

**WORLD FEDERATION FOR ULTRASOUND
IN MEDICINE AND BIOLOGY**

**WFUMB LIMA SCIENTIFIC
WORKING GROUP**

TERMS OF REFERENCE

August 2026

Document control

Working Group name	WFUMB Lima Scientific Working Group
Group type	Time-limited ad hoc working group
Established under	Executive Board (ExB) resolution, as proposed to the Administrative Council (AC)
Reports to	Executive Board
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1. Status and governing framework

1.1 The Scientific Working Group (the Working Group) of the WFUMB 2027 Congress is a time-limited ad hoc working group of the World Federation for Ultrasound in Medicine and Biology, Inc. (WFUMB). It is established to support the scientific content and standards of the WFUMB Congress in Lima while WFUMB considers the longer-term role and governance status of a scientific function within WFUMB.

1.2 The Working Group is established by the ExB, subject to confirmation by the AC, and is accountable to the ExB.

2. Purpose

The purpose of the Working Group is to provide focused scientific expertise and advice to support the quality, relevance and strategic alignment of scientific content associated with the WFUMB 2027 Congress in Lima.

As a time-limited ad hoc working group, it will apply this purpose through the development, review and support of WFUMB 2027 Congress scientific activity, while capturing lessons to inform any future WFUMB scientific advisory structure.

3. Role and scope

The Working Group will focus on the development, delivery and evaluation of scientific content associated with the WFUMB 2027 Congress in Lima, including the lead-up to the Congress and the immediate post-Congress review and reporting period. Within that defined remit, it will:

- develop and recommend the scientific objectives, principles and priorities for the WFUMB 2027 Congress program, in alignment with WFUMB's Strategic Plan and scientific, educational and outreach objectives;
- provide expert opinion on the quality of scientific statements produced by WFUMB and how WFUMB should respond to issues raised on scientific questions from external organisations and the media in and around the WFUMB 2027 Congress;
- provide expert scientific input on proposed themes, topics, sessions, invited speakers, abstract review processes, posters and other scientific content associated with the WFUMB 2027 Congress;

- support the local organising committee of the WFUMB 2027 Congress, as relevant, to help ensure the Congress program reflects high scientific standards and appropriate international perspectives;
- identify areas where additional scientific expertise or review may be required and recommend appropriate contributors or reviewers for consideration by the ExB or relevant Congress arrangements;
- provide advice on scientific quality, relevance and alignment where requested by the ExB in relation to WFUMB 2027 Congress content;
- review the scientific content of congress to inform the next congress;

The Working Group will operate within this agreed WFUMB 2027 Congress focused remit and will refer any proposed activities extending beyond it to the ExB for consideration.

4. Authority

4.1 The Working Group is advisory. It may review, consult, develop proposals and make recommendations within its approved remit, but it does not have executive or policy-making authority and cannot bind WFUMB.

4.3 The Working Group must not, unless specifically authorised by WFUMB:

- enter into contracts or make commitments on behalf of WFUMB;
- incur expenditure outside an approved budget or delegation;
- direct WFUMB officers, staff, contractors, committees or working groups;
- issue public statements, scientific position statements or media responses on behalf of WFUMB;
- expand its remit beyond the Lima-focused purpose set out in these Terms of Reference;
- assume responsibility for broader Congress governance, commercial, financial, destination or operational management; or
- create subgroups or delegate its responsibilities without ExB approval.

4.4 Specific delegated authority: None.

5. Composition and appointment

5.1 The Working Group will comprise of no less than five and up to ten members, where practicable, with scientific expertise relevant to WFUMB's scientific, educational and outreach objectives.

5.2 In seeking nominations or proposed members, WFUMB will consider scientific expertise, relevant specialty knowledge, research and academic standing, Congress program experience, and the ability to contribute constructively within the agreed timeframe.

5.3 The Working Group should, where practicable, include representation from at least three WFUMB Affiliated Federations, while recognising that scientific expertise and the specific needs of the WFUMB 2027 Congress should guide composition.

5.4 WFUMB will encourage an appropriate balance of geographic, professional, specialty, cultural and gender diversity across the Working Group.

5.5 Affiliated Federations may propose candidates, but membership of the Working Group is by appointment of the ExB, subject to confirmation by the AC.

5.6 Appointments are for the life of this Working Group only and do not create an entitlement to appointment to any future committee or working group.

5.7 A member's appointment may be reviewed if, without reasonable cause, the member is absent from two consecutive meetings or more than half of scheduled meetings or is unable to fulfil the responsibilities of membership. Any replacement will follow the same nomination, appointment and confirmation process.

5.8 If a member resigns or otherwise ceases to hold office during the life of the Working Group, a replacement may be appointed for the remainder of the Working Group's term. Any replacement will follow the same nomination, appointment and confirmation process set out in these Terms of Reference.

6. Voluntary service and expenses

Working Group membership is voluntary and unremunerated. Members are not entitled to sitting fees, honoraria or payment for time spent undertaking Working Group responsibilities.

7. Chair

7.1 The Chair will be appointed by the ExB from among the Working Group members, subject to confirmation by the AC. The ExB may also appoint a Vice-Chair if required.

7.2 The Chair is responsible for:

- leading the Working Group and maintaining its focus on the agreed remit;
- agreeing the meeting schedule, work plan and agendas;
- promoting active, respectful and inclusive participation;
- ensuring recommendations, decisions and actions are clear;
- ensuring appropriate records of meetings, decisions and actions are maintained and provided to the ExB;
- managing conflicts of interest in accordance with WFUMB policy; and
- reporting progress and recommendations to the ExB.

7.3 In the Chair's absence, the Vice-Chair, if appointed, will chair the meeting. Otherwise, the members present may nominate a member to chair that meeting.

8. Meetings

8.1 The Working Group will meet at least every two months between establishment and the WFUMB Congress in Lima in May 2027, and more frequently where required to meet scientific program and Congress planning deadlines. Meetings will ordinarily be held electronically to support international participation and efficient delivery.

8.2 Additional meetings may be called by the Chair where necessary to meet Congress planning deadlines or respond to urgent scientific program matters.

8.3 Members are expected to attend by approved electronic means unless an in-person meeting has been specifically authorised.

8.4 Meeting papers should be circulated in advance where practicable, and members are expected to read papers and prepare for discussions.

9. Quorum and decision-making

9.1 Quorum is more than half of the appointed voting members. For example, if there are five members appointed, a quorum would be three.

9.2 The Working Group will aim to reach recommendations by consensus. Where consensus cannot be reached, a recommendation will be determined by a simple majority of voting members present and entitled to vote.

9.3 The Chair does not have a casting vote.

9.4 Any recommendation made without a quorum must be referred to a subsequent quorate meeting or to the ExB for consideration.

10. Conflicts of interest, conduct and confidentiality

10.1 Members and invitees must disclose any actual, potential or perceived conflict of interest when appointed, when circumstances change and at the beginning of each meeting in relation to the agenda.

10.2 Conflicts will be managed in accordance with the WFUMB Conflict of Interest Policy. The disclosure and agreed management action must be recorded in the minutes.

10.3 Working Group papers, discussions and information are confidential unless authorised for release or already lawfully in the public domain.

10.4 Members must conduct the activities of the Working Group in an inclusive and non-discriminatory manner consistent with WFUMB's ethical standards.

10.5 Members are expected to act in WFUMB's best interests, contribute constructively, complete agreed tasks within scope and timelines, and balance scientific independence with the agreed remit and governance requirements.

11. Review / Continuation

11.1 These Terms of Reference may be amended during the life of the Working Group only with approval through the same authority used to establish the Working Group.

11.2 Any proposed expansion beyond the defined remit must be referred to the ExB before additional work is undertaken.

11.4 Continuation as a working group does not automatically create a standing committee or permanent governance body.

Approval

Approved by	Executive Board, subject to Administrative Council confirmation
Approval date	4 September 2026
Effective date	
Related documents	WFUMB Constitution; Bylaws; Strategic Plan 2026–2031; Conflict of Interest Policy; relevant Congress governance documents