

WORLD COUNCIL OF ENTEROSTOMAL THERAPISTS

**INTERNATIONAL DELEGATE (ID)
HANDBOOK 2017**

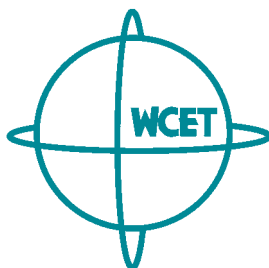


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Acknowledgement

This WCET™ International Delegate (ID) Handbook was originally written by Susan Stelton, as part of her role as the WCET™ Vice President, 2012-2014. It is based in part on a presentation given by her at the 2008 WCET™ Biennial Congress in Slovenia. This handbook was been reviewed and revised by the Executive Board (EB) and members of the Publications and Communications Committee as follows: in June 2014, December 2015, and October 2017.

Thank you Greg Paull, Publisher, who as part of his role as a member of the WCET™ Publications and Communications Committee has donated the services of Cambridge Publishing for the formatting and production of this ID handbook.

Welcome Letter

Dear International Delegate (ID),

Welcome to your role in the World Council of Enterostomal Therapists (WCET™). Thank you for volunteering your time to represent your country and to assist the WCET™ in achieving its mission.

The materials in this booklet are intended to help you in your international delegate (ID) role. The WCET™ Vice-President (VP) is your 'official' contact person. Do not hesitate to contact the VP or any of the WCET™ Executive Board members or Jen Wood, Director of Administration at the WCET™ Central Office if you need help or information.

Thank you for serving the WCET™ as the contact person for your country.

Best Regards,

Elizabeth

Elizabeth A. Ayello, PhD, RN, ACNS-BC, CWON, ETN, MAPWCA, FAAN
WCET™ Vice-President 2016-2018



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Terms of Reference for International Delegates

The WCET™ International Delegates play a vital role in the WCET™. Every member country of the WCET™ is represented by an International Delegate (ID) elected by the members of that country for a two year term.

The role of the WCET™ International Delegate includes:

- Acting as the national WCET™ spokesperson.
- Disseminating information about the WCET™ within their country.
- Promoting WCET™ membership within their country.
- Getting feedback and comments from WCET™ members within their country.
- Voting on behalf of their country members at the WCET™ General Business Meeting and online (electronic) voting.

The WCET™ International Delegates provide a valuable service to the WCET™, acting as WCET™ ambassadors within their national country and providing information pathways for WCET™ members around the world.

International Delegates submit a biennial report of activities within their home country and source relevant and pertinent items for the WCET™ BULLETin or Journal.

Every two years, the WCET™ members of each country should vote on a new ID. WCET™ members in each country decide when and how to conduct the election of the ID. The WCET™ Executive Board does not conduct the election for the ID. When there is a new ID elected, the WCET™ Vice President, Journal Executive Editor, Publications and Communications Chairperson and WCET™ Central Office must be notified of this change. All four need to be sent the contact details of the new ID for posting on the ID page of the journal and website.

In the event that the WCET™ receives a concern about the performance of an ID from a country member, WCET™ will notify that ID and ask them to communicate with their country member to resolve the issue.

ID requirements

- The country ID must be a full or life member whose membership is currently paid. If the ID has not renewed within 3 months of the deadline for membership renewal (31 December) of their year end, their name will be deleted from the ID list and members of that country will be asked to elect a new ID from the actual financial members from their countries
- If there is only one active member of a country he/she will be the ID if they meet the qualifications as set forth in the WCET™ constitution. Those who do not meet the criteria may become the International contact for this country but will not be eligible to vote.
- After 3 months, if there is no financial member from a country, the flag of this country will be deleted from the ID list.



International Delegates

- (a) An International Delegate shall be a Full or Life Member and shall be elected electronically by the Full and Life Members within their country. The International Delegate shall serve for a term of two (2) years and is eligible for re-election for a second two (2) year term.
- (b) Each eligible member is entitled to submit a nomination or self-nominate for the position of International Delegate. This person must have consented to serve in writing before being nominated for election. Each country is responsible for conducting the election.
- (c) The International Delegate is the elected representative of his/her country and has the power to vote. Only one vote is allowed per country.
- (d) The International Delegate shall liaise with the Executive Board and members in their country. In the event an International Delegate is unable to continue to hold the position, another International Delegate will be elected electronically according to the election process. Other options for the election of the ID shall include show of hands, secret ballot, telephonic media or mail – in ballot.
- (e) In countries where there is no one eligible to be an International Delegate, a Contact person may be appointed. This Contact will not be eligible to vote.

The Role Of The International Delegate*

The role of the International Delegate (ID) offers unique opportunities to give and to receive some things.

FUNCTIONS OF THE ID TO MEMBERS IN THEIR COUNTRY

- Write a greeting/welcome letter in your country language(s) for posting on the WCET™ website. (See the template below).
- Have regular communication with WCET™ members in your country.
- Remind members in your country to keep their contact details current including their mailing address for receiving the WCET™ Journal.
- Represent your country and ET nursing to other WCET™ members.
- Vote on behalf of your country members for WCET™ elections (electronically) and at the WCET™ General Business Meeting.
- Communicate WCET™ information to your country members.

- Get feedback from your country members about WCET™ reports and documents.
- Provide the WCET™ Executive board with ideas to enhance the WCET™.
- Prior to the WCET™ Congress, complete a report about ET nursing in your country for posting on the WCET™ website.
- Submit papers and posters for WCET™ Congresses and encourage fellow country members to do the same.
- Translate or recruit translators for your language for WCET™ Journal articles, BULLETin, website and other WCET™ materials.
- Participate as a resource to countries that are developing ET Nursing.
- Encourage members in your country to be active members of the WCET™ and to get other colleagues to join the WCET™.
- Notify the WCET™ VP, Publications and Communications Chairperson, Journal Executive Editor and central office when there is a change in the ID or a change in ID contact information.

WHAT THE ID MIGHT RECEIVE FROM DOING THE ID FUNCTIONS

- Make many new professional colleagues and friends from all over the world.
- Gain access to resource persons from other countries.
- Learn new and different ways of approaching clinical problems.
- Gain a global perspective about healthcare systems.
- Expand leadership experience through ID role and participation on committees.
- Become eligible to run for a position on the WCET™ Board.
- Travel to some interesting places and learn about their cultures.
- Feel that you have contributed to developing services in emerging countries

**Adapted from the presentation at the International Delegate Meeting in Slovenia 2008 by Susan Stelton and updated by the Executive Board and Publications and Communications Committee in 2014, 2016, 2017*



Welcome letter from the ID on the WCET™ website

On the WCET™ website, there is a place for each ID to post a personal greeting that welcomes your country members to the WCET™. Your message should be in the language (s) spoken in your country.

Here is a suggested template with some ideas as to what to include in your welcome letter:

Welcome to the WCET™. As the international delegate (ID) from _____, (specify your country name here) it is my honour to represent our country. I am delighted that you are joining me as a WCET™ member so that our country is part of this important organisation that is dedicated to specialty nursing practice for all persons with ostomy, wound or continence needs worldwide.

In my role as ID, I will be sending you information about the WCET™ and hope you will respond with your comments. **Please keep your contact details current including your mailing address for the WCET™ Journal and your email address.** Your input is very valuable, so please stay in touch with me. My contact details are as follows

_____ email address

_____ telephone number

I look forward to hearing from you.

Sincerely,

_____ (your name here)

How to send email to Country Members

1. Go to the **WCETN.org** website and sign in with your **USER NAME** and **PASSWORD**.
2. Hold your mouse over the **“MEMBERS ONLY”** tab and click on the last item on the drop down menu **“INTERNATIONAL DELEGATE HELP”**.
3. Scroll down to the bottom of the page and click on the link under Administrator Functions that reads **“ADVANCED MEMBER SEARCH”**.
4. Scroll down the list of criteria to **“COUNTRY”** then scroll down the list of countries to **YOUR COUNTRY NAME** and click on it, then click **SEARCH**.
5. You will see a **LIST OF ALL OF YOUR COUNTRY MEMBERS**.
6. To send a message to everyone on the list, click on the **“CONTACT” ICON (blue envelope)** at the top right of the page.
7. In the email form, type the **SUBJECT** of your email and write your **EMAIL message**.
8. Follow the directions at the bottom of the email form to **SEND**.

If you want to send a **message to specific members**, just **click the box next** to their name on the country list, **then follow steps 6 and 7 above**.

How to get ready to attend the ID Meeting & General Meeting

- Write your country report (see the template in this handbook) and send it to the Publications and Communications Chairperson and cc the Vice President in your email.
- Read the minutes from the last WCET™ General Meeting.*
- Read the reports from the WCET™ Executive Board.*
- Review any proposed changes to the WCET™ Constitution.*
- Review the meeting procedures information sheet.
- Be ready to vote on behalf of your country.**
- Be ready for the ‘Parade of Delegates’ at the opening ceremony by bringing your country’s traditional clothing (if your country has specific traditional attire) to wear during the opening ceremony. Also bring a camera; this is always a very colourful and exciting event for all!

**The Vice-President will send an email telling you where you can access the documents that you need to review before the meeting.*

***You will also be given information about the date, room and time of the WCET™ ID Meeting and the WCET™ General Meeting.*



Procedures For The General (Business) Meeting***

A meeting can accomplish all that it set out to achieve if it is well organized and follows basic principles of running a meeting. Hopefully explaining some of these will give you a better understanding of the biennial WCET™ Business Meeting – your meeting!

Many meetings are also guided by parliamentary procedure or Rules of Order. The procedures in this article are based on “Robert’s Rules of Order” which WCET™ follows in the General Meeting.

HOW CAN YOU PREPARE FOR THE MEETING?

Come prepared by reading all the information you receive such as reports, minutes and agendas, proposed constitution changes and profiles of candidates for election. Be sure to bring this information with you.

WHAT IS A QUORUM?

A quorum is the number of voting members that must be present at the meeting to conduct the WCET™ business and to make any changes. A majority of the Executive Board and a majority of the International Delegates registered for the Congress forms a quorum. **It is very important that all voting members attend and sign in before entering the meeting room so the quorum can be established. In order to vote, you must be a current member. If you are unsure of your financial status, you can check this on your profile by logging onto the WCET™ website.**

WHY IS THE AGENDA APPROVED OR ADOPTED?

The agenda is the official list of everything that will be discussed during the meeting. The President will ask the voting members to approve or adopt the agenda at the beginning of the meeting. If something is not on the agenda, it will not be discussed. However, unexpected items can be added.

HOW CAN YOU GET SOMETHING ADDED TO THE AGENDA TO BE DISCUSSED?

If you/ your country want something discussed at the meeting, send an email with your request asking the Congress and Meetings Coordinator and cc the WCET™ Central Office to have this added to the agenda as soon as possible, but preferably two weeks before the Congress. There may be an opportunity to add something when the President asks for the approval of the agenda. However, there may not be time to discuss it if you wait to this time to put it on the agenda.

WHY ARE MINUTES FROM PREVIOUS MEETINGS APPROVED OR ADOPTED?

The President will ask for the minutes and any corrections to be adopted. Once adopted, these become a permanent record of discussions and any decisions at the meeting. Minutes serve as a record of the business discussed and decisions made by the WCET™ at its meetings.

HOW WILL THE REPORTS BE PRESENTED?

You will receive access to the Committee and Executive Board reports before the meeting to give you an opportunity to read them. These are posted on the WCET™ website in the members only section in the library. The reports will not be read out loud when presented at the meeting. Therefore, please read the reports prior to the meeting. There will be an opportunity for you to ask questions. You will be asked to either approve each report separately or as a group after all the reports have been presented.

HOW WILL SUCH ITEMS AS THE AGENDA, MINUTES OR REPORTS BE PRESENTED FOR APPROVAL OR ADOPTION?

The reports will be approved by general consent.

Example: *The President will state: "If no-one disagrees, the minutes will be approved as read (or corrected)".*

- The President will wait for anyone to disagree.
- She will state: "Since no-one disagrees, the minutes are approved as read (or corrected)".
- The Secretary will record that these have been approved by general consent.

WHAT IS A MOTION?

A motion is a proposal to introduce something for discussion and a decision by the voting members.

PROPOSED CHANGES TO THE WCET™ CONSTITUTION WILL BE PRESENTED AND VOTED UPON. WHY IS THE CONSTITUTION SO IMPORTANT?

The constitution states the rights of the membership upon which the WCET™ business must be conducted by those designated to lead the organisation. The constitution cannot be changed without prior notice and approval of the membership.

The International Delegate will be speaking and voting on behalf of his/her country's WCET™ members. Therefore, IT IS VERY IMPORTANT THAT ANY GENERAL BUSINESS MEETING AGENDA ITEMS, CONSTITUTION CHANGES AND ANY ADDITIONAL ISSUE(S) SHOULD BE DISCUSSED PRIOR TO THE GENERAL BUSINESS MEETING AND AGREED PREVIOUSLY INSIDE THE COUNTRY TO SUPPORT THE ID'S VOTES.



WHAT IS THE PROCEDURE FOR VOTING AT THE MEETING?

Only the Executive Board, and International Delegates have voting privileges at this meeting. The International Delegates will vote on behalf of his/her country members.

There will be three (3) scrutineers counting the votes.

- All IDs will receive a coloured voting card when signing in before entering the meeting room.
- This card will be used when voting for business such as motions, constitution changes, or any action items from the executive board members.
- You will be asked to vote either in favor or against something.
- Hold up your card until all the votes are counted.

HOW WOULD YOU GET SOMETHING DISCUSSED AND DECIDED AT THE MEETING?

You will need to make a motion. The procedure for a motion is quite simple.

- Be sure to have this put on the agenda.
- Go to the microphone and state your name and country.
- Briefly state why you are proposing the motion. Then state your motion such as *“I move that we raise our membership fee to fifty pounds”*.
- The President will ask someone to “second” this. This person may not agree with the motion but believes this should be discussed. It may even be a way of bringing an issue forward to defeat it.
- The President will repeat the motion: *“It has been moved by.....and seconded by..... that we raise our membership fee to fifty pounds”*.
- The President will call for discussion.
- The one who makes the motion is the first to speak to explain the reason for the motion if this hasn’t already been done.
- When the President calls those wishing to speak, speakers should go to the microphone and state his/her name and country.
- Each speaker is allowed three minutes to speak. Nobody is allowed to speak twice on a motion until everyone has had an opportunity to speak to the motion.
- When the discussion is over, the President will repeat the motion and call for a vote.
- If a majority votes in favor, the motion is carried. If a majority does not vote in favor, the motion is defeated.

- In the event of a tie, the President will cast the deciding vote.
- There can only be one motion discussed or “on the floor” at one time.

A written and signed motion becomes a permanent record. You can change or withdraw your motion up until the President presents it to the voting members. At that time, the motion no longer belongs to you but now belongs to the voting members and permission is required to change or withdraw it.

WHAT IF YOU NEED MORE TIME TO DISCUSS A MOTION?

Twenty minutes is allowed for each motion item.

The President will ask if the voting members agree to give more time for discussion. If the majority agrees, the discussion will continue. If the majority disagrees, the discussion ends and a vote on the motion is taken.

WHAT IF YOU WANT TO CHANGE THE WORDING OF A MOTION?

You can change or amend a motion to make it more acceptable. You can take away or add words or even state an altogether different motion as long as the topic is the same. Amendments to motions are probably the most difficult to understand.

- When it is your turn to speak, state your change or amendment.
- Someone must second your amendment.
- From this point, only the amendment can be discussed.
- The President will call for a vote on the amendment.
- If accepted, the amendment is added to the original motion for further discussion and a vote.
- If the amendment is defeated, the discussion continues on the original motion.
- No more than two amendments can be considered at one time.

Example: *“I move we purchase two sets of posters as proposed by the Publications and Communications Committee”.*

- Someone makes an amendment to purchase “six sets” of posters.
- Someone makes a second amendment to purchase “eight sets” of posters.
- The second amendments must be voted on first. If approved, the motion that would be voted on would state “I move that we purchase eight sets of posters as proposed by the Publications and Communications Committee”.
- If the second amendment is not approved, then the first amendment is voted on.
- If approved, the motion would state “I move we purchase six sets of poster as proposed by the Publications and Communications Committee”. If not approved, it would go back to the original motion of two sets of posters.



WHAT IF WE DO NOT HAVE ALL THE ANSWERS TO VOTE ON A MOTION?

The motion can be postponed or tabled. It can also be referred to a committee to study with a recommendation either to report back at a certain time or be given permission to decide on behalf of the membership.

WHAT IF YOU DON'T LIKE A MOTION?

Wait for your turn to speak and give your reason why you are against the motion. Then vote against it.

WHAT IF YOU WANT TO END DISCUSSION ON A MOTION?

When it is your turn to speak, make a motion to end the discussion. Someone must second your motion. If this vote passes, all discussion on the motion stops and a vote is taken. If the vote fails, then discussion continues.

Because the motion to close discussion or, "calling for the question", limits the rights of the voting members to continue discussion, *a two-thirds majority* is required for the motion to pass.

WHAT IF YOU WANT TO RECONSIDER A MOTION A SECOND TIME AS MORE INFORMATION IS AVAILABLE?

You would move to reconsider the motion. You can also move to rescind a previous motion, which basically cancels it.

WHAT IF IT IS TIME TO CLOSE THE MEETING?

The President will call for a motion or general consent to adjourn the meeting. If this passes, the meeting is over and all business must cease. A motion to adjourn a meeting does not need to be seconded.

***Developed by:

Shirley McSavaney Constitution Committee 2008

Edited by: Susan Stelton, President and Elizabeth Ayello, Vice President 2014;

Revised again by EB and Publications and Communications Committee Dec. 2015.

WCET™ Country Reports

Each International Delegate (ID) is responsible for submitting a Country Report at the biennial WCET™ Congress. This report outlines the activities of the WCET™ members as well as other ET activities in your country. In turn, the Country Report serves to promote communication and the sharing of ideas and ultimately helps to promote and strengthen ET nursing globally.

1. Name of your country and brief description (ie location, size, population)

2. WCET™ Association

- Number of WCET™ members, number of new members in the past 2 years.
- Frequency of meetings, frequency of communication, eg newsletters.
- Are there any special WCET™ activities?
- Are any of your members involved on WCET™ committees or the Executive Board?
- Have any written an article in the WCET™ Journal or Bulletin?
- Are your WCET™ members involved in a Twinning Project? If yes, with which country? Give a brief description of this Twinning.
- If not involved, how can the WCET™ help your members to become involved?
- Has your country hosted a WCET™ Congress? If yes, where and what year?
- How many of your WCET™ members will be attending this Congress?

3. National ET Nursing

- How many ET's are there in your country?
- Where are most of the ET's employed: private practice, hospital, home, industry?
- Which areas of practice are most of the ET's involved in: ostomy, wound, continence?
- Is there a national ET association in your country?
- What is the name of the association?
- How many ET's belong to the association?
- Does the national ET association support the WCET™ activities?



4. ETNEP or other Education Programs

- Are there ETNEP, REP or other education programs in your country?
- Do these programs have WCET™ recognition?
- When did the programs start?
- About how many graduates are there each year?
- How often are the programs run?
- Are these programs available to students from other countries?
- Are you participating in any twinning programs and if so what are you doing?

5. Ostomy Wound and Incontinence Associations

- Is there an ostomy association in your country?
- What type of activities do they sponsor?
- Are the ET's involved with the ostomy association?
- What is your relationship with other patient's associations such as wound, diabetic patients, incontinence areas etc.?
- How are they involved?

6. What are the important problems for ET Nursing in your country?

- How can the WCET™ help?
- How can ET's from other countries help?

7. Please share other news such as members who have been given professional awards, advanced degree graduations, retirements, etc.

Submitted by International Delegate Name: _____

Signature _____

Date _____



Frequently asked questions: Who do I contact at WCET™ about what

Question or Item	WCET™ Contact Person(s)
<p>WCET™ Central Office What is the contact information for the WCET™ Central Office?</p>	<p>WCET™ Central Office 1000 Potomac Street, NW Suite 108 Washington, DC 20007 USA T: +1 202 567-3030 F: +1 202 833-3636 Email: admin@wccetn.org</p>
<p>Membership Queries: What is the cost of membership?</p> <p>When is my membership current till? I cannot pay online by credit card, are their other management options such as bank or wire transfers?</p>	<p>Jen Wood Email: admin@wccetn.org</p>
<p>Journal Not receiving WCET™ Journal</p>	<p>After checking that your mailing address and membership is current, Contact Jen Wood at admin@wccetn.org</p>
<p>ID Welcome Letter To whom do I send my welcome letter for the website?</p>	<p>Laurent Chabal, Publications and Communications Chairperson, publications@wccetn.org</p> <p>Cc your email to: Elizabeth A. Ayello, vicepresident@wccetn.org</p>
<p>ID Contact Details</p> <p>The contact details have changed or there is a new ID for my country. Send email to all three</p>	<p>Elizabeth A. Ayello, Vice President vicepresident@wccetn.org</p> <p>Laurent Chabal, Publications and Communications Chairperson, publications@wccetn.org</p> <p>Karen Zulkowski, Journal Executive Editor at editor@wccetn.org</p>



<p>Submitting a Journal Manuscript</p>	<p>Go to the WCET™ Journal electronic submission system website at www.cambridgepublishing.com.au</p> <p>If you have any difficulty, contact Karen Zulkowski, Journal Executive Editor at editor@wccetn.org</p>
<p>Journal Manuscript</p> <p>There is a question about a submitted manuscript</p>	<p>Check on the journal electronic submission system. If you cannot find an answer to your question, then contact</p> <p>Karen Zulkowski, Journal Executive Editor at editor@wccetn.org</p>
<p>Previous journal article or entire journal issue</p> <p>How do I locate a previous WCET™ journal article or entire issue?</p>	<p>WCET™ members can locate back issues of the journal on the WCET™ website (www.wccetn.org) in the member's only section. Go to the library and select which back issue of the journal you want. Only issues from 2002 to present are available electronically.</p> <p>For articles or journal issues prior to 2002, contact Karen Zulkowski, Journal Executive Editor editor@wccetn.org</p>
<p>BULLETin</p> <p>To whom do I contact if I have something to contribute to the BULLETin?</p>	<p>Laurent Chabal, Publications and Communications Chairperson at publications@wccetn.org</p>
<p>IDEAS for WCET™</p> <p>I or my country members have an idea to enhance the WCET™</p>	<p>Susan Stelton, President at president@wccetn.org</p> <p>Elizabeth A. Ayello, Vice President at vicepresident@wccetn.com</p>
<p>Concern about the WCET™ I or my country members want to express a concern, praise, or thank you about the WCET™</p>	<p>Susan Stelton, President president@wccetn.com</p> <p>Elizabeth A. Ayello, Vice President vicepresident@wccetn.com</p>

<p>Unclear about ID role</p> <p>I do not understand what I am supposed to do as the ID</p>	<p>Elizabeth A. Ayello, Vice President vicepresident@wcetn.com</p>
<p>WCET™ Congress</p> <p>I need information about the next congress Kuala Lumpur 2018</p>	<p>Check the Congress website www.wcet2018.com or contact Dee Waugh , Congress and Meeting Coordinator congressliaison@wcetn.com</p>
<p>Congress Registration</p> <p>I have questions about congress registration</p>	<p>Check the Congress website www.wcet2018.com or contact Dee Waugh , Congress and Meeting Coordinator congressliaison@wcetn.com</p>
<p>NNGF Scholarship</p> <p>I or a country member want to apply for a scholarship</p>	<p>Check the WCET™ Website www.wcetn.org or contact Arum Ratna Pratiwi , Norma N Gill Foundation Chairperson NNGF@wcetn.com</p>
<p>Education Program</p> <p>How do I find out about which educational program is accredited by WCET™?</p>	<p>Denise Hibbert, Education Chairperson education@wcetn.org</p>
<p>Twinning</p> <p>My country is interested in being twinned with a more developed country or my country wants to be involved in twinning with an emerging country</p>	<p>Arum Ratna Pratiwi, NNGF Chairperson nngf@wcetn.org</p>
<p>Constitution</p> <p>Where can I find out information about the WCET™ constitution?</p>	<p>WCET™ Constitution is on the WCET™ website www.wcetn.org</p> <p>Elizabeth A. Ayello, Vice President vicepresident@wcetn.com</p>



