



Standard Operating Procedures

Updated: 09 March 2020

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About the Standards Operating Procedures

1. Used Abbreviations

EAPS – European Society of Paediatric Societies

EC – Executive Committee

ESICM – European Society for Intensive Care Medicine

ESPNIC – European Society of Paediatric and Neonatal Intensive Care

ICM – Intensive Care Medicine journal

LOC – Local Organising Committee

SC – Scientific Committee

SOP - Standard Operating Procedures

WG – Working group

2. Further applicable documents

- Statutes of the European Society of Paediatric and Neonatal Intensive Care
- Job descriptions for ESPNIC Officers
- Job descriptions for Section Chairs and Deputy Chairs
- Job descriptions for ESPNIC Official representatives

3. Responsibility

For the content: ESPNIC Office and ESPNIC Executive Committee with the guidance of the key stakeholders (Representative of ESPNIC Diploma, Congress team, etc).

For the implementation: The Medical and Nursing Presidents of ESPNIC and the ESPNIC Administrative Office

I. Standard Operating Procedures and Operating Instructions

1. ESPNIC Standard Operating Procedures

This Standard Operating Procedures document completes the Statutes of the European Society of Paediatric and Neonatal Intensive Care and specifies details about internal structures and operations.

ESPNIC has been evolving as a society since its foundation. The development and growth of the Society has been accompanied by the need of several changes in the structure of the Society, which have been realized in the past few years. These changes also have an impact on the statutes and rules of the Society.

The fact that ESPNIC has evolved in the past few years also provides the rationale to divide the statutes into two groups; those which form the framework for any activities within the Society and those further operating instructions.

The Standard Operating Procedures need to be flexible and updated as frequently as necessary.

This document contains the general Standard Operating Procedures as defined in the ESPNIC statutes. It contains:

- Additional information to the Statutes of ESPNIC
- Internal Operating Instructions: they describe in detail all necessary information for the daily work of the Society, including description of committees, positions and procedures.

2. Modifications and Addenda

- Changes to this document can only be done through a formal process:
 - Active ESPNIC Executive Committee members (see the list below) can suggest changes or modifications to this document, using a formal written proposal to the ESPNIC Secretary and/or the ESPNIC Office.
 - The secretary proofs the proposal with respect to form and content and submits the proposal to the Executive Committee.
 - The document has to be reviewed by all Executive Committee members for formal and contextual quality.
- The ESPNIC Presidents are responsible for the release of the document.
- The ESPNIC Presidents are responsible for the implementation of the SOPs.
- Active ESPNIC Executive Committee members include in this context:
 - The Medical President
 - The Medical President - Elect
 - The Nursing President
 - The Nursing President - Elect
 - The Secretary
 - The Treasurer
 - Chair of the Scientific Affairs
 - Chair of the Professional Development Affairs
 - Medical Trainee Representative

Ex-officio: Medical Past President, Nursing Past President.

3. Discontinuation of this document

This document and the inherent instructions can only be discontinued through changes of the ESPNIC statutes by majority vote of the General Assembly.

4. Operating Instructions

Besides the general Standard Operating Procedures (SOPs), the need for other Operating Instructions is present, in order to handle several internal processes.

Any active ESPNIC Executive Committee members (see list above) can suggest new Operating Instructions or modifications to existing ones, using a formal written proposal to the ESPNIC Secretary or the ESPNIC Office.

- The ESPNIC Secretary and/or the ESPNIC Office proof the proposal with respect to form and content.
- If the proposal is adequate, the ESPNIC Secretary and/or the ESPNIC Office submit the proposal to the Executive Committee.
- The document has to be reviewed by one additional Executive Committee member for formal and contextual quality.
- The ESPNIC Presidents are responsible for the release of the document.
- The ESPNIC Secretary and the ESPNIC Office are responsible for the implementation of these operating instructions.

II. Internal Standard Operating Procedures

1. Organisation of the Society

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

1.1. Current structure of the Society

The ESPNIC has a defined organisational structure (see Organisation Chart). The Society consists of and is managed by the following groups:

- The Executive Committee
- Communication Committee – Website and social media
- Congress Committee
- EBPNIC (European Board of Paediatric and Neonatal Intensive Care) – includes education and training tasks
- Sections
- Working groups

The following chapters provide information about:

- Purpose, composition and duties of the various committees, sections and working groups
- Description of candidatures and election procedures
- Further internal procedures

1.2. Changes in the Committees and Groups

It is the duty of the Executive Committee to react to developments and to adapt the structure of ESPNIC according to its needs.

a. Modifications and foundation of new committees and groups

- Any ESPNIC Executive Committee member can propose a new committee / group
- The proposal shall be presented to the Executive Committee, which shall decide with simple majority. In case of no majority, the Presidents shall decide

b. Discontinuation of committees and groups

- For a committee or other body to be discontinued, the proposal shall be presented to the Executive Committee
- The Executive Committee then evaluates the proposal

2. Description of Committees and Groups

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: Espnic Executive Committee

Date last reviewed: 9 June 2015

2.1. Executive Committee

Purpose

The Executive Committee acts as the managing and representation body and works in close collaboration with all other committees and working groups of the Society.

Each member plays a role in the organization of the Society.

Composition

The Executive Committee consists of:

- The Medical President
- The Medical President - Elect
- The Nursing President
- The Nursing President - Elect
- The Secretary
- The Treasurer
- Chair of the Scientific Affairs
- Chair of the Professional Development Affairs
- Medical Trainee Representative
- Ex Officio: Medical Past President, Nursing Past President

Duties

- The Executive Committee is in charge of the management of the Society
- The Executive Committee holds the decision making power regarding Society matters
- The Executive Committee represents the Society
- The Executive Committee holds meetings in regular intervals, at least two times a year
- The Executive Committee delegates specific tasks to committees of the Society

EC member Profiles

An ESPNIC Executive Committee member is expected to have the following prerequisites:

- Be an experienced, accredited senior health professional in the field of paediatric and neonatal intensive care.
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in medical, administrative and political areas
- Preferably have previous experience at National/ European/International (paediatric and neonatal) Intensive Care Society level
- Show commitment and be in a position to sustain reliable communication (especially e-mail) with the ESPNIC Office
- All positions require substantial commitment of time and energy. Consequently candidates should be willing to commit to the task

Summary roles description

2.1.1. Medical president (MP)

- Representation of ESPNIC (leadership and promotion)
- Take lead in strategy and objective setting for the Society
- Take lead in development of all aspects of Society
- Chair all executive meetings as well as General Assembly as long as medical attendees predominate or the NP is absent.

2.1.2. Medical president-elect

The main role of the medical president-elect is to help and support the president in running the Society. (S)he is a voting member of the Executive Committee. The president-elect will be the next Medical President. (S)he should therefore be involved with all working aspects of the Society.

2.1.3. Nursing president (NP)

- Representation of ESPNIC (leadership and promotion)
- Take lead in strategy and objective setting for the Society
- Take lead in development of all aspects of Society Chair all executive meetings as well as General Assembly as long as nursing attendees predominate or the MP is absent.

2.1.4. Nursing president-elect

The main role of the nursing president-elect is to help and support the president in running the Society. (S)he is a voting member of the Executive Committee. The president-elect will be the next nursing President. (S)he should therefore be involved with all working aspects of the Society.

2.1.5. Secretary

- Lead the administration of ESPNIC
- Responsible for membership strategy and activities
- Contribute in strategy and objective setting for the Society
- Contribute in development of all aspects of Society

2.1.6. Treasurer

- Responsible for all financial aspects of the Society
- Provide budgets and financial reports for EC meetings and the General Assembly
- Contribute in strategy and objective setting for the Society
- Contribute in development of all aspects of Society

2.1.7. Chair Scientific Affairs

- Responsible for the scientific development and proceedings of the annual congress and any other courses

- Responsible for representing all views about paediatric and neonatal intensive care, regardless of base specialty and personal, scientific interests
- Represents the interests of research committees and other groups in the Executive Committee
- Represents the interests of working groups and sections in the Executive Committee

2.1.8. Chair Professional Development Affairs

- Take lead in the organisation of educational activities of the Society
- Work closely with those involved with the Society's educational activities e.g. the EBPNIC/Education Committee

2.1.9. Trainee Representative in Paediatric and Neonatal

- Bring issues affecting trainee members to the EC
- Represent trainees: for ESPNIC to European and International Bodies, to ESPNIC Diploma/education teams and to those organising the Society's conferences
- Work with the secretary to encourage trainees to join and participate fully in the Society
- Ensure the Society remains/becomes more relevant to trainees

2.2. Scientific Affairs

Purpose

The Scientific Affairs Division is responsible for the coordination of the scientific activities of the Society.

The Chair of the Scientific Affairs is the Chair of the following committees:

- *Research Committee*
- *Congress Committee*

Composition

The members of the Scientific Affairs Division will include:

- Chair of the Scientific Affairs Division
- One representative for each Section (Section Chairs/Deputy Chairs)

Duties

The Scientific Affairs Division will be accountable for the following activities:

- Organisation of the scientific programme of the ESPNIC Annual congress with the Congress Committee
- Organisation and/or facilitation of the workshops and courses organised and/or endorsed by ESPNIC in collaboration with the Chair of Professional Development
- Work towards achieving the goals set by the strategy plan

2.2.1. Research Committee

Purpose

The Research Committee represents the research interests, activities and relationships of the ESPNIC.

Composition

The members of the Research Committee will include:

- Chair of the Scientific Affairs

- One representative for each Section (Deputy Chair)*

****If the Deputy Chair is not able to attend the meeting, the Chair will replace him/her.***

Duties

The Research Committee will be accountable for the following activities:

- Organisation of the scientific programme of the ESPNIC Annual congress in collaboration with the Congress Committee
- Coordination of research activities

2.2.2 Congress Committee

Purpose

The Congress Committee is responsible for the scientific development and proceeding of the ESPNIC Annual congress, in collaboration with the Research Committee.

Composition

The members of the Congress Committee will include:

- Chair of the Scientific Affairs
- Chair of Professional Development
- One representative for each Section (Section Chair)*

****If the Chair is not able to attend the meeting, the Deputy Chair will replace him/her.***

Duties

The Congress Committee will be accountable for the following activities:

- Organisation of the scientific programme of the ESPNIC Annual congress with the Congress Committee

2.3. Division of Professional Development Affairs

Purpose

The Education and Training Committee promotes and represents the professional training and educational activities within ESPNIC.

Composition

The members of the Education and Training Committee will include:

- Chair of the Education and Training Committee
- One representative of each section (Section Chair/Deputy Chair)

Duties

The Education and Training Committee will be accountable for the following activities:

- Organisation and/or facilitation of the workshops and courses organised and/or endorsed by the ESPNIC

- Development of educational tools
- Work towards achieving the goals set by the strategy plan

2.4. Website Committee

Purpose

The ESPNIC Website Committee will work in conjunction with the ESPNIC Office to ensure that information is kept up to date. All proposed information to be considered for uploading to the website will be reviewed by the website committee, to ensure there is consistent quality control.

Composition

The website editorial board is composed of:

- Medical President
- Nursing President
- Medical Trainee Representative
- Association Manager

Duties

- Website update
- Content management
- Implementation/integration of new web based tools
- Website traffic analysis and recommendations
- Definition of strategy and yearly work plan (including timeline of activities)
- Document each meeting (minutes and action points)
- Present reports to the EC (at the EC face to face meetings)

3. Sections and Working groups

Author(s): ESPNIC Secretariat

Reviewer(s): Chair of Scientific Committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 21 March 2018

3.1. Sections

Purpose

The Society has formed Sections for its scientific activities. The main task of the Sections will be to provide the Congress Committee and the Research Committee with the expertise within their field.

Composition

A section consists of members, a Chairperson and a deputy. Currently the list of Sections is as follows:

1. Respiratory failure
2. CRRT/Renal

3. Ethics
4. Infection, systemic inflammation and sepsis
5. Neuro critical care
6. Metabolism, endocrinology and nutrition
7. Quality improvement, patient safety and long term outcomes
8. Resuscitation & emergency medicine
9. Pharmacology
10. Paediatric and Neonatal Intensive Care Nursing
11. Nursing Science Group
12. Transportation
13. Cardiovascular Dynamics
14. Cardiac ICU and Mechanical Circulatory Support

Creation

For future new Sections, a proposal should be made to the Executive Committee, supported by a minimum of 10 members, who will be ready to join the new Section and to vote within the section for at least three years.

Once the Executive Committee has reviewed and approved any proposal they will bring that proposal to the General Assembly.

Sections membership

- Each member may participate in an unlimited number of sections but may vote only in maximum of three sections.
- This selection will be indicated annually in conjunction with the membership renewal

Duties

Section Chair

- Member of Scientific Affairs Division
- Represent section at Scientific Affairs Division
- Facilitate task force (communication and work flow)
- Provide content for web page on ESPNIC Society website
- Provide content for monthly newsletter
- Provide progress reports for each EC meetings
- Provide yearly plan, performance indicators and budget (if applicable) for revision to EC
 - Submit work plan and budget for following year to EC for approval prior to congress
 - Approval of the work plan performance indicators and budget (if applicable) during face to face meeting during congresses as per below timeline:
 - submit proposals and performance indicators to EC in June
 - approval by EC within 4 weeks
 - voting/approval by section members at section meeting during congress
- Support ESPNIC office in organisation of face to face section meetings during congresses (provide agenda and required format of the meeting)

Deputy Chair

- Member of Scientific Affairs Division
- Support Chair in all duties (as mentioned above):
 - Represent section to the Scientific Affairs Division
 - Facilitate task force (communication and work flow)
 - Provide content for web page on ESPNIC Society website
 - Provide content for monthly newsletter
 - Provide progress reports for each EC meetings
 - Provide annual plan , performance indicators and budget (if applicable) for revision to EC
 - Support ESPNIC office in organisation of face to face section meetings during congresses (provide agenda and required format of the meeting)
- Represent Chair when (s)he is unavailable

Meetings

- 1 face to face meeting during congresses (scheduled in the general meetings schedule)
- Conference calls (can be organised with ESPNIC Office support)

Elections

- Only members in good standing the year of the elections may put their candidature forward
- The Chairs and Deputy Chairs must remain members in good standing during the duration of their term
- Candidates shall send their applications (including CV, personal statement and picture) to the ESPNIC office by the deadline communicated by the ESPNIC Office
- All candidates will be reviewed by the EC in compliance with the criteria of the role and duties
- The candidates shall be elected by the section members
- Section members will be clearly communicated all information related to the elections by electronic mail sent by the ESPNIC Office
- The ESPNIC Office shall officially announce the results of the elections to the members via electronic mail
- Should an EC member apply for the Chair or Deputy Chair position, if elected he/she shall step down of their EC position

Elections timeline

- The ESPNIC office shall send out call for candidates 8 weeks before the start of the elections
- Elections shall be held in June every 3 years
- Members get 4 weeks to cast their vote upon the launch of the online elections
- The ESPNIC office shall communicate all deadlines to the members via email and on the website, as well as other communication collaterals of the Society (social media, newsletter)

Term of office

- 3 years, renewable once

Evaluation and monitoring

Each section will be evaluated by the EC, on an annual basis, following review of the performance indicators and annual plan provided in June. Performance indicators that must be presented together with the annual self-review include newsletters, publications, meetings etc

Congress program

It is expected that each section will provide proposals for plenary sessions and workshops to the congress committee. All section members should be requested to submit proposals to section chairs and deputy chairs. Once a year, the Chair of Scientific Affairs will request all sections chairs submit their overall section proposals.

Dissolution of Sections

If any section evaluation fails to reach the minimal standard (<2), the EC will either request the chair and deputy chair to provide a remedial plan for the upcoming year, or will propose the immediate dissolution of the section. Decision will be voted at the majority of the EC and confirmed at the general assembly.

Support for publication

The Society will support the open access publication fees for all publications issued from the sections. The publication should be the result of a section collaborative work, and identified in the last position of the authorship as “on behalf of the ESPNIC [NAME] section. ESPNIC endorsement is NOT sufficient for publication coverage. Request should be address to the ESPNIC Chair of Scientific Affairs.

Note: will not use the term “endorse” but “on behalf of XX section”

Support for consensus meeting

ESPNIC will support one or two sections every year to organize a consensus meeting which should be labelled as an “ESPNIC” consensus and reviewed by the EC for support.

3.2. Working Groups

Purpose

The main task of WGs is to facilitate collaboration on specific projects within their field of expertise.

Composition

A Working Group (WG) is a group of members within one of the existing Sections of the ESPNIC, who are working on similar fields of scientific expertise and who wish to collaborate and exchange ideas on specific projects and methodological issues. Each Section member may belong to several WGs.

Creation

For new Working Groups (WG), a proposal should be made to the Chairman of the Section, supported by a minimum of 5 ESPNIC members, who are willing to join the new WG.

The Section Chair shall communicate and present the new WGs to the EC who will be vote on adoption of the proposal. After approval by the EC, the names of the WG will be communicated on the website.

Duties

- Each WG may propose, each year, thematic sessions for the Annual Congress, derived from their specific work
- WG may organise meetings during the Annual Congress
- The results of these meetings have to be reported formally to their Section
- WG should inform the Chair of their own Section when they develop collaborations with other Sections or WGs to avoid competition or duplication of effort on similar issues. Collaboration with other associations should be reported as well.

Reporting relationship

- The WG will report their activities each year during the Sections meetings
- If a WG fails to report its activities for two consecutive meetings, it will not be longer viewed as a WG, and its extinction communicated to the Executive Committee and the ESPNIC office.

Evaluation and monitoring

Each WG will be evaluated by the EC, on a yearly base, following review of the performance indicators and yearly plan provided in June.

Dissolution of WG

In case a WG evaluation fails to reach the minimal standard (<2), the EC will either request the chair and deputy chair provides a plan for the upcoming year, or will propose the dissolution of the WG. Decision will be voted at the majority of the EC and confirmed at the general assembly.

4. Dismissal/Replacement of ESPNIC Officers

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC executive committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

- **As stipulated in the statutes (ref. Article 14, paragraph 3), membership of the EC shall terminate:**
 - should membership of the Society terminate
 - upon an Executive Committee member tendering his resignation (the notice given should be 6 months)
- The replacement of the ESPNIC Officer should be processed as per the procedure stipulated in the statutes (ref. Article 13, paragraph 3 and 4):
 - The EC should inform members of the vacancies within 3 months of the vacancy/vacancies
 - Members are given the possibility to nominate members for the available position(s) within the EC within 6 weeks following the date of the information letter sent

- The EC informs the members of the nominated candidates and the members are entitled 4-6 weeks to cast their vote

5. Finances and Administration

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC executive committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

5.1. Accounts

UBS Geneva bank account details:

a. Society

- Bank account number: 0240-941651.60K
- IBAN: CH840024024094165160K
- BIC: UBSWCHZH80A

5.2. Signature power

Legal matters

The Executive Committee represents the Society as:

- The Medical President and the Nursing President, acting collectively
- The Treasurer and the Secretary, acting collectively
- The Medical President and the Treasurer or the Secretary, acting collectively
- The Nursing President and the Treasurer or the Secretary, acting collectively

Financial matters

The financial matters of the Society are approved by two members as follows:

- The Medical President and the Treasurer, acting collectively
- The Nursing President and the Treasurer, acting collectively
- The Medical President and the Nursing President, acting collectively

5.3. Registration of Commerce

The ESPNIC holds its registered office in Geneva, Switzerland

The office is located at Rue Francois-Versonnex 7, 1207 Geneva, Switzerland.

5.4. Payments

All Metacred invoices should be addressed to ESPNIC to the attention of the Treasurer and sent to the Treasurer with copy to the Medical President and the ESPNIC Secretariat.

Direct expenses shall be paid by ESPNIC to Metacred within thirty (30) days of receiving Metacred's invoice, which will be submitted by Metacred to ESPNIC within ninety (90) days of the expense being incurred (see contract Metacred-Espnic Phase 3, dated and signed 2015.10.15)

ESPNIC bank account

The ESPNIC bank account is managed by the ESPNIC Secretariat.

All KENES invoices should be addressed to ESPNIC to the attention of the Treasurer and sent to the Treasurer with copy to the Medical President and the ESPNIC Secretariat.

All invoices related to ESPNIC activities should be submitted to the Treasurer upon receipt (but at least within 10 days) of the event and uploaded on the UBS online banking platform by the ESPNIC Secretariat.

The ESPNIC Secretariat sends an email to the Treasurer to approve the payments on the UBS online bank system.

The payment request should include the name of the service provider, the amount and currency and the reason for the payment.

When processing Kenes invoices, the ESPNIC Secretariat should submit the invoices as proof to the Treasurer.

The dates of approval should be in a minimum of 3 business days and a maximum of 5 business days. The payments are approved by the Treasurer or the Medical President in the absence of the Treasurer.

6. Society Activities

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC executive committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

6.1. Congress

Every year ESPNIC organises a European Paediatric and Neonatal Intensive Care congress, presenting the latest developments of technology, treatment and care, and giving priority to scientific research and creative solutions of paediatric and neonatal intensive care; to a large audience of health professionals working in the field.

In even years, ESPNIC organizes a congress in conjunction with ESPR and EAP, and in odd years ESPNIC holds its own European Paediatric and Neonatal Intensive Care congress.

Travel reimbursement policy

Category	Registration	Accommodation (Headquarter Hotel x 3 nights)	Travel	Gala Dinner (1 ticket only)	Notes
ESPNIC Executive Committee Member	X	X	Up to €600 EU Up to €1'000 rest of world	X	If not a speaker in the programme, these costs be covered 50:50 Society & congress
ESPNIC Section Chairs <i>OR</i> Deputy (who are not invited speakers)	X	X	Up to €600 EU Up to €1'000 rest of world	X	If not a speaker in the programme, these costs be covered 50:50 Society & congress
Invited Speaker (invited by the congress only)	X	X	Up to €600 EU Up to €1'000 rest of world	X	Covered by congress
Invited Speaker (invited by a sponsor only)	Should be covered by the sponsor	Should be covered by the sponsor	Should be covered by the sponsor	X	Should be covered by the sponsor
Invited Speaker (invited by the congress and a sponsor)	Should be covered by the sponsor	Should be covered by the sponsor	Should be covered by the sponsor	X	Should be covered by the sponsor
Workshop presenter only	X	up to 2 nights	Up to €600 EU Up to €1'000 rest of world		Covered by congress
Abstract Reviewer & Poster Moderator	X	X	X	X	
ESPNIC Website Committee	X	X	X	X	

6.2. Journal

Intensive Care Medicine (ICM)

- Is the official journal of the Society and serves as a platform for the communication and exchange of the latest developments in intensive care medicine. Its readership is directed to all experts in the field: physicians, anaesthetists, surgeons, paediatricians as well as those involved with pre-clinical subjects and medical sciences basic to these disciplines.
- Publisher: Springer
- Key contacts
 - Editor-in-Chief
 - Deputy Editor-in-Chief
 - Paediatric Editor
- Impact factor: 10.125 (2015)

The Paediatric Editor should present the journal's current status at the General Assembly to all members from 2016

6.3. Newsletter

A monthly electronic newsletter is sent out to the “good standing members” promoting the Society's activities and providing information on the latest developments in the field. This monthly newsletter will also be the mechanism for sending out surveys.

The newsletter is prepared by the ESPNIC Office in collaboration with the EC.

6.4. Nursing Fellowship

Purpose

This Programme is to promote, foster and facilitate the exchange of knowledge and expertise between ESPNIC Nursing members in Europe. The grant will be to attend a ESPNIC or EAPS congress.

Application procedure

- Applicants complete the application form which is available to download on the website
- The applicant sends the application form to the ESPNIC office by email or post
- The ESPNIC Office compiles all applications and sends them to the Nursing President, Secretary and Chair of the Professional Development Affairs for review 5 working days after the deadline
- The Nursing President, Secretary and Chair of the Professional Development Affairs send their feedback and comments to the ESPNIC Office 10 working days after receipt of the applications. In case of no majority, the Presidents shall decide. The Committee may organise a teleconference for this purpose, but in no case there will be any expense for the Society.
- The ESPNIC Office informs successful and unsuccessful applicants via formal notification approved by the Secretary and Professional Development Affairs 5 working days after receipt of submitted results
- The ESPNIC Office follows up on the payment and the submission of report by the successful applicant(s)

Criteria for application

- The applicant must be an ESPNIC nursing member in good standing

- The applicant should meet the terms indicated in the application form (benefits of the programme for unit/institution, benefit on a professional level)

Deadline

- The deadline for application is the 1st December for the following year's programme (i.e. 1st December 2018 for 2019 Fellowship programme)

6.5. Young Investigator Award

Author(s): Martin Kneyber, Chair of Scientific affairs

Authoriser: ESPNIC Executive Committee

Date last reviewed: 10 October 2019

About the award

Each year, the Society organises the Young Investigator Award to stimulate young researchers in the field of paediatric and neonatal critical care medicine

Eligibility

Eligible for the Young Investigator Award are those who meet the following criteria:

- Must be an ESPNIC member of good standing
- Must be aged less than 40 years
- Content of the abstract must represent original work and not presented/ or published previously
- Request for consideration must be made on the abstract form at the time of submission
- Must have an accepted abstract in the programme
- The applicant must be the first author and presenting author of the submitted abstract

Awards

There are two prizes:

- First Prize: 1200 Euro Award, complimentary registration and travel expenses covered up to 500 Euro to the next ESPNIC Annual Meeting and one-year complimentary membership
- Second Prize: 800 Euro Award, one-year complimentary membership, complimentary registration to the next ESPNIC Annual Meeting

A maximum number of 6 abstracts are selected as candidates for the Young Investigator Award.

- Each abstract that has been submitted to the annual meeting is evaluated by at least three reviewers (the chair and deputy of the section related to the abstract topic and one reviewer coming from other sections or the EC)
- All abstracts are then ranked by the median score (and in case of equal median also by the sum score)
- The 6 highest abstracts that have indicated that they want to apply for Young Investigator Award are then selected

Selected candidates will present their abstract during the annual Congress. This session is chaired by the Medical President and the Chair of Scientific Affairs. All presentations are evaluated by all section chairs and deputies and – if there is no scheduling conflict – by the members of the Executive Committee. The following items are scored on a 1 (poor) to 5 (excellent) scale: presentation style, knowledge of the subject, discussion of methodology, discussion of results, discussion of conclusions, discussion of limitations and quality of the slides.

If anyone involved in the evaluation of the candidates has a conflict of interest (i.e., participated in the research presented and/or supervised the candidate), then he/she is not allowed to vote on any of the six candidates

The Chair Scientific Affairs collects all evaluations; the score for each candidate is the sum of all individual components. The highest and second highest score are the #1 (highest) and #2 (second highest) prize winner. In case of an equal sum score, the names of these candidates are placed in a bowl and one ballot is collected by the Chair of Scientific Affairs in the presence of the Medical President. The winners are announced during the Networking event

6.6. Website

- Website address is www.espnice-online.org
- Website domain: www.espnice.org

6.7. Webcast

- Webcasting is organised during the ESPNIC congresses, upon the EC's approval.
- The recorded sessions are made available to the members in the members' zone section of the website.
- The ESPNIC Office in collaboration with the EC creates the promotion of the available webcasts (e-blasts, promotion at the booth during the congresses etc).
- The speakers are requested to sign an official authorisation form allowing online publishing on the ESPNIC website
- Speakers are given the opportunity to review their slides prior to the online publishing

6.8. eSurvey tool

ESPNIC offers all sections the possibility to use the eSurvey platform Survey Monkey

Scientific surveys

1. Any member for a section can design a survey on a specific topic.
2. The survey is sent to the chair and deputy chair of the section for review.
3. After any changes and if approved, the chair of the section, copying the member and deputy, sends the survey to the Chair of Scientific Affairs for review
4. If approved, the Chair of Scientific Affairs shares the survey link with the association manager. The link to the survey can be disseminated e.g. published in two consecutive, monthly ESPNIC newsletters

- Member lists are NOT distributed among individual members for the purpose of sending out surveys
- ESPNIC – related surveys are exempted from this S.O.P.

6.9. Endorsement

The ESPNIC logo is the embodiment of ESPNIC values and reputation. It is a valuable asset and a powerful tool for building and publicly acknowledging partners from the paediatric and neonatal intensive care professional community.

Under the conditions detailed below the ESPNIC Executive Committee may grant auspices, i.e. the use of the ESPNIC logo, for paediatric and neonatal intensive care activities that fall within the scope of ESPNIC's mission and strategic objectives. Any scientific or educational formative activity, including publications or website can be endorsed if they fulfil all the criteria listed in the following subsections.

Reciprocal Agreements and Obligations

- In exchange for its endorsement, ESPNIC will have the opportunity to promote the object of its endorsement on its own website and through its own network if it so chooses.
- For conferences, meetings, courses or other educational activities subjected to a registration fee payment, ESPNIC may ask a contribution up to 5% of the registration fee for each paying participant.
- Unless there is a contractual agreement, the endorsement does not entail any financial or other obligations/liabilities on the part of ESPNIC.
- The ESPNIC Office receives and approves a copy of anything that uses the ESPNIC logo prior to its release to ensure adherence to this policy.
- Requests of endorsement may be received by Section Chairs/Deputy Chairs and must be addressed to the ESPNIC Office and the ESPNIC Secretary who will check proposal for consistency and forward to the appropriate members of the Executive Committee (see below) for a response within 10 working days.
- ESPNIC endorsement provides: 1) inclusion in the database of activities of the ESPNIC;
- 2) advertisement through ESPNIC website and members mailing list and newsletter; 3) permission to show the ESPNIC logo in the documentation, mail and web page of the activity, along with the legend "with ESPNIC endorsement" (for logo details see below "logo usage guidelines).
- The ESPNIC endorsement will allow reciprocal marketing arrangements (ie access to the mailing list/email database of the society/organisation requesting the endorsement...)
- The ESPNIC cannot be considered liable for any endorsed activity project.

Endorsement procedure

Endorsement may be asked through Sections Chairs/Deputy Chairs or directly to the ESPNIC Office or the ESPNIC Secretary.

Applicants shall:

- Fill the application form, defining the purpose of the activity and the profile of the professionals to whom it is addressed, and indicating the entities organizing the event, the members of the organizing and scientific committees and their conflicts of interest.

- Mention explicitly if the scientific endorsement of other entities has been requested/obtained.
- Indicate the application and granting of continuing education credits by an officially recognized agency or entity, mentioning its name (Ministry of Health, accrediting agencies, etc.).
- Formally accept ESPNIC purposes and obligations following endorsement.
- Guarantee that ESPNIC logo will be separate and perfectly differentiated from logos of Societies or commercial companies endorsing or anyhow supporting the event or project.
- Attach the original program of the event, or the draft of the publication or website, or the network/partnership project.

Once the Secretary has evaluated the proposal for consistency, he will be sent it, with his advice:

- The Chair of the Scientific Affairs (if it is a scientific conference, meeting or publication)
- The Chair of Professional Developmental Affairs (if it is an educational conference, course or publication)
- The Medical President (in all cases) and the Nursing Presidents (if the candidate event/publication/tool/project is related to nursing)

If the nature of the candidate event/publication/tool is not clear, it will be sent for evaluation to all the Officers listed above. A decision will be taken within 10 working days and will be communicated to the applicant by the ESPNIC Secretary. The above-listed officers may decide to use particular tools/forms for the evaluation.

General criteria

- In all cases, the activities of the company or organization seeking to reproduce the ESPNIC logo must fall within the scope of ESPNIC's mission and strategic objectives.
- The quality of this company's activities must correspond to ESPNIC's own high standards of ethics and scientific integrity.
- The logo must appear 'untampered' (colour, slogan, size etc.) from the logo provided by the ESPNIC Office, in accordance with the guidelines described below.
- All requests will be dealt with by the ESPNIC Executive Committee, which will have the authority to officially provide ESPNIC's agreement. The decision of ESPNIC Executive Committee cannot be appealed.
- Any changes to this policy will be recommended by an ESPNIC Executive Committee member and agreed on by the ESPNIC Executive Committee.

Criteria for conferences and Meetings

ESPNIC auspices may be granted subject to the approval of the ESPNIC Executive Committee under the following conditions:

- ESPNIC does not endorse meetings that are organized during its annual ESPNIC Congress; this includes 3 days before or after the actual meeting dates.
- The meeting does not compete with any ESPNIC activity.
- When ESPNIC endorses an event, the meeting organizers should display ESPNIC marketing collateral, which the ESPNIC Office is responsible for providing.
- It is recommended that the speakers are not from the same country and some may be members of ESPNIC

- The scientific value should be evident as reflected by the recognition of the speakers and their expertise in the field.
- No decision will be made without sufficient information on the scientific value of the event; including but not limited to topics, speakers and schedule.
- If the meeting is supported by Industry there must be multiple sponsors/exhibitors.
- Any proceedings or reports from the conference will carry the ESPNIC logo.
- Promotion: ESPNIC-endorsed conferences/meetings will be promoted on the ESPNIC website under the 'Calendar of Events.'
- The endorsement is valid for the period specified in the application.

Criteria for publications

ESPNIC can endorse publications (books, journals, reports, guidelines, curricula, position papers, press releases, etc.) under the following conditions:

- The subject of the publication is relevant to ESPNIC's mission and strategic objectives.
- The quality of the publication corresponds to ESPNIC's own high standards.
- The publication does not entail any financial or other obligations/liabilities for ESPNIC unless a contractual agreement has been signed by both parties.
- The ESPNIC logo appears on the front cover.
- The ESPNIC Office receives and approves a copy of the publication prior to its release to ensure correct logo usage.
- The endorsement is always valid unless withdrawn (see below).
- Two publication endorsements are considered:
 1. Sections are allowed to publish in their own name "for the ESPNIC /section name/". This endorsement is considered for all articles prepared by the section and need to be validated by the section chair, deputy chair and Chairman of Scientific Affairs.
 2. "ESPNIC endorsement "is allowed ONLY if the article is in line with the educational and/or scientific standard of ESPNIC, after evaluation by the above-mentioned EC members.

Criteria for websites and/or online tools

ESPNIC can agree to its logo's appearance on websites other than its own under the following conditions:

- The website is relevant to ESPNIC's mission and strategic objectives.
- The quality of the website is up to ESPNIC's own standards.
- The logo is the official ESPNIC logo and the visual identity is adhered to (colours, size etc.) in accordance with the guidelines listed below.
- There is a 'click through' to the ESPNIC website.
- The decision is renewed annually unless specified otherwise by the ESPNIC Executive Committee.
- The logo does not appear alongside a pharmaceutical company or a product logo.
- The ESPNIC Office previews and approves a mock-up of the website page prior to its launch to ensure correct logo usage.

Criteria for networks and partnerships

ESPNIC can agree to its logo appearing alongside partner logos under the following conditions:

- ESPNIC is a formal network partner.
- The logo does not appear alongside the logo of a pharmaceutical company or product unless agreed on by the ESPNIC Executive Committee.
- The reputation of the networks and partners is such that it enhances ESPNIC's own reputation.
- The ESPNIC Office receives and approves a preview of all promotional materials before their release to ensure correct logo usage.

Endorsement withdrawal

The ESPNIC may withdraw the guarantee at any time if:

- The activity causes harm to patients or ethical problems appear.
- The activity does not meet ethical or legal conditions.
- The activity does not provide the agreed information.
- The activity substantially changes its programming or content.

Logo Usage Guidelines

In all promotional materials, the ESPNIC logo must appear in its original form as provided by the ESPNIC Office according to the following criteria:

- The logo's proportions are consistent with what was originally provided. The logo has not been stretched, cropped, rotated, or otherwise distorted from its original form. The logo does not appear in any colour other than its official colours:
- Please make sure to maintain a distinct contrast between the ESPNIC logo and the background colour on which it appears. Solid white is the preferred background colour for the ESPNIC logo. Do not place the logo on a background that does not provide sufficient contrast as it may compromise the visibility of the logo. Do not mimic the logo in the text using different fonts, colours or other text enhancing tools.

Branding Checklist

- ✓ Always use the correct colours.
- ✓ Never use an alternate typeface.
- ✓ Use the correct size.
- ✓ Use the exclusion zone.
- ✓ Never distort/stretch.
- ✓ Never rotate.
- ✓ Never crop.
- ✓ Consider the lifespan of the materials involved and if and when they will need updating.

Pantone printing coordinates



Solid: Pantone 659 C
 Process: Pantone 203-3 C (C70, M40, Y0, K0)
 RGB: R80, G136, B199
 (#5088c7)



Solid: Pantone Cool Gray 11 C
 Process: Pantone 325-2 C (C0, M0, Y0, K85)
 RGB: R77, G77, B79
 (#4d4d4f)

Website advertisement/promotion without endorsement

Advertisement or promotion of courses and events on the ESPNIC website are possible, after payment of a small fee (currently 100Euros). Applications are sent to the ESPNIC office and managed by the website Committee. Advertisement or promotion does not entail to any other rights typical of the endorsement. The EC decide the fee for the advertisement.

6.10 ESPNIC calendar

- The request should be submitted to the secretariat.
- The request will be reviewed by the website committee to determine if appropriate for the website.

6.11 Research Grants

Author(s): Daniele De Luca, Secretary

Authoriser: ESPNIC Executive Committee

Date last reviewed: 16 June 2019

- ESPNIC members may apply to one of the research grant programs offered by the Society with industry sponsorship. In order to apply they must be good-standing ESPNIC (medical or nursing) members and follow the appropriate instructions and forms for the grant call. Applications shall be sent to the ESPNIC Office and forwarded to the Secretary after the deadline has passed. The Secretary will screen the formal correctness of each application. Appropriate applications will then be scientifically evaluated by an *ad hoc* scientific committee

consisting of the *Medical President, the Nursing President, the Chair of the Scientific Affair and the Secretary*. If one of the committee members has a conflict of interest, he/she cannot act as reviewer and should be replaced by another EC member. In case of no majority, the Presidents shall decide. The decision is final and will be communicated according to the Research grant program details. A research group awarded by a ESPNIC/industry grant may be eligible for another grant only if this is allowed by the ESPNIC/industry agreement.

- ESPNIC members can also apply for funding directly to the Society, beyond any research grant program, by sending their request to the ESPNIC Office. Applications will be formally checked by the Secretary who may ask for further documents (CV, research track, references etc..) and then scientifically evaluated by the *ad hoc* scientific committee, as described above. In case of no majority, the Presidents shall decide. In this case, since the funding consists of a direct ESPNIC financial involvement, the scientific evaluation must be forwarded to the Executive Committee who will take the final decision at its first meeting. The decision is final and will be communicated as early as possible. A research group awarded by a direct ESPNIC grant is not eligible to another grant for the next 5 years.
- The Committee may organise teleconference for this purpose, but in no case there will be any expense for the Society.
- For any type of research grant, the awardee will sign a form declaring ESPNIC non-liaible for the research content and for any of its possible consequences. The awardee also declares to conduct research in accordance to good clinical practice, respecting relevant local regulations and only after having granted appropriate ethical approval (or waiver of). For any type of research grant ESPNIC (or the ESPNIC/Industry research grant program) must be acknowledged in any related communication or publication.

6.12. Sponsorship

ESPNIC auspices may be granted subject to the approval of the ESPNIC Executive Committee under the following conditions:

- When ESPNIC sponsors an event, the meeting organizers should display ESPNIC marketing collateral, for which the ESPNIC Office is responsible for shipment.
- The speakers must not all be from the same country and some may be members of ESPNIC.
- The scientific value should be evident as reflected by the recognition of the speakers and their expertise in the field.
- No decision will be made without sufficient information on the scientific value of the event; including but not limited to topics, speakers and schedule.
- If the meeting is supported by Industry there must be multiple sponsors/exhibitors.
- Any proceedings or reports from the conference will carry the ESPNIC logo.
- ESPNIC will be clearly mentioned as sponsor in all communications
- ESPNIC-sponsored conferences/meetings /courses will be promoted on the ESPNIC website under the 'Calendar of Events.'
- ESPNIC is financially involved and therefore should receive a detailed report (including financial report, attendance, sponsorship etc.)after the conference/course/meeting has been held
- A contract must be signed by both parties prior to the event taking place.

6.13 Diploma

Author(s): David Rozsa, Metacred

Reviewer(s): advisory committee, Metacred

1. *Authority*

The governing body for all of ESPNIC's credentialing programs and activities is the EBPNIC, which has authority and is responsible for the governance of those credentialing programs and activities. To ensure the independence, integrity, objectivity, and impartiality of the operations of ESPNIC's credentialing programs and activities, and the fair and equitable representation of the interests of all parties significantly concerned with the credentialing programs, including the general public, the EBPNIC has full autonomy over all core credentialing decisions and all important aspects of ESPNIC's credentialing programs and activities, including, without limitation: Definition, expansion, and reduction of each credentialing program's purpose and scope; periodic validation of standards and assessments; development and maintenance of the certification scheme for each type of credential; initial eligibility standards; recertification standards; the development, administration, and scoring of assessment instruments; granting of certification; marketing and promotion; preparatory resources; ethics and professionalism, including complaints against certificants; discipline (including suspension and withdrawal of credentials) and appeals; approval of assigned Director of Credentialing personnel; policies and procedures; and strategic oversight of operational processes, the performance of all personnel and outsourced subcontractors involved in the certification process, and the performance of examiners.

2. *Composition*

The EBPNIC has nine (9) members, of whom one (1) is a public member and eight (8) are practitioner members. If ESPNIC administers credentialing programs for more than one occupational role, each credentialed occupational role shall be represented by at least one (1) practitioner member of the EBPNIC.

3. *Ex Officio EBPNIC Members*

The EBPNIC may, from time to time, elect one or more ex officio EBPNIC members, who shall be advisory members of the EBPNIC. Any such election shall be for such term and based on such criteria as the EBPNIC from time to time deems appropriate. All ex officio EBPNIC members shall be non-voting members of the EBPNIC.

4. *Qualifications*

No two EBPNIC members may be affiliated with the same agency or employer. Once one hundred (100) individuals have earned an ESPNIC credential, only current ESPNIC diplomates in good standing are eligible for nomination to the eight (8) EBPNIC member positions reserved for practitioners. The public member is someone who does not satisfy ESPNIC's credentialing programs' eligibility requirements and is not a member of a related profession or a profession that provides services that are complementary to ESPNIC diplomates' services, but instead represents the direct and indirect users of the services provided by ESPNIC diplomates. ESPNIC membership is not a requirement for any EBPNIC member.

5. *Election and Term of Office*

- a. Election. Until one hundred (100) individuals earn an ESPNIC credential, all members of the EBPNIC, including the public member, shall be appointed by the ESPNIC Executive

Committee. Once one hundred (100) individuals have earned an ESPNIC credential, all subsequent members of the EBPNIC, including the public member, shall be elected by current ESPNIC diplomates and are to discharge their duties from the perspective of representing the interests of ESPNIC's credentialing programs, rather than the interests of ESPNIC's membership or any other special interest group. EBPNIC members shall be nominated and elected according to the policies and procedures established by the EBPNIC. Elections may be conducted by written ballot, electronically, or at the annual business meeting of ESPNIC.

- b. Terms. EBPNIC members serve staggered terms of three years with approximately one-third of the EBPNIC members elected each year. No EBPNIC member may serve more than two consecutive, three-year terms.

6. *Vacancies*

A EBPNIC member who loses eligibility for serving on the EBPNIC will have six months to re-establish eligibility for EBPNIC service. Failure to regain such eligibility after six months will constitute an automatic resignation from the EBPNIC. A vacancy for any reason may be filled for the unexpired portion of the term of that position by a simple majority vote of remaining elected EBPNIC members. Even if unfilled, the term of office of each vacant position shall continue to run while the position is vacant.

7. *Removal*

Until one hundred (100) individuals earn an ESPNIC credential, all members of the EBPNIC, including the public member, may be removed by the ESPNIC Executive Committee. Once one hundred (100) individuals have earned an ESPNIC credential, all members of the EBPNIC may be removed only by a vote of ESPNIC diplomates. The same procedures used to elect EBPNIC members must be used to remove EBPNIC members.

8. *Compensation*

EBPNIC members do not receive compensation for their services, but may be reimbursed for expenses according to established reimbursement policies.

9. *Meetings*

- a. Regular Meetings. The EBPNIC shall meet at least twice annually at whatever time and place it selects. Notice of each meeting will be distributed at least 48 hours prior to a meeting. The presence of a majority of EBPNIC members constitutes a quorum; a majority of votes of the members present is required to carry a matter whenever a quorum is present unless otherwise provided by these Bylaws. Proxy voting is not permitted. EBPNIC members may conduct meetings through the use of any means of communication by which all EBPNIC members participating may simultaneously hear each other during the meeting.
- b. Special Meetings. A majority of the EBPNIC members may call a special meeting upon written request to the Chair of the EBPNIC.
- c. Action Without Meeting. Any action to be taken at a EBPNIC meeting may be taken without a meeting if the following conditions are met.
 - 1) A written notice stating the action to be taken and the date and time by which EBPNIC members must respond is transmitted to each member of the EBPNIC, and
 - 2) Each member of the EBPNIC, by the time stated in the notice, either:
 - a) Votes in writing for such action, votes in writing against such action, or abstains in writing from voting; or

- a) Fails to respond or vote and also fails to demand that action not be taken without a meeting.

10. *Officers*

- a. Titles. The officers of the EBPNIC are Chair of the EBPNIC and Vice Chair of the EBPNIC. The Director of Certification is a staff, ex officio, non-voting officer of the EBPNIC.
- b. Election and Term of Office. Officers, except for the Director of Certification, are elected from within the EBPNIC by a majority vote of all EBPNIC members as soon as possible following the initial appointment and subsequent annual election of EBPNIC members. Only the EBPNIC practitioner members may be elected as Chair of the EBPNIC or Vice Chair of the EBPNIC; the public member is not eligible for an officer position. Officers serve a one-year term or until their successors are elected. No EBPNIC member shall serve more than six consecutive terms as Chair of the EBPNIC.
- c. Duties and Executive Authority. Officers perform those duties that are customary to their positions and that are assigned to them by the EBPNIC, as described in established EBPNIC policy. The Chair may act on behalf of the EBPNIC when so authorized by the EBPNIC or in emergency matters subject to subsequent review by the EBPNIC at its next meeting.
- d. Vacancies. If a vacancy occurs in the Chair of the EBPNIC position, the Vice Chair of the EBPNIC will automatically assume the office of Chair for the remainder of the Chair's officer term. If a vacancy occurs in the Vice Chair of the EBPNIC position, as soon as possible the EBPNIC will elect a new Vice Chair from within the EBPNIC, for the remainder of the Vice Chair's officer term.
- e. Removal. The EBPNIC may remove the Chair of the EBPNIC or Vice Chair of the EBPNIC at any time with or without cause by a two-thirds vote of the EBPNIC.
- f. Compensation. With the exception of the staff Director of Certification, EBPNIC officers do not receive compensation for their services but may be reimbursed for expenses according to established reimbursement policies.

11. *Committees*

- a. Executive Committee. The EBPNIC does not have an executive committee. As described herein, the Chair of the EBPNIC performs the functions of an executive committee.
- b. Exam Committee. The purpose of the Exam Committee is to develop valid and reliable assessments for ESPNIC's credentialing programs. The Chair of the EBPNIC appoints the Chair and at least two additional members of the Exam Committee, all of whom are current ESPNIC diplomates in good standing and serve for a one-year term.
- c. Ethics and Professionalism Committee. The purpose of the Ethics and Professionalism Committee is to establish and enforce standards of ethics and professionalism in relation to ESPNIC's credentialing programs that address unethical breaches of the certification process and complaints that may concern conduct that is harmful to the public or inappropriate to the discipline. The Chair of the EBPNIC appoints the Chair and at least two additional members of the Ethics and Professionalism Committee, all of whom are current ESPNIC diplomates in good standing and serve for a one-year term.
- d. Appeals Committee. The purpose of the Appeals Committee is to provide a due process review of adverse decisions that affect ESPNIC credentialing program applicants, candidates, and

diplomates. The Chair of the EBPNIC appoints the Chair and at least two additional members of the Appeals Committee, all of whom are current ESPNIC diplomates in good standing and serve for a one-year term.

- e. Preparatory Resources Committee. The purpose of the Preparatory Resources Committee is to identify, develop, and provide resources that effectively prepare applicants for ESPNIC credentialing program assessments. The Chair of the EBPNIC appoints the Chair and at least two additional members of the Preparatory Resources Committee, all of whom are current ESPNIC diplomates in good standing and serve for a one-year term.
- f. Other Committees. The EBPNIC may create or disband such other committees as needed.
- g. Committee Procedures. The Chair of the EBPNIC is responsible for appointing all chairs and members of committees of the EBPNIC, unless otherwise provided in these Bylaws. The Chair of the EBPNIC shall serve as an ex-officio member of all committees of the EBPNIC. The operating procedures of all committees of the EBPNIC will be approved by the EBPNIC and be subject to annual review.

7. Proceedings of Elections

7.1. General procedures

EC elections

*The Executive Committee Officers shall be elected as stipulated in the **Article 13** of the statutes.*

Terms of office – as stipulated in the Article 13.3 of the statutes.

- The Medical President: 2 years non-renewable
- The Medical President Elect: 2 years non-renewable
- The Nursing President: 2 years non renewable
- The Nursing President Elect: 2 years non-renewable
- The Secretary: 3 years renewable once
- The Treasurer. 3 years renewable once
- Chair of the Scientific Affairs: 3 years renewable once
- Chair of the Professional Development Affairs: 3 years renewable once
- Medical trainee representative: 3 years non-renewable

Maximum length of continuous service on the EC is 7 years

Sections elections

Refer to 3.1 Sections

Terms of office

- *Chair: 3 years, renewable once*
- *Deputy Chair: 3 years, renewable once*

7.2. Election process

Voting right

- Only “Good Standing members” are allowed to vote at the elections: the membership fee for the actual year must have been paid latest before the deadline:
 - For candidates before the end of the call period
 - For voters before the ballot starts

System set up

- Electronic ballots are set up via an online system

Communication to members

- The ESPNIC Office sends out the following announcements and notifications to the members:
 - Call for candidates
 - Announcement of candidates / opening of the elections
 - Elections result announcement

Timeline and deadlines

The following steps should be observed:

- Call for candidates should be sent at least 8 weeks prior to the launch of the elections (1st announcement to be sent latest by 1st week of January)
- Collection of candidatures up to 15 February
- Confirmation of candidatures: 3rd week of February
- Elections launch: 1st week of March
- Elections duration: 4-6 weeks (members should be provided 4 weeks minimum to cast their vote)
- Voting deadline: 15 April latest
- Results announcement: 1st week May (Official presentation of appointed candidates to membership)
- Handover to be organized within 2 months of end of elections, if no face to face meeting is possible, handover will be initiated via a conference call organized by the ESPNIC Office
- Official presentation of appointed candidates to membership during GA (October for EAPS and June for ESPNIC congresses).

The EC can change the deadlines (deadline extension) should it be necessary.

7.3. Handover of mandates

The handover meeting will be coordinated by the ESPNIC Office within 8 weeks of appointment of the EC member(s).

7.4. Vote quorum (recommendation)

- To corroborate the votes, a minimum of 20% of the membership should cast their vote for the presented candidates.
- Should the 20% quorum not be reached the Executive Committee will appoint the candidate(s) for the open position(s) and present them officially to the membership.

7.5 Candidatures submission

- Should no candidature be put forward for a vacant position, the Executive Committee can appoint a candidate for the position or extend the mandate of the current position holder as stipulated in the statutes
- No candidature submission can be accepted past the indicated deadline unless formally approved by the Executive Committee

8. Membership

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: ESPNIC General Assembly

Date last reviewed: 9 June 2015

8.1. Categories

Refer to **Article 4** of the statutes for the membership categories and management description.

8.2. Admission

Refer to **Article 5** regarding membership admissions.

8.3. End membership

As stipulated in the **Article 6** of the Statutes, the termination of the membership occurs in the following circumstances:

- As a result of a death of a member
- As a result of a member resigning
- As a result of a membership having been terminated by the Society
- Upon non-payment of the membership dues

9. Marketing, Branding and Communication

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

9.1. Society logo

- The logo is the Society's property and represents the visual identify of the Society
- The logo should be clearly visible on all promotional material

9.2. Society brochure

- The Society brochure represents all key aspects of the Society and is used as a promotional tool
- The brochure is revised and updated on a regular basis
- The ESPNIC Office coordinates the updates of the Society's brochure upon the EC's request and approval
- Brochures are distributed at promotional booths

9.3. Promotional booth

- The ESPNIC Office is in charge of the coordination of the promotional booth at congresses
- The aim of the booth is to promote the Society activities and future congresses
- The promotional costs are covered by the ESPNIC and are subject to the Treasurer's approval

Refer to Congress blueprint for detailed booth organisation description.

10. The ESPNIC Administrative Office

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

10.1. Office Staff

As outlined in Article 20 of the ESPNIC statutes, the Society has a permanent Administrative Office which is established in Geneva, Switzerland, Rue Francois-Versonnex 7 1207. The office is managed by an Executive Manager who runs the Society on a daily basis, in close collaboration with the EC.

Executive Manager Profile

- Experience in managing comparable non for profit associations
- Well-developed communication skills
- Well-developed time management and organization skills
- Ability to work flexible hours
- Good understanding of web-based communication and the internet
- Continuous training in social regulations, legal matters, congress organisation, etc.

Duties

- Management of the Society's administrative affairs and legal matters
- Management of the Society's financial matters
- Management of the Society's activities
- Organisation and management of the ESPNIC Congresses in collaboration with the organising team/LOC

Reporting relationship

The Executive Manager reports to Executive Committee.

11. Various Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

11. Travel reimbursement policy

Reimbursement will be claimed using the *Reimbursement form* provided by the ESPNIC Office.

- ESPNIC reimburses Committee members for their travel expenses to Society meetings, annual congresses and any other meetings/conference subject to prior agreement with the EC.
- Travel expenses claims should be made to the ESPNIC Office, by completion of the *Reimbursement form* provided by the ESPNIC Office. This document must be filled in completely including the requested bank data.
- The form must be send to the ESPNIC Office by regular post or email, and the original proofs, receipts and boarding passes must be attached.
- Reimbursement will be made by bank wire transfer upon receipt
- The Treasurer will make a final decision if any dispute arises

Travel reimbursement policy - ESPNIC 2017

		category	maximum price reimbursed
Flights	Europe or <6h	economy	300 euros max
	>6 hours	economy premium (business premium not exist) or if does	1250 euros max (North East coast America, Africa, Middle east)
			1500 euros max (west coast north america, South America, India, south east Asia, China)
			1750 max (Japan, Australia)
Train	<1,5 hours	economy or 75% of first class	150 euros max
	>1,5 hours	first class	200 euros max
Car			0,3 euro/km
Transfer / taxi			70 euros max
meal (optional)	breakfast		15 euros max
	Lunch		15 euros max
	dinner		25 euros max
	EC dinner		50 euros max
Hotel	normal city	2 to 4 stars	150 euros max
	expensive city (e.g, Paris, London, Geneva, other to be justified)	2 to 4 stars	200 euros max

12. Proceeding of minutes

Author(s): ESPNIC Secretariat

Reviewer(s): ESPNIC Executive Committee

Authoriser: ESPNIC Executive Committee

Date last reviewed: 9 June 2015

12.1. General proceedings

The ESPNIC Office is responsible for the formal proceeding of minutes of the General Assembly and the Executive Committee meetings.

- A draft of the minutes must be written during the meeting

- These draft minutes have to be completed after the meeting
- The ESPNIC Office Manager is responsible for the distribution of the draft minutes to the EC following the meeting as per the processes and timeline indicated in the below paragraphs regarding the General Assembly and the Executive Committee minutes (paragraph 13.2 and 13.3)

12.2. Minutes of the General Assembly

- The minutes of the General Assembly should be sent for review within fifteen working days after the assembly to the members of the Executive Committee.
- Any changes or amendments must be claimed within the following ten working days to the ESPNIC Office.
- The ESPNIC Office is responsible to edit the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests this should be highlighted and the ESPNIC Presidents must be informed.
- The ESPNIC Office is responsible to ensure that the minutes are published on the ESPNIC website and distributed to the members of the Executive Committee.

12.3. Minutes of the Executive Committee Meetings

- The minutes of the Executive Committee meetings should be sent within fifteen working days of the meeting to all members of the Executive Committee who were present at the meeting.
- Ex-officio invited members should be sent the part of the minutes that deal with their specific report only.
- Any changes or amendments must be claimed within the following ten days to the ESPNIC Office.
- The ESPNIC Office is responsible to edit the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests this should be highlighted and the ESPNIC Presidents must be informed and determine the correct minutes
- The ESPNIC Office is responsible to ensure that the minutes distributed to the members of the Executive Committee.