



Guidelines for setting up a Special Interest Forum

1. Any proposal to set up a Special Interest Forum (SIF) must be supported in writing by at least 10 APM members who will contribute to the business of the Forum.
2. The proposal must have a clearly stated aim which is agreed with the APM Council. At the time of approval, the reporting route to the APM Council will be decided.
3. Once the proposal has been approved, a general invitation to join the SIF must be issued to all APM members. The APM Secretariat will assist in this.
4. The APM Secretariat will assist in setting up a page on the APM website specifically for the SIF, which the SIF must provide content for. Thereafter, the SIF will need to provide the Secretariat with content no less than ½ yearly to refresh the webpage. Views expressed on the webpage must be lawful and compatible with the objectives of the APM.
5. Each SIF should have an elected coordinator, who must be an APM member, reviewed on a three year cycle. The coordinator will be required to provide a brief update twice a year for the APM Council and an annual report to the APM Secretariat for the AGM.
6. SIFs do not speak on behalf of the APM but the SIF coordinator may wish to present proposals, documents, etc. to the APM Board to develop ideas from the SIF.
7. SIFs may be open to non-APM members who are considered by the coordinator to have a legitimate interest; however those who are eligible for APM membership should be encouraged to join the APM.
8. The SIF membership list will be maintained by the SIF coordinator and must ensure a GDPR compliant database is created, along with work contact details.
9. There is no funding available for any face to face meetings.
10. Each SIF will be required to contribute to the APM bulletin on a rotational basis, providing an update about some of the issues that are arising or highlighting areas of clinical, educational or research interest.
11. Each SIF will be reviewed on an annual basis by the APM Council. Those which are no longer active; do not contribute to the website/bulletin and/or which contravene the objectives of the APM may have its provision withdrawn.