

# TERMS OF REFERENCE

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## Title of Committee

Progression Review Committee (PRC)

### 1. Reporting

The Progression Review Committee (PRC) will report directly to the RANZCOG Board.

### 2. Date of Establishment

The Progression Review Committee (PRC) was established on 27 May 2011.

### 3. Functions and Responsibilities

To consider trainees<sup>1</sup> and other individuals<sup>2</sup> who have been referred by the appropriate responsible body for possible removal from their pathway to Fellowship or subspecialty certification subject to relevant RANZCOG regulations.

The Committee shall have the power to appoint ad hoc working parties to undertake particular tasks relating to the development/research of policy and related issues being considered by the Committee. Terms of reference for any working party(s) established are to be developed and approved by the RANZCOG Board.

The Committee shall report and make recommendations to the RANZCOG Board following the processes described herein and in relevant RANZCOG regulations.

Any recommendations to the RANZCOG Board regarding initiatives or modifications to PRC policies, procedures, and/or activities that require resources not already funded must be accompanied by:

- the source of funding and how the funding will be raised; and
- a budget detailing all expenses involved.

### 4. Membership

All appointments to the Progression Review Committee will be made by the RANZCOG Board on the recommendation of the President for the relevant term of office.

Appointments will be for a period of two (2) years from the commencement of the Twelfth RANZCOG Council and in accordance with RANZCOG Policy *Tenure of Appointment to RANZCOG Committees and External Bodies*. Members who serve the maximum number of consecutive terms may be eligible for membership following an absence of one (1) term.

The membership of the Progression Review Committee may include but not be restricted to:

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<sup>1</sup> For this purpose 'trainees' include those working toward Fellowship of RANZCOG through the RANZCOG Training Program or a Specialist International Medical Graduate (IMG) assessed as being Partially Comparable to an Australian or New Zealand trained specialist in Obstetrics and Gynaecology, or those post-Fellowship working toward certification in a subspecialty.

<sup>2</sup> Includes, but may not be limited to Specialist IMGs assessed as being Substantially Comparable to an Australian or New Zealand trained specialist in Obstetrics and Gynaecology and undertaking a recommended period of oversight before being eligible to apply for Fellowship of the College.

- Immediate Past-President or a current RANZCOG Councillor or a New Zealand-based RANZCOG Fellow nominated by the President who shall be Chair of the Committee;
- two (2) Fellows;
- the Trainee Representative appointed to Council (Chair of the Trainees' Committee); and
- a Community Representative.

Where one of the members of the above core group is unavailable or ineligible to attend a meeting of the Committee to deal with a particular matter(s) (e.g., through a real or perceived conflict of interest), the RANZCOG CEO will nominate a replacement.

Additionally, two (2) RANZCOG Fellows who do not have a conflict of interest, will be appointed to each PRC meeting by the CEO.

The Committee shall also have the ability to co-opt up to two (2) extra individuals with specific expertise, knowledge or background as considered necessary in order to expedite specific matters. Such individuals may or may not be RANZCOG Fellows and will be nominated following discussion between the Chair of the PRC, and the CEO.

All Committee members appointed to consider specific matters have voting rights in regard to that matter.

Ex-officio members are:

- RANZCOG CEO

Ex-officio members do not have voting rights.

By accepting the invitation to be a member of the Progression Review Committee, individual members must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standards of professional and ethical behaviour expected by the College, and agree to abide by the following College policies, procedures, and guidelines:

- *Attendance Policy and Procedure for Members of RANZCOG Bodies;*
- *College Organisational Values;*
- *Confidentiality Policy: Board, Council and Committees;*
- *Conflict of Interest Policy;* and
- *Conduct of Meeting Policy.*

## 5. Management and Coordination

Management of the day-to-day operations of the Committee will be undertaken by RANZCOG, with the activities of the Committee coordinated by the RANZCOG Governance and Legal unit and the CEO.

## 6. Chair

The Chair and Deputy Chair shall be appointed for a period of two years by the RANZCOG Board on the recommendation of the President. The Chair shall be the Immediate Past-President, or current RANZCOG Councillor or a New Zealand-based RANZCOG Fellow nominated by the President. The Chair can serve the maximum of two (2) two-year terms subject to any additional provisions specified in the *Tenure of Appointment to RANZCOG Committees and External Bodies Policy*, as well as clause 9.4 of the *RANZCOG Constitution*, which governs the term of office of RANZCOG Councillors.

The Chair shall have delegated authority to deal with Progression Review Committee matters of a routine and administrative nature. Matters dealt with by the Chair will be tabled at each meeting of the Progression Review Committee.

The following matters will be considered by the full Progression Review Committee and forwarded to the RANZCOG Board for consideration as necessary: matters on which no precedent has been established; matters of policy; new issues; specific referral matters; and matters that require the benefit of the full Progression Review Committee discussion.

Where the Chair is unable to act due to conflict of interest or otherwise, the Deputy Chair shall assume the role of Acting Chair, with the full powers of the Chair, until the Chair is able to return to the position or the RANZCOG Board appoints a new Chair.

## 7. Quorum

The quorum for Progression Review Committee meetings shall be two Fellows and the Community Representative.

Any questions and/or motions arising from meetings shall be decided by a majority of votes of the members present and voting on that matter. In the event of a motion with equal votes 'for' and 'against', the Chair shall have a deliberative vote in addition to a vote as a member of the Progression Review Committee. The Committee may adjourn the meeting if it considers further information needs to be gathered or considered to enable a recommendation to be made to the RANZCOG Board. Any adjourned meeting will be reconvened as soon as reasonably practicable.

If a quorum is not present, a meeting may still go ahead, with written notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to all PRC members (including those that were present at the meeting in question) requesting them to indicate their support or objection to the recommendation.

## 8. Flying Recommendations

A recommendation can be disseminated out-of-session (i.e., by email) to the Progression Review Committee for approval by flying recommendation. For a flying recommendation to be passed, a quorum must have voted and approved the recommendation. At the subsequent meeting, all flying recommendations and their outcome must be formally minuted.

## 9. Observers and Visitors

Observers and visitors will not be permitted to attend any meetings of the Progression Review Committee.

## 10. Confidentiality

Matters considered by the Committee shall be dealt with, as far as possible, on a confidential basis and consistent with the protection afforded by the legal principle of qualified privilege.

## 11. Meeting Papers – Agenda and Minutes

Request for agenda items/reports for any scheduled meeting may be sent to members 21 working days prior to the scheduled meeting date.

All agenda items may be forwarded to the Progression Review Committee coordinator by close of business 14 working days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Agenda items shall ordinarily be limited to consideration of matters specific to individuals referred by relevant committee(s). The agenda and meeting papers will be distributed to all members at least seven (7) working days prior to the next scheduled meeting.

Accurate minutes will be kept of each meeting. The minutes may be confined to a report of the resolutions and any recommendations.

Draft minutes are to be completed no later than seven (7) working days following each meeting and forwarded to the Chair for approval. It is expected that the Chair of the meeting shall approve meeting minutes within five (5) working days upon receipt.

The draft minutes and action list shall be provided to all members no later than 15 working days following the meeting.

Reports and recommendations to the RANZCOG Board are to be prepared by the Progression Review Committee coordinator, in conjunction with the Chair, and provided to the RANZCOG Board Coordinator for inclusion on the next meeting agenda of the RANZCOG Board.

The minutes shall be submitted to members for ratification at the next meeting of the Progression Review Committee.

## 12. Frequency of Meetings

The Committee meets as required in order to consider matters referred to it.

Members of the Progression Review Committee may meet in person, by telephone or other telecommunications or electronic means, or by correspondence for the purpose of carrying out their functions. It is, however, anticipated that meetings of the Committee called to consider matters relating to individuals shall normally be in person, with individual(s) attending by other means as necessary and subject to approval by the Chair.

## 13. Review of Terms of Reference

Terms of Reference should be reviewed as considered necessary, but at least every two (2) years.

## 14. Approval Process and Date for Next Review

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	July 2011	Approved by RANZCOG Board
v2	September 2011	Approved by RANZCOG Board
v3	February 2012	Approved by RANZCOG Board
v4	May 2012	Approved by RANZCOG Board
v5	November 2012	Approved by RANZCOG Board
v6	September 2017	Approved by RANZCOG Board
v7	September 2021	Approved by RANZCOG Board with changes post-implementation of Code of Conduct on 13 October 2020
v8	February 2023	Revised to include Flying Recommendations clause and updated to current template
v9	May 2023	Updated in accordance with ELT approved global change re Chair maximum tenure

Policy Version:	Version 9
Policy Owner:	RANZCOG Office of the President & CEO - Governance and Legal
Policy Approved by:	RANZCOG ELT (reviewed by Governance & Legal)
Review of Policy:	May 2025