



IASP

INTERNATIONAL ASSOCIATION
FOR THE STUDY OF PAIN

MINIMUM REQUIREMENTS FOR IASP SUPPORT FOR A PAIN CAMP

Pain Camps are inter-professional residential educational events aimed at promoting interdisciplinary pain management by improving the knowledge and skills of the next generation of healthcare professionals in low- and middle-income countries (LMICs).

One of the long term aims of IASP Pain camps is also to facilitate the formation of new IASP chapters by building a critical mass of multidisciplinary clinicians in LMICs where there are no IASP Chapters.

All those seeking IASP support for conducting a pain camp must complete the submission process specified in this document and meet these minimum requirements.

The IASP Education Programs Working Group (EPWG) will review all funding requests and make recommendations to the IASP Council. Please note that only a limited number of Pain Camps are possible each year.

Pain Camp Objectives/Vision of IASP

Pain Camps are inter-professional residential educational events aimed at promoting interdisciplinary pain management by improving the knowledge and skills of the next generation of healthcare professionals in low- and middle-income countries (LMICs).

- It is important to clarify in your application how your camp will meet this objective.

Pain Camp Scientific/Educational Program

1. IASP-supported pain camps should be governed by a multidisciplinary/multiprofessional planning committee that reflects the multidisciplinary/multiprofessional nature of IASP.
 - Proposals must include a list of the planning committee members, with information on full name, gender, country, professional discipline, and years of experience, as well as experience in running (or observing) a pain camp in the past.
 - IASP encourages at least one member of the planning committee to attend one of the organization's established models for a successful camp, such as the Southeast Asian Pain Camp or consult with the organizers of such a camp.
 - IASP prefers that a member of the [IASP Council](#) (preferably the IASP liaison to that region) be invited to join the educational program planning committee.
2. Proposals must include the proposed scientific / educational program for the camp.
 - The program should emphasize interdisciplinary management of pain and should contain elements relevant to day-to-day clinical practice.
 - The program should include interactive components such as role-play, group discussions, brainstorming, group assignments, or visits to a local multidisciplinary pain clinic.
3. Proposals must also include a list of Faculty. Faculty members must reflect the multidisciplinary nature of IASP, and should include the following:
 - IASP members from the region (Asia, Australasia and Oceania; Middle East and Africa; Europe; Latin America and the Caribbean; United States and Canada) in which the pain camp is held.

- The IASP liaison person for the region organizing the camp.
- IASP members from any other region of the world.
- The IASP President should be invited to participate as faculty. (Note that IASP President's travel and accommodation expenses will be covered by the IASP and do not need to be included in the budget for the camp.)

4. The language that the camp will be conducted in should be specified.

Pain Camp Budget

IASP requires that pain camp applicants include a budget for the pain camp to IASP according to the timeline for the annual IASP budget process.

- The budget must provide details on all sources of projected revenue and details and rationale for all projected expenses. It is intended the period covered should be one event per year and continued funding by IASP for subsequent pain camps should not be assumed. If successful applicants would like to repeat the event they would need to apply again, along with other applicants, as part of a competitive process.
- If the application includes a request for financial support from IASP, the request must include the amount of money requested (in US Dollars) and a detailed accounting of how the funds will be used (see IASP funding guidelines** below).

**** IASP Funding Guidelines**

1. *IASP will consider requests to fund the following pain camp costs:*
 - *faculty travel*
 - *facility costs*
 - *food/beverage costs*
 - *social events*
2. *IASP funds will not be used to provide camp organizer, planning committee, or school faculty stipends or honoraria.*
3. *IASP will not support a camp that provides faculty honoraria funded by student registration fees.*
4. *IASP will not provide funds for administrative expenses to support tasks that could be administered by the IASP Secretariat, such as registration management, application processes, website management, and marketing.*
5. *Funding from the IASP for any pain camp will be between USD20,000 to USD30,000 based on the IASP final approved budget which varies year to year.*

- The request must also clearly specify all other funding sources, the amount of funds from each source, and how those funds will be used.
- The registration fee must be included in the budget, which should also include a policy on who will be fully funded, partially funded, and self-funded.
 - **FULLY FUNDED:** Registration fees, travel and accommodation are covered by the organizers.
 - **PARTIALLY FUNDED:** Cost of registration fees, travel and/or accommodations costs are partially covered by the organizers.
 - **SELF-FUNDED:** Participant pays the registration fee (which must be clearly stated in the budget), travel and accommodation costs.

Pain Camp Participants

1. Participants should come from low- and middle-income countries in a specified region of the world. Chapters in high Income countries (HICs) in the region may also be included (e.g., members from the Singapore chapter are eligible to join the Southeast Asian pain camp).
2. Participants should preferably be early career and come from different professional backgrounds. Ideally, participants should include physicians from different specialties (e.g., anesthesiology, neurology, palliative medicine, family medicine, surgery, orthopaedics, dental), clinical psychologists, physiotherapists, occupational therapists, nurses and pharmacists.
3. Participants should be practicing clinicians and/or current faculty members at clinical schools/universities.
4. The criteria for selection of the participants should be specified in the application. Applicants may want to consider context specific training needs for the region such as applicants' rural vs urban setting or applicants in primary healthcare settings vs tertiary healthcare.
5. Membership requirement:
 - All applicants for pain camps supported by IASP must be IASP members; nonmember applications can be considered for admission, but they must join IASP before the camp.
 - The IASP Secretariat will work with all IASP-supported pain camps to validate membership of applicants.
6. All applications (both successful and unsuccessful) will be shared with the IASP Secretariat.
7. Applicants must commit to attending the whole program and be able to participate in the official language of the camp.

Geographic Regions

IASP will prioritize supporting camps in diverse geographic regions (Asia, Australasia and Oceania; Middle East and Africa; Europe; Latin America and the Caribbean; United States and Canada). IASP will consider requests for more than one pain camp in a particular geographic region but is unlikely to fund more than one pain camp in a particular region per call. If there are two or more applicants from the same region, they may be asked to consider combining their applications. Neighboring Chapters are encouraged to consider combining resources to support a pain camp or providing funds for members to attend a pain camp in their region.

It is IASP's goal that, over time, IASP-supported pain camps in different regions will work together to coordinate the development of program content.

Branding

IASP requires that all IASP-supported pain camps include the IASP name and logo in the branding of the camp. All IASP-supported pain camps will be recognized by IASP as "IASP Pain Camps."

- Proposal requests must address how the IASP name/logo will be integrated into the pain camp branding.

Program Evaluation

All IASP-supported pain camps must conduct evaluations of each pain camp program, including evaluations by pain camp students and faculty. A plan for such evaluations must be included in all proposals.

Program Administration/Logistical Support

IASP prefers that IASP-supported pain camps work closely with the IASP Secretariat to take advantage of administrative support available through the Secretariat, including:

- Application and review process
- Marketing and promotion

Application Process Summary

1. Applications must be submitted during the call for applications and should be submitted via the online application.
2. Applications are to be made using the IASP application form. Information required includes:
 - Name of organizer (this can be a Chapter or a Federation)
 - List of planning committee members (must be from different countries, and all must be IASP members; preferable to include an IASP councilor)
 - Rationale for having this pain camp and how it will meet the aims and objectives of pain camps.
 - Proposed dates of the camp
 - Proposed venue for the camp
 - Proposed content of the scientific and social program. It is important to ensure that the academic content comprises *evidence-based* assessment and management strategies.
 - Proposed faculty, including their IASP member status, gender, country, qualifications, and professional discipline. The list need not be the final one but should include at least five (5) faculty members.
 - Proposed number of participants, including which countries they are from and criteria for selection of the final list. This should also include which participants will be fully funded and which will be partially funded.
 - Amount requested from IASP in USD.
 - Proposed budget, including what sum is requested (if any) from IASP. The budget must include other proposed sources of income (both potential and confirmed) as well and the proposed registration fee.
 - A detailed plan related to the resources needed to fully support the administrative aspects of managing the pain camp, including the proposed use of IASP Secretariat support (from the items listed above).
 - The plan should also provide a detailed staffing plan with job responsibilities and associated costs.
 - Evaluation process
 - Proposal for follow-up of camp participants (short and long term).

Annual Reports

After completion of the program (preferably within one month of the Camp), IASP Pain Camps must provide a comprehensive report to the IASP Council, using a standard format supplied by the IASP.

Criteria to be Used in Selecting Successful Applicants

All applications to run Pain Camps will be assessed according to the principles and criteria outlined in this Minimum Requirements document. These will include the completion of all sections outlined in the Application Process Summary.

In addition, as IASP is seeking to encourage the formation of new chapters in low and middle-income countries (LMICs) which do not currently have chapters, applicants who satisfactorily complete the sections outlined in the Application Process Summary and whose camp will include participants from such LMICs will be given preference.