

**INTERNAL RULES
INTERNATIONAL DELEGATES NETWORK
BRAZILIAN RETINA AND VITREOUS SOCIETY**

Establishes the International Delegates Network of BRAVS and sets forth rules governing the appointment, duties, benefits, and term of office of International Delegates.

Approved on June 18, 2026.

**CHAPTER ONE
PRELIMINARY PROVISIONS**

Art. 1 – The **International Delegates Network** (“RDI”) is hereby established by the Brazilian Retina and Vitreous Society (“BRAVS”), as an instrument of institutional expansion, in order to broaden the entity’s presence beyond national borders, strengthen scientific and academic exchange, and consolidate BRAVS as a global reference in retina and vitreous care.

Sole Paragraph: The main institutional objectives of the RDI are:

- I** – Expanding BRAVS’s institutional presence abroad;
- II** – Attracting new international members;
- III** – Increasing international community participation in BRAVS events;
- IV** – Fostering the engagement of BRAVS members internationally;
- V** – Strengthening scientific and academic exchange;
- VI** – Consolidating BRAVS as an international reference in retina.

Art. 2 – For the purposes of these Rules, the following definitions apply:

- I** – **International Delegate:** the official representative of BRAVS in a given foreign country, appointed under these Rules, who acts as an ambassador;
- II** – **Eligible Country:** the country in which BRAVS resolves to open representation, in accordance with the list established by the Board.

**CHAPTER TWO
ELIGIBLE COUNTRIES**

Art. 3 – The Board of BRAVS, after consulting the Advisory Council, shall approve and keep updated the list of Eligible Countries for the opening of representation within the RDI, organized by geographic region.

First Paragraph: The initial list of Eligible Countries, established upon the creation of the RDI, comprises the following regions and countries:

- I – Africa:** Angola, Cape Verde, Egypt, Morocco, Mozambique, Nigeria, and Tunisia;
- II – North America:** Canada, the United States of America, and Mexico;
- III – South America:** Argentina, Bolivia, Chile, Colombia, Paraguay, Peru, and Uruguay;
- IV – Central America and the Caribbean:** Costa Rica, Guatemala, and the Dominican Republic;
- V – Europe:** Germany, Austria, Bosnia and Herzegovina, Spain, France, Greece, Italy, Poland, Portugal, the United Kingdom, Russia, Switzerland, Turkey, and Ukraine;
- VI – Asia:** Saudi Arabia, Qatar, China, South Korea, the United Arab Emirates, the Philippines, India, Israel, Japan, Kuwait, and Pakistan;
- VII – Oceania:** Australia and New Zealand.

Second Paragraph: The Board and the Director of International Affairs may, at any time, add or remove countries from the list of Eligible Countries, in accordance with the strategic and institutional interests of BRAVS, by posting such change on the BRAVS Portal, regardless of any amendment to these Rules.

Third Paragraph: The updated list of Eligible Countries and appointed Delegates shall be published and maintained on the BRAVS Portal, for the information of all members.

Fourth Paragraph: The Board is authorized not to appoint Delegates for a given country or countries if it determines that no candidate meets the requirements set forth in these Rules for achieving the institutional objectives of the RDI.

CHAPTER THREE

REQUIREMENTS FOR THE APPOINTMENT OF DELEGATES

Art. 4 – An ophthalmologist residing abroad may be appointed International Delegate provided that he or she cumulatively meets the following requirements:

- a)** being an international member of BRAVS and being current with the annual dues;
- b)** having demonstrated practice in the field of retina and vitreous in his or her country of domicile;
- c)** having scientific or institutional recognition and an unblemished reputation within the local or regional ophthalmological community;
- d)** being fluent in English and/or Portuguese, in addition to the language used in the country of domicile;
- e)** being available to represent BRAVS at events within his or her specialty.

Sole Paragraph: The requirement set forth in item “a” of this article may be fulfilled concurrently with the processing of the appointment procedure, provided the candidate proves due registration and payment of the annual dues within three (3) months of the appointment, unless the delay is not attributable to the candidate, which shall be assessed by the Board, which, should it reject the justification, may revoke the appointment, the candidate being assured the right to be heard.

Art. 5 – Should any incompatibility with the requirements set forth in Article 4 arise during the term of office, the Board may revoke the appointment, the candidate being assured the right to be heard.

CHAPTER FOUR

APPOINTMENT PROCEDURE

Art. 6 – International Delegates shall be appointed by the Board of BRAVS, in accordance with the procedure set forth in this Chapter.

Art. 7 – The appointment process shall be initiated on the Board’s initiative, in particular that of the Director of International Affairs.

Art. 8 – A candidate for appointment must submit to the BRAVS Secretariat, electronically, to the address atendimento@sbrv.org.br, the following documents:

- a) *curriculum vitae*, updated, in English and Portuguese;
- b) an updated photograph of the candidate, for inclusion on the BRAVS website;
- c) proof of practice in retina and vitreous;
- d) a statement accepting the duties and responsibilities set forth in these Rules, which may be included in the body of the *e-mail* by which the documents are sent, or as a duly signed attachment;
- e) a copy of a valid professional identification document in the country of domicile;
- f) proof of address in the country of domicile.

Art. 9 – Upon receipt of the documents, the Director of International Affairs shall review compliance with the requirements of Article 4 and, within thirty (30) calendar days, submit a reasoned opinion to the Board, with an individualized assessment of each candidate, regarding compliance with the requirements set forth in Article 4 and the conformity of the documents required under Article 8.

Sole Paragraph: The Board may grant the candidate a period of thirty (30) calendar days to submit any additional information or documents that may be necessary, suspending the period set forth in the *caput* until receipt of the response.

Art. 10 – Once the appointment is approved, the Board shall issue a formal letter of appointment, signed by the President and by the Director of International Affairs of BRAVS, which must contain:

- I –** the full name of the appointed International Delegate;
- II –** the country of representation;
- III –** the start and end dates of the term of office;
- IV –** a reference to the duties and benefits provided for in these Rules.

Art. 11 – The appointment of up to two (2) International Delegates per country is permitted, at the Board's discretion, taking into account strategic interests and the size of the local retina community, with both being assured all the benefits provided for in these Rules.

Sole Paragraph: Where more than one International Delegate serves in the same country, they shall act collaboratively, with no hierarchy between them, and any disagreement shall be coordinated by the Director of International Affairs.

CHAPTER FIVE

DUTIES, RESPONSIBILITIES, AND OBLIGATIONS OF INTERNATIONAL DELEGATES

Art. 12 – The duties of the International Delegate are as follows:

First Paragraph: In the area of institutional promotion:

- a)** promoting BRAVS at local, regional, and international scientific events, including congresses, symposia, and meetings of ophthalmological societies in his or her country;
- b)** acting as the official institutional point of contact for BRAVS in his or her country of representation;
- c)** promoting BRAVS's initiatives, congresses, courses, and other events, including through social media and communication channels available in his or her country.

Second Paragraph: In the area of member recruitment:

- a)** encouraging ophthalmologists practicing in retina and vitreous to join BRAVS as international members;
- b)** guiding and encouraging interested parties regarding membership processes and requirements, referring them to the BRAVS Secretariat.

Third Paragraph: In the area of scientific engagement:

- a)** encouraging physicians in his or her country to submit scientific papers to BRAVS congresses and publications;
- b)** identifying and suggesting to the Board potential international guests from his or her country for the scientific program of BRAVS events.

Fourth Paragraph: The International Delegate has no authority to enter into contracts, agreements, or any legal instruments on behalf of BRAVS, nor to represent the entity financially or legally, except where expressly authorized in writing by the Board for a specific act.

Art. 13 – The International Delegate is prohibited from:

- a)** failing to timely remedy any subsequent incompatibility with the requirements set forth in Article 4 of these Rules, once notified by the Board;
- b)** failing to formalize his or her membership as an international member of BRAVS within the period set forth in Article 4, paragraph 2, of these Rules;
- c)** engaging in any act or conduct incompatible with BRAVS's institutional values or with the Code of Medical Ethics;
- d)** improperly using the name, brand, or logo of BRAVS, or his or her status as International Delegate, for personal purposes or for any purpose incompatible with the institutional objectives of BRAVS and the RDI;
- e)** purporting to represent BRAVS in legal or financial matters without express authorization.

CHAPTER SIX

BENEFITS

Art. 14 – The following benefits are granted to the International Delegate during the term of office:

- a)** free registration for the BRAVS Annual Congress;
- b)** accommodation during the BRAVS Annual Congress, at the event's official hotel, for the duration of the congress, in accordance with the standard set by the event organizers;
- c)** the possibility of participating in the scientific program of the BRAVS Annual Congress, at the discretion and invitation of the Scientific Committee;
- d)** publication of name, photo, and country of representation on the BRAVS Portal, in the section dedicated to the International Delegates Network.

First Paragraph: The benefits provided for in this article are conditioned on the actual attendance of the International Delegate at the Congress. Failure to attend the event, without formal justification accepted by the Board, shall result in the suspension of such benefits for the immediately following edition.

Second Paragraph: International travel costs (airfare and other travel expenses) are the sole responsibility of the International Delegate, except where the Board expressly decides otherwise, in exceptional cases and upon request of the interested party.

Third Paragraph: The benefits provided for in this article are personal and non-transferable and may not be assigned to third parties or converted into a monetary payment.

Fourth Paragraph: The Board may, subject to approval by the Advisory Council, expand or revise the benefits provided for in this article, in accordance with the resources and strategic interests of BRAVS.

CHAPTER SEVEN

TERM OF OFFICE

Art. 15 – The term of office of the International Delegate shall last up to two (2) years, ending automatically together with the term of the Board of BRAVS that appointed him or her, even if the period set forth in this article has not been completed.

Sole Paragraph: The term of office of the International Delegate shall automatically terminate at the end of the term of the Board that appointed him or her, and may be renewed by the subsequent Board, subject to the provisions of Article 16 of these Rules.

Art. 16 – At the start of its term, upon request of the International Delegate and approval of the outgoing Director of International Affairs whose term has just ended, the newly elected Board may reappoint the International Delegates then in office.

Sole Paragraph: There shall be no limit on the number of renewals of the term of office, provided that the requirements set forth in these Rules are met and at the Board's discretion.

CHAPTER EIGHT

GOVERNANCE AND COORDINATION OF THE RDI

Art. 17 – Operational coordination of the RDI shall be the responsibility of the Director of International Affairs, under the direct supervision of the Board of BRAVS.

Art. 18 – The Director of International Affairs shall:

- a) conduct the process of identifying, evaluating, and proposing the appointment of candidates for International Delegate;
- b) maintain regular communication with the International Delegates, guiding them on BRAVS's actions and priorities;
- c) propose to the Board, when necessary, the removal, suspension, or reappointment of International Delegates;
- d) coordinate the updating of information on the RDI on the BRAVS Portal;
- e) submit to the Board a consolidated annual report on the activities of the RDI.

Art. 19 – The Board shall decide on matters relating to the RDI by simple majority of its members, except where these Rules require approval by the Advisory Council.

CHAPTER NINE

SUSPENSION AND REMOVAL

Art. 20 – The term of office of the International Delegate may be terminated early in the following cases:

- I** – resignation communicated in writing to the Director of International Affairs;
- II** – removal, under the terms of Article 21 of these Rules;
- III** – termination of representation in the country, resulting from a Board decision approved by the Advisory Council.

Art. 21 – The International Delegate may be removed by the Board in the following cases:

- a)** repeated failure to perform the duties set forth in Article 12 of these Rules;
- b)** engaging in any of the conduct described in Article 13 of these Rules;
- c)** as a matter of convenience for BRAVS's strategic plan, at the Board's discretion.

First Paragraph: Before deciding on removal, the International Delegate shall be notified in writing and shall have fifteen (15) calendar days to present a defense to the Director of International Affairs.

Second Paragraph: In the event of removal, the Delegate shall immediately lose his or her status and the benefits provided for in Chapter Six.

CHAPTER TEN

SUPPORT INFRASTRUCTURE

Art. 22 – BRAVS shall provide minimum support infrastructure for the RDI, comprising:

- a)** a dedicated section on the BRAVS Portal, in Portuguese and English, with an updated profile for each International Delegate, including name, photo, country, and contact details;
- b)** institutional materials in digital format (presentations, flyers, and others) made available to the Delegates for use in events and promotional activities;
- c)** a direct communication channel between the International Delegates and the Director of International Affairs, with a response time of up to five (5) calendar days.

Art. 23 – The BRAVS Portal shall include an international member area with simplified registration, duly equipped to accept membership applications and payments by international credit card and billing in foreign currency, preferably integrated with international platforms, in addition to issuing receipts, with data protection assured in accordance with Brazilian law.

Sole Paragraph: The Board shall periodically assess the technological upgrade needs of the digital platform in order to enable the full operation of the RDI, informing the Advisory Council of any necessary investments.

CHAPTER ELEVEN

GENERAL PROVISIONS

Art. 24 – Any cases not provided for herein shall be resolved by the Director of International Affairs together with the Board, with notice to the Advisory Council.

Art. 25 – The Board may issue supplementary rules and operational procedures necessary for the full implementation of these Rules, provided they do not conflict with its provisions or with the Bylaws of BRAVS.

Art. 26 – The RDI shall be created and implemented with a view to complying with the Implementation Schedule set out in Exhibit I to these Internal Rules.

Art. 27 – These Rules shall enter into force upon publication on the BRAVS Portal.

São Paulo, June 18, 2026.



Dr. Jorge Carlos Pessoa Rocha

President of BRAVS



Dr. Carlos Augusto Moreira Neto

Director of International Affairs of BRAVS

Exhibit I

Implementation Schedule of the International Delegates Network of the Brazilian Retina and Vitreous Society

Phase 1 – Structuring: up to 3 months

- Defining the criteria
- Making adjustments and running tests on the BRAVS Portal
- Preparing institutional promotional materials

Phase 2 – Pilot: 3 to 6 months, counted from the end of Phase 1

- Appointing the first Delegates, in priority countries
- Aligning with the first Delegates
- Initial monitoring of activities

Phase 3 – Expansion: 6 to 12 months, counted from the end of Phase 2

- Expanding to new countries, with the appointment of new Delegates
- Adjusting the benefits model

Phase 4 – Consolidation: approximately 12 months, counted from the end of Phase 3

- Reassessing the overall strategy
- Strategic refinement