

Terms Of Reference

Regional Professional Committees

Purpose

The purpose of the Regional Professional Committees (RPCs) is to support ICM to strengthen the midwifery profession regionally and globally, in alignment with the [ICM Professional Framework for Midwifery](#). As advisory committees, the RPCs will work alongside ICM's Head Office team to help to build positive working relationships and regional networks between midwife educators, midwife regulators, midwife researchers, emerging leaders and midwives' associations (MAs) in their respective regions. The RPCs help communicate and implement activities provided by ICM's Head Office Team, for strengthening midwifery education, regulation, research, leadership, and practice across and between ICM's six regions.

Scope Of Work

The RPCs are voluntary and advisory, reporting to ICM's Chief Midwife and the Chief Executive. RPCs have no decision-making authority and work in an advisory role to the ICM Head Office in its implementation of operational activities.

The RPCs fulfil their purpose by:

- Meeting at least quarterly to develop shared understanding of the position of midwifery education, regulation, research, leadership, and practice in the region, including strengths, weaknesses, opportunities, and threats
- Providing advice to the ICM Head Office and through the Head Office to Regional Board Members about ways to strengthen all elements of the Professional Framework for Midwifery. and how suggested actions can be incorporated into ICM's activities, including:
 - a. Helping to build regional networks between midwifery educators, regulators, researchers, and MAs.

- b. Helping MAs to build relationships with midwifery educational institutions and midwife educators / faculty.
- c. Creating a list of midwife educators and contacts in the region.
- d. Helping MAs to build relationships with midwifery regulatory authorities and midwife regulators.
- e. Creating a list of midwife regulators and contacts in region.
- f. Helping MAs to build relationships with midwife researchers.
- g. Creating a list of midwife researchers and contacts in region.
- h. Helping MAs to build understanding of ICM's Professional Framework for Midwifery and opportunities for advocacy, capacity-building and strengthening elements of the Professional Framework in the respective region as necessary.

Acting as a resource of experts for the ICM Head Office. When requested, the Head Office will coordinate collaboration between RPC members and Regional Board Members. When requested by the ICM Head Office, RPC members may also do representation on behalf of ICM.

- Providing advice to ICM about how educators, regulators, and researchers can engage with health service providers and collaborate on activities to strengthen the midwifery profession.

Advise on the Midwives' Data Hub by being available to support ICMs ongoing plans to improve the Hub.

Membership

Each RPC is comprised of 9 members:

- Two of each of the following: midwife educator(s), midwife regulator(s), midwife researcher(s), practising midwife(ves), and one emerging midwife leader, ensuring diversity across the region.
- A maximum of one midwife from any single member association can be appointed to the RPC.
- A member of the Head Office Regional Team may attend meetings on an ad hoc basis.

Each RPC will select its own Chair.

The Regional Board member will be invited to attend an RPC meeting at least once annually.

Additionally, the RPC Chairs, ICM's Chief Midwife and Chief Executive will meet at least once annually to discuss how the work of the RPC can be incorporated into ICM's activities.

The working language of the RPCs is region specific, but the Chair must be fluent in English. In regions where French and Spanish are the predominant languages; it is advantageous that at least 1/3 of members also speak these languages.

All RPC members, including the Chair, are volunteers. ICM's Chief Midwife will guide the RPCs in their role.

MEMBERSHIP ELIGIBILITY

Each RPC member must:

- Be a midwife who is a member of an ICM member association¹.
- Be either a midwife educator, midwife regulator, midwife researcher, midwife practitioner, or emerging midwife leader in their region, with relevant and proven expertise in their field
- Be able to communicate effectively in English/French/Spanish; it is desirable that they can also communicate effectively in the languages dominant in the region.
- Have reliable access to the internet that ensures the member can communicate by email and attend online video meetings.
- Prepare for and attend meetings regularly.
- Commit to actively participate in the work of the RPC.

MEMBERSHIP TERM

A membership term is three years with eligibility for appointment for a second term. No more than half the members will complete their term at any one time.

The reappointment process takes place in the first six months of the year.

¹ Member association in this instance refers to all ICM membership categories.

Half of the inaugural members (appointed in 2022) will only serve a single term, and half will be extended to two consecutive three-year terms. Those members whose term is extended to two consecutive terms must have made a useful contribution to the work of the RPC. The RPC will advise ICM's Chief Midwife and Chief Executive on which members should serve a single or two consecutive terms.

All members may be reappointed to the RPC for another non-consecutive term in the future, providing that a minimum of three years pass between the latest and most recent term.

APPOINTMENT PROCESS

Midwives with the requisite expertise may submit an expression of interest for membership. The regional MAs advise ICM's Chief Midwife and Chief Executive on which nominees should be appointed. The Chief Midwife will appoint RPCs members, taking into account the recommendations from the MAs. ICM's Chief Executive will also oversee the reappointment of RPC members' terms. Selection will aim to ensure RPC membership that reflects the diversity of the region as much as possible.

In any one year, a member who attends less than half the meetings or does not actively contribute to the activities of the RPC, will be deemed a non-active member and their term will be cancelled by the Chief Midwife or Chief Executive. Nominees for individual members may be sought from time to time, if positions on the RPC become vacant for any reason.

SPECIFIC ROLES

The RPC Chair's role is to:

- Convene the RPC and ensure that it maintains its focus on RPC matters and in line with these Terms of Reference.
- Plan the RPC's work in alignment with ICM's annual operational plan and in collaboration with ICM's Chief Midwife, Chief Executive, ICM Head Office and the Regional Board Member.
- Guide, coordinate and oversee the RPC's activities, including setting the agenda and chairing meetings.

- Collaborate with ICM's Head Office on reporting and evaluating the RPC's work in line with ICM's monitoring, evaluation and learning approach.

Meet with other RPC Chairs from time to time to share information and activities (electronically or in-person when opportunities arise).

The Regional Board member's role is to:

Meet with the RPC Chair, ICM Chief Midwife and the Head Office liaison person once annually, to be updated and discuss the work of the RPC in their region.

The Head Office Team member's role is to:

- Liaise between the RPC Chair, ICM's Chief Midwife, Head Office and the Regional Board Member.
- Inform the RPC about ICM's annual operational activities for education, regulation, leadership, MA strengthening, research, regional strengthening and the Professional Framework for Midwifery.
- Attend and participate in RPC meetings.

Other ICM staff members may be asked to work with the RPCs as required.

The Chief Midwife's role is to:

- Oversee the work of the RPCs and report to the Chief Executive.
- Align the work of the RPCs with the ICM operational plan.
- Attend and participate in meetings of the RPCs when possible.
- Collaborate with the Chairs of the RPCs on reporting and evaluating the RPC's work in line with ICM's monitoring, evaluation and learning approach.

Procedures

Each RPC will agree its own meeting procedure. Electronic communication will be used in the majority of work, noting that there may be some opportunities for in-person meetings. Members should use translation technologies that facilitate effective communication among all parties (e.g. DeepL, Google Translate).

Each RPC will appoint a Chair. Members may be nominated and seconded, and RPC members will vote to choose the Chair. This process will be managed by the ICM Head Office and can be done electronically or at an in-person meeting.

Communication and Statements

RPCs are not authorised to make public statements or press releases on behalf of the RPC to media or other outlets. ICM's communications are managed by the ICM Head of Advocacy and Communications. If the RPC would like to make a public statement about a regionally relevant topic, it must be approved by the ICM Chief Executive.

For RPC matters, members are bound to the ICM Social Media Policy.

RPC members are only authorised to use the regional ICM logo that applies to the region of their RPC. Any use of the ICM logo must be approved as per ICM's Logo Usage Policy.

Resources

Consideration will be given to what resources may be required for effective functioning of RPCs and, when possible, an allocation will be made in ICM's annual budget. Examples of resources are professional interpretation or translation services, travel or accommodation that may be required from time to time. Requests for services must go through the ICM Head Office.

Meeting Documentation

RPCs manage their own meeting documentation. The Head Office Team does not take meeting minutes for the RPC but can assist with reporting and evaluation (as outlined above). ICM Head Office team members may provide other technical or administrative support, e.g. setting up online meetings, that may be required from time-to-time.

Review of Terms of Reference (ToR)

- The ToR will be reviewed by ICM's Chief Midwife and Chief Executive every three years

Authorised by:



Anna af Ugglas

ICM Chief Executive

29 January 2026

Date of next review

January 2029