

## **NATIONAL REPRESENTATIVES' GUIDELINES AND DUTY**

1. Gather information about the management of Hand Trauma in his country.
2. Propose and encourage centers to be accredited, facilitating information and promoting contact with them and the Hand Trauma Committee.
3. Be aware of the data given by candidates to the accreditation committee. Be responsible for the accuracy of the provided data. Communicate any suspicious activity to National Society and to Hand Trauma Committee. Provide a report to the HTC for each center applying for accreditation.
4. Check Microsurgery Certificate, National Society Membership and FESSH diploma of candidates.
5. Report to the President or appropriate person of the National Society about candidates services to be accredited, as well as report new accredited and renewed centers.
6. Attend to the annual meeting at the FESSH congress (or send a representative that should be a member of the National Society)
7. Present an annual activity report during the National Hand Society meeting that includes the status of the centers in their countries and the activity of the Hand Trauma Center Committee (including modifications of guidelines).
8. Keep active communication with the Hand Trauma Committee through E-mail or any other communication tool.
9. Confirm or reply incoming E-mail messages.
10. Reapply for renewal of his/her role every 4 years