

# ICOPLAST POLICY PLAN

## Preface

The ICOPLAST Policy Plan provides the foundation for long-term effective and responsible management of the Confederation. It ensures that ICOPLAST operates in a consistent, ethical and legally compliant manner. This Policy Plan details the framework for consistency and ensures that the fundamental guiding principles of ICOPLAST are observed and practiced.

## Introduction

ICOPLAST was established on 12 May 2016 as the Confederation of National Plastic Surgery Societies. It was established in Utrecht, Netherlands and is registered with the Chamber of Commerce under number 66020751.

### 1.1 Guiding Principles

The Mission of the Confederation of Plastic Surgery Societies (ICOPLAST) is to educate, communicate, advocate and advance the specialty of plastic surgery throughout the world.

Through its efforts of education, it will improve the quality of care to patients throughout the world, it will educate and inform the public about the specialty, and how it can repair and restore function of congenital deformities and injuries caused by trauma and cancer. ICOPLAST will advocate to governments and healthcare organizations the value of plastic surgery.

### 1.2 Rules and Regulations

The ICOPLAST Articles of Association detail the rules and regulations of the confederation and in all instances, these bylaws will be observed.

## Governance

### 2.1 The Board of Directors

There are twelve (12) members of the ICOPLAST Board of Directors. The Board consists of a President, Secretary, Treasurer, eight (8) members at large and one (1) member representing the interests Trainee Plastic Surgeons worldwide.

On 1<sup>st</sup> January 2025, the following are the members of the Board of Directors:

Name	Position
Eva-Maria Baur	President
Marzia Salgarello	Secretary
Greg Evans	Treasurer
Mikko Larsen	Member-at-large
Ghulam Fayyaz	Member-at-large
Kenneth Segwapa	Member-at-large
German Vargas	Member-at-large
Pablo Davalos	Member-at-large
JP Hong	Member-at-large
Earl Campbell	Member-at-large
El Hassan Boukind	Member-at-large
Miriam Vicente-Ruiz	Global Trainee Representative

The role of each Board member is to represent the best interests of the Plastic Surgeons of the Member National Societies within their region. Each Board member familiarizes themselves with and observes the Organizations Articles of Association. Attendance and participation in the meetings of the Board of Directors is recommended.

## **2.2 The Executive Committee**

The ICOPLAST Executive Committee comprises the President, Secretary and Treasurer and they play a key role in shaping the organizations strategic direction, policies and operational plans. The Executive Committee monitors the implementation of board policies and ensures good corporate governance policies.

## **2.3 The Council of National Delegates**

Each National Society nominates one (1) representative from their Society as their ICOPLAST National Delegate. The role of the ICOPLAST National Delegate is to disseminate all ICOPLAST initiatives and promotional material to the members of their National Society and to attend and participate in the twice-yearly meetings of the Council of National Delegates.

## **2.4 The ICOPLAST Office Management**

The ICOPLAST Board of Directors appointed a new management company at the beginning of 2024. The role of the ICOPLAST Office Manager is to carry out all administrative duties as prescribed and ensure the observance of the organization's Articles of Association.

## **2.5 External Organizations**

The Board of Directors works with BDO Accounting, Audit and Assurance for the management of the organization's capital. Their role is the administration, preparation and issuance of annual accounts.

## **Organizational Activities**

ICOPLAST Activities are mainly carried out by the ICOPLAST Committees and by the Board of the organization. The activities of the Board mainly concern management of income, strategic planning, building strategic relationships for the benefit of patient quality of care, and oversight of the committee's expenditure and fundraising.

### **3.1 Fundraising**

The assets of the Organization will consist of income received from dues for its National Society members, grants, donations, legacies, inheritances and sponsors.

### **3.2 Management of Assets**

The role of the ICOPLAST Treasurer is to manage the assets in a responsible manner. In the management of bank and securities deposits, a limited risk will be chosen. All income and expenses are in principle recognized in the period to which they relate. All proceeds (donations) are recognized as revenue in the financial year in which they are received. Interest income is recognized or receivable in the year under review in respect of the outstanding bank balances.

The Treasurer will also manage all indirect costs – bank administration, registration with the Chamber of Commerce, Travel expenses, and all other expenses.

The Executive Committee are the only means of expense authorization which must be approved in advance of any expense being incurred.

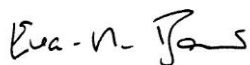
### 3.3 Use of Capital

Costs associated with asset management, and the costs of the accountant are not excessive, are in line with European norms and are in any case related to the work carried out.

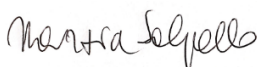
No management fee is granted to the members of the ICOPLAST Board of Directors. However, there is a strict travel reimbursement policy for Board members; the policy was developed and periodically reviewed by the Audit Committee and has been ratified by the Council of National Delegates.

The Board of Directors does not consider it desirable to spend all acquisitions in any form whatsoever, in that year, entirely on that year. The Board considers it desirable – in view of the continuities of the planned work for the purpose of the Organization – to maintain part of the assets or to build up a limited capital. The annually acquired assets are usually spent as directly as possible on specific targets, considering the aforementioned intention.

The ceiling of the “Continuity Reserve” should amount to 1.5 times the annual institutional costs, such as personnel costs, housing costs, printing costs and administrative costs. This ceiling is increased by the acquired capital from donations/inheritances if and insofar as it has been determined that this capacity must be maintained. In addition, the organization holds assets that are necessary operations.



Eva-Maria Baur  
President ICOPLAST



Marzia Salgarello  
Secretary ICOPLAST



Greg Evans  
Treasurer ICOPLAST