by Member Societies, or Members of the Executive Committee, Council, Board, Committee on Scientific Sections, Committee on Ethics and Review, Committee on Planning, Nomination Committee, or Accreditation Committee, or by Special Advisors to the President, Members of Task Forces, and Members of the Appeals Panel.

Complaints shall be in writing and signed by the complainant, and include the details of the complaint, accompanied by the relevant documents if available. Anonymous complaints shall not be entertained.

The complaint shall be submitted to the WPA President or, in case the President is involved, to the Council.

If a member of the CoER is the subject of the complaint, it shall be submitted to the Executive Committee, which shall appoint a panel of 3 persons to consider the complaint.

On receipt of the complaint the CoER/appointed panel can require further information from the complainant and the subject of the complaint. For consideration of the complaint, the quorum of the CoER is 4 members. In taking the votes, each member shall have one vote and no member can abstain unless there is a personal conflict. Where the votes are equal, the question shall be deemed to have been decided in favor of the subject of the complaint.

After due consideration, the CoER/appointed panel in its discretion may dismiss the complaint or report the complaint and its findings to the Executive Committee and may suggest to the Executive

Committee that the findings be published on the WPA website and/or that the subject of the complaint (WPA officer) be removed from office. The CoER/appointed panel shall give reasons for its decision.

The Secretariat shall inform the complainant and the subject of the complaint of the final decision regarding the complaint no later than 14 days after the decision is made. The decision shall take effect 30 days after notification provided that there is no appeal. The WPA Secretariat should ensure that each addressee has received the information.

The subject of the complaint may lodge an appeal of an adverse finding or sanction to the WPA Executive Committee no later than 30 days after having been notified of the decision. Until such time as the appeal process is completed no action shall be taken on the decision of the CoER/appointed panel.

If a member of the EC is either the complainant or the subject of the complaint, that member shall recuse him/herself from considering the appeal. For considering the appeal the quorum of the Executive Committee shall be 5. If a majority of the members of the Executive Committee/Council believe that there may be merit to the appeal, they shall refer it to the CoER for consideration.

After due consideration of the appeal, the CoER in its discretion may recommend dismissal of the appeal or modify the previous ruling of the CoER/appointed panel. The CoER shall give reasons for its decision and send it to the Secretary General/Executive Committee. The Executive Committee shall review the recommendation of the CoER and determine the resolution of the appeal. The decision of the Executive Committee shall take effect no later than 30 days after the decision is made. The decision of the Executive Committee is final. The Secretariat shall notify the appellant of the outcome of the appeal no later than 14 days after the decision is made by the Executive Committee.

APPENDIX B-4

TERMS OF REFERENCE FOR THE WPA STANDING COMMITTEE ON ETHICS AND REVIEW

THE MANDATE OF THE WPA STANDING COMMITTEE ON ETHICS AND REVIEW COMMITTEE:

In accordance with the WPA Statutes, the Standing Committee on Ethics and Review identifies and explores areas of ethical concern to psychiatry and produces recommendations and consensus statements on ethical issues. Where there is an individual complaint or an issue arises related to violations of the ethical guidelines for the practice of psychiatry as stated in the current Ethical Documents the Committee will review complaints, initiate investigations and make recommendations on courses of action to the WPA Executive Committee

STRUCTURE AND FUNCTIONS OF THE WPA STANDING COMMITTEE ON ETHICS AND REVIEW COMMITTEE:

1) The WPA Ethics and Review Committee, specifically and the WPA in general, shall promulgate and distribute information on the WPA Ethical Documents to other relevant organizations.

2) Any procedure approved for the operation of the WPA Ethics and Review may subsequently, be extended or amended in the light of experience.

3) The membership of the WPA Ethics and Review Committee shall be representative of cultural and linguistic diversity of WPA and its Members. Committee Members will have an expressed knowledge and interest in the ethical aspects of psychiatry. Members will be appointed for a 3 year period, which might be renewable for a second 3-year period.

4) The members of the WPA Ethics and Review Committee shall serve in their personal capacity.

5) The Chairperson of the WPA Ethics and Review Committee will report to the WPA Executive Committee.

6) There shall be a Co-Chairperson who will assist the Chairperson in the work of the WPA Ethics and Review Committee.

7) The WPA Ethics and Review Committee shall meet, as the circumstances require, and meetings shall be convened by the chairperson.

8) Decisions of the WPA Ethics and Review Committee shall be taken by a majority vote of the members voting.

9) Full details of the WPA Complaints Procedure prepared by the Ethics and Review Committee can be seen in Appendix B-3

ANNUAL REPORT:

The WPA Ethics and Review Committee will prepare an annual report of its activities to the WPA Executive Committee, stating the number of meetings, listing the produced documents and sessions organised in WPA Congresses and cases that have been brought before the WPA Ethics and Review Committee and the results of their investigations.

APPENDIX B-5

WPA Recommendations for Relationships of Psychiatrists, Healthcare Organizations Working in the Psychiatric Field and Psychiatric Associations with the Pharmaceutical Industry

Reviewed and approved by the WPA General Assembly in Hamburg on August 8, 1999

PREAMBLE

WPA is committed, by its Statutes, to function under high ethical standards and to promote them. Therefore, it requests that the external sponsorship for the activities, respect the following principles:

- Support is given for scientific, educational and other activities aiming to fulfil the mandates of the WPA as defined in its Statutes.
- The conditions under which support is given are made known to WPA Member Societies (who will, at any time on their request, be given access to contracts and other relevant documentation about the support received).
- The expenditure of the funds received is submitted to the same auditing process as any other funds spent by the WPA.

Support given to WPA does not entitle the donor to plan or carry out activities which may interfere with the achievements of WPA or with planned activities of WPA. (Thus, for example, the donor may not organize a reception for participants in a WPA meeting while its scientific program is in progress nor organize any other events during the sessions without the prior authorization of the WPA meeting's organizers).

Contracts concerning the support given to WPA will be formulated with due regard to the legal requirements of the country in which the activities are to take part.

Some contributors may be appointed as Corporate Supporters, as specified in the Statutes Section IX Article 43.

TYPES OF CONTRIBUTIONS

A. <u>Contributions to WPA organized or sponsored scientific meetings</u>

i. Donation to a specific item of the meeting's budget (e.g. the printing of the abstract book)
ii. Educational grant for a symposium
iii. Contribution for the organization of a fellowship or scholarship program
iv. Contribution concerning the organization of a satellite meeting or another specific event
v. Sponsoring the attendance of speakers and/or delegates
vi. Donation for a specific cultural event
vii. Donations for general managerial expenses related to the holding of a WPA meeting

B. Contributions to other WPA activities

i. Sponsoring of a WPA Educational Program
ii. Sponsoring of a WPA Task Force
iii. Support for the activities of WPA Standing or Operational Committees
iv. Donations for WPA publications
v. Support for the activities of WPA Zone Representatives
vi. Support for the activities of WPA Sections
vii. Contributions to an award
viii. Support to psychiatric libraries in developing countries
ix. Contributions for other specific WPA activities

C. Undesignated contributions: These support WPA work, in general.

AUTHORIZATION FOR APPROVING AND SIGNING THE ACCORDS

Contracts will be approved by the Executive Committee and signed by the WPA President or a person authorized by the President. The Secretary for Finances will be kept informed of the external sponsorship of WPA activities and prepare relevant reports to the General Assembly of the WPA.

GUIDELINES

The following statements provide further specifications for some of the types of contributions listed above.

A. Contributions to WPA organized or sponsored scientific meetings

i. A donation to a specific item of the meeting's budget.
External sources can sponsor, partly or fully, an item (i.e. the abstract book). This sponsorship will be mentioned in the preliminary and final program and in the meeting material.

ii. Educational grant for a symposium.
In this case the content of the program of the symposium is the responsibility of the Scientific Committee of the meeting. In general, the program of the symposium is settled before support is asked for. The external source takes care of the registration fee, hotel and travel expenses for the participants (speakers and chairpersons) of the symposium plus a grant to the meeting accounts. The grant is mentioned in the preliminary and final programs. No advertisement of the external source is allowed at the entrance of, and during, the symposium. The abstracts of the presentations may be available at the entrance of the symposium but the copyright of the scientific material presented or printed lies with the author, with whom it may be negotiated. Invited speakers do not expect any honorarium for their participation in the meeting, but may request to be reimbursed for expenses for preparing any material (slides, printed paper, etc.).

iii Contribution for the organization of a fellowship/scholarship program.
External sources can sponsor, totally or in part, scholarships to support attendance of certain categories of participants of the meeting. The rules for the granting of scholarships will be announced together with the composition of the Scholarships Committee. External sources should provide overhead costs for the work of this Committee. The scholarships and the sponsoring external sources are mentioned in the preliminary and final programs and eventually during a session of the meeting.

iv Contribution concerning the organization of a satellite meeting or another specific event.
Satellite scientific events are organized in connection with, but not during, WPA meetings. External sources organizing a satellite meeting will pay the organizers of the WPA meeting a fixed fee set by the organizers. The WPA Secretary for Meetings should approve the program of satellite scientific events. All costs for organizing the satellite meetings are paid by the external sources. Satellite scientific events are mentioned in the preliminary and final program.

v Sponsoring the attendance of speakers and/or delegates.
The WPA encourages external sources to provide financial support for the attendance of delegates to a scientific meeting, especially from developing countries.

vi Donation for a specific cultural event.
External sources can sponsor, partly or fully, a cultural or social event during the congress (i.e. the welcome cocktail). This sponsorship will be mentioned in the preliminary and final programs and during the event.

The initiative and the development of agreements (and their signature) for all the items indicated above, are usually delegated by the WPA President to the chairperson of the Organizing Committee who also carries the legal and financial responsibility for the conduct of the meeting**.** The WPA Secretary for Meetings will clear the final agreements/letters with the external sources.

B. Contributions to other WPA activities

i. The sponsoring of a WPA Educational Program.

WPA has been producing a series of Educational Programs aimed to the continuous education of psychiatrists and other health professionals, which have responsibilities in the mental health field (e.g. the general practitioners). Programs carried out by psychiatrists and aiming to provide information for patients, their relatives and the general public are also becoming more and more important and WPA is developing them. Most of these programs need support from external sources for the development of the teaching materials and their dissemination. These materials are prepared by a group of experts with scientific independence, appointed by the Chairman of WPA's Education Committee, following the approval of the WPA Executive Committee. The contribution of the external sources can cover the costs of meetings to prepare the materials, administrative and coordination support (including overhead expenses to the WPA Educational Programs), the costs of production of materials, and their field-testing.

The dissemination of the programs is done through WPA Member Societies, WPA Sections, WHO Collaborating Centres or Academic Departments of Psychiatry. WPA may extend the application of the program to countries or areas of the world where the external source has no involvement, nor commercial or other interest. Each WPA Educational Program has a different arrangement, but the aim is to present each of them at special sessions during scientific meetings and World Congresses. The sponsorship of the program is indicated on the educational materials and announced at each of their presentations. Once approved, WPA Educational Programs are mentioned, together with their sponsors**,** in *WPA News* and other WPA publications and reported by the Executive Committee to WPA components, as appropriate. Educational material**s** developed in WPA programs should not include commercially promotional material.

The Chairperson of the Committee on Education and Scientific Publications presents the Educational Programs for approval to the Executive Committee.

ii. Sponsoring of a WPA Task Force.

WPA appoints Task Forces to deal with important sensitive or urgent topics. Task Forces work for a limited period of time and have a specific focus. Some, such as those dealing with misuse or stigma of psychiatric treatments, may also be a concern for the pharmaceutical industry and for health care administrators. WPA can, in these cases, provide worldwide expertise with scientific and professional independence. The WPA President on recommendation of the Executive Committee appoints members of WPA Task Forces. The sponsoring of the Task Forces is mentioned in the final report, in *WPA News* and other WPA publications and reported by the Executive Committee to WPA components as appropriate.

The initiative to establish a Task Force and the definition of its work program are the responsibility of the WPA President. The reports of the Task Force are submitted to the WPA Executive Committee for approval.

iii. Support for the activities of the WPA Standing and Operational Committees.

Grants for the functioning of several WPA Committees (Planning, Education and Scientific Publications and Sections) may come from external sources, and will be mentioned in the progress reports of the specific committee.
The initiative and development of plans under this item, is the responsibility of the chairperson of the Committee involved. The chairperson reports to the Executive Committee, the Board and the General Assembly on their work.

iv. Donations for WPA publications.

The support is mentioned in the publication. The initiative and development of agreements under this item, is the responsibility of the Secretary for Education and Scientific Publications.

v. Support for the activities of WPA Zone Representatives.

WPA Zone Representatives facilitate the worldwide fulfilment of the goals of the Association. Grants in support of the activities of the Zone Representatives may come from external sources and will be mentioned in the progress reports of the WPA Zone Representatives and of the Executive Committee.

The initiative and definition of sponsored activities under this item, are the responsibility of the Secretary General who reports to the Executive Committee.

vi. Support for the activities of WPA Sections.

WPA has over 50 Sections dealing with different aspects of psychiatry and mental health. Sections organize symposia at scientific meetings and some have publications of their own. Grants for the functioning of these Sections, may come from external sources, and will be mentioned in the progress reports of the Sections and in the specific event or publication. The initiative and development of plans for sponsored activities under this item, are the responsibility of the chairperson of the Section involved. The chairperson informs the WPA Secretary for Sections and the Secretary for Finances about any support received.

vii. Contributions to an Award.

External sources can establish or support Awards presented at any meeting, but specially during a World Congress. The rules for granting these Awards should be approved by the WPA Executive Committee. The Awards are mentioned in the announcements of the meeting and in *WPA News* and other WPA publications and reported by the Executive Committee to WPA components, as appropriate, and will be presented during the opening ceremony of a scientific meeting or World Congress.

The initiative and the development of agreements regarding this item, are the responsibility of the WPA President who proceeds with the agreement of the Executive Committee.

viii. Support to psychiatric libraries in developing countries.

The WPA is engaged in collecting books from editorial, and other companies, to be distributed to institutions and colleagues in developing countries.

ix. Contributions for other specific WPA activities.

External sources may also support other specific WPA activities. The Executive Committee approves proposals for such activities (e.g. the publication of position papers).

The development of agreements under this item, is the responsibility of the WPA President or Secretary General following the agreement of the Executive Committee.

C. Undesignated contributions

Contributions offered for the work of the WPA, without a special designation, will be added to the general operating costs of the WPA and distributed in accordance with the procedures governing the management of the WPA budget, in general. The receipt of those contributions will be acknowledged by the President and the Secretary for Finances and will be included in the reports of the Executive Committee to the WPA General Assembly.

COPYRIGHTS

The copyright of the scientific material produced in a WPA activity lies with the author and WPA. The release of copyright can be negotiated with the WPA Secretary for Publications who will seek approval of the WPA Executive Committee in this matter.

COMMERCIAL ARRANGEMENTS

1. Renting of space for exhibition during a scientific meeting.

   External sources can hire a booth space for exhibition at WPA meetings. The organizers decide the price per square meter. External sources will be given a number of Exhibitors Registrations according to the size of the meeting and of the space hired. A list of exhibitors appears in the final program.

   The initiative and signature of the contents of this item are the responsibility of the Professional Congress Organizers or the Chairperson of the Organizing Committee, who informs the WPA Secretary for Meetings.

2. Advertisements in publications and related material.

   The initiative and development of agreements under this item are the responsibility of the publishing company who informs the Secretary for Publications and Chairperson of the Organizing Committee.

3. Advertisements in meeting programs and related printed or not printed material.

   The initiative and development of agreements under this item are the responsibility of the Professional Congress Organizers or the Chairperson of the Organizing Committee, who informs the Secretary for Publications.

APPENDIX B-6

GUIDELINES CONCERNING SUPPORT FROM EXTERNAL SOURCES FOR ACTIVITIES OF THE WORLD PSYCHIATRIC ASSOCIATION

Reviewed and approved by the WPA General Assembly in Hamburg on August 8, 1999

PREAMBLE

WPA is committed, by its Statutes, to function under high ethical standards and to promote them. Therefore, it requests that the external sponsorship for the activities, respect the following principles:

- Support is given for scientific, educational and other activities aiming to fulfil the mandates of the WPA as defined in its Statutes.

- The conditions under which support is given are made known to WPA Member Societies (who will, at any time on their request, be given access to contracts and other relevant documentation about the support received).

- The expenditure of the funds received is submitted to the same auditing process as any other funds spent by the WPA.

Support given to WPA does not entitle the donor to plan or carry out activities which may interfere with the achievements of WPA or with planned activities of WPA. (Thus, for example, the donor may not organize a reception for participants in a WPA meeting while its scientific program is in progress nor organize any other events during the sessions without the prior authorization of the WPA meeting's organizers).

Contracts concerning the support given to WPA will be formulated with due regard to the legal requirements of the country in which the activities are to take part.

Some contributors may be appointed as Corporate Supporters, as specified in the Statutes Section IX Article 43.

TYPES OF CONTRIBUTIONS

A. Contributions to WPA organized or sponsored scientific meetings

(i) Donation to a specific item of the meeting's budget (e.g. the printing of the abstract book)
(ii) Educational grant for a symposium
(iii) Contribution for the organization of a fellowship or scholarship program
(iv) Contribution concerning the organization of a satellite meeting or another specific event
(v) Sponsoring the attendance of speakers and/or delegates

(vi) Donation for a specific cultural event
(vii) Donations for general managerial expenses related to the holding of a WPA meeting

B. Contributions to other WPA activities

(i) Sponsoring of a WPA Educational Program
(ii) Sponsoring of a WPA Task Force
(iii) Support for the activities of WPA Standing or Operational Committees
(iv) Donations for WPA publications
(v) Support for the activities of WPA Zone Representatives
(vi) Support for the activities of WPA Sections
(vii) Contributions to an award
(viii) Support to psychiatric libraries in developing countries
(ix) Contributions for other specific WPA activities

C. Undesignated contributions: These support WPA work, in general.

AUTHORIZATION FOR APPROVING AND SIGNING THE ACCORDS

Contracts will be approved by the Executive Committee and signed by the WPA President or a person authorized by the President. The Secretary for Finances will be kept informed of the external sponsorship of WPA activities and prepare relevant reports to the General Assembly of the WPA.

GUIDELINES

The following statements provide further specifications for some of the types of contributions listed above.

A. Contributions to WPA organized or sponsored scientific meetings

(i) A donation to a specific item of the meeting's budget.

External sources can sponsor, partly or fully, an item (i.e. the abstract book). This sponsorship will be mentioned in the preliminary and final program and in the meeting material.

(ii) Educational grant for a symposium.

In this case the content of the program of the symposium is the responsibility of the Scientific Committee of the meeting. In general, the program of the symposium is settled before support is asked for. The external source takes care of the registration fee, hotel and travel expenses for the participants (speakers and chairpersons) of the symposium plus a grant to the meeting accounts. The grant is mentioned in the preliminary and final programs. No advertisement of the external source is allowed at the entrance of, and during, the symposium. The abstracts of the presentations may be available at the entrance of the symposium but the copyright of the scientific material presented or printed lies with the author, with whom it may be negotiated. Invited speakers do not expect any honorarium for their participation in the meeting but may request to be reimbursed for expenses for preparing any material (slides, printed paper, etc.).

(iii) Contribution for the organization of a fellowship/scholarship program.

External sources can sponsor, totally or in part, scholarships to support attendance of certain categories of participants of the meeting. The rules for the granting of scholarships will be announced together with the composition of the Scholarships Committee. External sources should provide overhead costs for the work of this Committee. The scholarships and the sponsoring external sources are mentioned in the preliminary and final programs and eventually during a session of the meeting.

(iv) Contribution concerning the organization of a satellite meeting or another specific event. Satellite scientific events are organized in connection with, but not during, WPA meetings. External sources organizing a satellite meeting will pay the organizers of the WPA meeting a fixed fee set by the organizers. The WPA Secretary for Meetings should approve the program of satellite scientific events. All costs for organizing the satellite meetings are paid by the external sources. Satellite scientific events are mentioned in the preliminary and final program.

(v) Sponsoring the attendance of speakers and/or delegates.

The WPA encourages external sources to provide financial support for the attendance of delegates to a scientific meeting, especially from developing countries.

(vi) Donation for a specific cultural event.

External sources can sponsor, partly or fully, a cultural or social event during the congress (i.e. the welcome cocktail). This sponsorship will be mentioned in the preliminary and final programs and during the event.

The initiative and the development of agreements (and their signature) for all the items indicated above, are usually delegated by the WPA President to the chairperson of the Organizing Committee who also carries the legal and financial responsibility for the conduct of the meeting**.** The WPA Secretary for Meetings will clear the final agreements/letters with the external sources.

B. Contributions to other WPA activities

(i) The sponsoring of a WPA Educational Program.

WPA has been producing a series of Educational Programs aimed to the continuous education of psychiatrists and other health professionals, which have responsibilities in the mental health field (e.g. the general practitioners). Programs carried out by psychiatrists and aiming to provide information for patients, their relatives and the general public are also becoming more and more important and WPA is developing them. Most of these programs need support from external sources for the development of the teaching materials and their dissemination. These materials are prepared by a group of experts with scientific independence, appointed by the Chairman of WPA's Education and Scientific Publications Committee, following the approval of the WPA Executive Committee. The contribution of the external sources can cover the costs of

meetings to prepare the materials, administrative and coordination support (including overhead expenses to the WPA Educational Programs), the costs of production of materials, and their field-testing.
The dissemination of the programs is done through WPA Member Societies, WPA Sections, WHO Collaborating Centres or Academic Departments of Psychiatry. WPA may extend the application of the program to countries or areas of the world where the external source has no involvement, nor commercial or other interest. Each WPA Educational Program has a different arrangement, but the aim is to present each of them at special sessions during scientific meetings and World Congresses. The sponsorship of the program is indicated on the educational materials and announced at each of their presentations. Once approved, WPA Educational Programs are mentioned, together with their sponsors**,** in *WPA News* and other WPA publications and reported by the Executive Committee to WPA components, as appropriate. Educational material**s** developed in WPA programs should not include commercially promotional material.

The Chairperson of the Committee on Education and Scientific Publications presents the Educational Programs for approval to the Executive Committee.

ii. Sponsoring of a WPA Task Force.

WPA appoints Task Forces to deal with important sensitive or urgent topics. Task Forces work for a limited period of time and have a specific focus. Some, such as those dealing with misuse or stigma of psychiatric treatments, may also be a concern for the pharmaceutical industry and for health care administrators. WPA can, in these cases, provide worldwide expertise with scientific and professional independence. The WPA President on recommendation of the Executive Committee appoints members of WPA Task Forces. The sponsoring of the Task Forces is mentioned in the final report, in *WPA News* and other WPA publications and reported by the Executive Committee to WPA components as appropriate.

The initiative to establish a Task Force and the definition of its work program are the responsibility of the WPA President. The reports of the Task Force are submitted to the WPA Executive Committee for approval.

iii. Support for the activities of the WPA Standing and Operational Committees.

Grants for the functioning of several WPA Committees (Planning, Education and Scientific Publications, Sections) may come from external sources, and will be mentioned in the progress reports of the specific committee.

The initiative and development of plans under this item, is the responsibility of the chairperson of the Committee involved. The chairperson reports to the Executive Committee, the Board and the General Assembly on their work.

iv. Donations for WPA publications.

The support is mentioned in the publication. The initiative and development of agreements under this item, is the responsibility of the Secretary for Publications.

v. Support for the activities of WPA Zone Representatives.

WPA Zone Representatives facilitate the worldwide fulfilment of the goals of the Association. Grants in support of the activities of the Zone Representatives may come from external sources and will be mentioned in the progress reports of the WPA Zone Representatives and of the Executive Committee.
The initiative and definition of sponsored activities under this item, are the responsibility of the Secretary General who reports to the Executive Committee.

vi. Support for the activities of WPA Sections.

WPA has over 50 Sections dealing with different aspects of psychiatry and mental health. Sections organize symposia at scientific meetings and some have publications of their own. Grants for the functioning of these Sections, may come from external sources, and will be mentioned in the progress reports of the Sections and in the specific event or publication.

The initiative and development of plans for sponsored activities under this item, are the responsibility of the chairperson of the Section involved. The chairperson informs the WPA Secretary for Sections and the Secretary for Finances about any support received.

vii. Contributions to an Award.

External sources can establish or support Awards presented at any meeting, but specially during a World Congress. The rules for granting these Awards should be approved by the WPA Executive Committee. The Awards are mentioned in the announcements of the meeting and in *WPA News* and other WPA publications and reported by the Executive Committee to WPA components, as appropriate, and will be presented during the opening ceremony of a scientific meeting or World Congress.

The initiative and the development of agreements regarding this item, are the responsibility of the WPA President who proceeds with the agreement of the Executive Committee.

viii. Support to psychiatric libraries in developing countries.

The WPA is engaged in collecting books from editorial, and other companies, to be distributed to institutions and colleagues in developing countries.

ix. Contributions for other specific WPA activities.

External sources may also support other specific WPA activities. The Executive Committee approves proposals for such activities (e.g. the publication of position papers).

The development of agreements under this item, is the responsibility of the WPA President or Secretary General following the agreement of the Executive Committee.

C. Undesignated contributions

Contributions offered for the work of the WPA, without a special designation, will be added to the general operating costs of the WPA and distributed in accordance with the procedures governing the management of the WPA budget, in general. The receipt of those contributions will be acknowledged by the President and the Secretary for Finances and will be included in the reports of the Executive Committee to the WPA General Assembly.

COPYRIGHTS

The copyright of the scientific material produced in a WPA activity lies with the author and WPA. The release of copyright can be negotiated with the WPA Secretary for Education and Scientific Publications who will seek approval of the WPA Executive Committee in this matter.

COMMERCIAL ARRANGEMENTS

1. Renting of space for exhibition during a scientific meeting.

   External sources can hire a booth space for exhibition at WPA meetings. The organizers decide the price per square meter. External sources will be given a number of Exhibitors Registrations according to the size of the meeting and of the space hired. A list of exhibitors appears in the final program.

   The initiative and signature of the contents of this item are the responsibility of the Professional Congress Organizers or the Chairperson of the Organizing Committee, who informs the WPA Secretary for Meetings.

2. Advertisements in publications and related material.

   The initiative and development of agreements under this item are the responsibility of the publishing company who informs the Secretary for Education and Scientific Publications and Chairperson of the Organizing Committee.

3. Advertisements in meeting programs and related printed or not printed material.

   The initiative and development of agreements under this item are the responsibility of the Professional Congress Organizers or the Chairperson of the Organizing Committee, who informs the Secretary for Education and Scientific Publications.

APPENDIX B-7

WORLD PSYCHIATRIC ASSOCIATION

CODE OF CONDUCT

This Code of Conduct is for Members of the Board, the Executive Committee, Council, the Standing Committees on Ethics and Review; Finance and Fundraising; Education and Scientific Publications; Nomination; Planning; Scientific Meetings, Scientific Sections and the Accreditation Committee, Special Advisors to the President, Tasks Forces and Appeals Panel

1. Introduction

As an association of national member societies whose aims are to advance psychiatry and mental health across the world, the World Psychiatric Association expects the highest ethical standards from those who serve on the Board, Executive Committee, Council, all Standing Committees (Education and Scientific Publications, Ethics and Review, Finance and Fundraising, Planning; Nominations, Scientific Meetings, Scientific Publications and Scientific Sections) the Accreditation Committee, Special Advisors to the President, Tasks Forces and Appeals Panel. This Code of Conduct, which all members shall be required to sign and abide by, sets out the expected standards of behaviour. It is designed to protect and enhance the reputation of the World Psychiatric Association and to reflect our values.

2. Core Missions of the World Psychiatric Association (WPA)

- To encourage the highest possible standards of clinical practice
- To increase knowledge and skills about mental disorders and how they can be prevented and treated.
- To promote mental health
- To promote the highest possible ethical standards in psychiatric work
- To disseminate knowledge about evidence-based therapy and values-based practice
- To be a voice for the dignity and human rights of patients and their families, and to uphold the rights of psychiatrists
- To facilitate communication and assistance especially to societies that are isolated or whose members work in impoverished circumstances

3. Code of Conduct

3.1 Mutual Respect
Members shall treat each other and all those with whom they come in contact with respect. This includes recognizing that other people may have different points of view, speaking and listening to others with courtesy and adhering to the standards set out in this Code.

3.2 Acting in Good Faith
Members shall act sincerely, honestly and without malice.

3.3 Carrying Out Responsibilities Diligently

Members shall exercise care, continuously develop their skills and generally conduct the affairs of the WPA with due diligence.

3.4 Integrity
Members shall not place themselves under any financial or other obligations to outside individuals or organizations that might influence them in the performance of their official duties.

3.5 Transparency and Accountability
Members shall be as open as possible about all the decisions and actions they take. They should give reasons for the decisions they make and submit themselves to whatever scrutiny is appropriate to their office.

3.6 Selflessness
Members shall take decisions solely in the interests of the WPA. They should not do so to gain financial or other benefits for themselves, their family or their friends.

3.7 Disclosure of Interest
Members shall declare any interest of a pecuniary or personal kind, which may have an impact on their official roles.

3.8 Compliance
Members shall comply with the Statutes, By-Laws and the Operational Procedures in the performance of their official duties.

3.9 Leadership
Members shall promote and support this Code by leadership and example

Acknowledgement of receipt:

By_____
Name and signature

_____
Name of Office

_____
Date

Procedures

1. The Code shall be prepared by the Secretariat.
2. The Code shall be sent out to the relevant member no later than two weeks after their election/appointment.

3. The Code shall be signed and returned to the Secretariat no later than one month after the receipt of the form.
4. The original of the signed Code shall be kept at the Office of the Secretariat.

Preface

The World Psychiatric Association (WPA) affirms its commitment to ethical integrity, mutual respect, and the creation of safe professional environments in all WPA-sponsored activities.
This Harassment Prevention and Response Protocol is a focused, event-specific instrument designed to prevent, address, and respond to harassment-related conduct occurring in the context of WPA congresses, committee meetings, other meetings and events. It does not replace, duplicate, or supersede other official WPA documents governing ethics, scientific integrity, academic standards, or institutional governance.
The Protocol is aligned with the WPA Code of Ethics for Psychiatry **(approved by the WPA General Assembly (GA) in 2020)** and other internationally recognized ethical and human rights frameworks. It applies equally to all participants—regardless of role, seniority, or affiliation—and emphasizes dignity, fairness, confidentiality, and due process.

Section 1. Scope

This Protocol applies exclusively to harassment-related conduct occurring during academic, scientific, social, or administrative activities organized by the World Psychiatric Association (WPA).
It covers, but is not limited to:
• World, thematic, regional, and national WPA congresses and meetings
• WPA Committee Meetings

• Workshops, seminars, courses, forums, and webinars (in-person, virtual, or hybrid)
• Social, cultural, or networking activities associated with WPA events
• Official and unofficial interactions among participants, including speakers, attendees, organizers, volunteers, sponsors, and staff
The purpose of this Protocol is to:
• Prevent harassment in all its forms
• Provide clear reporting pathways for affected individuals
• Ensure timely, fair, and confidential handling of complaints
• Protect participants from retaliation
• Promote a respectful and inclusive professional environment

Section 2. Definitions and Forms of Harassment

Harassment refers to any unwanted conduct—verbal, non-verbal, physical, or digital—that has the purpose or effect of violating a person's dignity by creating an intimidating, hostile, degrading, humiliating, or offensive environment.
Forms of harassment covered by this Protocol include, but are not limited to:
• Verbal harassment: insults, derogatory comments, sexual remarks, racist expressions, intimidation, or repeated unwelcome comments
• Non-verbal harassment: gestures, images, symbols, or visual materials of a harassing nature
• Physical harassment: unwanted physical contact, blocking movement, or threatening behavior
• Sexual harassment: unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature
• Psychological harassment: coercion, humiliation, bullying, or abuse of authority
• Digital harassment: harassment via email, messaging platforms, social media, or virtual event tools

• Retaliation: any adverse action taken against a person for initiating, supporting, or participating in a complaint process

Section 3. Core Principles

All WPA events shall be conducted in accordance with the following principles:
• Respect and Dignity: Every participant has the right to be treated with respect, free from harassment or intimidation.
• Zero Tolerance for Harassment: Harassment in any form is unacceptable and will be addressed promptly.
• Responsibilities of People in Positions of Authority: Positions of authority or influence must never be used to intimidate, coerce, or exploit others.
• Confidentiality: Information related to complaints shall be handled discreetly and shared only on a need-to-know basis.
• Non-Retaliation: Retaliation against individuals who report or support a complaint is strictly prohibited.
• Fairness and Due Process: All parties have the right to be heard and treated impartially, in accordance with established WPA procedures.

Section 4. Harassment-Related Offenses and Measures

This section provides a description of the different types of offenses and the possible measures to be adopted in case an offence occurs. Details on Reporting and Case Handling can be found in Section 5. Documentation of all complaints, investigations and responses should be retained by the WPA Secretariat.
Harassment-related offenses are listed below according to severity, intent, and impact.

4.1 Minor Offenses

Examples:
• Inappropriate jokes or comments that cease when addressed
• Isolated incidents of disrespectful behavior
Possible Measures:
• Verbal or written warning
• Guidance on expected conduct

4.2 Serious Offenses

Examples:
• Repeated verbal harassment
• Discriminatory or humiliating remarks
• Abuse of professional authority
• Digital harassment
Possible Measures:
• Temporary suspension or removal from the event
• Revocation of accreditation or participation rights
• Exclusion from future WPA events for a defined period

4.3 Very Serious Offenses

Examples:
• Sexual harassment or coercion
• Physical intimidation or aggression
• Severe or repeated harassment
• Retaliation against complainants or witnesses
Possible Measures:
• Immediate expulsion from the event

• Permanent exclusion from WPA events
• Referral to relevant professional bodies or legal authorities when applicable
All measures shall respect proportionality, confidentiality, and due process.

Section 5. Reporting and Case Handling

The WPA Event website should report an extract of this protocol, including contact persons, addresses and procedures

Any participant may report harassment experienced or witnessed during a WPA event. Reports should be submitted in writing to the WPA General Secretary who decides whether to refer the complaint to the Committee on Ethics and Review (CoER). The complaint cannot be anonymous, should be signed by the complainant, and should include the details of the complaint. In urgent cases (e.g., in the event of a very serious alleged offense), participants may report to the Chair of the session or meeting, or to the Congress registration desk who, in their turn, will inform the Chair of the local Organizing Committee (LOC), or another member of the LOC designated by the Chair. The LOC Chair, in collaboration with WPA event organizer personnel, will manage the urgent situation as needed (e.g., exclusion of the offender from the event). Urgent actions should be followed by the submission of a written complaint to the WPA General Secretary to allow a determination to be made as to whether further responses are warranted (e.g., exclusion of the offender from future WPA events).
In all other cases, complaints arising under this Protocol shall be reviewed, assessed, and resolved in accordance with the WPA Ethics Review Procedures approved by the WPA General Assembly in 2023.
Key guarantees include:
• Prompt acknowledgment of complaints
• Protection of confidentiality
• The right of all parties to be heard
• Protection against retaliation
• Interim measures when safety or wellbeing is at risk

Section 6. Institutional Responsibility

WPA event organizers and are responsible for:
• Ensuring awareness and visibility of this Protocol on the event website
• Providing accessible reporting mechanisms as described above

• Cooperating with the competent WPA bodies, i.e., Secretary General, President, and Chair of the CoER, and/or LOC members in case of emergencies.
• Implementing preventive and protective measures during events
The WPA CoER retains full authority to assess complaints received from the WPA Secretary General or President, and determine appropriate measures in accordance with existing WPA procedures.

Section 7. Final Provisions

• Entry into Force: This Protocol enters into force upon approval by the WPA Executive Council and General Assembly.
• Review: The Protocol should be reviewed periodically to ensure continued relevance and effectiveness.
• Dissemination: The Protocol shall be communicated to all participants through official WPA channels and event materials.
• Acceptance: Participation in any WPA event implies acceptance of this Protocol.
• Interpretation: The WPA Executive Council, in coordination with its ethics bodies, holds final authority over interpretation and application.

Annex A – Complaint Form Template

Complainant name: _____ Date/time/location: _____
Persons involved / witnesses: _____ Description of facts: _____
Evidence attached: _____

Annex B – Ethical Commitment Declaration

I acknowledge having read and understood the WPA Harassment Prevention and Response Protocol for Congresses and Events and agree to abide by its provisions.
Name: _____ Affiliation: _____ Date: _____

APPENDIX B-8

World Psychiatric Association Oath of Office

Oath of Office for the Members of the Executive Committee and Zonal Representatives

I,_____ do solemnly, sincerely and truly affirm to uphold the purposes for which the World Psychiatric Association is established, to abide by the Statutes, By-Laws and Operational Procedures of the Association and perform all my duties with openness, integrity and accountability.

_____
Signature and name of the Oath taker

_____
Signature and name of the person administering the Oath

_____
Date and place

Explanation for the wordings:

1. Purposes is used because this is stated in the Statutes; and
2. Openness, integrity and accountability are the three key principles of corporate governance.
3. Procedures
4. The relevant forms shall be prepared by the Secretariat.
5. The Oath shall be taken after the General Assembly when the newly elected office holders take office.
6. The Oath shall be administered by the President.
7. In the event that a newly elected office holder is unable to attend the oath taking, he/she shall be sent a form to be signed and returned within one month of the oath taking and it has to be countersigned by the President.
8. The original of the signed oaths shall be kept at the Office of the Secretariat.

APPENDIX B-9

COMPLAINTS OF MISCONDUCT IN OFFICE

Definition

Misconduct in office is defined as any act(s), whether by omission or commission, in breach of the Oath and/or the Code of Conduct of the WPA.

Who Can Lodge a Complaint?

1. Member Societies;
2. Members of the Executive Committee;
3. Members of Council;
4. Members of the Board;
5. Members of the Committee on Scientific Sections;
6. Members of the Committee on Ethics and Review;
7. Members of the Committee on Planning;
8. Members of the Nomination Committee;
9. Members of the Accreditation Committee;
10. Special Advisors to the President;
11. Members of Tasks Force; and
12. Appeals Panel

Procedure

1. Complaints shall be in writing setting out the details of the complaint, accompanied by the relevant documents if available and signed.
2. Anonymous complaints shall not be entertained.
3. The complaint shall be submitted to the Committee on Ethics and Review.
4. In the case where a member of the Committee on Ethics and Review is the subject of the complaint, it shall be submitted to the Executive Committee, which shall appoint a panel consisting of not more than 3 persons to consider the complaint.

5. On receipt of the complaint the Committee on Ethics and Review/ appointed panel can require further information from the complainant and the subject of the complaint.

6. For the consideration of the complaint the quorum of the Committee on Ethics and Review is 3.

7. In taking the votes, each member shall have one vote and no member can abstain unless there is a personal conflict. Where the votes are equal, the question shall be deemed to have been decided in favour of the subject of the complaint.

8. After due consideration the Committee on Ethics and Review/ appointed panel may in its discretion:
   a. dismiss the complaint; or
   b. report the complaint and its findings to the Executive Committee; or
   c. report the complaint and its findings to the Executive Committee and publish it in the WPA website and World Psychiatry; or
   d. report the complaint and its findings to the Executive Committee, publish it in the WPA website and World Psychiatry and remove the person from office.

9. The Committee on Ethics and Review/ appointed panel shall give reasons for its decision.

10. The Secretariat shall inform the subject of the complaint of the decision no later than 14 days after the decision is made.

11. The decision shall take effect 30 days after notification provided that there is no appeal.

<u>Appeal</u>

1. The aggrieved subject of the complaint may lodge an appeal to the Council no later than 30 days after having been notified of the decision.

2. For the purpose of considering the appeal the quorum of the Council shall be 3.

3. After due consideration of the appeal the Council in its discretion may:
   a. dismiss the appeal; or
   b. vary the order made by the Committee on Ethics/appointed panel.

4. The Council shall give reasons for its decision.

5. Until such time as the appeal process is completed no action shall be taken on the decision of the Committee on Ethics and Review/ appointed panel.
6. The Secretariat shall notify the appellant of the outcome of the appeal no later than 14 days after the decision is made.

7. The decision of the Council shall take effect no later than 14 days after the decision is made.

8. The decision of the Council is final.

WORLD PSYCHIATRIC ASSOCIATION
Advance Psychiatry and Mental Health Across the World

APPENDIX B-10

APPLICATION FOR ADMISSION OF MEMBER SOCIETY INFORMATION SHEET

1. Official Name of the Society:_____

2. Street Address:_____

City: _____ **Country:** _____ **Postal Code:**_____

Tel:_____ **Fax:**_____ **E-mail:**_____

3. Date of Society Foundation: _____ / _____ / _____

Day *Month* *Year*

4. President's Name:
_____

Professional Title & Affiliation:
_____

Tel: _____ **Fax:** _____ **E-mail:** _____

Secretary's Name:
_____

Professional Title & Affiliation:
_____

Tel:_____ **Fax:**_____ **E-mail:**_____

6. Registered Members: Total Number: _____ **Number of Psychiatrists:** _____

7. Is your Society recognized by legal authorities in your country? ( ) Yes ( ) No

8. Does your Society adhere to the WPA Statutes and By-Laws? ( ) Yes ( ) No

9. **Does your Society adhere to the current WPA ethical standards as specified in the Manual of Procedures?** **( ) Yes** **( ) No**

10. **( ) Please enclose a copy of the resolution approved by your Society requesting WPA Membership.**

11. **( ) Please enclose a copy of your Society's Statutes in English.**

12. **( ) Please enclose a list of members of current Executive Committee.**

13. **( ) Please enclose a list of registered members, if possible.**

Date:_____ **Signature:** _____

Please complete the form and return to:
World Psychiatric Association *Secretariat*, Geneva University Psychiatric Hospital, Bâtiment Les Voirons, 2 Ch. du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: (41 22) 305 5537; E-mail: wpasecretariat@wpanet.org

WORLD PSYCHIATRIC ASSOCIATION
Advance Psychiatry and Mental Health Across the World

APPENDIX B-11

APPLICATION FOR
ADMISSION OF AFFILIATED ASSOCIATION
INFORMATION SHEET

2. Official Name of the Association:_____

2. Street Address:_____

City: _____ **Country:** _____ **Postal Code:**_____

Tel:_____ **Fax:**_____ **E-mail:**_____

3. Date of Association Foundation: _____ / _____ / _____

Day *Month* *Year*

4. President's Name:
_____

Professional Title & Affiliation:
_____

Tel: _____ **Fax:** _____ **E-mail:** _____

Secretary's Name:
_____

Professional Title & Affiliation:
_____

Tel:_____ **Fax:**_____ **E-mail:**_____

6. Registered Members: Total Number: _____ **Number of Psychiatrists:** _____

7. Is your Association recognized by legal authorities in your country? ( ) Yes ( ) No

8. **Does your Association adhere to the WPA Statutes and By-Laws?** **( ) Yes** **( ) No**

9. **Does your Association adhere to the current WPA ethical standards as specified in the Manual of Procedures?** **( ) Yes** **( ) No**

10. ( ) Please enclose a copy of the resolution approved by your Association requesting WPA Membership.

11. ( ) Please enclose a copy of your Association's Statutes in English.

12. ( ) Please enclose a list of members of current Executive Committee.

13. ( ) Please enclose a list of registered members, if possible.

Date:_____ Signature: _____

Please complete the form and return to:

World Psychiatric Association *Secretariat*, Geneva University Psychiatric Hospital, Bâtiment Les Voirons, 2 Ch. du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: (41 22) 305 5537; E-mail: wpasecretariat@wpanet.org

WORLD PSYCHIATRIC ASSOCIATION
Advance Psychiatry and Mental Health Across the World

APPENDIX B-12

APPLICATION FOR ADMISSION OF SPECIAL INDIVIDUAL MEMBERS INFORMATION SHEET

1. **Last Name: _____First Name: _____Middle Name: _____**

   Title: ( ) Professor ( ) Doctor ( ) Other: _____
2. **Street Address: _____**

   City: _____ Country: _____ Postal Code: _____

   Tel:_____ Fax:_____ E-mail:_____
3. **Date of Birth: _____/ ____ /_____ Gender: ( ) Female ( ) Male**

   Day Month Year
4. **School and year of Medical Graduation: _____**
5. **Accredited Program and Years of Psychiatric Speciality Training: _____**
6. **Year of certification as a psychiatrist and authority issuing certification: _____**
7. **National Psychiatric Society(ies) of which the applicant is a member: _____**
8. **Type of Psychiatric Work (please check as many as necessary:**

   Setting: ( ) Inpatient ( ) Outpatient ( ) Other (specify): _____

   Patients' Age: ( ) Children/Adolescents ( ) Adults ( ) Elderly

   Engaged in academic activities: ( ) Teaching ( ) Research ( ) Scientific Publishing( ) Others
9. **What are your main interests in Psychiatry? _____**
10. **What types of WPA activities you would be interested in? _____**
11. **Please list the languages you know: _____**
12. **Do you adhere to the current WPA ethical standards as specified in the Manual of Procedures? ( ) Yes ( ) No**
13. **Do you adhere to the WPA Statutes and By-Laws? ( ) Yes( ) No**
14. **( ) Please enclose your Curriculum Vitae (in English)**

15. ( ) Please enclose copy of medical graduation certificate.

16. ( ) Please enclose copy of accreditation as a psychiatrist in your country of practice.

17. ( ) Please enclose copy of completed psychiatric training certificate.

18. ( ) Reference letter from the Local Member Society or a WPA component officer.

19. ( ) Please indicate how payment of membership fee (US$ 55 in 2024 and $60 in 2025) will be is made after acceptance of application:

( ) Money order in US dollars; ( ) Bank transfer to WPA Account at: UBS AG, Geneva, Switzerland. Account No: 0240-504183.60H; IBAN No: CH6700240240504183 60H; SWIFT: UBSWCHZH80A.

Date: _____ **Signature:**

Please complete and return to: World Psychiatric Association Secretariat, Geneva University Psychiatric Hospital, Bâtiment 11 Les Voirons, 2 Chemin du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: +41 22 305 5737; E-mail: wpasecretariat@wpanet.org

APPENDIX B-13

WORLD PSYCHIATRIC ASSOCIATION
Advance Psychiatry and Mental Health Across the World

APPLICATION FOR ADMISSION OF INDIVIDUAL MEMBERS INFORMATION SHEET

1. Last Name: _____First Name: _____Middle Name: _____

   Title: ( ) Professor ( ) Doctor ( ) Other: _____

2. Street Address: _____

   City: _____ Country: _____ Postal Code: _____

   Tel:_____ Fax:_____ E-mail:_____

3. Date of Birth: _____/ ____ /_____ Gender: ( ) Female ( ) Male
   Day Month Year

4. School and year of Medical Graduation as Physician or Health Professional or Scientist_____

5. Place and form of of training or experience in psychiatry or mental health: _____ _____

6. National Professional Society(ies) of which the applicant is a member: _____

7. Type of Psychiatric Work (please check as many as necessary:

   Setting: ( ) Inpatient ( ) Outpatient ( ) Other (specify): _____

   Patients' Age: ( ) Children/Adolescents ( ) Adults ( ) Elderly

   Engaged in academic activities: ( ) Teaching ( ) Research ( ) Scientific Publishing( ) Others

8. What are your main interests in Psychiatry and Mental Health? _____

9. What types of WPA activities you would be interested in? _____

10. Please list the languages you know: _____

1l. Do you adhere to the current WPA ethical standards as specified in the Manual of Procedures? ( ) Yes ( ) No

12. Do you adhere to the WPA Statutes and By-Laws? ( ) Yes( ) No

13. ( ) Please enclose your Curriculum Vitae (in English)

14. ( ) Please enclose copy of medical graduation certificate.

15. ( ) Please enclose copy of accreditation as a physician or another health professional or scientist

16. ( ) Please enclose copy of certificate of your training or experience in psychiatry or mental health comp.

17. ( ) Reference letter from the Local Member Society or a WPA component officer.

18. ( ) Please indicate how payment of membership fee (US$ 55 in 2024 and $60 in 2025) <u>will be is made after acceptance of application</u>:

( ) Money order in US dollars; ( ) Bank transfer to WPA Account at: UBS AG, Geneva, Switzerland. Account No: 0240-504183.60H; IBAN No: CH6700240240504183 60H; SWIFT: UBSWCHZH80A.

Date: _____ Signature:

Please complete and return to: World Psychiatric Association Secretariat, Geneva University Psychiatric Hospital, Bâtiment 11 Les Voirons, 2 Chemin du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: +41 22 305 5737; E-mail: wpasecretariat@wpanet.org

APPENDIX B-14

Clustering of Member Societies into WPA Regions and Zones

The following Regions and Zones were approved at the General Assembly held on 30 September 2023

Region I. The Americas

Zone 1. **Canada**

Canadian Psychiatric Association

Zone 2. **United States**

American Psychiatric Association

Zone 3. **Mexico, Central America and the Caribbean**

Barbados Association of Psychiatrists
Costa Rican Psychiatric Association
Cuban Society of Psychiatry
Dominican Society of Psychiatry
Guatemalan Psychiatric Association
Honduran Society of Psychiatry
Jamaica Psychiatric Association
Mexican Psychiatric Association
Mexican Society of Neurology and Psychiatry
Nicaraguan Psychiatric Association
Panamanian Society of Psychiatry
Puerto Rican Society of Psychiatry
Salvadorean Association of Psychiatry

Zone 4. **South America - Northern Zone**

Colombian Association of Psychiatry
Ecuadorian Association of Psychiatry
Peruvian Psychiatric Association
Venezuelan Society of Psychiatry

Zone 5. **South America - Southern Zone**

Argentinean Association of Psychiatrists (AAP)
Association of Argentinean Psychiatrists (APSA)
Foundation for Interdisciplinary Investigation of Communication (FINTECO) (Argentina)
Bolivian Society of Psychiatry
Brazilian Psychiatry Association (ABP) (formerly: Brazilian Association of Psychiatry)
Psychiatric Association of Rio de Janeiro State (Brazil)
Psychiatric Association of Rio Grande do Sul – APRS (Brazil)

Society of Neurology, Psychiatry and Neurosurgery (Chile)
Paraguayan Society of Psychiatry
Society of Psychiatry of Uruguay

Region II. Europe

Zone 6. **Western Europe**

Austrian Association for Psychiatry, Psychotherapy and Psychosomatics (formerly: Austrian Association for Psychiatry and Psychotherapy)
Royal Society of Mental Medicine of Belgium
Flemish Psychiatric Association (Belgium)
French Association of Psychiatrists in Private Practice (AFPEP)
French Association of Psychiatry
French Psychiatric Information Society
International Society of Psychopathology of Expression (France)
Medical Psychologic Society (France)
The Psychiatric Evolution (France)
German Association for Psychiatry, Psychotherapy and Psychosomatics
College of Psychiatrists of Ireland (formerly: College of Psychiatry of Ireland)
Luxembourg Society of Psychiatry, Neurology and Psychotherapy
Netherlands Psychiatric Association
Swiss Society of Psychiatry and Psychotherapy (formerly: Swiss Society of Psychiatry)
The Royal College of Psychiatrists (UK)

Zone 7. **Northern Europe**

Danish Psychiatric Association
Estonian Psychiatric Association
Finnish Psychiatric Association
Icelandic Psychiatric Association
Latvian Psychiatric Association
Lithuanian Psychiatric Association
Norwegian Psychiatric Association
Swedish Psychiatric Association

Zone 8. **Southern Europe**

Albanian Psychiatric Association
Cyprus Psychiatric Association
Hellenic Psychiatric Association
Hellenic Society of Neurology and Psychiatry
Israeli Psychiatric Association
Italian Association for Research in Schizophrenia
Italian Psychiatric Association
Maltese Association of Psychiatry
Portuguese Society of Psychiatry and Mental Health
Spanish Association of Neuropsychiatry
Spanish Society of Psychiatry
Psychiatric Association of Turkey
Turkish Neuropsychiatric Society

Zone 9. **Central Europe**

Psychiatric Association of Bosnia and Herzegovina (PABH)

Bulgarian Psychiatric Association
Croatian Psychiatric Association
Czech Psychiatric Association
Society of Georgian Psychiatrists
Hungarian Psychiatric Association
Macedonian Psychiatric Association (Republic of North Macedonia) (formerly: Psychiatric Association of Macedonia (FYROM))
Montenegrin Psychiatric Association
Polish Psychiatric Association
Association of Free Psychiatrists of Romania
Romanian Association of Psychiatry and Psychotherapy
Serbian Psychiatric Association
Association of Psychiatric Institutions of Serbia - UPUS
Slovak Psychiatric Association
Psychiatric Association of Slovenia
Society of Psychiatrists, Narcologists, Psychotherapists and Clinical Psychologists from the Republic of Moldova (SPNPPC)
Association of Neurologists, Psychiatrists and Narcologists of Ukraine (formerly: Scientific Society of Neurologists, Psychiatrists & Narcologists of Ukraine)
Ukrainian Psychiatric Association

Zone 10. **Eastern Europe**

Armenian Psychiatric Association (ArPA)
Azerbaijan Psychiatric Association
Belarusian Psychiatric Association (BPA)
Kazakh Association of Psychiatrists & Narcologists
The Association of specialists working in the field of mental health (Kazakhstan)
Kyrgyz Psychiatric Association
League for Mental Health from Republic of Moldova
Independent Psychiatric Association of Russia
Russian Society of Psychiatrists (RSP)

Region III. Africa, Middle East, Central and Western Asia

Zone 11. **Northern Africa**

Algerian Psychiatric Association
Egyptian Psychiatric Association
Libyan Association of Psychiatry, Neurology and Neurosurgery
Moroccan Society of Psychiatry
Sudanese Association of Psychiatrists
Tunisian Society of Psychiatry

Zone 12. **Middle East and Central and Western Asia**

Afghanistan National Psychiatrist Association (ANPA)
Arab Gulf Psychiatric Association
Emirates Society of Mental Health (formerly: Emirates Psychiatric Society)
Iranian Psychiatric Association
Iraqi Psychiatric Association (formerly: Iraqi Society of Psychiatrists)
Jordan Association of Psychiatrists
Kuwait Psychiatric Association
Lebanese Psychiatric Society

Pakistan Psychiatric Society
Palestinian Psychiatric Association
Saudi Psychiatric Association
Syrian Association of Psychiatrists
Yemen Psychiatrists and Neurologists Association

Zone 13. **Central and Western Africa**

Congolese Society of Mental Health
Ghana Psychiatric Association
Association of Psychiatrists in Nigeria
Society of Psychopathology and Mental Hygiene of Dakar (Senegal)

Zone 14. **Eastern and Southern Africa**

Botswana Psychiatric Association
Ethiopian Psychiatric Association
Kenya Psychiatric Association
Mauritius Psychiatric Association
Mozambican Association of Psychiatry and Mental Health
Somaliland Psychiatric Association (SOLPA)
South African Society of Psychiatrists (SASOP)
Uganda Psychiatric Association
Zimbabwe College of Psychiatrists
Zambia Psychiatric Association

Region IV. South Asia, South East Asia, Eastern Asia, Australia, New Zealand and South Pacific

Zone 15. **South Asia**

Bangladesh Association of Psychiatrists
Indian Association for Social Psychiatry
Indian Psychiatric Society
Myanmar Mental Health Society (formerly: Myanmar Medico-Psychological Society)
Psychiatrists' Association of Nepal
Sri Lanka College of Psychiatrists

Zone 16. **South East Asia**

Indonesian Psychiatric Association
Malaysian Psychiatric Association
Philippine Psychiatric Association
Singapore Psychiatric Association
The Psychiatric Association of Thailand (PAT)

Zone 17. **Eastern Asia**

Mental Health Association of Cambodia (MHAC)
Chinese Society of Psychiatry
The Hong Kong College of Psychiatrists (China)
The Japanese Society of Psychiatry and Neurology
Korean Neuropsychiatric Association (KNPA)
Mongolian Mental Health Association
Taiwanese Society of Psychiatry

Zone 18. **Australia, New Zealand and the South Pacific**

The Royal Australian and New Zealand College of Psychiatrists
Papua New Guinea Psychiatric Association

Ad-Hoc Member Societies will appear in red print. They will need to be accredited by the Accreditation Committee and then formally approved by the General Assembly in 2023 before they can vote.

APPENDIX B-15

Distribution of Surplus from WPA Scientific Meetings

WPA Scientific Meetings / Profit Share

Scientific Meeting	Frequency	Location*	Profit share	Timing	Duration	MS congress	WPA organizational meetings
World Congress of Psychiatry The major annual WPA Scientific Meeting.	Annual	Geographic rotation between each 3 parts of the world and no more than once in a 3 years period	Specified in Contract	Normally the third quarter of the year	4-5 days	MS Congress merged with WPA Congress	EC Council Board
WPA Regional Congress	One or two times a year	Each of the 2 parts of the world not hosting a WCP during that year	Will be shared according to the Contract between the WPA and the national Member Society or hosting/ organising component	Feb/March and Nov/Dec	3-5 days	Preferably merged or by special arrangements	EC meeting as agreed by WPA and the organizing group.
WPA Thematic Congress	One or more times a year	In any part of the world (best to be merged with the rotation)	Will be shared according to the Contract between the WPA and the national Member Society or hosting/ organising component	Not competing with other WPA activities	3-5 days	No regulation	EC meeting as agreed by WPA and the organizing group.
WPA Co-Sponsored Meeting Member Societies and other organizations.	One or more times a year	In any part of the world	MS 100% but WPA fee specified in contract WPA no financial responsibility	Not competing with other WPA activities	No regulation	No regulation	No regulation

(*) Parts of the world for rotation of WPA congresses (WCP, WPA Regional Congress) and WPA Thematic Congress, where possible:
Americas (WPA Zones 1-5); Europe/Middle East/Africa (WPA Zones 6-14); Asia/Oceania (WPA Zones 15-18)
MS: WPA Member Society; PCO: Professional Congress Organizer; Section: WPA Scientific Section

WPA Congresses

WPA shares the Congress profits as recognition of the national member society efforts and as a partial compensation for the cancellation of its annual Congress during the year of the WPA World

Congress of Psychiatry. The Contract agreed between the WPA and the national Member Society will specify the profit share.

Profits from Regional and Thematic Congresses will be shared according to the Contract between the WPA and the national Member Society or hosting affiliated society.

Co-sponsored Meetings

The WPA has no financial involvement in these meetings and therefore any profit is retained by the co-sponsor.

WPA Expert Advisory Panel
Approved by WPA EC May 2019

Background

The Statutes of the World Psychiatric Association (WPA) state that a key purpose of the WPA is to: "promote the development and observance of the highest quality standards in psychiatric care, teaching and research."

One of the ways in which the WPA achieves this purpose is to serve as a global resource, frequently called upon to give advice on a range of psychiatric and mental health matters. In order to respond to these requests, the WPA relies upon a wide range of experts. The WPA Expert Advisory Panel, consisting of these experts, has been created as a permanent resource for the Association.

Definition

The WPA Expert Advisory Panel consists of experts who have been approved by the President and from whom the WPA may obtain technical guidance and expertise either by correspondence or by other means.

Eligibility and criteria for nomination

Individuals may be considered for membership of the WPA Expert Advisory Panel if they possess relevant qualifications and/or experience which the WPA requires to undertake its activities.

Members of the WPA Board, the Executive Committee and the Council may submit proposals for membership of the WPA Expert Advisory Panel to the President who will make the final decision.

The President will consider the technical ability and experience of potential members. The President will endeavour to ensure that the Panel has the broadest possible international representation in terms of diversity of knowledge and experience in the areas covered by the WPA. The President will also consider the need for gender and interdisciplinary balance as well as the need for adequate worldwide representation of different trends of thought, approaches and practical experience.

Duties of Members and Terms of Service

Members, upon appointment, must agree to support specific projects of the WPA to the best of their capacity. They will undertake to contribute technical information on developments in their field and to offer advice as appropriate, spontaneously or upon request.

Members of the Expert Advisory Panel are appointed for a term of three years. The President may consider that the WPA requires an expert for longer than three years in order to complete a specific project and in this case, appointments may be extended for a further three-year period. The Panel members will not receive renumeration for their work with the WPA but will be reimbursed according to the WPA policy for any work-related expenses.

APPENDIX B-17

PRIVACY POLICY

Approved by WPA EC August 2019

1. Introduction

The World Psychiatric Association (WPA) is committed to protecting your information. We want to maintain the trust and confidence of all our members and supporters as well as the privacy of those individuals who use our website. This includes our main website wpanet.org, and all sites within this domain name including websites specifically set up for WPA Scientific Meetings. This WPA Privacy Policy describes why we collect information and how we protect any information you give to us when you use our website.

2. Data Purpose and Processing

The processing of information relating to identified or unidentified persons (" personal data") collected through this website is subject to Swiss Law only.

You can browse the WPA website without revealing any personal information about yourself. The WPA may collect information from standard server logs which will tell us your IP (Internet Protocol) address, domain name, browser type operating system and information such as the website that referred you to us, the files you download, the pages you visit and the dates/times of those visits.

The WPA may collect certain personal data such as name, address, place of work, name of organization, office held (including committee membership) and email address. However, the WPA will only do this if you submit a form online or you submit your personal data as part of a request to the WPA. The WPA uses this data for the purposes of providing you with specific services or corresponding with you. Information you provide in this way will not be shared with any third party except where needed to provide a specific service.

Your personal data may be used to provide you with information on WPA events and WPA Scientific Meetings, including photographs taken in an event setting. We may also use data for communicating about our President's newsletter, membership fees, journals and newsletters and also about WPA Committees, WPA Sections, WPA Scientific Meetings, elections and other information relevant to you.

3. WPA Scientific Meetings and other educational events

The WPA website contains links to its Scientific Meetings. These are World, Regional and Thematic Congresses and Co-Sponsored Meetings. Each Scientific Meeting has a dedicated website which contains online registration forms to complete if you intend to attend the Scientific Meeting. The WPA, and sometimes its Member Societies or partner organizations, contract Professional Conference Organisers (PCOs) as data processors (see next paragraph) may collect data to organize these events and you may be asked to provide personal information such as your name, postal address and email address. This personal data is collected only with your knowledge and permission. You may also be asked to provide your credit card details to pay registration fees for Scientific Meetings and other educational events.

When you are directed to an external site for payment, please be aware that the privacy policy may differ to that of the WPA. We encourage you to review that policy accordingly. These details will be handled by a secure online payment service hosted outside the WPA. The WPA does not retain credit card information used for this purpose.

4. Data Processors

Data processors are third parties who process data for the WPA such as Professional Conference Organisers, publishers and outsourced activities such as membership subscription outsourced to third parties. The WPA has contracts in place which means that these third parties are not permitted to do anything with your personal information unless we have instructed them to do so. They are not allowed by WPA to share your personal information with any organization apart from the WPA. They are committed to hold data securely and retain it for the period we instruct.

5. How long do we keep your data

The WPA will only keep your data for the time required to carry out the activities described in paragraph 2 above. You can ask the WPA at any time to unsubscribe from any of the activities listed.

6. Your rights

You have the right to have access to your personal data and to ask for incorrect data to be amended. You can also ask for your data to be erased if there is no ongoing need for processing. You also have the right not to provide personal information; you will still be able to browse but will not be able to carry out certain tasks such as registering for WPA Scientific Meetings and other events.

7. Security

The WPA does not sell or share personal data on the WPA site to any third party. Any personal data will be held with the utmost care and will only be used for the reasons outlined in paragraph 2 above.

8. Use of Cookies

A cookie is a small amount of data that is sent from a web server to your browser. It is used to assign a unique identification of your computer and securely store information such as passwords and preferences. It is stored on the hard drive of your computer. You can choose not to have cookies delivered from the WPA by changing your browser settings.

9. Amendment of this Privacy Policy

The WPA may change this Privacy Policy from time to time and any amended Policy will be posted on the WPA website.

10. How to contact us

If you have questions about this Privacy Policy please contact us by email at:
wpasecretariat@wpanet.org

or at the following address:

WPA Secretariat
Geneva University Psychiatric Hospital
Bâtiment Les Voirons
2, chemin du Petit Bel-Air
1226 Thônex, Geneva
Switzerland

APPENDIX B-18

Job Descriptions for Executive Committee Members

WPA PRESIDENT

Extract from WPA Statutes:

Article 29 - The WPA President:

The WPA President shall have served as President-Elect (Vice-President) for three years before assuming office as President for a further three years.

The President represents the WPA in all official matters and speaks on its behalf. The President usually chairs all meetings of the General Assembly and the Executive Committee, and should lead and when necessary support the members of the Executive Committee in the performance of their functions.

The President will promote the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA.

The President convenes the Executive Committee and decides its agenda in consultation with the Executive Committee Members.

The President selects the chairpersons and members of the WPA Standing Committees after consultation with the Executive Committee and the selected Chairpersons of the relevant committees. The President selects Special Advisors to the President.

The President chairs the WPA Nominations Committee and appoints its members, in consultation with the Executive Committee

The President presides over the WPA World Congresses of Psychiatry.

The President reports to the General Assembly and in the interim to the Executive Committee.

JOB DESCRIPTION

Commenté [AI2]: Ake sure they are all updated

Election:
Will have been elected as President-Elect by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility

In order to be eligible for Office, the President must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Oath of Office:
The President must sign and comply with the WPA Oath of Office. (See Appendix B-8)

The President should have no legal, political or economic conflicts of interest with the WPA.

Term of Office:
The term of office is three years. The term of office begins at the end of the General Assembly after having served three years as President-Elect

Reports to:
The General Assembly and between General Assemblies to the Executive Committee.

Specific Duties:

- Represents the WPA in all official matters and speaks on its behalf.
- Chair of the WPA General Assembly
- Chair of the WPA Executive Committee and decides on its agenda
- Chair of the WPA Board
- Chair of the WPA Nominations Committee, appoints its members one year before the next General Assembly
- Presides over the WPA World Congresses of Psychiatry
- Leads and when necessary supports the members of the Executive Committee in the performance of their functions.
- Promotes the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA.
- Responsible, with other EC members for making executive decisions in between EC meetings.
- Selects the Chairpersons and members of the WPA Standing Committees, Task Forces and Presidential advisers after consultation with the Executive Committee and the selected Chairpersons of the relevant committees.
- Signs letters of commendation along with the WPA Secretary General, and diplomas for Honorary Members and Honorary Fellows.
- Signs formal correspondence with Presidents of Member Societies and with Presidents of other organizations and agencies or their designated representatives, except when this is the statutory responsibility of other members of the WPA Executive Committee.

Skills and Attributes required:

- Fluency in English
- Excellent professional and scientific reputation
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Managerial skills acquired by previous experience as a Chair of a Department, President of a Society or other leadership position preferably in an international capacity.
- Committee work experience

- Recognized work and experience at the international level
- Office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Fluency in languages in addition to English
- Residence in an under-represented part of the World

Support provided to the President

The Secretariat provides some administrative support to the President and members of the Executive Committee Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

Time Commitment:

A minimum of 35 days per year

Removal from Office:

If the President becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the President with the President-Elect.

WPA PRESIDENT-ELECT

Extract from WPA Statutes:

Article 30 – The WPA President-Elect (Vice President)

The General Assembly elects the President Elect for a period of six years, of which the WPA President Elect serves as Vice-President for three years and as WPA President for three years.

The President-Elect (Vice President) shall chair the WPA Standing Committee on Planning.

In the absence of the President, or if the President is unable to carry out the President's functions, the President-Elect (Vice President) shall preside over the meetings of the Executive Committee, the Nominations Committee, and the General Assembly, and will be the point of contact for the WPA Board

The President-Elect (Vice President) will represent the President in the President's absence or upon the President's request in all official functions.

The WPA President-Elect (Vice President) reports to the Executive Committee.

JOB DESCRIPTION

Election:
Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility
In order to be eligible for Office, the President Elect must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Any member, or former member, of the WPA Executive Committee may be elected to the position of WPA President Elect (Vice-President). In no case may the immediate successor to the same position be elected from the same country.

Oath of Office:
The President-Elect must sign and comply with the WPA Oath of Office. (See Appendix B-8*)*

Candidates for President-Elect should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make any recommendations, if any, to the General Assembly.
Term of Office:
The term of office is three years as President-Elect and then three years as President. The term of office begins at the end of the General Assembly at which the President-Elect was elected

Reports to:
The Executive Committee

Specific Duties:

- Chair of the WPA Standing Committee on Planning.
- Member of the WPA Executive Committee.
- Stands in for the President if the President is unable to carry out his/her duties. İncluding chairing the Executive Committee, the Nominations Committee, the General Assembly and being the point of contact with the Board

Skills and Attributes required:

- Fluency in English
- Excellent professional and scientific reputation
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Managerial skills acquired by previous experience as a Chair of a Department, President of a Society or other leadership position preferably in an international capacity.
- Committee work experience
- Recognized work and experience at the international level
- Office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Fluency in languages in addition to English
- Residence in an under-represented part of the world

Time Commitment:
A minimum of 30 days per year

Support Provided to EC Members
The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

Removal from Office:
If the President-Elect becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the President-Elect with an interim officer.

WPA SECRETARY-GENERAL

Extract from WPA Statutes:

Article 31 – The WPA Secretary General

The WPA Secretary General is elected by the WPA General Assembly for a term of six years.

The Secretary General has the responsibility to ensure that the Secretariat is well governed and organised and provides appropriate support in carrying out all the administrative tasks required for the work of the WPA, including the dissemination of reports, minutes and other materials to all WPA components.

The WPA Secretary General, in close collaboration with the Board, ensures that the members of the WPA are kept well informed of the discussions and decisions of the Executive Committee and of other Committees and the General Assembly, and also relates all concerns and opinions of the members to these bodies. The WPA Secretary General coordinates the work of the members of the Board and serves as liaison between them and the Executive Committee.

The Secretary General chairs the Accreditation Committee.

The Secretary General reports to the Executive Committee.

JOB DESCRIPTION

Election:
Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility
In order to be eligible for Office, the Secretary-General must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)
Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

Oath of Office:
The Secretary-General must sign and comply with the WPA Oath of Office. (See Appendix B-8) Candidates for the Office of Secretary-General should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.

Term of Office:
Six years. The term of office begins at the end of the General Assembly at which the Secretary-General is elected

Reports to:
The Executive Committee

Specific Duties:

- Chair of the WPA Committee on Accreditation (unless the Secretary-General is a candidate for election him/herself when the President will appoint an alternative Chair)
- Member of the WPA Executive Committee
- Governance responsibility for the work of the Secretariat
- Ensures that the Executive Committee has appropriate support from the Secretariat and that the minutes reports and decisions of the Executive Committee are communicated to WPA Components.
- Communicates with the WPA Components to ensure they are kept informed of the discussions and decisions of the Executive Committee, the WPA Committees and the General Assembly
- Relates all concerns and opinions of the WPA Components to the bodies listed above
- The WPA Secretary General coordinates the work of the WPA Board and serves as liaison between the `Board and the WPA governing bodies.

Skills and Attributes required:

- Fluency in English
- Organizational skills
- Communication skills and an ability to communicate effectively at the international level and with large organizations.
- Excellent professional and scientific reputation.
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Committee work experience
- Recognized work and experience at the international level
- Significant office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Experience with quantitative and qualitative research
- Fluency in languages in addition to English
- Residence in an under-represented part of the world

Time Commitment:
A minimum of 30 days per year.

Support Provided to EC Members
The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and

communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

Removal from Office:
If the Secretary-General becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary-General with an interim officer.

WPA SECRETARY FOR FINANCE

Extract from WPA Statutes:

Article 32 - The Secretary for Finance

The General Assembly elects the WPA Secretary for Finances and Fundraisingfor a term of six years.

The Secretary of Finances is responsible for the implementation of policies concerning finances, investments, fund raising auditing of the accounts, implementation of contracts that have financial implications, as well as for the prudent expenditure of the WPA assets.

The Secretary of Finances presents, after consultation with the Zone Representatives the WPA yearly budget to the Executive Committee for approval and supervises its management.

The Secretary for Finances will be a member of any Committee relating to finance appointed by the President.

The Secretary for Finance presents a report to each meeting of the Executive Committee, to the Board and the WPA General Assembly, and presents an annual budget to the Executive Committee for approval.

JOB DESCRIPTION

Election:
Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility
In order to be eligible for Office, the Secretary for Finance must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

Oath of Office:
The Secretary for Finance must sign and comply with the WPA Oath of Office. (See Appendix B-8)

Candidates for the Office of Secretary for Finance should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.
Term of Office:
Six years. The term of office begins at the end of the General Assembly at which the Secretary for Finance is elected

Reports to:
The Executive Committee

Specific Duties:

- Member of the WPA Executive Committee
- Member of the WPA Committee on Finance and Fundraising
- Member of any WPA Committee relating to finance appointed by the President
- Responsible for the implementation of policies concerning finances, investments, fund-raising, auditing of the accounts and implementation of contracts that have financial implications
- Responsible for the prudent expenditure of WPA funds
- Presents the annual budget to the Executive Committee, having consulted with the WPA Zonal Representatives
- Presents a financial report to each meeting of the Executive Committee, the Board and the WPA General Assembly as well as periodically to WPA Member Societies and WPA Components.
- Supervises the management of the budget
- Negotiates the mode of payment of dues of WPA Member Societies experiencing particular problems (special agreements shall be approved by the WPA Executive Committee)

Skills and Attributes required:

- Fluency in English
- Familiarity and experience with financial matters including fundraising and accounting.
- Excellent quantitative skills
- Excellent managerial skills
- Excellent professional and scientific reputation
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Committee work experience
- Recognized work and experience at the international level
- Significant office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Experience with quantitative and qualitative research
- Fluency in languages in addition to English
- Residence in an under-represented part of the world

Time Commitment:
A minimum of 30 days per year

Support Provided to EC Members
The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and

communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

Removal from Office:
If the Secretary for Finance becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary of Finance with an interim officer.

WPA SECRETARY FOR EDUCATION AND SCIENTIFIC PUBLICATIONS

Extract from WPA Statutes:

Article 33 - The WPA Secretary for Education and Scientific Publications

The General Assembly elects the WPA Secretary for Education and Scientific Publications for a term of six years.

The Secretary for Education and Scientific Publications co-ordinates the educational activities of the Association and ensures the distribution of educational programmes of the WPA in co-operation with the Zonal Representatives and as necessary with the Secretaries for Scientific Sections and for Scientific Meetings, the Executive Committee and the Member Societies.

The Secretary for Education and Scientific Publications is also responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The Secretary for Education and Scientific Publications will be a member of any publication committee appointed by the Executive Committee.

The WPA Secretary for Education and Scientific Publications reports to the Executive Committee.

JOB DESCRIPTION

Election:
Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility
In order to be eligible for Office, the Secretary of Education and Scientific Publications must be a psychiatrist (i.e. a licensed medical doctor who has further specialized in psychiatry)

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

Oath of Office:
The Secretary for Education and Scientific Publications must sign and comply with the WPA Oath of Office. (See Appendix B-8).

Candidates for the Office of Secretary of Education and Scientific Publications should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.
Term of Office:
The term of Office is six years. The term of office begins at the end of the General Assembly at which the Secretary for Education and Scientific Publications is elected

Reports to:
The Executive Committee

Specific Duties:

- Member of the WPA Executive Committee
- Member of the Education and Scientific Publications Committee
- Responsibility for implementing the official policies of the WPA and maintaining oversight of the WPA publications
- Responsible for the coordination of educational activities of the WPA ensuring the distribution of WPA educational programs in cooperation with WPA Zonal Representatives, and as necessary with the WPA Secretary for Scientific Sections and the WPA Executive Committee members and WPA Member Societies.
- Co-ordinates the development and work of Educational Networks approved by the EC.
- Coordinates the development of the educational component of the WPA Website.

Skills and Attributes required:

- Fluency in English
- Editorial expertise
- Record of scholarly publications
- Record of editing books and other publications
- Experience in dealing with publishing companies
- Knowledge of new publishing technology including electronic application.
- Organizational skills
- Communication skills and an ability to communicate effectively at the international level and with large organizations.
- Excellent professional and scientific reputation.
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Committee work experience
- Recognized work and experience at the international level
- Significant office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Fluency in languages in addition to English
- Residence in an under-represented part of the world

Time Commitment:
A minimum of 25 days per year

Support Provided to EC Members
The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved.

Removal from Office:
If the Secretary for Education and Scientific Publications becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary for Scientific Publications with an interim officer.

WPA SECRETARY FOR SCIENTIFIC MEETINGS

Extract from WPA Statutes:

Article 35 - *The WPA Secretary for Scientific Meetings*

The WPA General Assembly elects the WPA Secretary for Scientific Meetings for a term of six years

The WPA Secretary of Scientific Meetings oversees the co-ordination of all scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to host WPA World Congresses of Psychiatry and helps in all aspects of the organisation of other WPA scientific meetings work.

The WPA Secretary for Scientific Meetings reports to the Executive Committee.

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JOB DESCRIPTION

Election:
Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility
In order to be eligible for Office, the Secretary for Scientific Meetings must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry).

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

Oath of Office:
The Secretary for Scientific Meetings must sign and comply with the WPA Oath of Office. (See Appendix B-8)

Candidates for the Office of Secretary of Scientific Meetings should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.

Term of Office:
Six years. The term of office begins at the end of the General Assembly at which the Secretary for Scientific Meetings is elected.

Reports to:
The Executive Committee.

Specific Duties:

- Member of the WPA Executive Committee
- Works with the EC and the Secretariat to co-ordinate all official scientific meetings of the WPA and manages applications for WPA co-sponsorship of scientific meetings
- Responsible for developing proposals for hosting of WPA World Congresses of Psychiatry and other WPA meetings according to the WPA Meetings Policy.
- Assists in all aspects of the organization of WPA World Congresses and other WPA scientific meetings
-

Skills and Attributes required:

- Fluency in English
- Experience organising major professional conferences and meetings
- Able to travel overseas frequently
- Outstanding negotiation skills
- Familiarity with donor organizations and their working procedures
- Excellent professional and scientific reputation
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Committee work experience
- Recognized work and experience at the international level
- Significant office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Fluency in languages in addition to English
- Residence in an under-represented part of the world

Time Commitment:

A minimum of 25 days per year.

Support Provided to EC Members

The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

Removal from Office:

If the Secretary for Scientific Meetings becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary for Scientific Meetings with an interim officer.

WPA SECRETARY FOR SCIENTIFIC SECTIONS

Extract from WPA Statutes:

Article 34 - The WPA Secretary for Scientific Sections:

The General Assembly elects the WPA Secretary for Scientific Sections for a term of six years.

The Secretary for Scientific Sections is responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work.

The Secretary for Scientific Sections serves as adviser to the Scientific Sections in the planning of Section Symposia or other activities.

The Secretary for Scientific Sections coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the Scientific Sections with the Member Societies

The Secretary for Scientific Sections reports to the Executive Committee.

JOB DESCRIPTION

Election:
Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

Eligibility
In order to be eligible for Office, the Secretary of Scientific Sections must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.
In no case may the immediate successor to the same position be elected from the same country.

Oath of Office:
The Secretary for Scientific Sections must sign and comply with the WPA Oath of Office. See Appendix B-8)

Candidates for the Office of Secretary of Scientific Sections should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.

Term of Office:
The term of Office is six years. The term of office begins at the end of the General Assembly at which the Secretary for Scientific Sections is elected.

Reports to:
The Executive Committee

Specific Duties:
- Member of the WPA Executive Committee
- Member of the Science, Education and `Publications Committee

- Responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work.
- Coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the WPA Scientific Sections with the WPA Member Societies.
- Presents proposals for the financial support of special projects of WPA Scientific Sections to the Executive Committee.
- Reports on work of the Sections at every meeting of the WPA Executive Committee and informs the WPA Scientific Section chairs about the decisions taken by the EC.
- Suggests steps for the promotion of WPA Scientific Section activities and their support to WPA programs.
- Reviews and comments on initial proposals for the establishment of new WPA Scientific Sections, oversees their preparation as full proposals in the standard WPA format, presents them to the WPA Executive Committee, and informs the proponents of the action taken.
- Intervenes, in the case of WPA Scientific Sections having problems, in order to facilitate their resolution in the best interest of the WPA and its scientific mission.
- Fosters cross-sectional collaboration involving the work of several WPA Scientific Sections.
- Facilitates the coordination between the WPA Scientific Sections and the WPA Secretary for Scientific Meetings concerning information on the participation of the WPA Scientific Sections in WPA Scientific Meetings.
- Makes specific proposals to the WPA Executive Committee concerning the dissolution of WPA Scientific Sections.
- Facilitates the coordination between the WPA Scientific Sections and the WPA Secretary for Education for the involvement of the WPA Scientific Sections in WPA educational activities.
- Ensures the involvement of WPA Scientific Sections in the formulation of WPA consensus statements, guidelines and position statements.
- Prepares periodic reports on WPA Scientific Section activities for distribution to WPA Member Societies and other WPA Components.

Skills and Attributes required:

- Fluency in English
- Organizational skills
- Communication skills and an ability to communicate effectively at the international level and with large organizations.
- Excellent professional and scientific reputation.
- Involvement in a wide range of WPA activities
- Recognized leadership and diplomatic skills and personal integrity
- Committee work experience
- Recognized work and experience at the international level
- Significant office support from home institution for space, staff, phone and email

Skills and Attributes desirable

- Fluency in languages in addition to English
- Residence in an under-represented part of the world

Time Commitment:

A minimum of 25 hours per year

Support Provided to EC Members

The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

Removal from Office:

If the Secretary for Scientific Sections becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary for Scientific Sections with an interim officer.