



IFMSA

International Federation of
Medical Students' Associations

IFMSA Programs

Bylaws and Internal Operating Guidelines

IFMSA Bylaws

13. Programs

General

13.1. An IFMSA Program is a stream of NMOs' activities coordinated centrally and addressing a predefined theme. It underpins the vision and mission of the IFMSA.

13.2. IFMSA Programs must comply with the Constitution and the Bylaws of the IFMSA.

13.3. IFMSA Programs are regulated by the Internal Operating Guidelines (IOGs). Any change to the Internal Operating Guidelines shall be followed by an announcement over the National Members Organizations mailing group with the justification behind the desired change.

13.4. Each IFMSA Program is allowed to have one early registration spot and one late registration spot guaranteed at each General Assembly Meeting. Program Coordinators select the respective representatives. The selection is subject to Executive Board approval.

IFMSA Programs Initiation, Changes and Termination

13.5. Any National Member Organization or a Team of Officials member can advise the Executive Board of a candidate for an IFMSA Program. Only the IFMSA Executive Board may propose a new program as a candidate to become an IFMSA Program. The Executive Board shall share reviews of all IFMSA Program applications with the National Member Organizations in accordance with Annex 1.

13.6. The candidature must be submitted in accordance with paragraph 9.4.

13.7. The candidature must contain:

- a. A written program proposal as outlined in paragraph 13.8.
- b. A scanned completed candidature form signed and stamped by the Executive Board. A corrected version of this document may be submitted according to paragraph 9.5.

13.8. A program proposal shall minimally include the following fields:

- a. Theme Description
- b. Goals
- c. Target Group
- d. Strategy of the initial assessment
- e. Monitoring and evaluation

13.9. The Team of Officials shall ensure the review of the candidature submitted. A written review shall be made available to the National Member Organizations in accordance with Annex 1.

13.10. Acceptance of a program to be an IFMSA Program requires an absolute majority.

13.11. Only the General Assembly may terminate an IFMSA Program. Termination of an IFMSA Program requires a simple majority.

13.12. Changes to IFMSA Programs that do not alter significantly the Background and Problem Statement, End-Goal and Target Group can be approved by the IFMSA Executive Board. Any changes are announced to National Member Organizations after approval.

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Programs Coordination

13.13. An IFMSA Program is coordinated by a Program Coordinator. The term of office for a Program Coordinator spans 12 months and runs from 1st October to 30th September.

13.14. Program Coordinators are appointed by the Executive Board-elect after consultation with the Executive Board, the relevant Team of Officials members and the Program Coordinator in office.

13.15. The tasks and responsibilities of the Program Coordinators are defined in the Internal Operating Guidelines of IFMSA Programs.

13.16. On receiving a complaint of two of the Team of Officials members, or two National Member Organization, or one Team of Officials member and one National Member Organization, the Executive Board shall investigate the work of the Program Coordinator and publish a report including the decision made, a justification of the decision and a complete overview of the procedure undertaken.

13.17. The Team of Officials monitors the activity of IFMSA Programs Coordinators with reference to IFMSA Programs Internal Operating Guidelines.

13.18. In case of the vacancy of a Program Coordinator position during the term of office, the Executive Board shall appoint an interim coordinator to serve for the remainder of the term.

13.19. An applicant for the position of Program Coordinator shall fulfill the following criteria at the time of appointment:

- a. Be a medical student, or will not be graduated more than 6 months by the time their term of office commences.
- b. Be a member of one of the full or associate National Member Organizations of IFMSA.
- c. Not a member of a National Member Organization that is in violation with the IFMSA Constitution and Bylaws.

IFMSA Programs Composition

13.20. IFMSA Programs is the authorized body to affiliate activities of National Member Organizations to the relevant program through an application process.

13.21. Activities affiliated under IFMSA Programs include but are not limited to:

- a. Projects
- b. Campaigns
- c. Celebrations
- d. Workshops
- e. Events
- f. Exchanges

13.22. Full, associate and candidate members of IFMSA are eligible to apply for activities affiliation to IFMSA Programs.

Reporting and monitoring

13.23. IFMSA Programs are mandated to conduct and publish an assessment of the initial status of the respective theme within the National Member Organizations in the beginning of the first term of office.

13.24. The annual Program report is due according to paragraph 9.4.

13.25. The annual reports are tabled for adoption at the August Meeting and require simple majority to be adopted.

13.26. If the Program annual report is not adopted, the Executive Board will investigate the activity of the Program in question to decide on the future of the Program.

13.27. If the Program is terminated for any cause, the Executive Board is mandated to ensure the development of an overall program report.



Internal Operating Guidelines

1. Program Proposal and Description incl. changes thereof

- 1.1. Program Proposals adopted by the General Assembly according to Bylaws, paragraph 13.10 automatically become Program Descriptions.
- 1.2. Program Descriptions are developed based on the Theory of Change Methodology. Necessary changes to the methodology can be applied to Program Descriptions for them to be better tailored to the context IFMSA operates under.
- 1.3. The Program Description shall contain the following elements:
 - a) Theme Description
 - b) End goal of the Program
 - c) Target Group and Beneficiaries of Interventions
 - d) Logical Framework of Interventions including expected outcomes and assumptions
 - e) Tools for Monitoring and Evaluation
 - i. Expected outcomes
 - ii. Indicators of Success
 - iii. Threshold
- 1.4. Changes to the Program Description shall be approved by the Executive Board. The Program Coordinator must be consulted before making any change. The Program Description must be re-submitted to the General Assembly as a Program Proposal according to Bylaws, paragraph 13.5, if the proposed change significantly alters the name or scope of the Program its end-goal or target group.

2. Selection Process of Program Coordinators

- 2.1. The Call for Program Coordinators is sent out by the Executive Board elect. Ideally, the call is sent together with the Call for International Assistants. The Call must contain the tasks expected of a Program Coordinator, as well as the selection criteria.
- 2.2. Each Program shall be coordinated by one Program Coordinator. Co-Candidatures for Program Coordinator Positions are not possible.
- 2.3. The Vice-President for Activities elect coordinates the selection process after the deadline for applications. He or she shall call for evaluators among Officials and Officials elect, as well as outgoing Program Coordinators.
- 2.4. Evaluation of applications shall be done according to the selection criteria mentioned in the Call. Each criterion should be reviewed on a quantitative scale. As well, evaluators shall be able to provide qualitative evaluation.
- 2.5. Each application shall be reviewed by the Vice-President for Activities elect and at least one more member of the Executive Board elect.
- 2.6. The Vice-President for Activities elect shall strive to choose the evaluators according to their knowledge on the topic relevant for specific Program.
- 2.7. Appointment of Program Coordinators by the Executive Board elect shall be properly recorded. Appointment of Program Coordinators must be retroactively recorded in Executive Board meeting minutes once the term has started.
- 2.8. The Vice-President for Activities elect shall be responsible to inform appointed and non-appointed applicants for Program Coordinator positions, before this has been communicated to National Member Organizations. He or she shall offer feedback to non-appointed applicants if asked for.
- 2.9. In case of vacancy of a Program Coordinator position during the term of office, the Executive Board shall appoint an interim coordinator, following the selection process, to serve for the remainder of the term.



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3. Duties of Program Coordinators

- 3.1. Program Coordinators are not IFMSA Officials. Program Coordinators shall not hold International Assistant positions, unless granted permission by the IFMSA Executive Board.
- 3.2. IFMSA Program Coordinators shall have the following duties:
 - a) Actively participate in handover and resources sharing with the Program Coordinator of the previous and following term
 - b) Actively participate in capacity building sessions directed towards Program Coordinators
 - c) Review all documents pertaining to the respective Program at the start of the term, including but not limited to the Program Description, previous Annual Impact Reports, Activity Enrolment and Report online forms, promotional materials
 - d) Review all Activities submitted via Enrolment forms and subsequently approve their affiliation to the Program, within the deadline specified in Program IOGs, paragraph 6.8.
 - e) Approach Activity Coordinators of enrolled Activities with the Report form and actively follow-up on their submission
 - f) Encourage the enrolment of Activity through personal contact to National Member Organizations, International Team Members and Activity Coordinators
 - g) Be in active contact with Activity Coordinators, also from previous terms, and support them to strengthen their Activities with Impact Evaluation Strategies
 - h) Contact all Activity Coordinators of Activities that are affiliated as ongoing Activities to the Program at the start of the term, to discuss their plans for the upcoming year and the report form. Notify VPA of continuous activities that have failed to submit report forms for 2 terms.
 - i) Facilitate collaboration between National Member Organizations that have enrolled Activities in the Program
 - j) Participate in the promotion of the Program and the Program structure in general, at IFMSA Meetings and throughout the term
 - k) Ensure representation of the Program online and at IFMSA Meetings through personal attendance or instructions forwarded to a Program Representative
 - l) Contribute to sessions at IFMSA Meetings on topics pertaining to the Program and the Programs structure in general. In regards to Standing Committee Sessions, the Program Coordinator is to collaborate with the relevant Standing Committee International and Sessions Teams. If his or her knowledge and skills allow, the Program Coordinator may be asked to facilitate some sessions
 - m) Collaborate with other relevant IFMSA Officials regarding capacity building, funding, public relations and external representation
 - n) Analyse data by the use of statistical methods from Report forms submitted between the 16th of June of the previous and the 15th of June of their term to produce an IFMSA Program Impact Report for the August Meeting.
 - o) Provide Input on behalf of respective Program to Programs Team documents and publications such as Programs Newsletter as the need arises.
- 3.3. In case the Program is in its first term, the Program Coordinator is charged to produce a Baseline Assessment, assessing what Activities are conducted by National Member Organizations on the topic of the Program and their needs regarding support and how IFMSA contributes to the main goal of the Program.
- 3.4. Creation of an Annual Working Plan for the Program is not mandatory, but advisable. The Program Coordinator may choose to create a separate Annual Working Plan for the Program, or to approach relevant member of the Team of Officials, so the goals of the Program can be included in their Annual Working Plan.

4. Duties of the Vice-President for Activities and Program Support Assistant



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- 4.1. The Vice-President for Activities is charged with the overall development of the Programs structure, as well as the coordination of the Program Coordinators group.
- 4.2. The Vice-President for Activities may appoint a Program Support Assistant to support him or her in all tasks pertaining to Programs. The Program Support Assistant has the status of an International Assistant. The Call for this position shall be sent out together with the Call for Program Coordinators.
- 4.3. The Program Support Assistant is expected to have the same skills as a Program Coordinator in regards to activity management.
- 4.4. The Vice-President for Activities shall have the following duties:
 - a) Coordinate the Selection Process of Program Coordinators according to Program IOGs, article 2.
 - b) Monitor the handover process of Program Coordinators and provide assistance where necessary
 - c) Assess the need, create and follow-up on capacity building interventions for PCs together with the Vice-President for Capacity Building
 - d) Prepare a template for a Program Annual Working Plan
 - e) Organize joint meetings between Program Coordinators and follow-up on action points
 - f) Monitor Activities enrolled in all Programs and give input to affiliation of ongoing activities according to Program IOGs, paragraph 6.13.
 - g) Facilitate communication between Program Coordinators and other parties within IFMSA
 - h) Coordinate promotion of Programs in general
 - i) Coordinate actions of Program Coordinators at IFMSA Meetings
 - j) Update, after every General Assembly, the list of authorized National Member Organization representatives charged with the signing of the candidature forms of Activities wishing to enroll under a Program according to Program IOGs, paragraph 6.7.
 - k) Provide an interim update on Activity Enrolment in Programs to National Member Organizations during March Meeting
 - l) Create template for the Program Annual Impact Report, to be shared with Program Coordinators not later than 10th of June
 - m) Conduct Investigations on Program with non-adopted Program Reports according to Program IOGs, article 9.
 - n) Create template baseline assessment survey in case of newly adopted Programs and coordinate sending to NMOs among Programs
- 4.5. The Program Support Assistant shall support the Vice-President for Activities in the tasks outlined in paragraph 4.4 upon request of the Vice-President for Activities, along with required basic regular tasks of
 - A) AWP follow up (bimonthly)
 - B) Help schedule Online Meetings and take minutes.
 - C) Coordinate team building with the VPA

5. Program Baseline Assessment

- 5.1. The Program Baseline Assessment constitutes a standard toward which the impact achieved in future terms can be compared to. It is only created during the Programs first term.
- 5.2. The Baseline Assessment is included in the Programs first Annual Impact Report, to be submitted at the next August Meeting following the adoption of the Program.
- 5.3. For the Baseline Assessment, the Program Coordinator shall carry out the following actions:
 - a) Send out a baseline assessment survey to NMOs to assess what NMOs are working on a topic in coordination with other PCs.
 - b) Analyze NMO reports from at least the past three General Assemblies to screen for Activities pertaining to the Program
 - c) Analyze applications for Activities Fair and Rex Crossley Award for at at least the past three General Assemblies to screen for Activities pertaining to the Program



- d) Analyze the issues of the Medical Student International (MSI) for at least the past three General Assemblies to screen for articles about Activities pertaining to the Program
- e) Review currently active IFMSA Policy Documents on the topic of the Program

6. Activity Enrolment and Reporting

- 6.1. An Activity is a planned action taken by an individual or group of individuals working towards achieving specific and measurable objectives. This includes but is not limited to the Activities outlined in Bylaws, paragraph 13.21.
- 6.2. For the purpose of representation of an Activity within IFMSA, each Activity must name an Activity Coordinator, which must be a member of a National Member Organization of IFMSA.
- 6.3. An Activity may be conducted by one or multiple National Member Organizations of IFMSA.
- 6.4. Activities may be affiliated to an IFMSA Program with the goal of measuring the impact of the Activity.
- 6.5. All Activities wishing to enroll under an IFMSA Program must fill out the online Activity Enrolment Form.
- 6.6. Enrolment of Activities to all IFMSA Programs shall be done through a unified Google Form. The Vice-President for Activities is responsible for the maintenance of this form, while Program Coordinators are responsible to update the respective sections of their Programs. The enrolment form shall ask for:
 - 1. Name of the Activity and all involved National Member Organizations
 - 2. Level of Activity implementation (local, national, regional, international)
 - 3. Name, National Member Organization and Email contact of the Activity Coordinator
 - 4. Expected start and end date of the Activity
 - 5. Type of Activity
 - 6. General Temporal Layout of the Activity
 - i. First time Activity
 - ii. Replicating Activity
 - iii. Continuous Activity, either as a first time enrolment or enrolment renewal
 - g) Disclosure information
 - h) Focus area of the Activity within the Program
 - i) Elements defined in the Program Description, such as Problem Statement, Target Group and Beneficiaries, Objectives and Indicators of Success, Methodology and Plans for Evaluation
 - j) Relevance of Activity for the work of the Program
 - k) Benefits of enrolment for the Activity and the Program
 - l) Collaboration with external partners
- 6.7. In addition to filling out the online enrolment form, the Activity Coordinator must submit to the relevant Program Coordinator an Activity Candidature Form signed by an authorized representative of the National Member Organization of which the Activity Coordinator is a member.
- 6.8. The data from the online enrolment form is evaluated by the IFMSA Program Coordinator. No later than two weeks after the submission of the online Enrolment Form and the Activity Candidature Form, the Program Coordinator must announce whether the Activity will be affiliated to the IFMSA Program or not. The activities are evaluated based on the activity management criteria which can be found [here](#).
- 6.9. In case the Program Coordinator does not have sufficient knowledge to judge the quality of an Activity, he or she is to contact the relevant IFMSA Official, particularly the Standing Committee Directors, to ask for a second opinion
- 6.10. Activities can be enrolled at any time, be it before they start or after they are finished, as long as an Activity that has been concluded is reported before the next 15th of June deadline. However, Program Coordinators are to encourage Activity Coordinators to enroll at least four weeks before the start of the Activity, for the Program Coordinator to give adequate input for the impact assessment of the Activity.



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- 6.11. Activities can be enrolled under more than one Program if they have an impact in areas of different Programs. Activity Coordinators must indicate in the Enrolment Form under which other Programs they are enrolling their Activities. The relevant Program Coordinators must contact each other to discuss about the affiliation of the Activity. Reporting in such cases is made separately to all Programs the Activity is enrolled under.
- 6.12. Activities should be enrolled in a maximum of two Programs. Exceptions to this rule can be granted by the Vice-President for Activities.
- 6.13. Ongoing Activities do not need to enroll every year. For their Activity to be included in the Annual Impact Report, they must report in every term.
- 6.14. At the start of each term, the Program Coordinators must contact Activity Coordinators of continuous Activities to ensure the Programs remains in contact with the Activity throughout the term. The Program Coordinator must provide the report form to Coordinators of continuous Activities at the latest on 1st of June.
- 6.15. Enrolment of continuous Activities that fail to report two subsequent terms in a row is automatically removed.
- 6.16. Activity Report Forms serve the purpose to record the impact the Activity made throughout the year in question. It should be submitted no later than two weeks after the termination of the Activity or, if the Activity is enrolled after its termination date, no later than two weeks after the Activity has been affiliated to the IFMSA Program.
- 6.17. The report form shall include:
 - a) Review of evaluation: level of achievement of the indicators of success as submitted in the enrolment form
 - b) Recognitions received by the Activity
 - c) Statistical analysis of quantitative and qualitative data around the indicators of success

7. Support to enrolled Activities

- 7.1. All Activities shall receive a certificate as an official IFMSA Program no later than two weeks after they have been enrolled
- 7.2. The Program Coordinator shall provide the Activity Coordinator with a Corporate Identity package from IFMSA, containing all IFMSA logos, which they are allowed to use for their Activity.
- 7.3. The Program Coordinator shall actively support the Activity Coordinator, including but not limited to:
 - a) Connecting him/her to relevant IFMSA Officials and NMOs working on similar topics or international events
 - b) evaluation efforts
 - c) continuous development and strengthening of activities
 - d) addressing challenges faced
 - e) Connecting him/her to relevant grants or scholarships and help with application completion
 - f) Providing relevant resources

8. Program Annual Impact Reports

- 8.1. All Activities enrolled under a Program that have submitted the report form by 15th of June are to be included in the Annual Impact Report.
- 8.2. The Vice-President for Activities shares a template for the Annual Impact Report no later than 10th of June and is responsible for the overall review of the reports before submission.
- 8.3. The Program Coordinator is responsible for the production of the Annual Impact Report and its submission to the General Secretariat no later than 1st July 23:59 GMT.
- 8.4. The Vice-President for Activities is responsible for tabling the motions to adopt the Program Annual Impact Reports by the plenary at the August Meeting.
- 8.5. Program Impact Report shall include:



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- a) Review of the IFMSA Program Baseline Assessment
- b) Summary of 500 words of the impact of the IFMSA Program for the previous period
- c) Narrative about overall impact of the IFMSA Program
- d) Narrative about impact of the IFMSA Program's Activities
- e) Statistical analysis of all Report Forms of all IFMSA Program's Activities
- f) Assessment how IFMSA Program's Activities contributed to goal of the IFMSA Program
- g) Narrative about direction of future work of the IFMSA Program highlighting experience from previous term.
- h) Photo album and annexed list of relevant IFMSA Program Activities with NMOs organizing those Activities.
- i) The data of the Impact Report shall be compared with the outcomes of the Program
- j) Baseline Assessment and Program Impact Reports from previous terms in order to track the changes between the years

9. Investigations into Programs with non-adopted Program Reports

- 9.1. Investigating Programs whose Annual Impact Report is not adopted at August Meeting is the duty of the Vice-President for Activities.
- 9.2. Multiple individuals shall be contacted to investigate reasons that lead to the non- adoption of the Annual Impact Report. At least, these individuals should include the former Vice-President for Activities, the Program Support Assistant (if applicable), the outgoing and the incoming Program Coordinator, and a sample of Activity Coordinators whose Activities were enrolled in the Program.
- 9.3. Different quantitative as well as qualitative questions should be used to conduct the investigation. At the very least, the Vice-President for Activities should ask for reasons for the insufficient quality or the non-submission of the report and the overall performance of the Program Coordinator. The Activities enrolled under the Program should be taken into consideration.
- 9.4. It should be especially noted in the investigation report which Annual Impact Reports were valid.
- 9.5. The draft report should be shared with the Executive Board before being shared with any other party.
- 9.6. The report should be sent to National Member Organizations no later than 31st of December.