MANUAL OF PROCEDURES

SIXTH EDITION
(approved by the Executive Committee November 2020)

GENEVA
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.

The Sixth Edition of the Manual of Procedures of the World Psychiatric Association (WPA), incorporates the amendments to the Statutes and By-Laws as agreed by the General Assembly held virtually on October 16th, 2020. It has been updated so that it is relevant to the current activities of the WPA.

The structure of the Manual of Procedures follows that of the Statutes and By-Laws, as displayed on the adjacent chart. 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 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 Afzal Javed (President) and Professor Danuta Wasserman (President-Elect)

on behalf of the

the WPA Executive Committee and the WPA Board
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CHAPTER ONE

THE WPA SECRETARIAT

Relevant Statutes and By-Laws
Section I – Definition of the Association and of its Members

Item 1 – Name, Registered Office, Legal Status

The World Psychiatric Association (“hereafter WPA”) is a not-for-profit association established under the laws of Switzerland (Swiss civil code). Its registered office is in the territory of Canton of Geneva, Switzerland, at the address decided by its Executive Committee.

The implementation of the WPA Statutes may be précised and detailed by the By-Laws adopted by its General Assembly.

Item 3 – Languages:

The English text of these Statutes is binding.

English will be the language of the WPA. The use of other language may be requested provided the request is made in adequate time and related costs will be paid by the entity that has made the request.

Item 4 – WPA Logo:

The logo of the WPA consists of a representation of the Greek letter psi in red and the earth globe. The logo may be supplemented by the name of the Association in English or any other relevant languages in the way specified in item 6 and by the website address of the Association.

Item 24 – The WPA Secretary General:

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

The WPA Secretary General has the governance responsibility to ensure that the Secretariat provides appropriate support for the work of the WPA.

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

The WPA Secretary General ensures that the Secretariat supports the Executive Committee 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 chairs the WPA Accreditation Committee.
The WPA Secretary General reports to the WPA Executive Committee.

1.1 Location of WPA Headquarters and Governance
The WPA Secretariat will facilitate the functioning of the WPA and will be located at the address decided by its Executive Committee. Its 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 24). This includes the dissemination of reports, minutes and other materials to all WPA components.

1.2 Staff Organization
The WPA employs a Chief Executive who manages the WPA Secretariat on a day-to-day basis and allocates the duties to the staff. The Chief Executive reports to the President and the Secretary-General and receives guidance from the EC.

The Chief Executive 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. The Chief Executive selects the staff in consultation with the President and Secretary-General ensuring that they have integrity, and the relevant skills according to their specific job descriptions. The number of staff employed may fluctuate according to the needs and financial situation of the WPA and will be determined by the EC.

The Chief Executive in consultation with the Secretary-General will ensure that the WPA employees are managed according to local good practice employment procedures and employment legislation. This will include clarity about line management, annual appraisals, time keeping records, as well as vacation, holiday and sick leave entitlements. The Chief Executive’s annual appraisal will be carried out by the President and Secretary-General. The Secretary-General will be responsible for staff complaints and will ensure that there is a grievance and appeal procedure, approved by the Executive Committee. In
case of personnel grievances, the Secretary-General may ask for legal assistance in consultation with the President and the Executive Committee.

The selection of the accountant is carried out by the Chief Executive 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 Chief Executive for approval by the EC, including the Secretary-General and the Secretary of Finance, a way that is consistent with the approved delegation rules.

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 Chief Executive 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 Chief Executive 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. Subject to the restrictions of the GDPR, the Secretariat may provide an electronic *Directory of Components of the WPA* upon request to all individuals listed in the Directory and to any other institutions or persons. The Chief Executive will consult the Secretary-General as necessary and, in problematic cases, will consult the Executive Committee.

c) **WPA Cloud**  
Internal documents are available from the WPA cloud at https://share.wpanet.org for the WPA components (EC/Board/Council/Members/Sections/Affiliated Associations) and WPA working partners (Core PCO/Accountant). WPA Cloud access is password protected.

d) **WPA Website: WPA Online**  
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.

Public documents appear on the WPA website. These include, but are not limited to, application procedures and forms for Member Societies, Affiliated Associations, and Individual Members, *WPA News* (including back issues), Guidelines Concerning Support from External Sources for WPA Activities, WPA Meetings Policy, Consensus Statements, Ethical Statements including the WPA Code of Ethics, Madrid Declaration, Statement on Goals and Officers of WPA Scientific Sections, and Terms of Reference for WPA Committees and Task Forces. These are available for distribution in paper or electronic forms as appropriate.
Procedures for the inclusion of materials on the website can be found here. Otherwise, requests may 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 communications counsel for upload.

All WPA components may submit materials or suggestions to the Secretariat for the inclusion of new materials onto the Website. 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 Chief Executive (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 and Affiliated 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 Chief Executive 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 \( psi \) and the earth globe in red and grey, 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. Guidelines for its use are available [here](#). Its use by external organizations requires the written permission of the Chief Executive, 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. 11.8 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 and official email communications, 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.
1.7 **Languages used by WPA**

English is the working language of the Association. 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.

The English text of the Association’s Statutes By-Laws, and Manual of Procedures will be definitive 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 our 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.

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 Executive Committee decided on January 22, 2007 that the WPA President is the only individual with the power to sign to commit WPA contractually.
CHAPTER TWO
MEMBERSHIP

Relevant Statutes and By-Laws Articles
Item 5 – WPA Member Societies:

Psychiatric Societies whose goals and ethical standards are consonant with the current WPA ethical standards as specified in the Manual of Procedures are eligible for full membership in the WPA if they submit an official application in accordance with the WPA By-laws.

A Psychiatric Society is a medical society 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. If there are reasons why it is not legally recognized then the application may still be considered. Another 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 membership of the two societies.

The WPA reserves the right not to admit a Psychiatric Society as a WPA Member Society.

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 by the number of psychiatrists.

Regional associations with a majority of members 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.

The decision to admit a Psychiatric Society in the WPA is made by the WPA General Assembly by a simple majority of votes of those present and voting on the recommendation of the WPA Executive Committee.

Termination of membership in the WPA can be affected by resignation. Apart from that, termination or suspension can be affected by a decision of the WPA General Assembly, with a two-thirds majority of those 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.

Failure to cooperate or respond to a request from the Ethics and Review Committee in investigating ethical complaints may lead to expulsion from the WPA.

In exceptional circumstances the WPA Executive Committee may suspend a WPA Member Society in accordance with the provisions of the WPA By-laws.
Item 6 – 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 WPA Member Societies may be accepted as WPA Affiliated Associations by the WPA General Assembly and in accordance with the By-laws. The decision to accept an Affiliated Association is made by the WPA General Assembly by a simple majority of those present and voting. Representatives of Affiliated Associations can attend WPA formal meetings, but do not have the right to vote.

Decisions about the suspension or termination of their status as WPA Affiliated Association can be made by the WPA General Assembly with a simple majority of those present and voting. The WPA Executive Committee may suspend the WPA affiliated membership of an Association if it considers that its continuing membership could impede the achievement of WPA’s purposes.

Item 7 – WPA Special Individual Members, WPA Affiliated Individual Members and WPA Fellows

Admission of WPA Special and WPA Affiliated Membership or WPA Fellowship are affected by decision of the WPA Executive Committee. Individual psychiatrists who are members of a WPA Member Society do not need to apply to become a Special Individual Member because they are part of a WPA Member Society.

A. WPA Special Individual Members: A qualified psychiatrist may apply for Special Individual Membership of the WPA if he/she resides in a country without a WPA Member Society. This provision shall not affect the status of already admitted WPA Special Individual Members.
B. WPA Affiliated Individual Members: Other health professionals and scientists may apply to become WPA Affiliated Individual Members.
C. WPA Fellows: Special 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.

WPA Special and WPA Affiliated Individual Members as well as WPA 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 the current WPA ethical standards as specified in the Manual of Procedures.

WPA Special and WPA Affiliated 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 WPA Executive Committee.

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

Termination of WPA Special and WPA Affiliated Membership or WPA Fellowship can be affected by resignation or decision of the WPA Executive Committee.

Item 8 – WPA Honorary Members, WPA Honorary Fellows and WPA Presidential Commendations:

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

A. WPA Honorary Membership may be conferred upon individuals who have excelled in their service to the World Psychiatric Association.
B. WPA Honorary Fellowship can be conferred upon individuals who have made a very important contribution to the achievements of the WPA goals. WPA Honorary Members and WPA Honorary Fellows can attend the WPA General Assembly as observers, but do not have the right to vote.

Termination of WPA Honorary Membership or Honorary Fellowship can be affected by resignation or by decision of the WPA General Assembly by a simple majority of votes.

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

By-Laws: Section I

(4) WPA Member Societies:

Any Psychiatric Society whose goals are consonant with those of the WPA, may request admission to the WPA provided the requirements in the WPA Statutes are met.

Requests for membership must be sent to the WPA Secretary General. The application for admission must be accompanied by a copy of the resolution passed by the Psychiatric Society requesting WPA Membership and a copy of its Statutes translated into English. The request should be accompanied by an indication of formal adherence of the society to the ethical principles as laid down in the current WPA ethical standards as specified in the Manual of Procedures and by an account of the scientific and professional activities the society is undertaking. On the basis of this information, the WPA Executive Committee will seek the written opinion of all WPA Member Societies, of the WPA Council and of the WPA Representative of the Zone in which the applicant society is located. If there are no objections, the WPA Executive Committee may proceed to accord the applicant society ad-hoc membership within the WPA. If there are objections, the WPA Executive Committee will seek further information and clarification before submitting the proposal to the WPA General Assembly. Membership applications must reach the WPA Secretary General at least six months prior to the next WPA General Assembly in order to be considered for admission at that Assembly.

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

Cessation of membership: WPA Member Societies which have not paid their dues before the WPA 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 WPA General Assembly for their exclusion.

In extreme cases, especially involving ethical issues and under consideration of the current WPA ethical standards as specified in the Manual of Procedures, when the continuing membership of a WPA Member Society is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics and Review Committee may suspend the membership of a Society until the following WPA General Assembly decides on its status.

(5) WPA Affiliated Associations:
In order to be considered for admission, such associations will submit an official request indicating their wish and accompany their request with the Statues and By-laws (translated into English) under which they function. On basis of that information, the WPA Executive Committee will seek advice of the WPA Board and the WPA Member Societies, to decide whether to accord the applicant society ad-hoc Affiliated Association status within the WPA.

When the continuing membership of a WPA Affiliated Association is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics and Review Committee may suspend the membership of a WPA Affiliated Association until the following WPA General Assembly decides on its status.

(6) WPA Special Individual Members, WPA Affiliated Individual Members and WPA Fellows:

(i) Applications for WPA Special Individual Membership will be submitted to the WPA Secretary General. WPA Special Individual Members shall be physicians who have completed training in psychiatry in a manner acceptable in their country, where there is no WPA Member Society. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board, submit the application to the WPA Executive Committee for decision about admission. WPA Special Individual Members shall receive a certificate of Membership, WPA newsletters and bulletins; they will be able to attend meetings of the WPA. Special Individual Members and WPA Fellows with members of the WPA Executive Committee at World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses and symposia; and can apply to become members of WPA Scientific Sections.

(ii) Applications for WPA Affiliated Individual Membership will be submitted to the WPA Secretary General. WPA Affiliated 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. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board, submit the application to the WPA Executive Committee for decision about admission. WPA Affiliated Individual Members shall receive a certificate of WPA Affiliated Individual Membership, WPA newsletters and bulletins, and can apply to become members of WPA Scientific Sections.

(iii) Applications for WPA Fellowship will be submitted to the WPA Secretary General. WPA Affiliated 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. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board submit the application to the WPA Executive Committee for decision about conferral of Fellowship. WPA Fellows shall receive a certificate of Fellowship, WPA newsletters and bulletins; they will be able to attend meetings of the WPA Applied Individual Members and WPA Fellows with members of the WPA Executive Committee at WPA World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses; they also can apply to become members of WPA Scientific Sections.
WPA Honorary Members and WPA Honorary Fellows:

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

a) Who have made outstanding contributions about the causes, treatment, or prevention of mental illness;
b) Have substantially increased the understanding and improvement of health services for psychiatric patients;
c) Have successfully made extraordinary efforts to promote the recognition of the WPA, as well as support the fulfilment of its objectives.

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

WPA Honorary Members and WPA Honorary Fellows will receive a diploma and WPA newsletters and bulletins. They will be exempted from paying membership fees.

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

By-Laws Section VIII, Finances

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

2.1 General Considerations

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

- Member Society
- Affiliated Association
- Special Individual Member
- Affiliated Individual Member
- 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 confluent with those of WPA provided the requirements in the WPA Statutes are met.

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 C-1). 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, item 5; By-Laws, item 4). 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 members between 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 by the number of psychiatrists in their Society.

Regional associations with a majority of members residing in countries that do not have a psychiatric society may be eligible for admission as Member Societies. (Statutes, item 5). 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 C-1)
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 C-8), the WPA Statutes and By-Laws (Appendix A and B) and the current WPA Ethical standards as specified in this Manual (see Appendix C-1).

- 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, item 5)

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, item 6)

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 are expected to pay nominal dues accorded by the WPA governing bodies.

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 C-9), the WPA Statutes and By-Laws (Appendix A and B) and the current WPA ethical standards as specified in this Manual (see Appendix C-1)

- The application for admission must include the following information: i) A letter from the candidate Association requesting affiliation to WPA, ii) A copy of the Statutes (in 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

- 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 and the Zonal Representatives of the Zone

- 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 WPA.

- 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 item 6)

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 Special Individual Members and Affiliated 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 of a WPA Member Society.

b) **Affiliated Individual Member Definition**

Affiliated Individual Members are physicians or other health professionals and scientists who have had training and/or work in the fields of psychiatry and mental health but are not formally qualified as psychiatrists (Statutes, Item 7B; By-Laws, 6 ii).

Special and Affiliated 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 this Manual of Procedures (Appendix C-1)

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 Affiliated Individual Member must be submitted to the Secretary General, who will give the applicant the official list of requirements (see Appendices C10 and C11), the WPA Statutes and
By-Laws (Appendices A and B) and the current WPA ethical standards as specified in this Manual (see Appendix C-1)

The application for admission must include the following points:

- A condensed 1–2 page CV
- Completed Information Sheet for Special Individual Member or for Affiliated 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 Affiliated 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, membership card entrance in
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. (Statutes, Item 7C; By-Laws, item 6, (iii))

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, c) If the appraisal of five years in good standing is positive, the Secretary General will request comments on the application from 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 have excelled in their service to the WPA (Statutes, item 8A, By-Laws, item 7). 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 have made a very important contribution to the achievement of the WPA goals and who may have made an outstanding contribution 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, item 8 B, By-Laws, item 7).

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 (Statutes item 8; By-Laws, item 7).

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, item 7).

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, item 8).

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 C-2.

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 (By-Laws, items 4 and 5).

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 Affiliated Individual Member, Fellow, Honorary Member or Honorary Fellow. Non-payment of dues for 3 consecutive years by Special Individual Members, Affiliated 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
Statutes Section II- The WPA General Assembly

Item 9 – Definition and Composition:

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

The WPA General Assembly is composed of the delegates of the WPA Member Societies. Only the Member Societies who are up-to-date with their membership dues have the right to vote.

The WPA President chairs the WPA General Assembly. In his or her absence it will be chaired by the WPA President-Elect and in the absence of both, by a member of the WPA Executive Committee. The members of the WPA Executive Committee and WPA Board shall attend the WPA Assembly on an ex-officio basis, without the right to vote but have the right to speak upon invitation by the Chairperson.

Delegates of the WPA Member Societies who are up to date with their membership, Members of the WPA Council, WPA Honorary Members, WPA Honorary Fellows, WPA Scientific Section Chairpersons or their representatives, members of the WPA Standing Committees, representatives of full and ad-hoc WPA Affiliated Associations and ad-hoc WPA Member Societies, may attend the WPA General Assembly as observers. They have no right to vote but may speak at the invitation by the Chairperson.

If the President needs to discuss reports or actions that are likely to involve confidential and highly sensitive information, the President may call the WPA General Assembly into an Executive Session. The Delegates and Members of the WPA Executive Committee may attend the Executive Session. Executive Sessions may include Board and Council Members at the discretion of the President.

Item 10 – Meetings of the WPA General Assembly:

General Assemblies may be Ordinary or Extraordinary.

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

A WPA Ordinary General Assembly will be considered valid when at least one third of the WPA Member Societies are represented when first convened. If there is no initial quorum, the WPA General Assembly be convened again within 24 hours and will then be considered valid whatever be the number of WPA Member Societies represented.

A WPA Extraordinary General Assembly may 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 more than half of the Board Members. The Assembly will be considered valid when at least one third of the WPA Member Societies are represented.
Item 11 – WPA Accreditation Committee:

The WPA Accreditation Committee meets the day previous to the WPA General Assembly and validates the delegates of the WPA Member Societies and other participants in the Assembly. It recommends to the General Assemblies the voting strength allocated to them, in accordance with the Statutes and By-laws.

The WPA Accreditation Committee consists of four members, including the WPA Secretary General who will chair it, the WPA Secretary for Finances and two more members appointed by the WPA President in consultation with the WPA Executive Committee.

Item 12 – Agenda

The WPA Executive Committee draws the agenda to be placed before the WPA General Assembly.

Item 13 – Voting process:

(a) Each WPA Member Society up to date with its membership dues is entitled at least to one vote. In countries where there is more than one Member Society there should be no more than a 5% overlap of membership between the Societies.

(b) For certain matters (specified in item 9 (c)) the WPA Member Society with (paid) membership over 25 is entitled (i) to one additional vote when the total membership is between 26 and 50; (ii) to one additional vote for each group of 50 dues paying members between 51-500; (iii) to one additional vote for each group of 100 dues paying members between 501 and 1500; (iv) to one additional vote for each 200 dues paying members above 1501 up to a maximum of 5000 members and 40 votes. In addition, those Member Societies with (paid) membership between 10,001 and 25,000 votes will be allocated 50 votes, and those with (paid) membership above 25,000 will be allocated 60 votes. The distribution of voting strength is listed in the following table.

Unless stated differently, all decisions of the WPA General Assembly will be made by a simple majority vote of the WPA Member Societies present and with voting rights. There will be no voting by proxy.

The WPA General Assembly may decide by a show of hands or by secret ballot on all questions on the Agenda (other than elections). The elections will be done by secret ballot. If a request for a secret ballot or for a roll call is made for any other item, the WPA General Assembly will decide on the issue by a simple majority.

(c) The assignment of voting strength described in (b) shall apply to actions of the WPA General Assembly pertaining to elections, approval of Strategic, Financial and Action Plans, setting of dues, amendments to the WPA Statutes and WPA By-laws, and dissolution of the WPA as an association.

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

(e) The WPA Executive Committee draws up the Agenda of the WPA General Assembly, which is sent to the WPA Member Societies four months prior to that event. Requests for inclusion of additional items
must be submitted to the WPA Secretary General three months before the WPA General Assembly is due to convene, so that the WPA Secretary General can timely inform the Member Societies about them.

(f) Where, as a consequence of events external to the WPA 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. Any such use of electronic mail will be reported to the General Assembly.

(g) Where, as a consequence of events external to the WPA it is not possible to hold the General Assembly the President with the approval of the Executive Committee, may decide that the elections which would have taken place at the General Assembly should be carried out using electronic voting. Other agenda items for the General Assembly which require urgent decisions may be carried out by electronic mail using electronic voting if necessary. A Member Society which does not vote electronically shall be held to have abstained.

The results of a General Assembly vote shall be sent by email or other means of communication as determined by the Executive Committee within 48 hours to the President and General Secretary of each Member Society. Any such use of electronic voting or electronic mail will be reported to the next General Assembly.

The WPA General Assembly following the recommendations of the Accreditation Committee will confirm the number of votes granted to each Member Society

Item 14 – Functions of the WPA General Assembly:

The WPA General Assembly:

(a) Determines the policies of the WPA.

(b) Decides on the admission of WPA Member Societies and WPA Affiliated Associations and on the termination of their membership or affiliation.

(c) Sets the membership dues which they review every three years and approves the accounts of the Association closed at the 31st of December of the previous year, upon recommendation of the WPA Executive Committee.

(d) Receives the reports of the WPA Executive Committee concerning the work of the WPA.

(e) Elects on the occasion of each WPA Ordinary General Assembly: the required number of the Secretaries of the WPA Executive Committee for a term of office of six years (according to Item 20); the WPA President Elect (Vice President), who will serve the second three years of his or her term as President.

(f) Elects on the occasion of each WPA Ordinary General Assembly WPA Zonal Representatives in accordance with Item 18 so that their continuity and change are guaranteed.

(g) Confers WPA Honorary Memberships and WPA Honorary Fellowships, upon recommendation of the WPA Executive Committee.
(h) Decides on the creation or dissolution of WPA Scientific Sections.

(i) Decides on changes of WPA Statutes and WPA By-laws.

(j) Decides on the dissolution of the WPA as an Association.

Section XIII

Item 41 - Amendments of the WPA Statutes, WPA By-laws and WPA Manual of Procedures:

Recommendations for the change of the WPA Statutes and WPA By-laws can be made by the WPA Executive Committee, the WPA Board, the WPA Council and by WPA Member Societies. Unless there is an urgent need for change, any recommendations for changes in the WPA Statutes and WPA By-laws must be submitted to the WPA Executive Committee at least six months before the meeting of the WPA General Assembly and will be circulated to all WPA Member Societies at least three months before the WPA General Assembly. The Statutes of the WPA may be amended by a two-thirds majority vote taken in the WPA General Assembly, and the WPA By-laws by a simple majority of those present and voting.

If there is an urgent need to change the WPA Statutes and By-Laws between General Assemblies then recommendations must be submitted to the Executive Committee for discussion before they are circulated to all WPA Member Societies. The Statutes of the WPA may be amended by a two-third majority of those who have voted and the WPA By-Laws by a simple majority of those voting.

Amendments must be reported to the next General Assembly.

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

Revisions of the WPA Manual of Procedures are approved by the WPA Executive Committee.

Section XIV - Dissolution of the WPA as an Association

Item 42 – Dissolution and net assets

The dissolution of the WPA will be decided by the WPA General Assembly at the request of the WPA Executive Committee, or at the request of more than one half of the WPA Member Societies. The WPA General Assembly will, with a two-thirds majority, decide on the dissolution of the WPA as an Association.

All 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 juridical body whose purposes are of public interest and similar to those of the WPA not for profit and tax exempt. In no case shall the assets of the WPA be paid to its Member Societies or organs, nor shall be used to their profit in any manner.

A note for the Amendments to the By-Laws: after the discussion/revision and approval of the above amendments to the Statutes by the General Assembly, the necessary amendments to the By-Laws and Manuel of Procedures will be made.

By-Laws Section II WPA General Assembly:
II. WPA General Assembly

a) A WPA Member Society is represented by one delegate (who cannot represent any other WPA Member Society). Each WPA Member Society may also authorize an Alternate Delegate who, in the absence of the Delegate, will serve as the Delegate.

Every Delegate and Alternate Delegate must present a letter of authorization signed by the President and the Secretary General or the equivalent of his or her Society.

Delegates of Applicant Societies may attend the WPA 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.

b) The WPA President may at any time call the WPA General Assembly into an executive session. The Delegates, members of the WPA Executive Committee may attend the executive session. Executive session may include Board and Council Members at the discretion of the President.

c) WPA Extraordinary General Assemblies will deal with amendments of the WPA Statutes and WPA By-laws or any other topic that motivated their convocation (ad hoc members).

d) WPA Ordinary General Assemblies will deal with issues other than the amendments of the WPA Statutes and WPA By-laws.

(8) The votes of the WPA General Assembly will be in accordance with the following rules:

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

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

b) The WPA Accreditation Committee shall make the list of allowable votes.

c) The assignment of voting strength described in 9 (b) shall apply to actions of the WPA General Assembly pertaining to elections, approval of Strategic, Financial and Action Plans, setting of dues, and amendments to the WPA Statutes and WPA By-laws.

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

d) The WPA Executive Committee will indicate on the proposed agenda of the WPA Assembly which voting method will be applied.

(9) The WPA Executive Committee draws up the Agenda of the WPA General Assembly, which is sent to the WPA Member Societies four months prior to that event. Requests for inclusion of additional items must be submitted to the WPA Secretary General three months before the WPA General Assembly is due to convene, so that the WPA Secretary General can timely inform the Member Societies about them.

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

3.1 General Considerations

The General Assembly is the governing body of the WPA (Statutes, item 9). The President of WPA is the chairperson of all sessions of the General Assembly. The Chief Executive, 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 Delegates of Member Societies (By-Laws II (a)), who are the only individuals with a right to vote. Each Member Society is represented by one delegate. A Delegate may represent only one Member Society at the General Assembly (By-Laws Section II). There is no voting by proxy.

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

Every Delegate and Alternate Delegate 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. Delegates 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.

Delegates 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.

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 item 9).

c) **Other WPA Component Members**

- One duly accredited delegate 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, in conjunction with a WPA World Congress or a Regional Meeting 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 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 more than half of the Board Members. The Extraordinary General Assembly will be quorate when at least one third of Member Societies are represented.

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 **Functions of the General Assembly**

- **a)** Decides on changes of the Statutes and By-Laws.
- **b)** Determines the policies of the WPA.
- **c)** Decides on the admission of Members Societies and Affiliated Associations, on the granting of Honorary Membership and Honorary Fellowship and on suspension or termination of membership or affiliation.
- **d)** Receives the reports of Executive Committee members concerning the work of the WPA.
- **e)** 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.
- **f)** Elects, on the occasion of each Ordinary General Assembly, Zonal Representatives in accordance with Statutes item 18 so that continuity and change are guaranteed. It also elects Zonal Representatives for Zone positions filled ad-hoc by the Executive Committee.
- **g)** Decides on the creation or dissolution of Scientific Sections (By-Laws Paragraph 30).
- **h)** Decides on the annual membership dues, which they review every three years, of the Member Societies, Special Individual Members, Affiliated Individual Members, and Fellows.
- **i)** 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 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 General Assembly 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 within 48 hours.
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 Finances, and two more members appointed by the President in consultation with the Executive Committee. Legal counsel should be available. The Secretariat Administrator will provide logistical support.

In case the Secretary General or Secretary for Finances were 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.

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 delegates of Member Societies and other attendees of the General Assembly. The corresponding procedures follow:

All Member Society delegates 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 delegates of Member Societies. The AC reviews this report and resolves any controversies.
The report on registered Member Society delegates 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 (Section II. 8 of the By-Laws)

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 outstanding controversies and claims will be resolved by the General Assembly.
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 delegates and to distribute distinctive name tags to Member Society delegates and other attendees along with work folders for the General Assembly. The majority of papers will only be available online. The delegates 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 the Standing Committee on Education
• Report of the Secretary for Scientific Meetings and the WPA Committee on Scientific Meetings
• Report of the Secretary for Scientific Publications and the WPA Committee on Scientific Publications
• 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 on the Standing Committee
• 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 delegates 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:

<table>
<thead>
<tr>
<th>Members</th>
<th>Votes</th>
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<tbody>
<tr>
<td>1 - 25</td>
<td>1</td>
</tr>
<tr>
<td>26 - 50</td>
<td>2</td>
</tr>
<tr>
<td>51 - 100</td>
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<tr>
<td>101 - 150</td>
<td>4</td>
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<td>151 - 200</td>
<td>5</td>
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<td>201 - 250</td>
<td>6</td>
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<tr>
<td>251 - 300</td>
<td>7</td>
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<td>301 - 350</td>
<td>8</td>
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<td>1401 - 1500</td>
<td>21</td>
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<td>25</td>
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<td>2301 - 2500</td>
<td>26</td>
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<td>2501 - 2700</td>
<td>27</td>
</tr>
<tr>
<td>2701 - 2900</td>
<td>28</td>
</tr>
</tbody>
</table>
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) approval of Strategic Financial and Action plans
- iii) setting of dues
- iv) amendments to the Statutes and By-Laws
- v) 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. (By-Laws, item 8d)
d) The General Assembly may decide by either a show of hands or by secret ballot 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 (By-Laws, item 9). The Elections will be carried out by secret ballot. To protect the secrecy of the vote the 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 41 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. The General Assembly will, with a two-thirds majority, order the dissolution of the Association. (Statutes, item 42)
3.9 **Parliamentary Procedure**


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

**Pertinent Statutes and By-Laws Articles**

*Statutes Section III - WPA Board*

**Item 15 – 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 considers and advises the WPA Executive Committee and the WPA General Assembly on the work of the WPA, including in particular, (1) its efforts to strengthen collaboration among WPA Member Societies in the WPA Zones; (2) the admission or suspension of WPA Member Societies; (3) the creation of WPA Scientific Sections; (4) the Plan of Action of the WPA 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 WPA General Assemblies; and (7) the report of the WPA Nominations Committee concerning candidates for elective posts and recommendations concerning the voting procedures.

The Board is the representative of the General Assembly between meetings of the latter. 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 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 WPA Executive Committee and the WPA Member Societies. They will in turn keep the WPA Executive Committee informed about their collaboration with WPA Member Societies, their needs, functioning and achievements.

The Board where appropriate will seek advice from the Council.

**Item 16 – WPA Board meetings:**

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

The President 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 WPA Board meetings in consultation with its members and the WPA Executive Committee and include any or all of the items proposed by Board Members.

The quorum for the WPA Board meetings will be half plus one of its members.
Item 16 – WPA Board meetings:

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

The President 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 WPA Board meetings in consultation with its members and the WPA Executive Committee and include any or all of the items proposed by Board Members.

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

Item 18 – Election of the Zonal Representatives and their eligibility for further Office:

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

Members of the Board are allowed to present their candidature for election for 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.

By-Laws III WPA Board and Zonal Representatives

III. WPA Board and Zonal Representatives

(10) WPA Board:

The terms of office of the WPA Board begins at the end of the WPA General Assembly.

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 considers and advises on the work of the WPA, including in particular (1) its efforts to strengthen collaboration 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.

The Board is the representative of the General Assembly between meetings. If it 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 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  Australia, New Zealand and the South Pacific

A detailed clustering of Member Societies into Zones and Regions is presented in Appendix C-12.

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, item 18). Where there are two or more countries in a WPA Zone then the representative should 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 12 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 12g 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 item 12 of the By-Laws.

(See also Chapter Six paragraph 6.5 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 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) WPA Financial Support for Zonal Representatives

• 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, Australasia 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 IV - WPA Executive Committee

Item 19 – WPA Executive Committee:

The decision-making power of the WPA between General Assemblies are vested in the WPA Executive Committee. The WPA Executive Committee implements the decisions of the WPA General Assembly, administers the WPA resources, ensures that WPA statutory functions are carried out by all officers and staff, produces, updates and supervises the application of the WPA Manual of Procedures, and prepares the materials for the WPA General Assemblies.

The WPA Executive Committee shall have eight members, including the WPA President, the WPA President-Elect (Vice President), the WPA Secretary General and five secretaries with defined functions (Finances, Scientific Sections, Scientific Meetings, Scientific Publications, and Education). The members of the WPA 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 WPA Executive Committee is five members, including the WPA President and/or the WPA President Elect (Vice President). The decisions of the WPA Executive Committee are based on a simple majority vote.

(The General Assembly agreed in October 2020 that the quorum should be reduced to four members from 2023 as the size of the Executive will have been be reduced to seven members with a further reduction to 6 members in 2026.)

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

(The General Assembly agreed in October 2020 that from October 2023 the posts of Secretary for Education and Secretary for Scientific Publications should be replaced by one combined post of WPA Secretary for Education and Scientific Publications. The General Assembly also agreed that the post of Secretary for Scientific Meetings should cease from October 2026 when the President Elect would take responsibility for Scientific Meetings)

Item 20 – Election of members of the WPA Executive Committee

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

Item 21 – Meetings of the WPA Executive Committee:
The meetings of the WPA Executive Committee will be held at least three times a year. The costs for the WPA 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.

Item 22 – The 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 WPA President represents the WPA and speaks on its behalf. He/she chairs all meetings of the WPA General Assembly and the WPA Executive Committee, and 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 President convenes the WPA Executive Committee and decides its agenda in consultation with the WPA Executive Committee Members. The WPA 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 WPA President selects Special Advisors to the WPA President.

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

The President presides over the WPA World Congress of Psychiatry.

The WPA President represents the WPA in all official matters.

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

Item 23 – The WPA President-Elect (Vice President):

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

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

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

The WPA President-Elect (Vice President) will represent the WPA President in his or her absence or upon his or her request in all official functions.

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

**Item 24 – The WPA Secretary General:**

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

The WPA Secretary General has the governance responsibility to ensure that the Secretariat provides appropriate support for the work of the WPA.

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

The WPA Secretary General ensures that the Secretariat supports the Executive Committee 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 chairs the WPA Accreditation Committee.

The WPA Secretary General reports to the WPA Executive Committee.

**Item 25 – The WPA Secretary for Finances:**

The WPA General Assembly elects the WPA Secretary for Finances for a term of six years. The WPA Secretary for 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 funds. The WPA Secretary for Finances presents, after consultation with WPA Zone Representatives, the WPA yearly budget to the Executive Committee for approval and supervises its management. In case of discrepancies between the WPA Board and the WPA Executive Committee, a meeting of the WPA Board will take place if requested by the Board in order to reconsider the WPA budget.

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

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

**Item 26 – 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 for Scientific Meetings oversees the coordination of all official scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to hosts of 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.

(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)

Item 27 - The WPA Secretary for Education

The WPA General Assembly elects the WPA Secretary for Education for a term of six years. The WPA Secretary for Education coordinates the educational activities of the Association and ensures the distribution of educational programs of the WPA in cooperation with the WPA Zonal Representatives, and as necessary with the WPA Secretaries for Scientific Sections and for Scientific Meetings, the WPA Executive Committee and WPA Member Societies.

The WPA Secretary for Education reports to the WPA Executive Committee

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Education should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. This WPA Secretary will take on the combined current activities of the WPA Secretary for Education and the WPA Secretary for Scientific Publications. The text for this item will be amended in 2023 to reflect this)

Item 28 – The WPA Secretary for Scientific Publications:

The WPA General Assembly elects the WPA Secretary for Scientific Publications for a term of six years. The WPA Secretary for Scientific Publications is responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The WPA Secretary for Scientific Publications will be a member of any publication committee appointed by the WPA Executive Committee.

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Scientific Publications should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. The text for this item will be amended in 2023 to reflect this).

Item 29 – The WPA Secretary for Scientific Sections:

The WPA General Assembly elects the WPA Secretary for Scientific Sections for a term of six years. The WPA 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 WPA Secretary for Scientific Sections serves as adviser to the WPA Scientific Sections in the planning of Section Symposia or other activities.
The WPA Secretary for Scientific Sections coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the WPA Scientific Sections with the WPA Member Societies.

The WPA Secretary for Scientific Sections reports to the WPA Executive Committee.

**Item 30 – WPA Institutional Programmes**

WPA Institutional Programmes aim at achieving broad WPA purposes as stated in the WPA Statutes. Approval of the establishment or continuation of an Institutional Programme is granted by the WPA Executive Committee, and ratified by the WPA 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 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.

**By-Laws Section IV**

**IV. WPA Executive Committee**

(13) During its ordinary meeting, the WPA General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should a member of the WPA Executive Committee become unable to perform his or her functions or does not comply with the Oath of Office, the Executive Committee has the right to appoint, an interim officer to carry out the tasks assigned to the vacant post until the next WPA General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with item 14 of the WPA By-laws. The term of office of the new members of the WPA Executive Committee will begin at the end of the WPA General Assembly which elects them.

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

**V. WPA Nomination Process**

(14) In accordance with a written request of the Chair of the WPA Nominations Committee, WPA Member Societies nominate candidates for the various elective offices. The same person cannot be proposed for more than one post. The President and Secretary of the WPA Member Society should authorize the nominations from WPA Member Societies. 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 Chair of the WPA Nominations Committee will request proposals at least nine months before the election, and proposals must be received by the Chair of the WPA Nominations Committee not less than six months before the meeting of the WPA General Assembly.
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 WPA General Assembly, administers the WPA resources, ensures that WPA statutory functions are carried out by all officers and staff, produces, updates and supervises the applications of the WPA Manual of Procedures and prepares the materials for the WPA General Assemblies (Statutes, item 19). 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 eight members or officers, including the WPA President, the WPA President Elect, the WPA Secretary General and five Secretaries with defined functions: Finances, Scientific Meetings, Education, Scientific Publications and Scientific Sections (Statutes, item 19).

*The General Assembly agreed in October 2020 that from October 2023 the posts of Secretary for Education and Secretary for Scientific Publications should be replaced by one combined post of WPA Secretary for Education and Scientific Publications. The General Assembly also agreed that the post of Secretary for Scientific Meetings should cease from October 2026 when the President Elect would take responsibility for Scientific Meetings.*

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 WPA President-Elect (Vice-President). 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 WPA Executive Committee has the right to appoint, after appropriate consultation, an interim officer to carry out the tasks assigned to the vacant post until the next WPA General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with the By-Laws (By-Laws, item 13). The WPA Executive Committee will consult, as appropriate, with members of the WPA Council, WPA Zonal Representatives, and WPA Member Society Presidents.

5.3 **WPA Executive Committee Meetings**

a) **Frequency of Meetings**
The WPA President convenes the WPA Executive Committee (EC) meetings. The meetings of the WPA Executive Committee shall be held at least three times a year. The WPA Executive Committee meetings are customarily held in conjunction with WPA Scientific Meetings. The costs of attending WPA Executive Committee meetings including travel and accommodation expenses and per diem expenses are covered by WPA central funds if not covered by other funding sources.

All WPA 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, item 19). The decisions of the Executive Committee are based on a 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 Chief Executive 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 Chief Executive will then prepare an Executive Folder with the relevant documents.

It is the WPA Chief Executive’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 Activities
- Scientific Meetings
- Scientific Section Issues and Activities
- Publications
- 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 based on a simple majority of votes, provided the statutory quorum is obtained. In case of parity of votes, the WPA President or, in case of his/her absence, the WPA President-Elect (Vice-President) 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 C-16

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 and speaks on its behalf. The President 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 represents the WPA in all official matters.
• The WPA President reports to the WPA General Assembly and in the interim to the WPA Executive Committee.

b) WPA President Elect (Vice President)
• In the absence of the WPA President, or if the WPA President is unable to carry out his/her 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 (if the President is unable to fulfil her/his duties).
• Represents the WPA President in her or her 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 (see 6.7).

(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 provides appropriate support for the work of the WPA.
• 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 WPA General Assembly and relates concerns and opinions of the Members to these bodies, all in collaboration with the pertinent WPA Zonal Representatives.
• Coordinates the work of the WPA Zonal Representatives and serves as liaison between them and the WPA governing bodies, on the basis of their work plans presented to the WPA Executive Committee within four months from the beginning of a triennium.
• Ensures that the Secretariat supports the Executive Committee in carrying out all the administrative tasks required for the work of the WPA including dissemination of reports, minutes and other materials to all WPA components, Chairs the WPA Accreditation Committee
• Reports to the WPA Executive Committee.
d) **WPA Secretary for Finances**

- The WPA Secretary for Finances 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 funds.
- Presents an annual budget proposal for the WPA, after consultation with the WPA Zone Representatives, to the WPA Executive Committee for approval and supervises its management. If there is any discrepancy between the WPA Board and the WPA Executive, a meeting of the WPA Board will take place if requested by the Board to reconsider the WPA budget.
- Presents a financial report 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 Scientific Meetings**

- Co-ordinates 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.

f) WPA Secretary for Education
- Is responsible for the coordination of educational activities of the WPA and ensures the distribution of WPA educational programs in cooperation with WPA Zonal Representatives, and as necessary with the WPA Secretaries for Scientific Sections and for Scientific Meetings, the WPA Executive Committee members and WPA Member Societies.
- Chairs the WPA Standing Committee on Education
- Coordinates the development and work of Educational Networks approved by the EC.
- Coordinates the development of the educational component of the WPA Website.
- Reports to the WPA Executive Committee.

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Education should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. This WPA Secretary will take on the combined current activities of the WPA Secretary for Education and the WPA Secretary for Scientific Publications. The text for this item will be amended in 2023 to reflect this)

g) WPA Secretary for Scientific Publications
- Is responsible for implementing the editorial policies of the WPA and maintaining oversight of its publications.
- Chairs the WPA Standing Committee on Scientific Publications
- Looks after the publication of the Proceedings of World Congresses of Psychiatry and other WPA Scientific Meetings.
- Is a member of the Editorial Board of World Psychiatry, the Official Journal of the WPA.
- Receives and submits, to the WPA Executive Committee, recommendations concerning action on proposals for all volumes, booklets, articles in scientific
journals, and any other publications which are expected to appear under the name of the Association, including those produced by the WPA Scientific Sections and the WPA Member Societies.

• If included in the WPA Triennium Action Plan, may participate in the publication of the educational programs of the Association working in collaboration with the directors of educational programs and the WPA Secretary for Education.

• If included in the WPA Triennium Action Plan, looks after the publication and dissemination of WPA consensus statements, position papers and practice guidelines working in collaboration with the WPA President and the WPA Secretary for Scientific Sections,

• Serves as a member of any publication committee appointed by the WPA Executive Committee?

• Reports to the WPA Executive Committee.

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Scientific Publications should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. The text for this item will be amended in 2023 to reflect this).

h) WPA 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.

• 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 **WPA Institutional Programmes**

WPA Institutional Programmes aim at achieving broad WPA purposes as stated in the WPA Statutes. Approval of the establishment or continuation of an Institutional Programme is granted by the WPA Executive Committee and ratified by the WPA 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.
5.6 **WPA Documents**

The WPA produces three types of documents:

a) Technical Documents  
b) Position Statements  
c) Policy Statements

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.

Further information on WPA Documents, including Consensus statements (which are included in the category of Technical Documents) can be found in Chapter 11 – WPA Documents.

5.7 **Requests for Technical Consultation**

Requests for technical consultation from governmental or non-governmental organisations 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 organisation 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

Statute Section VI - The WPA Standing Committees, WPA Task Forces and WPA Presidential Advisors

Section VI - The WPA Standing Committees, WPA Task Forces and WPA Presidential Advisors

Item 31 – The WPA Standing Committees:

There will be the following Committees:

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

(The General Assembly agreed in October 2020 that a new WPA Standing Committee called the WPA Standing Committee for Education and Publications should be established in 2023. This will combine the WPA Standing Committees for Education and the WPA Standing Committee for Scientific Publications. The text for this item will be amended in 2023 to reflect this decision)

The membership of all WPA Standing Committees should include a Zonal Representative and an Early Career psychiatrist.

Each Standing Committee will have five members including the Chairperson.

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

The responsibilities, membership and term of office are outlined in the By-Laws.

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

By-Laws VI. WPA Committees, WPA Task Forces and WPA Presidential Advisors

(15) Appointment

The appointment of members of the Committees, Task Forces and appointment of Presidential Advisors are instituted by the President in consultation with the Executive Committee. 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 usual term of office is 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 WPA Member Societies, the WPA Council, the WPA Executive Committee and the WPA Board. The WPA Committees can, upon the approval of the WPA Executive Committee, invite other experts to help them in particular tasks.

(16) **WPA Committee on Education**

The WPA Education 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.

(The General Assembly agreed in October 2020 that in October 2023 this Committee will merge with the WPA Committee on Scientific Publications to form the WPA Committee on Education and Scientific Publications. It 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. It shall also have the responsibility to oversee the development of the WPA’s publication policies as well as the preparation of materials for publication).

(17) **WPA Committee on Ethics and Review**

The WPA 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 WPA 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 current WPA ethical standards as specified in the Manual of Procedures in order to make recommendations.

This Committee will be composed of a Chair, a Co-chair and additionally, three other members. The Co-chair, who 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 4 members will be appointed by the WPA President in consultation with the WPA Executive Committee for this purpose.

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

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

(18) **WPA Committee on Finances and Fundraising:**

The WPA 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, fund raising 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 WPA Secretary for Finances and for appropriate necessary actions.

The WPA Committee on Finance and Fundraising will consist of five members including the WPA 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 WPA Committee on Finance and Fundraising may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA 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.

(19) The WPA Nominations Committee

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

The Members of the Nominations Committee should be appointed at least one year before the election takes place. The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. All valid nominations for eligible candidates will be presented to the WPA General Assembly.

The WPA 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. This gets transmitted to the EC and the Board.

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

The President will chair the Nominations Committee which consists of five members. This WPA 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; and one member of the Ethics & Review Committee; reflecting a geographical and membership balance. A member of the nominations committee should not be a nominee for any post in that election.

The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. 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 WPA General Assembly. The Nominations Committee will solicit names from the membership, including the Board, Council and Member Societies.
The Committee will consider past experience with the WPA and other positions held by the nominees in the past. Nominees for the Executive Committee cannot hold any other association offices that extend beyond two years after first election.

The Nominations Committee can reject nominees based on past work performance, as part of their due diligence in vetting the candidates and will advise both the EC and the Board of these work performance concerns.

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

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

(20) WPA Committee on Planning

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

The WPA Committee on Planning shall have the responsibility of (i) reviewing the WPA Statutes and By-laws taking into account the relevant suggestions and proposals made as described in item 46 and making recommendations of changes of the WPA Statutes and By-Laws; (ii) of preparing triennial WPA Action Plans (including their financial aspects) to be presented to the WPA General Assembly for approval after consultation with the Executive Committee, and (iii) of making suggestions for planning for WPA’s long-term development, its programs and resource utilization.

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

(21) WPA Committee on Scientific Meetings

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

(22) WPA Committee on Scientific Publications

The WPA Committee on Scientific Publications shall have the responsibility to oversee the development of the WPA’s publications policies as well as the preparation of materials for publication.

(The General Assembly agreed in October 2020 that in October 2023 this Committee will merge with the WPA Committee on Education to form the WPA Committee on Education and Scientific Publications)
(23) The WPA Committee on Scientific Sections

The WPA 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.

6.1 General Considerations

This chapter contains procedures relevant to the WPA Standing Committees on Education, Ethics and Review, Finance and Fundraising, Nominations, Planning, Scientific Meetings, Scientific Publications 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 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. These appointees will not receive any salary or fee from the WPA. Each Standing Committee shall have five members including the Chairperson.
6.2 The WPA Committee on Education

(a) Remit

The WPA Committee on Education shall have the responsibility to stimulate and oversee the development and implementation of the Association’s educational programs as well as the preparation of materials from these programs and to advise the WPA Secretary for Education for necessary action. It also develops and implements procedures for continuing medical education accreditation.

(b) Composition

The WPA Committee on Education consists of five members, including the WPA Secretary for Education, 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 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 Education may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for Education 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 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 C-1) and
disseminating this to all Member Societies once it has been approved by the General Assembly.

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 C-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. 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 C-2 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 Ethics and Review Committee will collaborate with Member Societies towards the adoption of the current WPA ethical standards (Appendix C-1) 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.

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 for 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 monitoring 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 *WPA Online*, the *WPA News* and other informational vehicles.

b) **Composition**
The Committee will consist of five members including the WPA Secretary for Finance. 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 for 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 will 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 Fund-Raising 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 eight members including the WPA President who will Chair it. 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
- three additional members reflecting a geographical and membership balance.
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 (Statutes, item 20).
- 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) **General criteria for all posts**
   - 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) Please see Appendix C-16 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.

- **Criteria for WPA Zonal Representative**
  - 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 (By-Laws, 12 (a)).

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, 12 I).
The voting for the two candidates will be done using unweighted votes as stated in By-Laws 12 I.

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, 12 I).

The WPA General Assembly elects one of the two nominees (By-Laws, 12 (f)) (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.

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 item 41 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 Secretary for Meetings for necessary and appropriate actions.

b) Composition
The WPA Committee on Scientific Meetings will consist of five members including the WPA Secretary for Meetings 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 Meetings, 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 Secretary for Meetings 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 Publications

a) Remit
The WPA Committee on Scientific Publications shall have the responsibility to stimulate and oversee the development and implementation of the Association’s publication policies, as well as the preparation of materials for publication and to advise the WPA Secretary for Publications for necessary and appropriate actions.

b) Composition
The WPA Committee on Scientific Publications will consist of five members, including the WPA Secretary for 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 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 WPA Operational Committee on Scientific Publication may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA Secretary for 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.

6.9. **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.

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.

6.10 **WPA Task Forces and WPA Presidential Advisers**

WPA Task Forces and WPA Special Presidential Advisers may be appointed by the WPA President in accordance with By-Law paragraph 15.

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, paragraph 15). 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 not longer than three years (the duration of the triennium).

6.11 **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 (see 5.4.(b). 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 Group, Operational Committees and Special Committees may decide to establish sub-groups whose members will be appointed by the President.

6.12 **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 members 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.
CHAPTER SEVEN

THE COUNCIL

Relevant Statutes and By-Laws Articles
Statutes Section VII – The WPA Council

Section VII – The WPA Council

Item 32 – 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 its lifelong members.

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

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

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

Item 33 – Meetings of the WPA Council:

The WPA Council shall meet with the WPA Executive Committee every three years at a 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.

By-Laws VII. The WPA Council

VII. The WPA Council

(25) 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 (eg 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, item 32. Those Members of Council added before 2014 will remain lifelong members of the Council).

7.2 Responsibilities

a) The WPA Council shall be kept informed about the work of the WPA through the distribution to its members of minutes of WPA Executive Committee meetings and of meetings of EC members with WPA Zonal Representatives and WPA 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 WPA Council offers recommendations and advice to the WPA Executive Committee about any matters affecting the mission and strategy of WPA and may propose items for the agenda of the WPA 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 WPA 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 position statements and on the admission of new societies or termination of Member Societies.

7.3 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 22).

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 22).

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

Statutes Section IV Item 25 – The WPA Secretary for Finances
Item 25 – The WPA Secretary for Finances:

The WPA General Assembly elects the WPA Secretary for Finances for a term of six years. The WPA Secretary for 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 funds. The WPA Secretary for Finances presents, after consultation with WPA Zone Representatives, the WPA yearly budget to the Executive Committee for approval and supervises its management. In case of discrepancies between the WPA Board and the WPA Executive Committee, a meeting of the WPA Board will take place if requested by the Board in order to reconsider the WPA budget.

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

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

Statutes Section VIII – Finances

Section VIII – Finances

Item 34 – Financial management:

The assets of the WPA will be utilized solely to meet its financial liabilities. The WPA Executive Committee will be responsible for the financial management of the WPA, and in accordance with the WPA plans and budget.

Item 35 – Income and Expenditures:

The income of WPA includes membership fees, donations and overhead 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.
Item 36 – 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.

Item 37 – Renumeration

Members of the WPA Executive Committee, the WPA Council, the WPA Board, and the WPA Committees and other WPA Officers will not be paid any salary or fee for their services to the WPA, nor will they be personally liable for debts incurred by the WPA.

By-Laws VIII. Finances

VIII. Finances

(26) The fiscal year of the WPA shall be the calendar year.

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

(28) All persons authorized by the WPA 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 WPA Secretary for Finances.

(29) An established audit firm, the choice of which will be approved by the WPA General Assembly by simple majority of votes, will audit the accounts of the WPA.

8.1 Annual Budget

The WPA Secretary for Finances prepares an annual budget for the approval of the WPA Executive Committee. The WPA Secretary for Finances also prepares a triennial financial plan for review by the WPA General Assembly. Once the annual budget is approved, it is the responsibility of the WPA Secretary for Finances to supervise and monitor the implementation of the budget in accordance to tasks specified in item 25 of the Statutes. Any significant deviation from the approved budget (e.g. a proposal for major new expenditures) requires specific approval by the WPA Executive Committee after obtaining an opinion from the WPA Secretary for Finances.
8.2 **Sources of Income**

The sources of income for the organization are membership fees, donations and overhead charged on specific projects that WPA components are carrying out, technical support and service fees during WPA congresses, WPA scientific meetings (see Appendix C-13 for profit share), and royalties and revenue from WPA publications.

a. **Membership Dues**

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

<table>
<thead>
<tr>
<th>Country Groups *</th>
<th>Dues as % of full rate</th>
<th>Rate per Member of Member Society</th>
<th>Special/Affiliated Individual Members Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A: High Income</td>
<td>100%</td>
<td>USD$ 2.50</td>
<td>USD$ 50</td>
</tr>
<tr>
<td>Group B: Upper-Middle Income</td>
<td>80%</td>
<td>USD$ 2.00</td>
<td>USD$ 50</td>
</tr>
<tr>
<td>Group C: Lower-Middle Income</td>
<td>60%</td>
<td>USD$ 1.50</td>
<td>USD$ 50</td>
</tr>
<tr>
<td>Group D: Low Income</td>
<td>40%</td>
<td>USD$ 1.00</td>
<td>USD$ 50</td>
</tr>
</tbody>
</table>

* Based on the World Bank Classification of Countries

All large Member Societies (defined as having more than 6000 members), will pay dues according to the following simpler arrangement: First 6000 members, 100% rate ($2.50/member for high income countries); over 6000 members, 20% rate ($0.50/member for high income countries).

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 and Affiliated Individual Membership dues is the responsibility of the WPA Secretariat.

The WPA Secretariat is responsible for the monitoring of the payment of membership dues, under the supervision of the WPA Secretary for Finances. The WPA Secretary for Finances shall receive from the WPA 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 generated by WPA Scientific Meetings should be specified in the corresponding 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, item 36). Principles regulating their contributions are contained in the “Guidelines Concerning Support from External Sources for Activities of the WPA” (see Appendix C-3) 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 C-4). 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 C-3)
- 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 Chief Executive, in consultation with the WPA Secretary-General and the Secretary for Finances. Currently the staff consists of the Chief Executive, the Deputy Chief Executive and the Assistant to the Chief Executive. The book-keeping and financial recording are carried out by a chartered accountancy firm based in France, close to Geneva.

b) **WPA Executive Committee**

The members of the WPA Executive Committee receive no compensation for their work. Each member of the WPA Executive Committee will be offered a fixed annual sum of $6000 per year and $20,000 for the President. This is intended to help defray expenses connected to WPA work, such as phone, postage and part-time secretarial services. 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**

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.

8.4. **Overall Financial Operation**

a) **Approval of Annual Budget**

The annual budget is prepared by the WPA Secretary for Finances 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 $5000 and below**

  The Chief Executive and the WPA Accountant are authorized to approve invoices which have been approved in the WPA budget up to a limit of $5000 per payment. This includes routine payments such as monthly salaries, consultancy fees, rent, heating etc. as well as one-off payments.

  The Chief Executive will ensure the paperwork is correct and will authorize the payment if it is budgeted expenditure and below $5000. 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 of Finance (or Special Adviser 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 Chief Executive and 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 of Finance (or Special Adviser for Finance and the President.

- **Invoices and payments over $5000**
  These will be approved by the President and the Secretary for Finances.

- **Unbudgeted expense**
  The Chief Executive should be authorised to approve up to $500 per item of unbudgeted expense. This should also be reported to the President, Secretary of Finance (or the Special Adviser of Finance.

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 Chief Executive or the Secretary of Finance as appropriate.

- **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.
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$ 85.00 for each full meeting day and 50% per diem for each traveling 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 Chief Executive 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 Chief Executive 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 the whole WPA Executive Committee by the Director of each Educational Program with the administrative support of the Secretariat.
**Statutes Section IX. WPA Scientific Meetings**

**Section IX – WPA Scientific Meetings**

**Item 38 – Scientific Meetings**

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.

*(Sections X and XI appear in the By-Laws only as there is no text in the Statutes)*

**By-Laws Section IX. WPA Scientific Meetings**

IX. **WPA Scientific Meetings**

(30) The WPA will 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 General Assembly will be held every three years in conjunction with a WPA World Congress of Psychiatry.

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

**Statutes Item 26 – The WPA Secretary for Scientific Meetings:**

**Item 26 – 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 for Scientific Meetings oversees the coordination of all official scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to hosts of 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.

(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)

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 **Types of 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 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. No more than two (2) Regional Congresses will take place annually and WPA will jointly organize a Regional Congress with a WPA Member Society 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.

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 may be organized one or more times a year worldwide. They usually last 2-3 days and the expected minimum number of participants should be about 500-1000.

* * *

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

The WPA can also be involved in Co-Sponsored Meetings. These are held in conjunction with national Member Societies, WPA components or other reputable 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.

a) **WPA Co-Sponsored Meetings: General Guidelines**

**Decision Making Process for hosting WPA Co-sponsored meeting**

The WPA Member Society or host organization should complete an application form which is available from the WPA website. 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 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.

b) **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.

c) **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 program 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.

9.6 **Timing of WPA Congresses and Co-sponsored Meetings**
Congress 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
• End of Ramadan
• 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**

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 or host organization should complete an Expression of Interest form which is available from the WPA website. 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 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 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 Congresses**

Each WPA Congress should operate within this 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.

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 or WPA component will have a coordinating 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 World Congresses only. 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 US $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 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 CEO 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 Chief Executive 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 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 Sessions 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. 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 require 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 Congress

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 CEO within 5 months of the Decision Date. A proposed template budget for each type of WPA Congress is available on the WPA website.

Contract: After the approval of the preliminary budget, a contract will be signed between WPA, Organizing WPA component and 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.

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 eight WPA Executive Committee members plus 1-3 WPA administrative staff (the final number to be agreed with by the CEO WPA.
Chief Executive). 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 CEO every six months until six months before the Congress when budgets should be sent monthly until the Congress date. The WPA CEO 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 Education (CE) 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 surplus from Regional and Thematic Congresses will be shared between the WPA and the national Member Society or hosting affiliated society and the exact details will also be in the signed Contract.

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.
CHAPTER TEN

SCIENTIFIC SECTIONS

Relevant By-Laws Articles
By-Laws Section X. WPA Scientific Sections

X. WPA Scientific Sections

(31) Aims and Objectives of WPA Scientific Sections:

9.7 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;

9.8 WPA Scientific Sections will achieve this purpose by the:

i. Organization of scientific meetings on topics of interest to WPA Scientific Section;

ii. Organization of Symposia dealing with a given Scientific Section's specialty, at WPA Congresses and co-sponsored meetings;

iii. Development of educational programs, guidelines and related scientific publications;

iv. Development of proposals for adoption as WPA consensus and position statements;

v. Promotion and conduct and facilitation of international collaborative research activities.

vi. Developing programs in consultation with other Scientific Sections and promoting intersectional activities.

vii. 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 EC and in other governance activities of WPA.

(32) The Scientific Sections need to gain approval from the WPA Secretariat who will apply the criteria approved by the Executive Committee 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 Scientific Section correspondence, copies need to be submitted to the WPA Secretariat.

(33) Establishing a new WPA Scientific Sections

a) In the period between WPA General Assemblies, but no later than six months prior to a WPA General Assembly, the WPA Executive Committee will consider applications for the establishment of a Scientific Section. To obtain ad hoc approval, the new WPA Scientific Section must:

(i) Submit the necessary terms of reference to the WPA 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.

(ii) Have an organizing committee consisting of at least ten members, no more than two of which may be from the same country.
(iii) Present a plan for what activities it proposes to undertake.

b) The WPA General Assembly immediately following the ad hoc establishment of the Scientific Section, will approve the WPA Scientific Section provided that it has:
   (i) a roster of 20 or more members that has been accepted by the WPA Secretary for Scientific Sections;
   (ii) elected a WPA 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 WPA Scientific Section. The Scientific Section Committee shall be the governing body of the Scientific Section;
   (iii) has produced a program of its planned activities and indicated its relevance to the achievement of WPA goals.

(34) Reinstatement of WPA Scientific Sections

a) Scientific Sections must be reinstated every three years by the WPA Executive Committee, upon recommendation of the WPA Secretary for Scientific Sections. In order to be reinstated for an additional three years, WPA Scientific Sections must:
   (i) have at least 20 members, from different regions.
   (ii) have held an election for the Scientific Section Committee and officers.
   (iii) have presented:
      • a plan of action at the start of the term
      • 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
   (iv) 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.
   (v) 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.
   (vi) If a WPA Scientific Section does not meet the requirements specified above, the WPA Secretary for Scientific Sections may recommend to the WPA Executive Committee that the WPA Scientific Section be dissolved.
   (vii) The absence of a WPA Executive Committee’s approval of reinstatement leads to the dissolution of the Scientific Section with immediate effect. The WPA Scientific Section may petition the WPA General Assembly for reinstatement at the meeting of the WPA General Assembly following its dissolution.
   (viii) To be eligible for reconsideration, the WPA Scientific Section must present to the WPA Secretary for Scientific Sections all the required information described in 30 (a). Upon all necessary actions by the WPA Secretary for Scientific Sections, the WPA
Executive Committee will transmit the matter to the WPA General Assembly with its recommendations.

(35) **WPA Scientific Sections Membership**

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

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

(36) **WPA Scientific Section Committee and Officers**

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

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

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

(37) **WPA Scientific Section Meetings and Elections**

9.14 WPA 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 WPA Scientific Section. The WPA Scientific Section Committee may meet as many times as necessary to conduct the business of the WPA Scientific Section.

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

(ii) Members of the WPA Executive Committee may attend any WPA Section or WPA Scientific Section Committee meeting.

9.16 The election of WPA Scientific Section officers will take place every three years either at a WPA 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 WPA Scientific Section meeting, the meeting must be attended by more than one third of the WPA Section members.

*If it is not possible to hold the required election of a WPA Scientific Section Committee and officers at a duly called WPA 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.

(38) Sections’ Finances

The WPA is responsible for the finances of all Scientific Sections. Each WPA Scientific Section should follow the By-laws of WPA for financial matters and protocols for accepting donations. WPA Scientific Sections should not open or operate any independent account but should be part of the WPA central account. 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 WPA Executive Committee, on recommendation of the WPA Secretary for Scientific Sections and the WPA Secretary for Finances may allocate funds to one or more special projects of a WPA Scientific Section or WPA Scientific Sections within their field of work.

(39) WPA Section Reports

9.17 Each WPA Scientific Section Committee shall submit an activity report to the WPA 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.

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

(40) Organization of WPA Scientific Section Meetings

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

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

Sections are the scientific arm of the WPA

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 materials.

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 30)**

a) **Criteria for Creating 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 WPA 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 WPA 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 WPA 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

This should clearly indicate the nature of the Section activities.
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 WPA 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, which have been accepted by the Secretary for Sections.
- 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 WPA 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 WPA 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 WPA 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 WPA Secretary for Scientific Sections.

• The WPA 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 WPA 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) 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 prepare their own budget. A copy of the budget should be forwarded to the WPA 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 WPA 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 WPA 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 WPA 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, and
- Have produced a work plan or report found satisfactory by the WPA Secretary for Scientific Sections.

Additionally, the WPA Secretary for Scientific Sections organizes peer-review panels for appraising and stimulating, on a rotational basis, the quality of work of all Sections.
I) Dissolution and Reinstatement of Scientific Sections

Every three years, Sections are up for reinstatement by the Executive Committee, upon a positive recommendation of the WPA 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 WPA 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 WPA Secretary for Scientific Sections supportive information adequate for the establishment of a new Section, as described in item 33 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 WPA 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 is 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 that organizes a Section Symposium during that event. The WPA 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 WPA 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 WPA Secretary for Scientific Sections and the WPA Committee on Science, Education and Publications to disseminate Sections’ information and scientific contributions, as follows:
a) A WPA Scientific Sections’ Newsletter has been produced since the past triennium 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.
Relevant Statutes and By-Laws Articles

XI. WPA Documents

41 Types of documents

The WPA will produce three types of documents as follows:

1) Technical documents which can be produced by WPA sections, Taskforces, WPA or other working groups or by individuals

2) Position statements which are prepared by the WPA Executive Committee. They usually present the views of the WPA on public health and social matters relevant to mental health and the functioning of the WPA.

3) Policy statements for example codes of conduct for WPA offices and WPA Codes of ethics.

Member Societies may be asked to comment at a draft stage on major WPA documents. The Secretary of Scientific Publications* will decide when this is appropriate. Lists of those Member Societies who have responded to specific draft documents will be forwarded to the Executive Committee for information.

(*The General Assembly agreed in October 2020 that as from 2023 the WPA Secretary for Education and Scientific Publications will assume this responsibility.)

All the policy documents should be produced in English but may in addition be produced in other languages.

All WPA documents should indicate the date of creation and the date of review if there is continuing relevance.

More detailed information appears in the Manual of Procedures.

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 Scientific Publications* will decide when this is appropriate.
Lists of those Member Societies who have responded shall be forwarded to the Executive Committee.

*from 2023 the Secretary for Education and Scientific Publications

The three types of document are described as follows:

11.2 **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 Scientific Publications. Upon completion, the Secretary of Scientific Publications will forward the technical document to the WPA Committee for Science, Education and Publications for an opinion. If the document is approved by this Committee, it will then be submitted to the WPA Executive Committee for final approval with an indication of the level of urgency for publication. Once approved the WPA Secretary for Scientific Publications will be responsible for the distribution of these technical documents.

11.3 **Position Statements**
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.

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 C1 to C7). 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 Journal is sent free-of-charge to psychiatrists whose names and email addresses are provided by WPA Member Societies and Scientific Sections. The Journal is also available on the WPA website 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, official journal of the WPA, and signs the corresponding appointment letters. The WPA Secretary for 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 WPA Secretary for Scientific Publications, in consultation with the WPA 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 EC 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 Committees of the Congress may submit to the WPA Secretary for 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 WPA Secretary for Scientific Publications, will be submitted to the WPA 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 WPA Secretary for 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 WPA Secretary for Scientific Publications, will be submitted to the WPA 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 WPA Secretary for Scientific Publications of WPA. The WPA Secretary for Scientific Publications will seek the approval of the WPA 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 WPA Secretary for Scientific Publications before publication.
CHAPTER TWELVE

WPA EDUCATIONAL ACTIVITIES

Relevant Statutes and By-Laws Articles

Section I – Definition of the Association and of its Members

Item 2 – Purposes:
(f) Organizing Congresses of Psychiatry and other meetings on matters relevant to WPA purposes;
(g) Developing and disseminating statements relevant to psychiatry and mental health publications;

Item 27 – The WPA Secretary for Education

The WPA General Assembly elects the WPA Secretary for Education for a term of six years. The WPA Secretary for Education coordinates the educational activities of the Association and ensures the distribution of educational programs of the WPA in cooperation with the WPA Zonal Representatives, and as necessary with the WPA Secretaries for Scientific Sections and for Scientific Meetings, the WPA Executive Committee and WPA Member Societies.

The WPA Secretary for Education reports to the WPA Executive Committee

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Education should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. This WPA Secretary will take on the combined current activities of the WPA Secretary for Education and the WPA Secretary for Scientific Publications. The text for this item will be amended in 2023 to reflect this)

By-Laws VI. WPA Committees, WPA Task Forces and WPA Presidential Advisors

(20) WPA Committee on Education

The WPA Education 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.

(The General Assembly agreed in October 2020 that in October 2023 this Committee will merge with the WPA Committee on Scientific Publications to form the WPA Committee on Education and Scientific Publications. It 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. It shall also have the responsibility to oversee the development of the WPA’s publication policies as well as the preparation of materials for publication).
12.1 **WPA Educational Programmes**

WPA Educational Programmes, as with all educational activities, reflect the EC 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, who will send them a copy of the criteria which WPA uses for approval of Educational Programmes. The Secretary for Education will bring the recommendations, for review and final decision, to the Executive Committee and will also make recommendations to the EC 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 WPA Secretary for Education 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 WPA Secretary for Education will, after due consultation with relevant WPA Scientific Sections, will submit the proposal to the WPA Committee on Science, Education and Publications and will then seek agreement of the WPA Executive Committee to initiate the development of the programme.

12.2 **Continuing Medical Education (CME)**

a) **Accreditation of Educational Activities Linked to WPA Scientific Meetings**

Organizers of WPA Scientific Meetings in collaboration with the WPA Secretary for Scientific Meetings, the WPA Secretary for Scientific Sections and the WPA Secretary for Education should consider the inclusion of educational activities as part of CME. 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 will become members of the Scientific Committee of the WPA Congress. The WPA Secretary for Education, in consultation with the WPA Committee on Science, Education and 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 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, CME 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 CME 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 WPA Secretary for Education, in consultation with the members of the Committee on Science, Education and 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 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 WPA Secretary for Education.
c) **CME Credits**

If the activity is accredited, CME 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 CME credits.
- The organizers will print the CME credits certificates after obtaining approval from the WPA Secretary for Education.
- Whenever possible, the WPA Secretary for Education or his/her designee (preferably a member of the WPA Committee on Science Education and 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 CME credit will be granted per one hour of accredited educational activity.

a.3 **WPA Online Diploma**

a) The WPA is currently working in partnership with the University of Melbourne to produce and promote the WPA Online Diploma in International Psychiatry. This completely online and interactive graduate Diploma was developed by the University of Melbourne in collaboration with the WPA. The Diploma allows primary care doctors and psychiatrists working in any part of the world to learn the most updated knowledge and acquire good clinical skill in mental health. The Diploma will be especially relevant and appropriate for psychiatrists and medical doctors working in countries where psychiatric training is limited, as well as primary care doctors with limited access to high quality psychiatric education due to geographical distance. Further information is available on the WPA website.

12.4 **Other Related Educational Activities**

There are other educational activities which are the responsibility of the Secretary of Education. 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 WPA Secretary for Education 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 WPA Secretary for Education about educational matters of concern to them.

a) Educational Component of the WPA Website

b) The Educational component of the WPA Website 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.
APPENDIX A

World Psychiatric Association

Statutes

(including amendments made at the virtual WPA General Assembly
held on 16 October 2020)

Section I – Definition of the Association and of its Members

Item 1 – Name, Registered Office, Legal Status

The World Psychiatric Association (“hereafter WPA”) is a not-for-profit association established under the laws of Switzerland (Swiss civil code). Its registered office is in the territory of Canton of Geneva, Switzerland, at the address decided by its Executive Committee.

The implementation of the WPA Statutes may be précised and detailed by the By-Laws adopted by its General Assembly.

Item 2 – Purposes:

The purposes of the WPA are to:

(i) Increase knowledge and skills necessary for work in the field of mental health and in the care for people with mental disorders/mental illness, substance use disorders and related disability.
(ii) Promote the application of public health principles in the fields of psychiatry and mental health.
(iii) Support action to prevent mental disorders.
(iv) Support action to promote mental health.
(v) Support action to diagnose and manage comorbidity between physical and mental illnesses/mental disorders.
(vi) 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, research and teaching.
(vii) Ensure equity as well as parity (non-discrimination) in the access to and the quality of care and in other areas of life of people with mental illnesses/mental disorders.
(viii) Promote the development and observance of the highest quality standards in psychiatric care, teaching and research.
(ix) Protect the professional rights of psychiatrists.

The WPA will achieve these purposes by:

(a) Advancing cooperation among WPA Member Societies and components;
(b) Supporting the principle of gender equality within the psychiatric profession and the patient population
c) Achieving appropriate gender and geographical balance in its activities proportionate to the profession

(d) Facilitating international exchanges of information within the psychiatric and mental health fields;

(e) Cooperating with national and international, governmental and non-governmental organizations active in fields relevant to WPA purposes;

(f) Organizing Congresses of Psychiatry and other meetings on matters relevant to WPA purposes;

(g) Developing and disseminating statements relevant to psychiatry and mental health publications;

(h) 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;

(i) Initiating and supporting the development of continuing medical education systems in collaboration with WPA Member Societies and other pertinent institutions;

(j) Promoting and conducting collaborative research related to mental health and mental illnesses;

(k) Establishing task forces to deal with specific psychiatric and mental health issues;

(l) Raising funds and accepting donations;

(m) Combating stigma and its consequences;

(n) Conducting other activities harmonious with achieving the purposes of the WPA.

Item 3 – Languages:

The English text of these Statutes is binding.

English will be the language of the WPA. The use of other language may be requested provided the request is made in adequate time and related costs will be paid by the entity that has made the request.

Item 4 – WPA Logo:

The logo of the WPA consists of a representation of the Greek letter psi in red and the earth globe. The logo may be supplemented by the name of the Association in English or any other relevant languages in the way specified in item 6 and by the website address of the Association.

Item 5 – WPA Member Societies:
Psychiatric Societies whose goals and ethical standards are consonant with the current WPA ethical standards as specified in the Manual of Procedures are eligible for full membership in the WPA if they submit an official application in accordance with the WPA By-laws.

A Psychiatric Society is a medical society 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. If there are reasons why it is not legally recognized then the application may still be considered. Another 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 membership of the two societies.

The WPA reserves the right not to admit a Psychiatric Society as a WPA Member Society.

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 by the number of psychiatrists.

Regional associations with a majority of members 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.

The decision to admit a Psychiatric Society in the WPA is made by the WPA General Assembly by a simple majority of votes of those present and voting on the recommendation of the WPA Executive Committee.

Termination of membership in the WPA can be affected by resignation. Apart from that, termination or suspension can be affected by a decision of the WPA General Assembly, with a two-thirds majority of those 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.

Failure to cooperate or respond to a request from the Ethics and Review Committee in investigating ethical complaints may lead to expulsion from the WPA.

In exceptional circumstances the WPA Executive Committee may suspend a WPA Member Society in accordance with the provisions of the WPA By-laws.

**Item 6 – 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 WPA Member Societies may be accepted as WPA Affiliated Associations by the WPA General Assembly and in accordance with the By-laws. The decision to accept an Affiliated Association is made by the WPA General Assembly by a simple majority of those present and voting. Representatives of Affiliated Associations can attend WPA formal meetings, but do not have the right to vote.
Decisions about the suspension or termination of their status as WPA Affiliated Association can be made by the WPA General Assembly with a simple majority of those present and voting. The WPA Executive Committee may suspend the WPA affiliated membership of an Association if it considers that its continuing membership could impede the achievement of WPA’s purposes.

**Item 7 – WPA Special Individual Members, WPA Affiliated Individual Members and WPA Fellows**

Admission of WPA Special and WPA Affiliated Membership or WPA Fellowship are affected by decision of the WPA Executive Committee. Individual psychiatrists who are members of a WPA Member Society do not need to apply to become a Special Individual Member because they are part of a WPA Member Society

D. **WPA Special Individual Members:** A qualified psychiatrist may apply for Special Individual Membership of the WPA if he/she resides in a country without a WPA Member Society. This provision shall not affect the status of already admitted WPA Special Individual Members.

E. **WPA Affiliated Individual Members:** Other health professionals and scientists may apply to become WPA Affiliated Individual Members.

F. **WPA Fellows:** Special 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.

WPA Special and WPA Affiliated Individual Members as well as WPA 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 the current WPA ethical standards as specified in the Manual of Procedures.

WPA Special and WPA Affiliated 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 WPA Executive Committee.

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

Termination of WPA Special and WPA Affiliated Membership or WPA Fellowship can be affected by resignation or decision of the WPA Executive Committee.

**Item 8 – WPA Honorary Members, WPA Honorary Fellows and WPA Presidential Commendations:**

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

C. **WPA Honorary Membership** may be conferred upon individuals who have excelled in their service to the World Psychiatric Association.

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

WPA Honorary Members and WPA Honorary Fellows can attend the WPA General Assembly as observers, but do not have the right to vote.
Termination of WPA Honorary Membership or Honorary Fellowship can be affected by resignation or by decision of the WPA General Assembly by a simple majority of votes.

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

Section II - The WPA General Assembly

Item 9 – Definition and Composition:

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

The WPA General Assembly is composed of the delegates of the WPA Member Societies. Only the Member Societies who are up-to-date with their membership dues have the right to vote.

The WPA President chairs the WPA General Assembly. In his or her absence it will be chaired by the WPA President-Elect and in the absence of both, by a member of the WPA Executive Committee. The members of the WPA Executive Committee and WPA Board shall attend the WPA Assembly on an ex-officio basis, without the right to vote but have the right to speak upon invitation by the Chairperson.

Delegates of the WPA Member Societies who are up to date with their membership, Members of the WPA Council, WPA Honorary Members, WPA Honorary Fellows, WPA Scientific Section Chairpersons or their representatives, members of the WPA Standing Committees, representatives of full and ad-hoc WPA Affiliated Associations and ad-hoc WPA Member Societies, may attend the WPA General Assembly as observers. They have no right to vote but may speak at the invitation by the Chairperson.

If the President needs to discuss reports or actions that are likely to involve confidential and highly sensitive information, the President may call the WPA General Assembly into an Executive Session. The Delegates and Members of the WPA Executive Committee may attend the Executive Session. Executive Sessions may include Board and Council Members at the discretion of the President.

Item 10 – Meetings of the WPA General Assembly:

General Assemblies may be Ordinary or Extraordinary.

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

A WPA Ordinary General Assembly will be considered valid when at least one third of the WPA Member Societies are represented when first convened. If there is no initial quorum, the WPA General Assembly be convened again within 24 hours and will then be considered valid whatever be the number of WPA Member Societies represented.

A WPA Extraordinary General Assembly may 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 more
than half of the Board Members. The Assembly will be considered valid when at least one third of the WPA Member Societies are represented.

**Item 11 – WPA Accreditation Committee:**

The WPA Accreditation Committee meets the day previous to the WPA General Assembly and validates the delegates of the WPA Member Societies and other participants in the Assembly. It recommends to the General Assemblies the voting strength allocated to them, in accordance with the Statutes and By-laws.

The WPA Accreditation Committee consists of four members, including the WPA Secretary General who will chair it, the WPA Secretary for Finances and two more members appointed by the WPA President in consultation with the WPA Executive Committee.

**Item 12 – Agenda**

The WPA Executive Committee draws the agenda to be placed before the WPA General Assembly.

**Item 13 – Voting process:**

(a) Each WPA Member Society up to date with its membership dues is entitled at least to one vote. In countries where there is more than one Member Society there should be no more than a 5% overlap of membership between the Societies.

(b) For certain matters (specified in item 9 (c)) the WPA Member Society with (paid) membership over 25 is entitled (i) to one additional vote when the total membership is between 26 and 50; (ii) to one additional vote for each group of 50 dues paying members between 51-500; (iii) to one additional vote for each group of 100 dues paying members between 501 and 1500; (iv) to one additional vote for each 200 dues paying members above 1501 up to a maximum of 5000 members and 40 votes. In addition, those Member Societies with (paid) membership between 10,001 and 25,000 votes will be allocated 50 votes, and those with (paid) membership above 25,000 will be allocated 60 votes. The distribution of voting strength is listed in the following table.

Unless stated differently, all decisions of the WPA General Assembly will be made by a simple majority vote of the WPA Member Societies present and with voting rights. There will be no voting by proxy.

The WPA General Assembly may decide by a show of hands or by secret ballot on all questions on the Agenda (other than elections). The elections will be done by secret ballot. If a request for a secret ballot or for a roll call is made for any other item, the WPA General Assembly will decide on the issue by a simple majority.

(c) The assignment of voting strength described in (b) shall apply to actions of the WPA General Assembly pertaining to elections, approval of Strategic, Financial and Action Plans, setting of dues, amendments to the WPA Statutes and WPA By-laws, and dissolution of the WPA as an association.
(d) In all other instances, including ethical matters, admission of new WPA Member Societies, sanctions and expulsions of WPA Member Societies, and policy resolutions or position statements, each WPA Member Society eligible to vote in the WPA General Assembly shall have one vote only.

(e) The WPA Executive Committee draws up the Agenda of the WPA General Assembly, which is sent to the WPA Member Societies four months prior to that event. Requests for inclusion of additional items must be submitted to the WPA Secretary General three months before the WPA General Assembly is due to convene, so that the WPA Secretary General can timely inform the Member Societies about them.

(f) Where, as a consequence of events external to the WPA 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. Any such use of electronic mail will be reported to the General Assembly.

(g) Where, as a consequence of events external to the WPA it is not possible to hold the General Assembly the President with the approval of the Executive Committee, may decide that the elections which would have taken place at the General Assembly should be carried out using electronic voting. Other agenda items for the General Assembly which require urgent decisions may be carried out by electronic mail using electronic voting if necessary. A Member Society which does not vote electronically shall be held to have abstained.

The results of a General Assembly vote shall be sent by email or other means of communication as determined by the Executive Committee within 48 hours to the President and General Secretary of each Member Society. Any such use of electronic voting or electronic mail will be reported to the next General Assembly.

The WPA General Assembly following the recommendations of the Accreditation Committee will confirm the number of votes granted to each Member Society

**Item 14 – Functions of the WPA General Assembly:***

The WPA General Assembly:

(a) Determines the policies of the WPA.

(b) Decides on the admission of WPA Member Societies and WPA Affiliated Associations and on the termination of their membership or affiliation.

(c) Sets the membership dues which they review every three years and approves the accounts of the Association closed at the 31st of December of the previous year, upon recommendation of the WPA Executive Committee.

(d) Receives the reports of the WPA Executive Committee concerning the work of the WPA.

(e) Elects on the occasion of each WPA Ordinary General Assembly; the required number of the Secretaries of the WPA Executive Committee for a term of office of six years (according to Item
20); the WPA President Elect (Vice President), who will serve the second three years of his or her term as President.

(f) Elects on the occasion of each WPA Ordinary General Assembly WPA Zonal Representatives in accordance with Item 18 so that their continuity and change are guaranteed.

(g) Confers WPA Honorary Memberships and WPA Honorary Fellowships, upon recommendation of the WPA Executive Committee.

(h) Decides on the creation or dissolution of WPA Scientific Sections.

(i) Decides on changes of WPA Statutes and WPA By-laws.

(j) Decides on the dissolution of the WPA as an Association.

Section III - WPA Board

Item 15 – 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 considers and advises the WPA Executive Committee and the WPA General Assembly on the work of the WPA, including in particular, (1) its efforts to strengthen collaboration among WPA Member Societies in the WPA Zones; (2) the admission or suspension of WPA Member Societies; (3) the creation of WPA Scientific Sections; (4) the Plan of Action of the WPA 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 WPA General Assemblies; and (7) the report of the WPA Nominations Committee concerning candidates for elective posts and recommendations concerning the voting procedures.

The Board is the representative of the General Assembly between meetings of the latter. 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 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 WPA Executive Committee and the WPA Member Societies. They will in turn keep the WPA Executive Committee informed about their collaboration with WPA Member Societies, their needs, functioning and achievements.

The Board where appropriate will seek advice from the Council.

Item 16 – WPA Board meetings:

The WPA Board will meet annually at a WPA Congress of Psychiatry. WPA Board meetings or teleconferences may be held between these occasions.
The President 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 WPA Board meetings in consultation with its members and the WPA Executive Committee and include any or all of the items proposed by Board Members.

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

**Item 17 – The role of WPA Board Members:**

The Board Members should play a key coordinating role within their WPA Zones. They shall encourage collaboration among WPA Member Societies in their Zone and stimulate their participation in all WPA activities. They shall support the dissemination of WPA related information and WPA educational materials. They shall assist the WPA Executive Committee in ascertaining the needs of WPA Member Societies and the ways in which these needs can be met.

Board members are encouraged to work together and explore collaborations that are institutionally functional.

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

**Item 18 – Election of the Zonal Representatives and their eligibility for further Office:**

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

Members of the Board are allowed to present their candidature for election for 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.

**Section IV - WPA Executive Committee**

**Item 19 – WPA Executive Committee:**

The decision-making power of the WPA between General Assemblies are vested in the WPA Executive Committee. The WPA Executive Committee implements the decisions of the WPA 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 WPA Manual of Procedures, and prepares the materials for the WPA General Assemblies.
The WPA Executive Committee shall have eight members, including the WPA President, the WPA President-Elect (Vice President), the WPA Secretary General and five secretaries with defined functions (Finances, Scientific Sections, Scientific Meetings, Scientific Publications, and Education). The members of the WPA 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 WPA Executive Committee is five members, including the WPA President and/or the WPA President Elect (Vice President). The decisions of the WPA Executive Committee are based on a simple majority vote.

(The General Assembly agreed in October 2020 that the quorum should be reduced to four members from 2023 as the size of the Executive will have been be reduced to seven members with a further reduction to 6 members in 2026.)

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

(The General Assembly agreed in October 2020 that from October 2023 the posts of Secretary for Education and Secretary for Scientific Publications should be replaced by one combined post of WPA Secretary for Education and Scientific Publications. The General Assembly also agreed that the post of Secretary for Scientific Meetings should cease from October 2026 when the President Elect would take responsibility for Scientific Meetings.)

**Item 20 – Election of members of the WPA Executive Committee**

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

**Item 21 – Meetings of the WPA Executive Committee:**

The meetings of the WPA Executive Committee will be held at least three times a year. The costs for the WPA 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.

**Item 22 – The 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 WPA President represents the WPA and speaks on its behalf. He/she chairs all meetings of the WPA General Assembly and the WPA Executive Committee, and 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 President convenes the WPA Executive Committee and decides its agenda in consultation with the WPA Executive Committee Members. The WPA 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 WPA President selects Special Advisors to the WPA President.

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

The President presides over the WPA World Congress of Psychiatry. The WPA President represents the WPA in all official matters.

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

Item 23 – The WPA President-Elect (Vice President):

The WPA General Assembly elects the President Elect (Vice President) for a period of six years, of which he or she serves as WPA President Elect (Vice President) for three years and as WPA President for three years.

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

In the absence of the WPA President, or if the WPA President is unable to carry out his or her functions, the WPA President-Elect (Vice President) shall preside over the meetings of the WPA Executive Committee, the WPA Nominations Committee, and the WPA General Assembly, and will be the point of contact for the WPA Board (if the President is unable to fulfil his or her duties). The WPA President-Elect (Vice President) will represent the WPA President in his or her absence or upon his or her request in all official functions.

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

(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.)

Item 24 – The WPA Secretary General:

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

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

The WPA Secretary General ensures that the Secretariat supports the Executive Committee 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 chairs the WPA Accreditation Committee.
The WPA Secretary General reports to the WPA Executive Committee.

**Item 25 – The WPA Secretary for Finances:**

The WPA General Assembly elects the WPA Secretary for Finances for a term of six years. The WPA Secretary for 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 funds. The WPA Secretary for Finances presents, after consultation with WPA Zone Representatives, the WPA yearly budget to the Executive Committee for approval and supervises its management. In case of discrepancies between the WPA Board and the WPA Executive Committee, a meeting of the WPA Board will take place if requested by the Board in order to reconsider the WPA budget.

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

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

**Item 26 – 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 for Scientific Meetings oversees the coordination of all official scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to hosts of 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.

*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*
Item 27 - The WPA Secretary for Education

The WPA General Assembly elects the WPA Secretary for Education for a term of six years. The WPA Secretary for Education coordinates the educational activities of the Association and ensures the distribution of educational programs of the WPA in cooperation with the WPA Zonal Representatives, and as necessary with the WPA Secretaries for Scientific Sections and for Scientific Meetings, the WPA Executive Committee and WPA Member Societies.

The WPA Secretary for Education reports to the WPA Executive Committee

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Education should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. This WPA Secretary will take on the combined current activities of the WPA Secretary for Education and the WPA Secretary for Scientific Publications. The text for this item will be amended in 2023 to reflect this)

Item 28 – The WPA Secretary for Scientific Publications:

The WPA General Assembly elects the WPA Secretary for Scientific Publications for a term of six years. The WPA Secretary for Scientific Publications is responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The WPA Secretary for Scientific Publications will be a member of any publication committee appointed by the WPA Executive Committee.

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Scientific Publications should no longer exist after October 2023 but should be replaced by the new WPA Secretary for Education and Scientific Publications. The text for this item will be amended in 2023 to reflect this).

Item 29 – The WPA Secretary for Scientific Sections:

The WPA General Assembly elects the WPA Secretary for Scientific Sections for a term of six years. The WPA 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 WPA Secretary for Scientific Sections serves as adviser to the WPA Scientific Sections in the planning of Section Symposia or other activities.

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

The WPA Secretary for Scientific Sections reports to the WPA Executive Committee.

Item 30 – WPA Institutional Programmes
WPA Institutional Programmes aim at achieving broad WPA purposes as stated in the WPA Statutes. Approval of the establishment or continuation of an Institutional Programme is granted by the WPA Executive Committee, and ratified by the WPA 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 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.

*(Section V appears in the By-Laws only as there is no text in the Statutes)*

Section VI - The WPA Standing Committees, WPA Task Forces and WPA Presidential Advisors

Item 31 – The WPA Standing Committees:

There will be the following Committees:

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

*(The General Assembly agreed in October 2020 that a new WPA Standing Committee called the WPA Standing Committee for Education and Publications should be established in 2023. This will combine the WPA Standing Committees for Education and the WPA Standing Committee for Scientific Publications. The text for this item will be amended in 2023 to reflect this decision)*

The membership of all WPA Standing Committees should include a Zonal Representative and an Early Career psychiatrist.

Each Standing Committee will have five members including the Chairperson.

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

The responsibilities, membership and term of office are outlined in the By-Laws.

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

Section VII - The WPA Council

Item 32 – 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 its lifelong members.

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

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

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

**Item 33 – Meetings of the WPA Council:**

The WPA Council shall meet with the WPA Executive Committee every three years at a 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.

**Section VIII – Finances**

**Item 34 – Financial management:**

The assets of the WPA will be utilized solely to meet its financial liabilities. The WPA Executive Committee will be responsible for the financial management of the WPA, and in accordance with the WPA plans and budget.

**Item 35 – Income and Expenditures:**

The income of WPA includes membership fees, donations and overhead 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.

**Item 36 – 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.

**Item 37 - Renumeration**
Members of the WPA Executive Committee, the WPA Council, the WPA Board, and the WPA Committees and other WPA Officers will not be paid any salary or fee for their services to the WPA, nor will they be personally liable for debts incurred by the WPA.

Section IX - WPA Scientific Meetings

Item 38 – Scientific Meetings

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.

* (Sections X and XI appear in the By-Laws only as there is no text in the Statutes)

Section XII - WPA Code of Conduct, WPA Oath of Office, and Misconduct in Office

Item 39

The World Psychiatric Association expects the highest ethical standards from those who serve on the Executive Committee, Board, Council, formally established WPA Committees and Task Forces, on an Appeals Panel, and as Special Advisors to the President WPA Code of Conduct. All these individuals are expected to comply with the WPA Code of Conduct and to sign the Oath of Office.

Section XIII - Statutes, By-laws and Manual of Procedures

Item 40 – Definitions of WPA Statutes, WPA By-Laws and WPA Manual of Procedures

The WPA Statutes is the highest normative instrument of WPA. It conceptually defines the nature, goals, organic and functional structures, and the basic functional areas of WPA.

The WPA By-Laws further describe, in some detail, the content of the further Statutes in order to establish major functional plans and activities for the WPA. The further Manual of Procedures contains specific operational guidelines aimed at promoting effectiveness and transparency in the works of WPA, fully respecting the provisions of the WPA Statutes and WPA By-laws.

Item 41 - Amendments of the WPA Statutes, WPA By-laws and WPA Manual of Procedures:

Recommendations for the change of the WPA Statutes and WPA By-laws can be made by the WPA Executive Committee, the WPA Board, the WPA Council and by WPA Member Societies. Unless there is an urgent need for change, any recommendations for changes in the WPA Statutes and WPA By-laws must be submitted to the WPA Executive Committee at least six months before the meeting of the WPA General Assembly and will be circulated to all WPA Member Societies at least three months before the WPA General Assembly. The Statutes of the WPA may be amended by a two-thirds majority vote taken in the WPA General Assembly, and the WPA By-laws by a simple majority of those present and voting.

If there is an urgent need to change the WPA Statutes and By-Laws between General Assemblies then recommendations must be submitted to the Executive Committee for discussion before
they are circulated to all WPA Member Societies. The Statutes of the WPA may be amended by a two-third majority of those who have voted and the WPA By-Laws by a simple majority of those voting.

Amendments must be reported to the next General Assembly

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

Revisions of the WPA Manual of Procedures are approved by the WPA Executive Committee.

Section XIV - Dissolution of the WPA as an Association

Item 42 – Dissolution and net assets

The dissolution of the WPA will be decided by the WPA General Assembly at the request of the WPA Executive Committee, or at the request of more than one half of the WPA Member Societies. The WPA General Assembly will, with a two-thirds majority, decide on the dissolution of the WPA as an Association.

All 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 juridical body whose purposes are of public interest and similar to those of the WPA not for profit and tax exempt. In no case shall the assets of the WPA be paid to its Member Societies or organs, nor shall be used to their profit in any manner.

A note for the Amendments to the By-Laws: after the discussion/revision and approval of the above amendments to the Statutes by the General Assembly, the necessary amendments to the By-Laws and Manuel of Procedures will be made
Preamble

The World Psychiatric Association is an international professional organisation aiming to improve equitable access to and quality of care for people with mental disorders/mental illnesses and their carers and families and to promote the mental health of the world’s population.

I. Headquarters of the WPA and of the WPA Secretariat and definition of WPA Members

(1) The WPA was established in 1950 originally consisting of WPA Member Societies of the previous International Organization of World Psychiatry Congresses.

(2) The WPA Secretariat will be located in Geneva, Switzerland and will facilitate the functioning of the WPA.

The use of other languages requires approval from the WPA Secretariat in consultation with the WPA Officers as appropriate.

(3) The logo and name of the WPA are copyrighted. Their use requires the written permission of the WPA 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 WPA Executive Committee will, depending on the nature of the request, decide whether to request payment of a royalty or grant the permission without compensation.

(4) WPA Member Societies:

Any Psychiatric Society whose goals are consonant with those of the WPA, may request admission to the WPA provided the requirements in the WPA Statutes are met.

Requests for membership must be sent to the WPA Secretary General. The application for admission must be accompanied by a copy of the resolution passed by the Psychiatric Society requesting WPA Membership and a copy of its Statutes translated into English. The request should be accompanied by an indication of formal adherence of the society to the ethical principles as laid down in the current WPA ethical standards as specified in the Manual of Procedures and by an account of the scientific and professional activities the society is undertaking. On the basis of this information, the WPA Executive Committee will seek the written opinion of all WPA Member Societies, of the WPA Council and of the WPA Representative of the Zone in which the applicant society is located. If there are no objections, the WPA Executive Committee may proceed to accord the applicant society
ad-hoc membership within the WPA. If there are objections, the WPA Executive Committee will seek further information and clarification before submitting the proposal to the WPA General Assembly.

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

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

Cessation of membership: WPA Member Societies which have not paid their dues before the WPA 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 WPA General Assembly for their exclusion.

In extreme cases, especially involving ethical issues and under consideration of the current WPA ethical standards as specified in the Manual of Procedures, when the continuing membership of a WPA Member Society is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics and Review Committee may suspend the membership of a Society until the following WPA General Assembly decides on its status.

(5) WPA Affiliated Associations:

In order to be considered for admission, such associations will submit an official request indicating their wish and accompany their request with the Statutes and By-laws (translated into English) under which they function. On basis of that information, the WPA Executive Committee will seek advice of the WPA Board and the WPA Member Societies, to decide whether to accord the applicant society ad-hoc Affiliated Association status within the WPA.

When the continuing membership of a WPA Affiliated Association is likely to harm the WPA or impede the achievement of its purposes, the WPA Executive Committee, after consultation with the WPA Council, the WPA Board and the WPA Ethics and Review Committee may suspend the membership of a WPA Affiliated Association until the following WPA General Assembly decides on its status.

(6) WPA Special Individual Members, WPA Affiliated Individual Members and WPA Fellows:

(i) Applications for WPA Special Individual Membership will be submitted to the WPA Secretary General. WPA Special Individual Members shall be physicians who have completed training in psychiatry in a manner acceptable in their country, where there is no WPA Member Society. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board, submit the application to the WPA Executive Committee for decision about admission. WPA Special Individual Members shall receive a certificate of Membership, WPA newsletters and bulletins; they will be able to attend meetings of the WPA. Special Individual Members and WPA Fellows with members of the WPA Executive
Committee at World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses and symposia; and can apply to become members of WPA Scientific Sections.

(ii) Applications for WPA Affiliated Individual Membership will be submitted to the WPA Secretary General. WPA Affiliated 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. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board, submit the application to the WPA Executive Committee for decision about admission. WPA Affiliated Individual Members shall receive a certificate of WPA Affiliated Individual Membership, WPA newsletters and bulletins, and can apply to become members of WPA Scientific Sections.

(iii) Applications for WPA Fellowship will be submitted to the WPA Secretary General. WPA Affiliated 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. The WPA Secretary General will, after having carried out the necessary inquiries including consultation with WPA Board submit the application to the WPA Executive Committee for decision about conferment of Fellowship. WPA Fellows shall receive a certificate of Fellowship, WPA newsletters and bulletins; they will be able to attend meetings of the WPA Applied Individual Members and WPA Fellows with members of the WPA Executive Committee at WPA World Congresses of Psychiatry; they may, with the agreement of the chairperson of the organizing committee, enjoy a reduction of the registration fee at WPA congresses; they also can apply to become members of WPA Scientific Sections.

(7) WPA Honorary Members and WPA Honorary Fellows:

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

a) Who have made outstanding contributions about the causes, treatment, or prevention of mental illness;
b) Have substantially increased the understanding and improvement of health services for psychiatric patients;
c) Have successfully made extraordinary efforts to promote the recognition of the WPA, as well as support the fulfilment of its objectives.

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

WPA Honorary Members and WPA Honorary Fellows will receive a diploma and WPA newsletters and bulletins. They will be exempted from paying membership fees.
Decisions about cessation of WPA Honorary Membership and WPA Honorary Fellowships will be reached by the WPA General Assembly on the basis of proposals by the WPA Executive Committee.

II. WPA General Assembly

a) A WPA Member Society is represented by one delegate (who cannot represent any other WPA Member Society). Each WPA Member Society may also authorize an Alternate Delegate who, in the absence of the Delegate, will serve as the Delegate.

Every Delegate and Alternate Delegate must present a letter of authorization signed by the President and the Secretary General or the equivalent of his or her Society.

Delegates of Applicant Societies may attend the WPA 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.

b) The WPA President may at any time call the WPA General Assembly into an executive session. The Delegates, members of the WPA Executive Committee may attend the executive session. Executive session may include Board and Council Members at the discretion of the President.

c) WPA Extraordinary General Assemblies will deal with amendments of the WPA Statutes and WPA By-laws or any other topic that motivated their convocation (ad hoc members).

d) WPA Ordinary General Assemblies will deal with issues other than the amendments of the WPA Statutes and WPA By-laws.

(8) The votes of the WPA General Assembly will be in accordance with the following rules:

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

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

b) The WPA Accreditation Committee shall make the list of allowable votes.

c) The assignment of voting strength described in 9 (b) shall apply to actions of the WPA General Assembly pertaining to elections, approval of Strategic, Financial and Action Plans, setting of dues, and amendments to the WPA Statutes and WPA By-laws.

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

d) The WPA Executive Committee will indicate on the proposed agenda of the WPA Assembly which voting method will be applied.

(9) The WPA Executive Committee draws up the Agenda of the WPA General Assembly, which is sent to the WPA Member Societies four months prior to that event. Requests for inclusion of additional items must be submitted to the WPA Secretary General three months before the WPA General Assembly is due to convene, so that the WPA Secretary General can timely inform the Member Societies about them.

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

III. WPA Board and Zonal Representatives

(10) WPA Board:

The terms of office of the WPA Board begins at the end of the WPA General Assembly.
The WPA Zonal Representatives:

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

A. The Americas (5 zones)
   (i) Canada
   (ii) United States
   (iii) Mexico, Central America and the Caribbean
   (iv) South America - Northern Zone
   (v) South America - Southern Zone

B. Europe (5 zones)
   (vi) Western Europe
   (vii) Northern Europe
   (viii) Southern Europe
   (ix) Central Europe
   (x) Eastern Europe

C. Africa, Middle East, Central and Western Asia (4 zones)
   (xi) Northern Africa
   (xii) Middle East and Central and Western Asia
   (xiii) Central and Western Africa
   (xiv) Eastern and Southern Africa

D. Asia, Australia, New Zealand and South Pacific (4 zones)
   (xv) South East Asia
   (xvi) South Asia
   (xvii) Eastern Asia
   (xviii) Australia, New Zealand and South Pacific

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

Election of the WPA Board Members

The election procedure is as follows:

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

b) In a WPA Zone where there is only one WPA 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.
c) 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.

d) The WPA Nominations Committee sends its report to the WPA Executive Committee and the WPA Board.

e) The WPA Nominations Committee presents to the WPA General Assembly as nominees for the available position the two individuals who have received the highest number of unweighted votes from the WPA 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.

f) The WPA General Assembly receives the report of the WPA Nominations Committee, along with the views of the WPA Executive Committee and the WPA Board, and elects one of the two nominees. The voting for the two candidates will be done using the procedure specified in item 12 (b) of the WPA By-laws.

g) If a WPA Zonal Representative is unable to continue serving in his or her post until the end of his or her mandate, the WPA Executive Committee has the right to appoint an interim WPA Zonal Representative to carry out the tasks assigned to the vacant post until the next WPA General Assembly.

h) 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.

IV. WPA Executive Committee

(13) During its ordinary meeting, the WPA General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should a member of the WPA Executive Committee become unable to perform his or her functions or does not comply with the Oath of Office, the Executive Committee has the right to appoint, an interim officer to carry out the tasks assigned to the vacant post until the next WPA General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with item 14 of the WPA By-laws. The term of office of the new members of the WPA Executive Committee will begin at the end of the WPA General Assembly which elects them.

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

V. WPA Nomination Process

(14) In accordance with a written request of the Chair of the WPA Nominations Committee, WPA Member Societies nominate candidates for the various elective offices. The same
person cannot be proposed for more than one post. The President and Secretary of the WPA Member Society should authorize the nominations from WPA Member Societies. 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 Chair of the WPA Nominations Committee will request proposals at least nine months before the election, and proposals must be received by the Chair of the WPA Nominations Committee not less than six months before the meeting of the WPA General Assembly.

VI. WPA Committees, WPA Task Forces and WPA Presidential Advisors

(15) Appointment

The appointment of members of the Committees, Task Forces and appointment of Presidential Advisors are instituted by the President in consultation with the Executive Committee. 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 usual term of office is 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 WPA Member Societies, the WPA Council, the WPA Executive Committee and the WPA Board. The WPA Committees can, upon the approval of the WPA Executive Committee, invite other experts to help them in particular tasks.

(16) WPA Committee on Ethics and Review

The WPA 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 WPA 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 current WPA ethical standards as specified in the Manual of Procedures in order to make recommendations.

This Committee will be composed of a Chair, a Co-chair and additionally, three other members. The Co-chair, who 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 4 members will be appointed by the WPA President in consultation with the WPA Executive Committee for this purpose.

WPA Member Societies are obliged to cooperate with the Ethics and Review Committee in the investigation of cases. The Chairperson of the WPA Committee on Ethics and Review shall report to the Executive Committee.

(17) WPA Committee on Finances and Fundraising:
The WPA 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, fund raising 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 WPA Secretary for Finances and for appropriate necessary actions.

The WPA Committee on Finance and Fundraising will consist of five members including the WPA 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 WPA Committee on Finance and Fundraising may be reappointed by the WPA President upon the recommendation of the WPA Executive Committee and the WPA 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.

The WPA Nominations Committee

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

The Members of the Nominations Committee should be appointed at least one year before the election takes place. The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. All valid nominations for eligible candidates will be presented to the WPA General Assembly.

The WPA 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. This gets transmitted to the EC and the Board.

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

The President will chair the Nominations Committee which consists of five members. This WPA 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; and one member of the Ethics & Review Committee; reflecting a geographical and membership balance. A member of the nominations committee should not be a nominee for any post in that election. The WPA Nominations Committee ensures that nominations are valid and the candidates are eligible. 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 WPA General Assembly.
The Nominations Committee will solicit names from the membership, including the Board, Council and Member Societies.

The Committee will consider past experience with the WPA and other positions held by the nominees in the past. Nominees for the Executive Committee cannot hold any other association offices that extend beyond two years after first election.

The Nominations Committee can reject nominees based on past work performance, as part of their due diligence in vetting the candidates and will advise both the EC and the Board of these work performance concerns.

The WPA Nominations Committee can make proposals concerning the voting procedures and give its views on other relevant matters. The WPA Nominations Committee's views and proposals will be considered by the WPA Board and Executive Committee and then submitted to the WPA General Assembly by the WPA Executive Committee, along with the WPA Board’s opinion. Amendments of the WPA Statutes and WPA By-laws on elections shall not affect any ongoing electoral process.

(19) WPA Committee on Planning

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

The WPA Committee on Planning shall have the responsibility of (i) reviewing the WPA Statutes and By-laws taking into account the relevant suggestions and proposals made as described in item 46 and making recommendations of changes of the WPA Statutes and By-Laws; (ii) of preparing triennial WPA Action Plans (including their financial aspects) to be presented to the WPA General Assembly for approval after consultation with the Executive Committee, and (iii) of making suggestions for planning for WPA's long-term development, its programs and resource utilization.

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

(20) WPA Committee on Education

The WPA Education 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.

(The General Assembly agreed in October 2020 that in October 2023 this Committee will merge with the WPA Committee on Scientific Publications to form the WPA Committee on Education and Scientific Publications. It 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. It shall also have the responsibility to oversee the development of the WPA’s publication policies as well as the preparation of materials for publication.

(21) WPA Committee on Scientific Meetings

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

(22) WPA Committee on Scientific Publications

The WPA Committee on Scientific Publications shall have the responsibility to oversee the development of the WPA’s publications policies as well as the preparation of materials for publication.

(The General Assembly agreed in October 2020 that in October 2023 this Committee will merge with the WPA Committee on Education to form the WPA Committee on Education and Scientific Publications)

(23) The WPA Committee on Scientific Sections

The WPA 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.

(24) WPA Task Forces and WPA Special Advisors to the WPA President

The WPA President may appoint WPA Task Forces and WPA Special Advisors to the WPA President after consultation with the WPA 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 WPA components. 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 WPA Secretaries of Education, Scientific Publications and Scientific Sections.

VII. The WPA Council

(25) 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 (eg 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.

VIII. Finances

(26) The fiscal year of the WPA shall be the calendar year.

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

(28) All persons authorized by the WPA 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 WPA Secretary for Finances.

(29) An established audit firm, the choice of which will be approved by the WPA General Assembly by simple majority of votes, will audit the accounts of the WPA.

IX. WPA Scientific Meetings

(30) The WPA will 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 General Assembly will be held every three years in conjunction with a WPA World Congress of Psychiatry.

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

X. WPA Scientific Sections

(31) Aims and Objectives of WPA Scientific Sections:

a) 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;

b) WPA Scientific Sections will achieve this purpose by the:
   i. Organization of scientific meetings on topics of interest to WPA Scientific Section;
   ii. Organization of Symposia dealing with a given Scientific Section's specialty, at WPA Congresses and co-sponsored meetings;
   iii. Development of educational programs, guidelines and related scientific publications;
   iv. Development of proposals for adoption as WPA consensus and position statements;
   v. Promotion and conduct and facilitation of international collaborative research activities.
   vi. Developing programs in consultation with other Scientific Sections and promoting intersectional activities.
   vii. 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 EC and in other governance activities of WPA.

(32) The Scientific Sections need to gain approval from the WPA Secretariat who will apply the criteria approved by the Executive Committee 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 Scientific Section correspondence, copies need to be submitted to the WPA Secretariat.

(33) Establishing a new WPA Scientific Sections

a) In the period between WPA General Assemblies, but no later than six months prior to a WPA General Assembly, the WPA Executive Committee will consider applications for the establishment of a Scientific Section. To obtain ad hoc approval, the new WPA Scientific Section must:
   (i) Submit the necessary terms of reference to the WPA 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.

(ii) Have an organizing committee consisting of at least ten members, no more than two of which may be from the same country.

(iii) Present a plan for what activities it proposes to undertake.

b) The WPA General Assembly immediately following the ad hoc establishment of the Scientific Section, will approve the WPA Scientific Section provided that it has:

(i) a roster of 20 or more members that has been accepted by the WPA Secretary for Scientific Sections;

(ii) elected a WPA 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 WPA Scientific Section. The Scientific Section Committee shall be the governing body of the Scientific Section;

(iii) has produced a program of its planned activities and indicated its relevance to the achievement of WPA goals.

(34) Reinstatement of WPA Scientific Sections

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

(i) have at least 20 members, from different regions.

(ii) have held an election for the Scientific Section Committee and officers.

(iii) have presented:

• a plan of action at the start of the term
• 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

(iv) 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.

(v) 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 report back to the Executive Committee.

(vi) If a WPA Scientific Section does not meet the requirements specified above, the WPA Secretary for Scientific Sections may recommend to the WPA Executive Committee that the WPA Scientific Section be dissolved.
(vii) The absence of a WPA Executive Committee's approval of reinstatement leads to the dissolution of the Scientific Section with immediate effect. The WPA Scientific Section may petition the WPA General Assembly for reinstatement at the meeting of the WPA General Assembly following its dissolution.

(viii) To be eligible for reconsideration, the WPA Scientific Section must present to the WPA Secretary for Scientific Sections all the required information described in 30 (a). Upon all necessary actions by the WPA Secretary for Scientific Sections, the WPA Executive Committee will transmit the matter to the WPA General Assembly with its recommendations.

(35) WPA Scientific Sections Membership

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

b) The WPA Secretary for Scientific Section should be provided at least annually with an updated WPA Scientific Section membership list.

(36) WPA Scientific Section Committee and Officers

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

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

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

(37) WPA Scientific Section Meetings and Elections

a) WPA 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 WPA Scientific Section. The WPA Scientific Section Committee may meet as many times as necessary to conduct the business of the WPA Scientific Section.

(i) Minutes of each WPA Section or WPA Scientific Section Committee meeting must be kept and copies made available to the WPA Secretary for Scientific Sections.
(ii) Members of the WPA Executive Committee may attend any WPA Section or WPA Scientific Section Committee meeting.

b) The election of WPA Scientific Section officers will take place every three years either at a WPA 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 WPA Scientific Section meeting, the meeting must be attended by more than one third of the WPA Section members.

If it is not possible to hold the required election of a WPA Scientific Section Committee and officers at a duly called WPA 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.

(38) Sections’ Finances

The WPA is responsible for the finances of all Scientific Sections. Each WPA Scientific Section should follow the By-laws of WPA for financial matters and protocols for accepting donations. WPA Scientific Sections should not open or operate any independent account but should be part of the WPA central account. 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 WPA Executive Committee, on recommendation of the WPA Secretary for Scientific Sections and the WPA Secretary for Finances may allocate funds to one or more special projects of a WPA Scientific Section or WPA Scientific Sections within their field of work.

(39) WPA Section Reports

a) Each WPA Scientific Section Committee shall submit an activity report to the WPA 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.

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

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

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

XI. WPA Documents

(41) Types of documents
The WPA will produce three types of documents as follows:

1) Technical documents which can be produced by WPA sections, Taskforces, WPA or other working groups or by individuals

2) Position statements which are prepared by the WPA Executive Committee. They usually present the views of the WPA on public health and social matters relevant to mental health and the functioning of the WPA.

3) Policy statements for example codes of conduct for WPA offices and WPA Codes of ethics.

Member Societies may be asked to comment at a draft stage on major WPA documents. The Secretary of Scientific Publications* will decide when this is appropriate. Lists of those Member Societies who have responded to specific draft documents will be forwarded to the Executive Committee for information.

(*The General Assembly agreed in October 2020 that as from 2023 the WPA Secretary for Education and Scientific Publications will assume this responsibility.)

All the policy documents should be produced in English but may in addition be produced in other languages.

All WPA documents should indicate the date of creation and the data of review for continuing relevance. More detailed information appears in the Manual of Procedures.

XII. Endorsement / Support by the WPA and use of logo

(42) Endorsement

The WPA will endorse a document under the following circumstances:

• The members of the EC or their representatives (which would include WPA 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

- The document is relevant to psychiatry and mental health
- The document has been endorsed by other partner organisations (where relevant)
- A copy has been sent to the Secretary-General and the administrator at the WPA (to authorise use of the logo)

As part of the drafting process, it is expected that, if relevant, speciality 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.

Use of logo by Sections

The Sections need to gain approval from the WPA Central Office 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 Central Office.

This use does not apply to publications for which Secretary of Publications will take the decision in consultation with the EC the same way Secretary for Scientific Meetings responds to co-sponsorship and use of logo.

(43) Support

The WPA may support an external document under the following circumstances:

- If the officers have not been involved or consulted prior to the drafting of the document
- The document is not directed at psychiatrists
- The document has been endorsed by other partner organisations (where relevant)

The WPA logo will not normally appear on these documents.

The WPA Code of Conduct and the Oath of Office are found in the Manual of Procedures as is the WPA Policy on Misconduct in Office appears in the Manual of Procedures. Each individual upon appointment should sign the Oath of Office.
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.

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 recognises that a code in itself is insufficient to guide ethical practice. Psychiatrists need to develop the skills required to recognise 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 organised 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.

**Principle 1. Beneficence:**

*Psychiatrists provide competent and compassionate medical care with devotion to the interests of their patients* \(^1\)

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\(^1\) Reference to principle 1. Beneficence.
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.

1. Psychiatrists recognise 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.

2. 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 recognise 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.

3. 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.

4. Psychiatrists advocate for patients’ interests in the receipt of appropriate psychiatric care and for respect of human rights, including reproductive rights.

5. Recognising 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

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.

1. 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.
2. Psychiatrists seek the informed consent of their patients whenever possible. However, they recognise 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,

3. 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

4. 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.

5. 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.

6. 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.

7. 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.

8. Psychiatrists oppose all forms of discrimination against persons with psychiatric disorders and avoid behaviours that might promote discrimination.

**Principle 3. Non-maleficence:**

**Psychiatrists avoid actions that may be injurious to their patients.**

1. Psychiatrists avoid harm to patients by careful evaluation, prescription, and monitoring of the effects of treatment.

2. Psychiatrists avoid use of diagnostic and therapeutic interventions prior to the availability of appropriate evidence demonstrating their favourable benefit/risk ratios for patients.

3. 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.

4. 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.

5. To avoid subsequent misunderstandings, psychiatrists reach agreement with patients in advance on the nature and scope of the services they are able to provide.

6. Psychiatrists abide by local norms in presenting themselves to the public and are careful not to misrepresent their qualifications and experience.

7. 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.

8. 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.

9. Psychiatrists do not engage in abuse of their patients and promptly report to the appropriate authorities, instances of abuse that come to their attention.

10. 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 authorised by a court or counsel for the detainee.

11. 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.

12. Psychiatrists should oppose requests to detect and/or report on the presence of anti-government ideas or radicalisation of their patients in religious or political matters.

1. 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 recognise a responsibility to promote the continuing development of their profession and their personal professional development.
1. Psychiatrists maintain collegial, professional relationships, based on mutual respects, 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 practise 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:**

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.

1. Psychiatrists advocate for the interests of people with mental disorders and contribute to the improvement of public health.

2. 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.

3. 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.
4. 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 recognise 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 fulfill 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. 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.

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.

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.

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.
APPENDIX C-2

TERMS OF REFERENCE FOR THE WPA ETHICS AND REVIEW COMMITTEE

THE MANDATE OF THE WPA ETHICS AND REVIEW COMMITTEE:

In accordance with the WPA Statutes, the Ethics and Review Committee’s specific purposes are to review complaints, to initiate investigations on the violation of the ethical guidelines for the practice of psychiatry as stipulated in the WPA Ethical Documents and to make recommendations on courses of action to the WPA Executive Committee.

STRUCTURE AND FUNCTIONS OF THE WPA REVIEW COMMITTEE:

1) The WPA Ethics and Review Committee shall limit itself to considering alleged violations of the WPA ethical guidelines as outlined in the WPA Ethical Documents.

2) 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.

3) The WPA Ethics and Review Committee shall establish its own rules of procedures to be approved by the Executive Committee and incorporated in the Manual of Procedures of the WPA.

4) Any procedure approved for the operation of the WPA Ethics and Review Committee, may subsequently, be extended or amended in the light of experience.

5) 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.

6) The members of the WPA Ethics and Review Committee shall serve in their personal capacity.

7) The Chairperson of the WPA Ethics and Review Committee will report to the WPA Executive Committee.

8) There shall be a Co-Chairperson who will assist the Chairperson in the work of the WPA Ethics and Review Committee.

9) The WPA Ethics and Review Committee may delegate one or more of its members to carry out any task connected with the investigation of a complaint brought before it.

10) The WPA Ethics and Review Committee shall meet, as the circumstances require, and meetings shall be convened by the chairperson.
11) Decisions of the WPA Ethics and Review Committee shall be taken by a majority vote of the members voting.

12) The WPA Ethics and Review Committee may only consider complaints submitted within 12 months after the termination of the situation or where the complainant has not received a satisfactory resolution of the problem.

13) The WPA Ethics and Review Committee shall work in close collaboration with the WPA Member Societies, WPA Affiliated Member Societies, and WPA Zone Representatives in the review of cases.

14) The WPA Ethics and Review Committee shall, on an ad hoc basis, have access to legal advice on specific issues, but not on general issues, from legal experts available to the WPA (i.e. from WPA Sections or a member of the International Association of Medicine and Law).

15) The WPA Ethics and Review Committee shall develop collaboration with the ombudsman, patients’ advocate or similar bodies, if any, in the complainant’s region or the region under investigation. Furthermore, the WPA Ethics and Review Committee shall contact these bodies, as appropriate, wherever such institutions are available.

16) The WPA shall allocate a reasonable amount of resources for the activities of the WPA Ethics and Review Committee.

PROCEDURE FOR REVIEW:

1. Periodically, a notice should be published in WPA News, and a letter from the President of the WPA, should be sent to all constituent member associations and placed on the WPA Website (WPA Online), that complaints about member societies or individuals, should be referred to the Secretary General through the WPA Secretariat.

2. The WPA Ethics and Review Committee shall consider individual and/or systemic complaints of violation of the WPA ethical guidelines, i.e. the current WPA ethical standards as specified in this Manual of Procedures (see Appendix C-1) that are submitted either through a WPA Member Society, any WPA officer, including Ethics and Review Committee members, by a complainant or by a professional body acting on behalf of the complainant.

3. The WPA Secretary General, through the Secretariat, should log in the complaint, notify the Chair of the Ethics and Review Committee of the complaint, and forward the documents to the Chair, keeping a copy. At the same time, the WPA Secretary General, through the Secretariat, should forward a letter to the complainant indicating that the complaint had been received and is being forwarded to the WPA Ethics and Review Committee.

4. The Chair of the WPA Ethics and Review Committee will assess the complaint, then if it seems necessary, will refer it to a member of the WPA Ethics and Review Committee to begin an initial investigation.

5. The following information is considered necessary for the WPA Ethics and Review Committee’s investigation of a complaint,

   a. regarding the specific case:
• case history or a summary of a case history
• information on the legal formalities related to psychiatric admission or discharge
• judicial or medical decisions, if any, regarding the specific case
• the actual complaints and allegations
b. general information on:
• the Mental Health Act or Mental Health Ordinance of the region
• the mental health service delivery system
• level of funding to mental health and priority setting
• relevant local legal regulations, and
c. on a case by case basis:
• other relevant information considered necessary to evaluate the case.

6 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 the Ethics and Review Committee may subsequently consider the case.

The WPA Ethics and Review Committee may, however, decide to bring such cases to the attention of the WPA Executive Committee and recommend that actions be taken despite the ongoing legal process.

7. In consultation with the EC, the Ethics and Review Committee member assigned to the case and the Ethics and Review Committee Chair, will countersign a letter to the WPA member organization involved in the complaint. Replies are to be sent to the Secretary General, logged in the Secretariat, and then forwarded to the investigating Ethics and Review Committee member.

8 If, in the view of the investigating Ethics and Review Committee member, the complaint warrants further investigation, it will be placed on the agenda of the next Ethics and Review meeting. A letter will be forwarded to the Member Society or other type of member involved indicating that preliminary investigation has resulted in the complaint being taken to the full committee.

9. If the full Ethics and Review Committee, in majority, agrees that further investigation is required, the investigating member will take the lead.

10. Upon receipt of a consent form and further information, the WPA Ethics and Review Committee shall decide as to whether it is a case of violation of the WPA ethical guidelines.

a. If it is decided that it is not a case of violation of the WPA ethical guidelines the complainant will receive a letter stating this and explaining why, and, if appropriate, the WPA Member Society or professional body in question 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. The WPA Member Society or professional body will not be asked for any comments.
b. If the WPA Ethics and Review Committee considers that the information available is sufficient to constitute a violation of the WPA ethical guidelines, letters will be sent to:
   - the relevant WPA Members Society, if any, and WPA Zone Representative for further comments
   - the relevant professional body acting on behalf of the complainant for further comments
   - the ombudsman, or other appropriate body, if any, in the region concerned for collaboration and comments
   - the complainant, informing about the steps to be taken

i. If the above-mentioned bodies respond, the WPA Ethics and Review Committee will study the responses, and if they are found sufficient, send its recommendations to the WPA Executive Committee for actions to be taken, and thus consider the case closed.

ii. If the above-mentioned bodies do not respond, or if the information received is considered insufficient, the WPA Ethics and Review Committee may subsequently write to other relevant societies or organizations for information or comments.

iii. If it is not possible to receive sufficient information in order to decide whether a violation of the WPA ethical guidelines has taken place, a site visit may be recommended.

c. If a full investigation leads to the conclusion that there has been a violation, a recommendation for action will be made to the Executive Committee. Actions taken in consonance with specifications of the Statutes and By-Laws may be the following:

   i) Education plan to correct the problem.
   ii) Reprimand with a request for corrective action and documentation that such action has been taken.
   iii) Probation – with presentation of corrective plan for approval, then, once approved implementation of plan with WPA supervision and support.
   iv) Suspension of membership after consultation with the Board and the Council.
   v) Expulsion recommendation to be presented by the Executive Committee and Board to the General Assembly for a decision.

d. The WPA Ethics and Review Committee’s investigation of a case is limited within the amount of resources allocated by the WPA for the activities of the WPA Review Committee.

11 In cases where circumstances do not permit that informed consent be obtained, the WPA Ethics and Review Committee may bring the case to the attention of the WPA Executive Committee for consideration of actions to be taken.
TIME LIMIT FOR RESPONSE:

WPA Member Societies, WPA Affiliated Member Societies, WPA Zone Representatives and other organizations shall be usually given a 2 months' time limit for response. All things considered, an effort should be made to allow for sufficient time to study a case; on the other hand, it is advisable to have the case finalized within a year.

CONFIDENTIALITY:

All proceedings before the WPA Ethics and Review Committee 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, as appropriate. The material and discussions of the Ethics and Review Committee should be protected from release not approved by the Executive Committee.

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 cases that have been brought before the WPA Ethics and Review Committee and the results of their investigations.

SITUATIONS WHERE NO MEMBER SOCIETY EXISTS:

As the WPA Ethics and Review Committee works on behalf of the WPA, its appropriate area of work is with WPA Member Societies. Complaints submitted from regions where no WPA Member Society exists, will have to be dealt with in cooperation with the corresponding WPA Zone Representative. Such cases will have to be dealt with on a case-by-case basis, in the manner that the WPA Ethics and Review Committee finds most appropriate.
APPENDIX C-3

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 By-Laws Section IX.

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 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 materials developed in WPA programs should not include commercially promotional material.

The Chairperson of the Committee on Education presents the Educational Programs for approval to the Executive Committee.

i. 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.

ii. Support for the activities of the WPA Standing and Operational Committees.

Grants for the functioning of several WPA Committees (Planning, Education, Sections and Publications) 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.

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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.

viii. 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 C-4

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 By-Laws Section IX.

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.).
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.

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.

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.

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 materials developed in WPA programs should not include commercially promotional material.

The Chairperson of the Committee on Education 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, Sections and Publications) 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 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.
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; Nomination; Planning; Scientific Meetings, Scientific Publications; 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, 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.
APPENDIX C-6

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.
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.

**Appeal**

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.
APPLICATION FOR
ADMISSION OF MEMBER SOCIETY
INFORMATIONAL 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: ______________________

5. 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 Voiron, 2 Ch. du
Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: (41 22) 305 5537; Fax: (41 22) 305 5735; E-mail:
wps secre tariat@wpanet.org
APPLICATION FOR
ADMISSION OF AFFILIATED ASSOCIATION
INFORMATIONAL SHEET

1. Official Name of your 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: __________________

5. Secretary’s Name: ______________________________________________________
   Professional Title & Affiliation: ________________________________________
   Tel: __________________ Fax: __________________ E-mail: __________________

6. Registered Members:  Societies  Individuals:  Number: ____________________________

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 letter requesting WPA Membership as Affiliated Association.

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 and return to: WPA Secretariat, Geneva University Psychiatric Hospital, Bâtiment Les Voirons,
2 Chemin du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: +41 22 305 5737; Fax: +41 22 305 5735;
E-mail: wpasecretariat@wpanel.org
APPLICATION FOR ADMISSION OF
SPECIAL INDIVIDUAL MEMBERS
INFORMATIONAL 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$ 50) will be 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: CH670024024050418360H; SWIFT: UBSWCHZH80A.

Date: ___________________ Signature: ___________________

Please complete and return to: World Psychiatric Association Secretariat, Geneva University Psychiatric Hospital,
Bâtiment Les Voirons, 2 Chemin du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: +41 22 305 5737, Fax: +41 22
305 5735; E-mail: wpasecretariat@wpamet.org
APPLICATION FOR ADMISSION OF AFFILIATED INDIVIDUAL MEMBERS
INFORMATIONAL 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 Graduation as Physician or Health Professional or Scientist: ____________________

5. Place and form of training or experience in psychiatry and mental health: ____________________

6. National Professional Societies 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: ____________________

11. 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 graduation certificate as physician or another health professional or scientist.

15. ( ) Please enclose copy of certification of your training or experience in psychiatry or mental health.

16. ( ) Reference letter from the Local Member Society or WPA component officer.

17. ( ) Please indicate how payment of membership fee (US$ 50) will be 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: CH670024024050418360H; SWIFT: UBSWCHZH80A.

Date: ____________________ Signature: ____________________

Please complete the form and return to: World Psychiatric Association Secretariat, Geneva University Psychiatric Hospital, Bâtiment Les Voiron, 2 Ch. du Petit Bel-Air, 1226 Thônex, Geneva, Switzerland. Tel: +41 22 305 5737; Fax: +41 22 305 5735; E-mail: wpasecretariat@wpanelf.org

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Appendix C-12

Clustering of Member Societies into WPA Regions and Zones

The following Regions and Zones were reviewed and approved by the General Assembly in Yokohama, Japan on August 26, 2002. The present list includes the new Member Societies admitted by the General Assemblies in Cairo, Egypt on September 12, 2005, in Prague, Czech Republic on 22 September 2008, in Buenos Aires, Argentina on 21 September 2011, in Madrid, Spain on 16 September 2014, in Berlin, Germany on 11 October 2017 and the Virtual General Assembly held on 16 October 2020.

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
Jamaican Psychiatric Association
Mexican Psychiatric Association
Mexican Society of Neurology and Psychiatry
Nica\n
Zone 4. South America - Northern Zone

Colombian Association of Psychiatry
Ecuadorean Association of Psychiatry
Peruvian Psychiatric Association
Venezuelan Society of Psychiatry

Zone 5. South America - Southern Zone
Argentina

- Argentine Association of Psychiatrists (AAP)
- Association of Argentine Psychiatric Society (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
Portuguese 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 (Zone 10 to 9 – GA Virtual 2020)
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 of the Republic of Moldova (SPNPPC)

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)
Association of Neurologists, Psychiatrists and Narcologists of Ukraine (formerly: Scientific Society of Neurologists, Psychiatrists & Narcologists of Ukraine)
Ukrainian Psychiatric Association
Uzbekistan Psychiatric Association (formerly: Association of Psychiatrists of Uzbekistan)

**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 Arab Association of Psychiatrists
- Yemen Psychiatrists & Neurologists Association

Zone 13. **Central and Western Africa**

- 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 (Zone 11 to 14 – GA Berlin 2017)
- 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. **Asia, Australia, New Zealand and South Pacific**

Zone 15. **South East 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 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 C-13

Distribution of Surplus from WPA Scientific Meetings

WPA Scientific Meetings / Profit Share

<table>
<thead>
<tr>
<th>Scientific Meeting</th>
<th>Frequency</th>
<th>Location* Description</th>
<th>Profit share</th>
<th>Timing</th>
<th>Duration</th>
<th>MS congress Description</th>
<th>WPA organizational meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Congress of Psychiatry</td>
<td>Annual</td>
<td>Geographic rotation between each 3 parts of the world and no more than once in a 3 years period</td>
<td>Specified in Contract</td>
<td>Third quarter of the year</td>
<td>4-5 days</td>
<td>MS Congress merged with WPA Congress</td>
<td>EC Council Board</td>
</tr>
<tr>
<td>WPA Regional Congress</td>
<td>One or two times a year</td>
<td>Each of the 2 parts of the world not hosting a WCP during that year</td>
<td>Specified in Contract</td>
<td>Feb/March and Nov/Dec</td>
<td>3-5 days</td>
<td>Preferably merged or by special arrangements</td>
<td>EC</td>
</tr>
<tr>
<td>WPA Thematic Congress</td>
<td>One or more times a year</td>
<td>In any part of the world (best to be merged with the rotation)</td>
<td>Specified in Contract</td>
<td>Not competing with other WPA activities</td>
<td>3-5 days</td>
<td>No regulation</td>
<td>EC</td>
</tr>
<tr>
<td>WPA Co-Sponsored Meeting</td>
<td>One or more times a year</td>
<td>In any part of the world</td>
<td>MS 100% WPA no financial responsibility</td>
<td>Not competing with other WPA activities</td>
<td>No regulation</td>
<td>No regulation</td>
<td>No regulation</td>
</tr>
</tbody>
</table>

(*) 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.
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.
PRIVATE 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 organisation, 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 organisation 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 C-16

Job Descriptions for Executive Committee Members

WPA PRESIDENT

Extract from WPA Statutes:

Item 22 – The 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 WPA President represents the WPA and speaks on its behalf. He/she chairs all meetings of the WPA General Assembly and the WPA Executive Committee, and 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 President convenes the WPA Executive Committee and decides its agenda in consultation with the WPA Executive Committee Members. The WPA 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 WPA President selects Special Advisors to the WPA President.

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

The President presides over the WPA World Congress of Psychiatry.

The WPA President represents the WPA in all official matters.

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

JOB DESCRIPTION

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 C-6)

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:
At least 30 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:**

*The WPA President-Elect (Vice President):*

*The WPA General Assembly elects the President Elect (Vice President) for a period of six years, of which he or she serves as WPA President Elect (Vice President) for three years and as WPA President for three years.*

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

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

*The WPA President-Elect (Vice President) will represent the WPA President in his or her absence or upon his or her 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 C-6)

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.
  Including 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:
At least 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:

Item 24 – The WPA Secretary General:

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

The WPA Secretary General has the responsibility to ensure that the Secretariat provides appropriate support for the work of the WPA.

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

The WPA Secretary General ensures that the Secretariat supports the Executive Committee 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 chairs the WPA Accreditation Committee.

The WPA Secretary General reports to the WPA 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 C–6) 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:**
At least 15 hours per week
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:

Item 25 – The WPA Secretary for Finances:

The WPA General Assembly elects the WPA Secretary for Finances for a term of six years. The WPA Secretary for 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 funds. The WPA Secretary for Finances presents, after consultation with WPA Zone Representatives, the WPA yearly budget to the Executive Committee for approval and supervises its management. In case of discrepancies between the WPA Board and the WPA Executive Committee, a meeting of the WPA Board will take place if requested by the Board in order to reconsider the WPA budget.

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

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

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 C-6)

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, fundraising, 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:
At least 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

Extract from WPA Statutes:

Item 27 - The WPA Secretary for Education

The WPA General Assembly elects the WPA Secretary for Education for a term of six years. The WPA Secretary for Education coordinates the educational activities of the Association and ensures the distribution of educational programs of the WPA in cooperation with the WPA Zonal Representatives, and as necessary with the WPA Secretaries for Scientific Sections and for Scientific Meetings, the WPA Executive Committee and WPA Member Societies.

The WPA Secretary for Education reports to the WPA 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 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 Education must sign and comply with the WPA Oath of Office. (See Appendix C-6)

Candidates for the Office of Secretary of Education 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 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 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 Secretaries for Scientific Sections and for Scientific Meetings, the WPA Executive Committee members and WPA Member Societies.
- Coordinates 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
- 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:**
At least 15 hours per week

**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 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 Education with an interim officer.
Extract from WPA Statutes:

Item 26 – 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 for Scientific Meetings oversees the coordination of all official scientific meetings of the WPA. The WPA Secretary for Scientific Meetings is responsible for the development of proposals to hosts of 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.

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 C-6)

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
- Member of the Science, Education and Publications 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 organisation 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:
At least 30 days a 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 PUBLICATIONS

Extract from WPA Statutes:
Item 28 – The WPA Secretary for Scientific Publications:

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

The WPA Secretary for Scientific Publications is responsible for implementing the editorial policies of the WPA and maintains oversight of its publications.

The WPA Secretary for Scientific Publications will be a member of any publication committee appointed by the WPA Executive Committee.

The WPA Secretary for Scientific Publications reports to the WPA 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 Publications 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 Publications must sign and comply with the WPA Oath of Office. (See Appendix C-6)

Candidates for the Office of Secretary of 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 Scientific Publications is elected.

Reports to:
The Executive Committee

Specific Duties:
  • Member of the WPA Executive Committee
• Member of the Science, Education and Publications Committee
• Responsibility for implementing the official policies of the WPA and maintaining oversight of the WPA publications,

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:
At least 15 hours per week

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 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 SECTIONS

Extract from WPA Statutes:

Item 29 – The WPA Secretary for Scientific Sections:

The WPA General Assembly elects the WPA Secretary for Scientific Sections for a term of six years. The WPA 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 WPA Secretary for Scientific Sections serves as adviser to the WPA Scientific Sections in the planning of Section Symposia or other activities.

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

The WPA Secretary for Scientific Sections reports to the WPA 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. A copy of this is available on the WPA website (www.wpanet.org)

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
- 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:
At least 15 hours per week

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.

January 2021