



European Society of Paediatric and Neonatal Intensive Care

ESPNIC Standard Operating Procedures

Title	Version	
General Operating Procedures	1.1	ESPNIC

Description

This document completes the statutes of the European Society of Paediatric and Neonatal Intensive Care and specifies details about internal structures and operations.

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

Further applicable documents

- Statutes of the European Society of Paediatric and Neonatal Intensive Care
- Job descriptions for ESPNIC Officers

Responsibility

For the content: ESPNIC Office and ESPNIC Executive Committee

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

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I. Standard Operating Procedures and Operating Instructions

1. ESPNIC Standard Operating Procedures

The 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 implicate on the statutes and rules of the society.

The fact that the ESPNIC has evolved in the past few years provides also the rationale to divide between the statutes – which form the framework for any activities within the society -and further operating instructions.

The standard operating procedures need to be more flexible and updated as frequently as necessary. This document contains thus the general Standard Operating Procedures as defined in the ESPNIC statutes.

It contains:

- Additional information to the Statutes of the ESPNIC
- Internal Operating Instructions: they describe in detail all necessary information for the daily work in 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

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

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
- Website committee
- Congress Committee
- Research Committee
- Education and Training Committee
- 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 the ESPNIC according to its needs.

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

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

2.1. Executive Committee

Purpose

The Executive Committee acts as the managing and representation body and works in close collaboration with the 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
- 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 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 members Profile

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 him (her) self to the task

Summary roles description

- **Medical president**
- 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

- **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.

- **Nursing president**

- 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
- Co-chair all executive meetings as well as General Assembly

- **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.

- **Secretary**

- Lead the administration of ESPNIC
- Contribute in strategy and objective setting for the society
- Contribute in development of all aspects of society

- **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

- **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

- **Chair Professional Development Affairs**

- Take lead in the organisation of educational activities of the society
- Represents the interests of Education and training committee, working groups and sections in the Executive Committee

EC Structure

Medical President, Nursing President, Medical President-elect,
Nursing President-elect, Secretary, Treasurer, Chair Scientific
Affairs, Chair Professional Development Affairs

Ex-Officio: Medical Past President, Nursing Past President

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 the ESPNIC in collaboration with the Education and Training Committee
- 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 the Education and Training Committee
- 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

2.3.1 Education and Training Committee

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)
- Paediatric Editor of the PACT programme

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:

- 1 Medical member
- 1 Nursing member
- ESPNIC Office

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)
- Hold meetings on a regular basis with a minimum of 2 members present (via conference call, web conferencing)
- Document each meeting (minutes and action points)
- Present reports to the EC (at the EC face to face meetings)

3. Sections and Working groups

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:

- Respiratory failure
- Hemodynamics & congenital heart disease
- Ethics
- Infection, systemic inflammation and sepsis
- Neuro critical care
- Metabolism, endocrinology and nutrition
- Health services research, administration, education, information technology & outcome
- Resuscitation & emergency medicine
- Pharmacology
- Paediatric and Neonatal Intensive Care Nursing
- Nursing Science Group
- Long term outcome

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 proposal has been reviewed by the Executive Committee, the Executive Committee will bring the proposal of the new Section to the General Assembly.

Sections membership

- Each member may belong to several Sections, but may vote only in one.
- This selection will be indicated annually in conjunction with the membership renewal. If the number of membership of a Section falls below 8 for two consecutive years, it shall cease to exist. The purpose of this is to guarantee representation from the main interests of the membership in the Society's Division of Scientific Affairs, and at the same time respond to the potential shifts in the areas of interest; i.e. if the activity of any Section declines substantially; it will not continue to be automatically represented in the Division of Scientific Affairs.

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 to EC in July
 - 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 Chairman in all duties (as mentioned above):
 - Represent section 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
 - Support ESPNIC office in organisation of face to face section meetings during congresses (provide agenda and required format of the meeting)
- Represent Chairman 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 the ESPNIC Office support)

Elections

- Only members in good standing the year of the elections may put their candidature forward
- The Chairs and Deputy Chairs shall 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

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 which will be voted on by the members of the EC.

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 Chairman 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 the group's 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.

4. Dismissal/Replacement of ESPNIC Officers

- **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 month 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 6 weeks to cast their vote.

5. Finances and Administration

5.1. Accounts

UBS Geneva

Bank account: 0240-164721.60E

IBAN: CH3200240240164721660E

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 or 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 The Hague, Netherlands.

6. Society Activities

6.1. Congress

Every year ESPNIC organises a European paediatric intensive care 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 intensive care and neonatal intensive care congress.

Travel reimbursement policy

Category	Registration	Accommodation (Headquarters Hotel x 3 nights)	Travel	Gala Dinner (1 ticket only)	Notes
ESPNIC Executive Committee Member	✓	✓	Up to €600 EU Up to €1'000 rest of world	✓	If not a speaker in the programme, these costs be covered 50:50 society & congress
ESPNIC Section Chairs OR Deputy (who are not invited speakers)	✓	✓	Up to €600 EU Up to €1'000 rest of world	✓	If not a speaker in the programme, these costs be covered 50:50 society & congress
Invited Speaker (invited by the congress only)	✓	✓	Up to €600 EU Up to €1'000 rest of world	✓	Covered by congress
Invited Speaker (invited by a	Should be covered by the	Should be covered by the sponsor	Should be covered by	✗	Should be covered by the sponsor

sponsor only)	sponsor		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	✓	Should be covered by the sponsor
Workshop presenter only	✓	✓ up to 2 nights	Up to €600 EU Up to €1'000 rest of world		Covered by congress
Abstract Reviewer & Poster Moderator	✗	✗	✗	✓	
ESPNIC Website Committee	✗	✗	✗	✗	

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
- Impact factor: Impact Factor: 5.168 (2009)
- ESPNIC Editor (Paediatric)

6.3. Newsletter

A monthly e-newsletter is sent out to the “good standing members” promoting the society’s activities and providing information on the latest developments in the field. 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.

Application procedure

- Applicants complete the application form which is available to download on the website
- the applicant send the application form to the ESPNIC office by email, fax or post
- The ESPNIC Office compiles all applications and sends them to the Secretary and Chair of the Professional Development Affairs for review 5 working days after the deadline
- The 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
- 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 2011 for 2012 Fellowship programme)

6.5. Nursing Educational Grant

Purpose

This Programme is to promote, foster and facilitate the attendance of Nurses to educational events within Europe.

Application procedure

- Applicants complete the application form which is available to download on the website
- The applicants send the application form to the ESPNIC office by email, fax or post
- The ESPNIC Office compiles all applications and sends them to the Secretary Chair of the Professional Development Affairs for review 5 working days after the deadline
- The 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
- The ESPNIC Office informs successful and unsuccessful applicants via formal notification approved by the Secretary and Chair of the Professional Development Affairs 5 working days after receipt of submitted results
- The ESPNIC Office follows up on the payment and communication of the successful applicants

Criteria for application

- The applicant must be an ESPNIC nursing member in good standing
- Official confirmation that financial support by the employer or a third party is not available

- The original documents (invoices), copy of the congress confirmation form together with a detailed listing of all costs are needed for the transfer of the grant
- The grant is open to an individual application only once in a three year term
- Applications from current members of the ESPNIC Nursing EC will not be considered

Deadline

- The deadline for application is the 1st August

6.6. Website

- Website address is www.espnic-online.org
- Website domain: www.espnic.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 a 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. 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.

General

- 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 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.

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.
- 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 any use of the ESPNIC logo prior to its release to ensure adherence to this Policy.
- Requests of endorsement should be addressed to the ESPNIC Office who will forward to ESPNIC Executive Committee for a response within 10 working days.

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 should not compete with any ESPNIC activity.
- When ESPNIC endorses or 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 must 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.'

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.

Websites

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.

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.

Logo Usage Guidelines

In all promotional materials, the ESPNIC logo must appear in its original form 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 stretch, cropped, rotated, or otherwise distorted from its original form. The logo does not appear in any colour other than its official colours :

Pantone printing coordinates

Blue: C100, M65, Y18, K0

Yellow: C0, M10, Y100, K0

Gray: black 40%

- The logo is kept free from overlap with other images or text on the page by a clear space (“the exclusion zone”)

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.

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.*

Sections elections

Refer to 3.1 Sections

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 the ESPNIC website

Communication to members

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

Timeline and deadlines

- The following steps should be observed:
 - Elections should be held in March
 - Call for nominations should be sent 8 weeks prior to the start of the elections (March)
 - Collection of nominations: 4 weeks following the call for nominations
 - Announcement of nominated candidates to the members/announcement of elections launch: 10 working days following the call for nominations deadline
 - Elections: 4-6 weeks (members should be provided 4 weeks to cast their vote)
- The EC can change the deadlines (deadline extension)

7.3. Handover of mandates

The handover meeting will be coordinated by the ESPNIC Office within 6 weeks of appointment of the EC member(s).

7.4. Vote quorum

- 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.

8. Membership

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

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 (**Section 6.1 Congress**) for detailed booth organisation description.

10. The ESPNIC Administrative Office

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, 1-3 rue Chantepoulet, POB 1726, CH-1211. 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 responsibilities

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

Responsibilities

- Management of the Society's finances
- Management of the Society's legal 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 is reporting to Executive Committee.

11. Various

11.1. Travel reimbursement policy

- The 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, who will proceed to the reimbursement according to the reimbursement procedure.

12. Proceeding of minutes

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 fourteen 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 ten working days after the meeting to the members of the Executive Committee which were present at the meeting.
- Ex-officio invited members should be sent the part of the minutes which 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.
- The ESPNIC Office is responsible to ensure that the minutes distributed to the members of the Executive Committee.