



# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

*Association internationale sans but lucratif*

*International non-profit organisation*

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**EXPLANATORY NOTES  
ON THE FUNCTIONING OF  
UEMS SPECIALIST SECTIONS, DIVISIONS,  
MULTIDISCIPLINARY JOINT COMMITTEES,  
EUROPEAN BOARDS AND THEMATIC FEDERATIONS**

*August 2013*

**UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES  
EUROPEAN UNION OF MEDICAL SPECIALISTS**

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UEMS INTERNAL DOCUMENT

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## **Abbreviations used in this document**

EACCME – European Accreditation Council for CME

EU – European Union

MJC – Multidisciplinary Joint Committee

RoP – UEMS Rules of Procedure (2010/26)

Section – UEMS Specialist Section

SG – the UEMS Secretary General

Statutes – UEMS Statutes (2010/25)

TF - Thematic Federation

UEMS – Union Européenne des Médecins Spécialistes

UEMS NMA – National Medical Association - Full or Associate Member of the UEMS

## **Introduction**

This document provides clarifications on how to interpret the provisions of the UEMS Statutes and Rules of Procedure related to Specialist Sections, Divisions, Multidisciplinary Joint Committees (MJC), European Boards and Thematic Federations (TF). It should be interpreted in the light of the provisions of the UEMS Statutes which provide the essential rules governing the UEMS and the provisions of the UEMS Rules of Procedure which are based on the Statutes and provide more detailed regulation.

It includes quotes from the UEMS Statutes and RoP and provides short explanation on how to implement them, bearing in mind the need for an efficient and pragmatic approach to ensure that these rules are observed and at the same time enable the UEMS structures to achieve their statutory goals.

The UEMS Statutes and Rules of Procedure provide detailed rules for Specialist Sections. With exception of a limited number of rules specific to Divisions and European Boards, the rules for Sections also apply to these structures, as stipulated directly by Rules of Procedure in case of Multidisciplinary Joint Committees (VI.10) and Thematic Federation (VI.11) or, in case of Divisions and European Boards, because these structures are parts (working groups) of a Section. In this regard, many references to the Part I (UEMS Specialist Sections) have been included in Parts II to V of this document. The internal regulations adopted by UEMS structures must be fully compliant with UEMS Statutes, Rules of Procedure and with these Explanatory Notes. As shown in Fig. 1 these regulations have to be compatible with all higher-order UEMS documents.

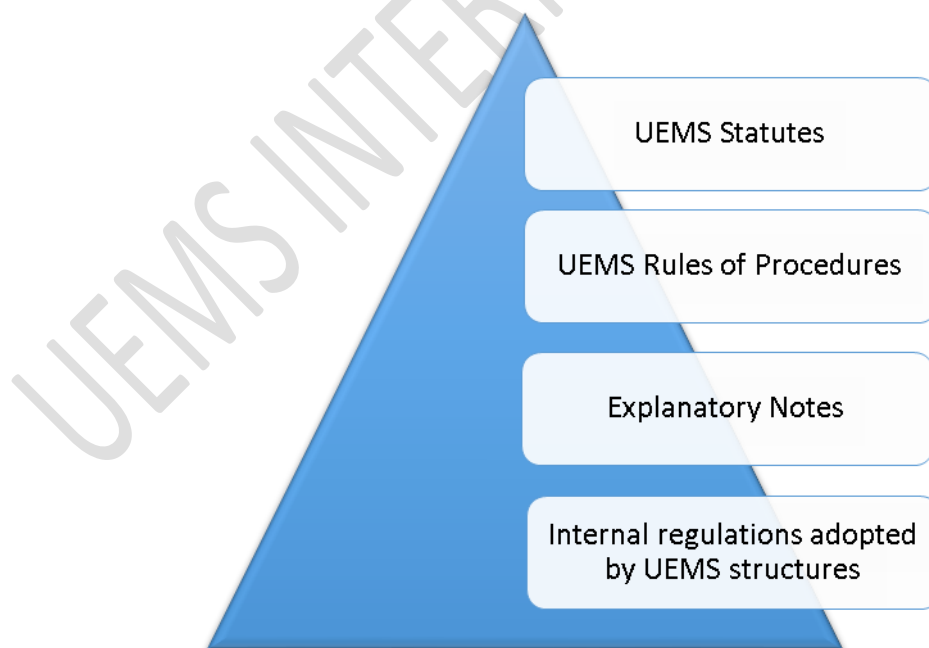


Fig. 1. Documents regulating functioning of the UEMS

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This document covers the rules governing the UEMS structures only and cannot be applied to third parties external to the UEMS (separate legal entities), with which the UEMS structures can cooperate to achieve their objectives. Third parties external to the UEMS cannot be considered part of the UEMS and the UEMS takes no responsibility for their management and activities. Such parties have to be aware of rules governing the use of the UEMS name and logo. The UEMS structures can cooperate with such parties, but sharing a common business as well as use of the UEMS name and logo by co-operating parties external to the UEMS strictly requires the consent of the UEMS Executive.

For the sake of coherence, this document is divided into five parts: 1. UEMS Specialist Sections, 2. UEMS Divisions, 3. UEMS Multidisciplinary Joint Committees, 4. UEMS European Boards and 5. UEMS Thematic Federations. Schematic representation of the UEMS structures covered by Explanatory Notes is shown on Fig. 2.

Each part contains 8 items: 1. Creation and winding up of a UEMS Structure, 2. Composition, 3. Objectives, 4. Relation to UEMS constituency, 5. Governance, 6. Finances, 7. Meetings and 8. Reporting.

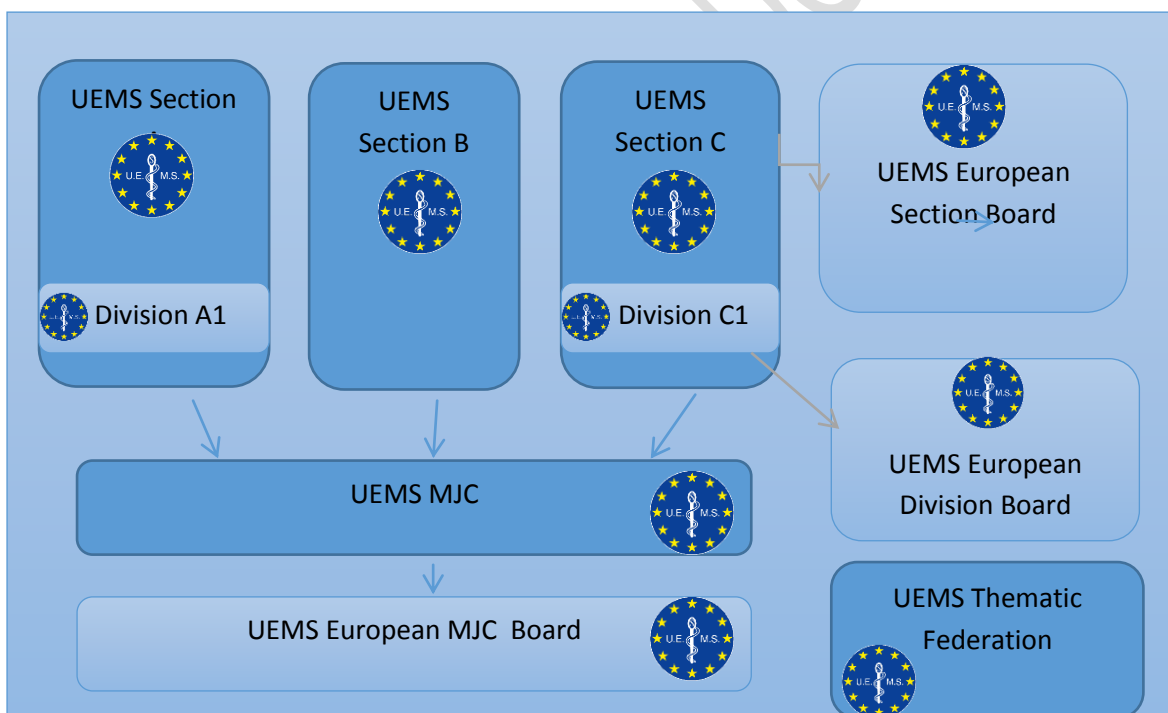


Fig. 2. Schematic view of the UEMS structures covered by the Explanatory Notes

## **Part I – UEMS Specialist Sections**

### **1. Creation and winding up of a Section**

Ref: Statutes art. X; RoP Article VI

#### *a) Criteria to create a Section*

The UEMS Council is the only UEMS entity entitled to create a Specialist Section. Article X.1 of the Statutes provides that “*Any specialty may apply to Council to create its own Section if it is recognised as an independent specialty in at least 1/3 of the Member States*” and Article V.I.2 of the RoP details the criteria :

*A. In order for a discipline to be recognised as a specialty by UEMS, with a view to forming a Section, it must be recognized as an independent specialty by more than one third of the EU Member States, must be registered in the Official Journal of the EU and fulfil the following conditions, as laid down by the Council on 3 November 1979:*

- The specialty must be effectively carried on as such, essentially in exclusive practice, by competent specialists in the country of a full UEMS Member;*
- The number of these specialists must be sufficient to establish, from among their members, panels of examiners or recognition Committees in that discipline in the country of a full UEMS Member;*
- The specialty must be practised in institutions with sufficient training facilities available for them to be designated as training centres. These institutions must be controlled by specialists of such seniority and experience as to be acknowledged as directors of training (D 7927) in the country of a full UEMS Member.”*

It derives from the UEMS Statutory documents that any specialty that aims to become a Specialist Section has to meet 5 criteria:

- Recognised as an independent specialty in at least 1/3 EU Member States
- Registered in the EU Official Journal (Directive 2005/36/EC)
- Practiced in exclusive practice by trained medical specialists
- Practiced by a significant number of medical doctors
- Practiced in recognised training institutions

The list of officially recognised specialties at the European level is inserted in the annex V.2 of the Directive on mutual recognition of professional qualifications ([2005/36/EC](#)).

Any specialty wanting to submit an application to create a UEMS Section should check whether it meets those criteria and must provide evidence supporting the request.

The name of the Section has to contain the denomination in the Directive on mutual recognition of professional qualifications ([2005/36/EC](#)).

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## *b) Procedure to create a Section*

Article VI.1 of RoP details the procedure to create a Specialist Section: *“The Council shall create Sections according to the following procedure:*

*1) Its formation must be proposed by a National Association, which is a Member of UEMS, and accepted by two thirds of the voting Members of the Council.*

*2) The Council may seek the views of Sections affected by the formation of the new Section, and report the result to the next meeting, to which two fully mandated members of these Sections should be invited and heard, before the final vote. It may also empower the Secretary General to conduct an enquiry to ensure that the Specialty in question fulfils the criteria laid down by UEMS for recognition of a Specialty.*

*3) The Council may further propose, in certain cases, that the newly formed Section should be linked to an already existing Section, provided that the latter accepts the proposal.*

*Such a linkage implies collaboration across areas shared by the two Sections such as, for example, a common-trunk training period. “*

A request to create a Specialist Section must be officially submitted to the UEMS Council by a UEMS NMA.

A formal letter from the UEMS NMA has to be sent to SG together with relevant supporting documents explaining the rationale underpinning the request. This letter must be sent to SG at least two months before the next UEMS Council Meeting.

The SG will check whether the 5 criteria listed above have been met and will confirm the receipt of the request. The UEMS NMAs and structures will be informed of the request to create a Section and asked for their opinion. If the criteria have been met, the SG will add this item to the agenda of the Council meeting.

The applicant will be invited to make a short presentation during the Council to support the request and answer questions from Members of the Council.

Fulfilling all the criteria does not imply that a Section will automatically be created. The UEMS Council will vote on the request and might refuse the creation of a new Section or request additional evidence. To create a new Section the proposal has to obtain votes in favour from at least 2/3 of UEMS Members entitled to vote, present or represented.

## *a) Winding-up of a Section*

A Section can only be wound up by the UEMS Council. To wind up a Section, a UEMS NMA has to send an official request to SG at least two months before the UEMS Council Meeting. The SG will ask the relevant Section for a written opinion and will invite the Section to the UEMS Council Meeting.

The vote on winding up of a Section will follow the same rules as for creation of a Section.

Should the UEMS Council wind up the Section, its Divisions, European Boards and working groups are wound up at the same time.



## 2. Composition

Ref: Statutes art X.2; RoP art VI.3

### a) *Conditions to be nominated a delegate to a Section*

Article VI.3.A (RoP) provides that *“Each Section includes as members two specialist doctors:*

- as representatives of each of the member countries of UEMS;*
- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;*
- competent either in French or in English;*
- approved by their national professional Organisation, their nominations having been agreed by the national Organisation representing specialist doctors of that country within the UEMS Council. The latter national organisation gives its formal approval and advises the Secretary General of the UEMS by official letter”.*

It derives from this article that all delegates to Sections have to be recognised (registered with a competent authority) medical specialists in their country and in active practice, able to communicate efficiently with other colleagues and nominated by the UEMS NMA representing their country.

It derives from article VI.3.B RoP that delegates to Sections may remain in their position as long as they are in active practice and are supported by the relevant UEMS NMA. Also, the relevant UEMS NMA may withdraw its nomination at any time and the specialist concerned can no longer participate in the Section’s activities as a delegate. The withdrawal is effective from the time the UEMS Executive and the UEMS Office in Brussels is informed by the UEMS NMA.

As some specialties are not named in the same wording from one country to another, the UEMS NMA has the responsibility to assure that delegates have specialist qualifications relevant to the activity of the Section.

Active elected presidents, secretaries general and treasurers of the Section, who are withdrawn by their UEMS NMA, may stay in their office until a replacement election can be held. .

### b) *Procedure to become a delegate to a Section*

Article X.2 (Statutes) states that *“Each delegation to a Section shall consist in 2 delegates from the country of each member country of the Council of UEMS nominated by that member of Council. “*

Article VI.3.A (RoP) details the nomination procedure *“Each organisation sends in writing to the Secretary General the name of the doctor mandated to participate in the works of committees and working groups set up by the Council according to the way agreed in plenary assembly.”*

The procedure for the nomination of Medical Specialists who represents a country within a Section is organised by UEMS NMA. Candidates can be proposed to the UEMS NMA by this Association itself,

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by other professional associations or by specialist Scientific Societies but have to be formally agreed and nominated by the UEMS NMA.

Each UEMS NMA has a duty to send to the SG and the UEMS office a list of nominated delegates to the Sections and the UEMS office has to administrate the list of all nominated delegates. The NMA shall also provide a formal letter of nomination for each delegate and shall send a copy of this letter to the UEMS Office.

Once appointed, the delegate has an obligation to be active in representing his/her country within the Section and to provide input to its activity.

### *c) Rights and duties of delegates to Sections*

Nominated delegates to Sections have to be committed to the UEMS values and policies. When representing their countries within the Section delegates shall:

- Have a voting right in the Section, should their nominating Association be Full UEMS Member

When representing the Section or the UEMS, delegates shall:

- Follow the UEMS general policies such as adopted by the UEMS Council
- Promote the UEMS aims and objectives
- Show courtesy, open-mindedness and respect towards other colleagues and the general public
- Before addressing an audience on behalf of UEMS become familiar with UEMS policies established in documents adopted by the UEMS Council and liaise with the UEMS Executive to discuss the established policy in the related field
- comply with the Code of conduct of UEMS members.

### **3. Objectives**

The aim of Sections is to “*represent the interests of their particular Specialty*” (Article X.1 Statutes). Article VI.1 (RoP) states that “*Each Specialist Section (hereafter Section) is responsible to the Council, and exclusively to the latter, and must regularly report on all its activities. It does not enjoy, therefore, full autonomy.*”

Given the above, and taking into consideration the general objective of the UEMS (Article III Statutes), the objectives of the Section are:

- The study, promotion and harmonisation of the highest level of training of medical specialists, medical practice and health care within the European Union for the given specialty.
- The study and promotion of free movement of medical specialists within the EU.

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- In compliance with UEMS Statutes, Strategy and Policies and under the aegis of the UEMS Executive, the representation to EU authorities and any other authority and/or organisation dealing with questions directly or indirectly concerning the medical specialists of the discipline covered by the Section, and any action which might further the achievement of the afore mentioned objectives.
- The defence of the professional interests of European Medical Specialists.

In order to achieve these objectives, Sections can create European Boards, Working Groups and Divisions. These are internal structures within the Section which is itself an internal structure of UEMS and they are not separate legal entities. If in the past separate legal entities have been created for these bodies, they do not belong to the UEMS and the UEMS takes no responsibility for their management and activities. Also, such entities have to be aware of the rules governing the use of UEMS name and logo. Cooperating or sharing or sending delegates to an external structure as well as the use of UEMS name and logo by external structures require the consent of the UEMS Executive. The creation of legal entities by a Section and its structures is not possible.

Each Section should prepare the document “Training requirements for the specialty of ...” using the template UEMS 2012/29 that should be revised periodically, at least once every 5 years. The Section can also draft recommendations, propose specialty-related policies to the UEMS Council, adopt Statements, Guidelines and Policy documents. All major documents adopted by the Sections must be endorsed by the UEMS Council in order to be disseminated as UEMS Documents. Care must be taken in the publication of articles in Scientific or other relevant Journals which can only refer to UEMS Policy documents adopted by the UEMS Council.

Sections should develop their Web presence. Particular care should be taken to publish there the Section’s documents endorsed by the UEMS Council. Home pages of the Section have to be linked to the UEMS home page ([www.uems.net](http://www.uems.net)). The use of the UEMS portal is encouraged and the UEMS Office will provide the necessary assistance in this regard.

#### **4. Relation with the UEMS Constituency**

##### *a) Relation to the UEMS Council*

Ref: Article VI.5.B (RoP)

Article VI.5.C (RoP) states that *“Each Section exists solely as a group of specialist doctors in their specialty expressly mandated by the Council acting in the name of the UEMS.”*

A Section is created by the UEMS Council which can ask other existing Sections for advice, recommendation or suggestions on any relevant issue. A Section is an internal structure of the UEMS and thus is not a separate legal entity.

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The Sections must present to the UEMS Council all major documents (Policy, Statement, Position Papers, bylaws, etc.) that they have produced in order for the UEMS Council to endorse those documents.

*“The Council, or the Executive given a mandate for this purpose, shall have the exclusive right to authorise and submit to the authorities of the EU the conclusions of studies carried out by the Sections or the motions adopted by them. If necessary, the Council shall send back to the Section which issued them, the documents which the Council has considered to need further elaboration either in substance or form. (Article VI.5.§3)”*

Sections seeking to obtain the endorsement of the UEMS Council shall submit to the UEMS Executive a document with supporting material and a request to add this item to the UEMS Council’s agenda. The Executive may request further information or clarifications on the document. The documents proposed for endorsement by the UEMS Council have to be sent to the SG and the UEMS office at least two months before the date of the UEMS Council Meeting.

Since 2010, Presidents and Secretaries of Sections have been invited to attend the meetings of the UEMS Council. These meetings serve as an opportunity for Sections to meet and to strengthen the co-operation between UEMS NMAs and Sections and Boards. Representatives of the Sections should attend the meetings and actively participate in discussions but have no voting rights in the Council.

## *b) Relation to other UEMS structures*

Article VI.5.D (RoP) provides that *“The Council and the Executive of UEMS must take all steps to foster the activity of Sections and to resolve any conflicts which may emerge between them.”*

The provisions of the RoP for collaboration of Sections refer to the *“Groupings of Presidents and Secretaries of Sections and Boards”*. Scheduled meetings of the Groupings take place during the UEMS Council Meetings. The Executive strongly encourages regular contacts, co-operation and sharing of information and documents between Sections in order to foster collaboration. Every Section can choose to which grouping the Section wishes to belong.

In this respect, inviting members of other Sections to attend a meeting of the Section is particularly encouraged. Presidents and Secretaries of Sections can invite external experts to attend their annual meeting.

Sections willing to take part in activities of a MJC or TF should nominate a delegate who will represent the Section in MJC or TF and will report on regular basis on the MJC or TF activities. Members of the Executive of the UEMS may attend each Section meeting, even if a formal invitation has not been received by the UEMS Office. If a Section officially invites a Member of the Executive, the Executive will notify the Bureau of the Section if one member of the Executive, the Enlarged Executive or a deputy of the Executive can attend.

*c) Relations with third parties external to UEMS*

Sections' aim is to represent and defend the interests of their specialty at the European level. As a result, they may produce documents, reports, papers on specialty-related issues and can launch an awareness-raising campaign on issues which they find appropriate.

In doing so, Section must comply with their statutory obligations: *“Each Section develops its activities strictly within the terms of reference specified for it by the Council, initiatives which it is called upon to take, must directly or indirectly relate to the specialty which it represents. Direct relations with third parties external to UEMS, in particular the EU institutions, may be taken with agreement of the Executive or Council, who will act as the intermediaries and facilitators to the third parties. Actual representation to any such parties would be arranged by the Executive, including being accompanied by the Section representatives.”* (Article VI.5.C§2).”

It derives from the provisions stated above that Sections willing to contact the EU Institutions and other parties to achieve their statutory objectives, must contact the UEMS Executive via the UEMS Office and elaborate the strategy to secure a desired outcome.

Sections willing to co-operate with scientific Societies can create European Boards as outlined in RoP (Article VI.8).

When duly mandated by the UEMS Council or Executive, Sections delegates can be asked to attend Conferences, EU-funded project or another event on UEMS behalf. In doing so, they must comply with their obligations to the UEMS.

## **5. Governance**

Ref: Article VI.6 (RoP)

Sections are managed by a Bureau composed of at least two Officers: A President, a Secretary and a Treasurer (these last two positions can be held by the same specialist). Any officially appointed delegate from a UEMS NMA can apply for these positions. They are elected for four years, renewable once in the same position.

The Bureau can be composed of more than two Officers. Sections may decide to establish positions of Vice-Presidents or other elected positions in order to facilitate the management of its activities. The Section may appoint a specialist indicated by a scientific society that cooperates with the Section as one of Vice-Presidents. Should the Section have Divisions, one member of the Division could also be member of the Bureau. a Section cannot employ staff in order to carry out its activities, it must contact the UEMS Executive in order to establish all necessary details. Signing employment agreements and legally binding contracts for a UEMS structure is possible only by the UEMS Executive.

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To ensure continuity in the Sections work, Presidents and Secretaries are elected alternatively every two years. For newly created Sections, the Section members will decide which of the first mandates, the President's or the Secretary's shall last two years.

The Officer starting with a two-year mandate will be able to apply again for the same mandate only once (Art VI.6.B§1). He/she will therefore be able to serve as officer within the same position for a maximum of 6 years.

Sections have to hold elections every two years to elect alternately the President or the Secretary of the Section. They must inform the UEMS Executive and the UEMS Office of the election results.

Presidents, Secretaries General, and Treasurers of Sections can only be elected from the delegates to the Section approved by UEMS NMA. Delegates from Observer Medical Associations can be elected only as Vice-Presidents. The voting procedure should be carried out according to the rules adopted by the Section but if requested by a delegate to the Section, the voting procedure for the positions in the UEMS Council, as defined in the UEMS statutes and the UEMS RoP, has to be used.

The Bureau of the Section is in charge of organising the Section's activities, liaising with the UEMS Executive, convening meetings, ensuring that delegates are properly appointed, that they provide relevant input, disseminating information to delegates on UEMS activities and the UEMS Council's decisions.

The UEMS Executive and the UEMS Office will communicate to the Bureau of the Sections all relevant information regarding the activities of the UEMS and rely on each Bureau for forwarding the information to their members if needed.

In this regard, the Bureau of the Section keeps a list of national delegates duly nominated by UEMS NMA as representatives of their country within the Section. Section's meetings can be attended only by delegates and by persons properly invited to participate. In particular, the Bureau is encouraged to invite representatives of the UEMS NMA which have an Observers status. The list of delegates to the Section, information on the Section's Bureau and other relevant information should be regularly updated by a member of Section's Bureau or an appointed delegate to a Section via UEMS extranet service.

The Bureau is responsible to ensure smooth running of the Section, healthy co-operation with scientific Societies and close relationship with the UEMS Executive. When acting on behalf of the Section, they should promote the activities of their Section but also of the UEMS as a whole.

It is recommended that presentations of the UEMS structure and activities are based on supporting materials available from the UEMS Office.

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## 6. Finances

Ref: Article VII.7 (RoP)

*“Each Section shall assume the responsibility for financing its activities. Financial management is conferred upon the elected Treasurer whose task is:*

*- to collect the annual subscriptions within the time limits required to balance the budget.*

*The UEMS distribution key is always available as a guide to all Sections.*

*- to draw-up a provisional budget for the following year.*

*- to ensure that commitments are only made for necessary expenditure which he enters into the annual balance sheet, a copy of which is sent to the Secretary General of UEMS who he should regularly inform of the Section's financial state.”*

These provisions must be followed along with other legal requirements that result from the UEMS' transition from small to large non-profit organisation registered under Belgian law and from the UEMS' registration as a VAT tax payer.

The Bureau of the Section in general and the Treasurer in particular have the duty to ensure that the Section receives adequate funding to achieve its objectives and that Section's financial operations are carried out properly, in agreement with legal requirements, and are regularly reported to the UEMS Office.

Funding of Section's activities may come from (non-exhaustive list):

- Membership fees from associations delegating medical specialists to the Section (the amount for each delegation has to be decided by the Section). The repartition key used for the UEMS membership fees can be used as a guideline.
- Reimbursement of evaluations of CME events in the framework of the UEMS EACCME
- Fees received for the visitation of training centres
- Fees received for European Examinations
- Participation and attendance to EU-funded or national specialty-related project
- Donations

All source of funding must be declared and justified, and must derive from a legitimate source. It is the Treasurer's duty to ensure that also all expenses are duly justified and declared.

The UEMS is an independent non-profit organisation which represents practicing health professionals. Its independence is reflected, among others, in its financial resources. It does not accept financing by the pharmaceutical or medical-device industry. Accordingly, Sections funding must not derive from direct or indirect grants from industry.

The Treasurer must provide a monthly report of the Section's financial situation to the UEMS Executive. It should report any irregularities in the subscription fees as stated in Article VI.7.B § 2 (RoP):

*“Any irregularity in the payment of subscription shall be notified by the Treasurer to the Secretary General and the Executive of UEMS, which, apart from the suspension of the right to vote, may adopt other penalties and ask the Secretary General of UEMS to warn the National Professional Specialist Association to which the member in default belongs.”*

The UEMS Executive is responsible for properly reporting the UEMS financial activities to Belgian fiscal authorities, which includes the Sections' income and expenditures. It will not interfere with the management of finances except in case of obvious mismanagement or violation of the stated obligations.

A Memorandum of Understanding detailing the role and responsibilities of the UEMS Executive and the Section is available and can be signed with the Sections upon request.

Detailed instructions on the financial management of UEMS accounts managed by Sections described in the document UEMS/2013/10 are obligatory for all UEMS structures.

## **7. Meetings**

Ref: Article VI.5.A (RoP) Meeting and convocation

*a) Rules for organisation of meetings*

It derives from the Article VI.5.A that :

- Sections must meet at least once a year
- An Invitation has to be sent 3 months prior to the meeting
- A Member of the UEMS Executive can be invited to attend the meeting
- The Bureau of the Section drafts the agenda
- The UEMS Council or Executive can add items to the Section's agenda
- The Agenda and supporting documents shall be sent at least 2 months before the meeting
- The report of the meeting and any documents adopted by the Section must be sent to the UEMS Executive within four months of the meeting being held



*b) Voting rights*

Article VI.4 (RoP) states that *“Only full member countries, where the specialty of the Section is officially recognised, are enabled to cast a vote, the others and associated member countries can act in an advisory capacity. The exercise of the right to vote is subject to payment of the subscription.”*

Each UEMS NMA can nominate two delegates to the Section. There is one vote per delegation, cast by the head of the delegation, nominated by the UEMS NMA.. The criteria to cast a vote are the following (cumulative conditions):

- The delegate must be formally nominated by the UEMS NMA
- The nominating UEMS NMA has to be a full member of the UEMS.
- The specialty must be recognised in the country where the delegates come from (exact names of the specialty in question may differ).
- The subscription fee to the Section for the country must have been paid.

Decisions are taken by a simple majority of delegates present or represented. However, in order to ensure appropriate involvement of national delegates and to prevent any questioning of a Section’s decision, for a vote to be valid, more than half of delegations representing Full UEMS Members from countries in which the specialty is recognised must be present or represented.

Invited experts and representatives of countries which have an Associate or Observer status within the UEMS Council have an advisory capacity only and can take part in the discussion but cannot cast votes.

Delegates can give a proxy to another delegate should he/she be prevented from attending the Section’s meeting. Each delegate can only have one proxy.

## **8. Reporting**

Article VI.5.C (RoP) states that *“Each Section exists solely as a group of specialist doctors in their specialty expressly mandated by the Council acting in the name of the UEMS”*.

Sections have to report on their activities on a regular basis. In this regard, they are invited to submit an annual report on their activities at the beginning of each year. This report will be disseminated to the members of the UEMS Council during its Spring meeting and should be sent to the SG and the UEMS Office at least one month before the Spring Council meeting.

Sections must keep close contact with the UEMS Brussels Office and inform the SG about the meetings it holds and the documents it adopts.

Sections willing to publish articles in a scientific and/or medical journal related to the UEMS should send a draft version to the UEMS Executive which will assess whether the UEMS policies and strategy are followed. Before submission to a journal, publications authored by UEMS structures and containing the UEMS name have to be formally approved by the UEMS Executive.

## **Part II – UEMS Multidisciplinary Joint Committees**

As a general principle, the rules described in Part I for Sections should be applied to functioning of MJC, unless specific rule for MJC is applicable as described in part II.

### **1. Creation and winding up of a MJC**

#### *a. Criteria to create a MJC*

Article VI.10 (RoP) provides that *“The Council can, on the request of a Section or on its own initiative, ask one or more Sections to create a Multidisciplinary Joint Committee (MJC) for competences or spheres of activity belonging to several disciplines.*

*Such a joint committee must be open to members of any Section wishing to participate.*

*The daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such MJC must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council.”*

The criteria are as follows:

- The request must come from the UEMS Council or from a Section
- At least two Sections must declare active participation in MJC
- The MJC activities must involve several specialties

The creation of a MJC is not the first step towards the creation of a Section. MJC are a platform of co-operation between Sections to address multidisciplinary issues. If the creation of a MJC is supported by one Section only, the creation of a Division should be considered.

#### *b. Procedure to create a MJC*

It derives from article VI.10 (RoP) that a Section may present a request to create a MJC. It must send a formal letter to the SG with supporting evidence on the rationale underpinning this request.

If the UEMS Council takes initiative to create a MJC (on its own or on request from UEMS NMA) it decides who will prepare the supporting evidence and asks the SG to conduct the procedure described below.

The SG will check whether the criteria listed above are met, will confirm receipt of the request and will circulate it to the UEMS NMA, Sections and MJC for consultation. If supporting evidence is insufficient or there are doubts which structure would best represent the field or if objections are raised during consultation, the Executive will request the advice of an ad hoc committee (composed of representatives of relevant UEMS structures and invited experts, and chaired by a member of the Enlarged Executive). The committee will evaluate the potential for creating such a structure and

provide the Executive with recommendation on the most appropriate way to address this issue. Based on the recommendation of the ad hoc committee, the Executive will decide whether to add this item to the agenda of the UEMS Council meeting or not and will present a proposal to the UEMS Council.

The applicant will be invited to make a short presentation during the Council to support the request and answer questions from Members of the UEMS Council.

Fulfilling all the criteria does not imply that a MJC will automatically be created. The UEMS Council will vote on the request or may request additional evidence.

To create a MJC, the proposal has to obtain votes in favour from at least 2/3 of the UEMS Members entitled to vote, present or represented.

*c. Winding up of a MJC*

A MJC can only be wound up by the UEMS Council. To wind up a MJC, a Section or a MJC has to send an official request to the UEMS SG at least two months before the UEMS Council Meeting. The SG will ask the relevant Sections for a written opinion and will invite the MJC Bureau to the UEMS Council Meeting.

The Council can wind up a MJC on its own initiative. If such initiative is taken the UEMS Council will request the SG to ask the relevant Sections and MJCs for a written opinion and will invite the MJC Bureau to the UEMS Council Meeting.

The vote on winding up of a MJC will follow the same rules as for creation of a Section.

Should the UEMS Council wind up the MJC, its committees, European Boards and working groups are wound up at the same time.

## **2. Composition**

*a. Conditions to be nominated a delegate to a MJC*

Article VI.3.A (RoP)

The criteria to be nominated as a delegate to a MJC are the same as for the Section. The members have to be:

- “- representatives of each of the member countries of UEMS;*
- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;*
- competent either in French or in English;*
- approved by their national professional Organisation, their nominations having been agreed by the national Organisation representing specialist doctors of that country within the UEMS Council. The latter national organisation gives its formal approval and advises the Secretary General of the UEMS by official letter”*

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Additionally, *“Such a joint committee must be open to members of any Section wishing to participate.”*

The UEMS NMA can directly nominate two delegates to the MJC. The delegates have to be practicing medical specialists in a specialty represented in MJC or in a specialty that is relevant to MJC activities. A Section wishing to participate in work of a MJC can also nominate two delegates to a MJC.

## *b. Procedure to be nominated a delegate to a MJC*

Delegates to MJCs should be included in a list of all nominated delegates that each UEMS NMA is obliged to send to the SG each year. A Formal letter of nomination will be issued by UEMS NMA to each delegate and a copy of this letter shall be sent to the UEMS Office.

The Bureau of a Section wishing to participate in the MJC activities has to send to the SG the contact details of delegates appointed to attend the MJC meetings on behalf of the Section.

Once appointed, the delegate has an obligation to be active in representing his/her country and/or Section within the MJC and provide input to its activity. He/she has to fulfil the rights and duties of UEMS members.

## *c. Rights and Duties of Members of UEMS MJC*

The rights and duties of Members of MJC are the same as those of members of Sections. (See I.2.c).

### **3. Objectives**

The objectives of the MJCs are the same as those of the Sections (see Part I.3).

MJCs can create Working Groups and European Boards to address scientific and training issues. All such decisions have to be referred to and approved by the UEMS Council.

Members of MJCs appointed by a Section have a duty to report on the activities of the MJC during the annual meeting of the Section.

### **4. Relation with the UEMS Constituency**

#### *a. Relation to the UEMS Council*

Like Sections, MJCs are internal structures of the UEMS and thus are not separate legal entities. As a result, policy documents, briefing papers, guidelines, Training Requirements and other documents prepared by MJCs must be submitted to the UEMS Council for discussion and endorsement.

MJCs willing to submit a document to the UEMS Council for endorsement shall submit to the UEMS Executive this document with supporting material and a request to add this item to the UEMS Council's agenda. The Executive may request further information or clarifications on the document.

The documents proposed for endorsement by the Council have to be sent to the SG at least two months before the date of the UEMS Council Meeting.

Presidents and Secretaries of MJC are invited to attend the meetings of the UEMS Council and have an observer status.

As for Sections, any contact with EU institutions must be undertaken under the aegis of the UEMS Executive.

*b. Relation to other UEMS structures*

MJCs involve members of Sections working in close co-operation. As a result, any document or recommendation drafted must be prepared following an internal consultation process with the relevant Sections involved.

*c. Relation with third parties external to UEMS*

As for Sections, any action towards external entities must be initiated under the aegis of the UEMS Executive in order to ensure timely, coherent and appropriate action. Such collaborative efforts will enable both the MJC and the UEMS Executive to secure desired outcomes. (see Part I.4.c § 2).

MJCs are also encouraged to co-operate with relevant scientific Societies. In this regard, they can create European Boards to address training and scientific issues.

## **5. Governance**

Article VI.10 §2 (RoP) states that *“the daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such MJC must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council.”*

It derives from the above article that MJCs need to have their own governance structure (a Bureau) to ensure smooth running of its activities.

Two possibilities arise:

- One Section involved in the creation of the MJC is entrusted with the daily management. The Bureau of this Section then assumes the daily management of their Section and of the MJC.
- At the kick-off meeting, a Bureau is elected among the delegates present.

The rules applicable to the Bureau of the Section apply to the Bureau of the MJC (length of mandate, role of Bureau, register of members, see Part I.5).

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The Bureau of the MJC shall ensure that all relevant Sections are appropriately consulted and involved in its activities.

Delegates nominated by a Section can apply for an elected position within the MJC. Delegates nominated by a UEMS NMA have to meet the criteria applicable to Sections (see Part I.2.a).

## 6. Finances

MJCs have also to *“assume the responsibility for financing its activities”*. (Article VI.7 RoP applied to MJCs).

MJCs' sources of funding are the same as for Section and additionally can include a contribution from Sections that participate in MJC activities.

To conduct financial transactions MJCs have to use only an account in Belgium opened by the UEMS Executive, same as Sections do. Its management is under the responsibility of the Bureau of the MJC.

Other rules applying to finances of Section also apply to MJCs (see Part I.6).

## 7. Meetings

### *a. Rules for organisation of meetings*

Rules applying for Sections apply for MJC (see Part I.7.a)

### *b. Voting rights*

Given the fact that the members of MJCs can be nominated by UEMS NMA and by Sections, additional rules apply to voting procedures within MJC.

There is one vote per Section participating in MJC activities and if a UEMS NMA nominates delegates to the MJC, there is one vote per delegation (rules about voting rights for delegates to Sections apply - See Part I.7.b).

## 8. Reporting

As for Sections, MJCs have to report to the UEMS Council which is solely competent to endorse any document or recommendation made by the MJC.

MJCs have to report on their activities on a regular basis. In this regard, they are invited to submit an annual report on its activities at the beginning of each year. This report will be disseminated to the members of the UEMS Council during its Spring meeting.

The Rules applying to the publications by Sections similarly apply to MJCs (see part I.8).

## **Part III – UEMS Specialist Divisions**

Ref: Article VI.9 RoP

### **1. Creation and winding-up of a Division**

#### *a. Criteria to create a Division*

The article VI.9.A provides that *“A Section may, subject to the agreement of the Council of UEMS, conditional on the majority of the full Members, create one or more divisions, under the responsibility of the main Section, devoted to the study, promotion and defence of a branch of the specialty or competence, which forms an integral part of its practice, and involves a recognised higher training program. The type of activity carried out by this branch must be effectively performed, in either exclusive practice or as a competence of the main specialty, by trained specialists. However, a field of practice which crosses the boundaries of more than one specialty cannot compose a division. If there exists an European professional association or, in default, an European learned society of the related competence, the main Section may invite that association or society to mandate two members. The delegates thus appointed must have the approval of the National Organisation representing their country of origin within UEMS. They would be entitled, as of right, to attend meetings of the parent Section, in an advisory capacity”.*

The UEMS Council can create one or more Divisions upon request of a UEMS Specialist Section. It derives from the RoP that in order for a Division to be created the following criteria have to be met:

- Field of activity of the Division has to be a branch of only one recognised Specialty.
- This activity must involve higher training programmes.
- It must be effectively performed either in exclusive practice or as a main competence of the main specialty.
- It must be practiced by a significant number of trained medical specialists of the specialty represented by a Specialist Section.

#### *b. Procedure to create a Division*

Request to create a Division must be officially submitted to the UEMS Council by the Section interested in creating such a working group

A formal letter from the Section has to be sent to the SG together with relevant supporting documents explaining the rationale underpinning the request. This letter must be sent at least two months before the UEMS Council Meeting.

The SG will check whether the 4 criteria listed above have been met and will confirm the receipt of the request. If the criteria have been met, he will add this item to the agenda of the UEMS Council Meeting and will circulate the proposal to relevant UEMS Sections for consultation.

The Section will be invited to make a short presentation during the UEMS Council to support the request and answer questions from Members of the UEMS Council.

Fulfilling all the criteria does not imply that a Division will automatically be created. The UEMS Council will vote or may request additional evidence. To create a new Division the proposal has to obtain votes in favour from the majority of UEMS Full Members, present or represented.

c) Winding up of a Division

A Division can only be wound up by the UEMS Council. To wind up a Division, a UEMS NMA or the relevant Section has to send an official request to the UEMS SG at least two months before the UEMS Council Meeting. The SG will ask the relevant Section for a written opinion and will invite the Section to the UEMS Council Meeting.

The vote on winding up of a Division will follow the same rules as for creation of a Section.

Should the parent Section be wound up, the Division will be automatically wound up too (See Part I.1.c).

## 2. Composition

### a. Conditions to be nominated a delegate to a Division

The conditions applying to delegates to the Sections apply to delegates to the Divisions (See Part I.2.b). All delegates to the Divisions have to be recognised (registered with competent authorities) medical specialist in the branch of the specialty covered by the Division, in active practice, able to communicate efficiently with other colleagues and appointed by the UEMS NMA for their country.

As some specialties are not named in the same wording from one country to another, the UEMS NMA has the responsibility to nominate the relevant qualified specialist within the division.

### b. Procedure to be nominated a delegate to a Division

Each UEMS NMA shall send to the SG a list of nominated delegates to the Division. It shall also provide a formal letter of nomination for each delegate and shall send a copy of this letter to the UEMS Office.

It is the responsibility of each UEMS NMA to nominate a qualified specialist to the Division. It can decide that the delegate of the parent Section will also be the delegate to the Division or can appoint another specialist.

Once appointed, the delegate has an obligation to be active in representing his/her country within the Division and provide input to its activity. He/she has to fulfil the rights and duties of UEMS Members.

Additionally, the article VI.9 §2 (RoP) states that *“ If there exists an European professional association or, in default, an European learned society of the related competence, the main Section may invite that association or society to mandate two members. The delegates thus appointed must have the approval of the National Organisation representing their country of origin within UEMS. They would be entitled, as of right, to attend meetings of the parent Section, in an advisory capacity.”*

The parent Section can involve in the activities of its Division members of the relevant European Scientific Societies. These two delegates must be approved by the Scientific Society. They may also sit as observers to the parent Section’s meetings.



*c. Rights and Duties of Members of UEMS Division*

Members of divisions have the same rights and duties as those of members of Sections (See Part I.2.c).

### **3. Objectives**

The Article VI.9 (RoP) provides that Divisions will be “*under the responsibility of the main Section, devoted to the study, promotion and defence of a branch of the specialty or competence*”. Its objectives are therefore similar to the Section’s but applied to the discipline covered by the Division.

Divisions can also create European Boards to address scientific and training issues and strengthen co-operation with scientific Societies. They can also prepare training requirements, draft recommendations, adopt statements in their discipline. All documents shall have to be first approved by the parent Section, then submitted for endorsement by the UEMS Council.

### **4. Relation with UEMS Constituency**

*a. Relation to the UEMS Council*

All rules applying to Sections in this regard apply to Divisions (see part I.4.a). Divisions are working groups of Sections and do not enjoy full autonomy.

Moreover, Divisions have to report to the parent Section and can only submit a document to the UEMS Council for endorsement *via* their parent Section.

In the case of problems arising between the Section and its Division, the UEMS Council and the UEMS Executive will undertake all efforts to ensure smooth and efficient co-operation (Article VI.5.D RoP applied to Section-Division relations).

*b. Relation to other UEMS structures*

As for all UEMS structures, The UEMS Executive strongly encourages regular contacts, co-operation and sharing of information and documents between UEMS Sections and their Divisions in order to foster collaboration.

*c. Relation with third parties external to UEMS*

Rules applying to Sections similarly apply to Divisions (See Part I.4.c).

### **5. Governance**

Divisions should have a Bureau for the sake of efficiency. As a result, the rules applying to the Bureau of Sections will be applied to the Bureau of Divisions (See Part I.5).

## 6. Finances

The rules applying to Section's finances can be applied to Divisions finances. It is up to the Section to decide whether its Divisions should have an independent financial management or whether it will be included in the Section's budget and managed by the parent Section.

Divisions can use only an account in Brussels opened by UEMS Executive. The Treasurer of the Division will be responsible for the management of the Division's finances.

If a Division manages its finances separately from the parent Section or MJC it must report annually to the parent Section on their financial situation and must meet all obligations that apply to financial management of the Sections (see Part I.6).

## 7. Meetings

### *a. Rules for organisation of meetings*

The rules laid down in Part I.7.a apply to Divisions.

Additionally, the Bureau of a Division must inform the parent Section and invite a member of the Bureau of the Section to attend the Division's meetings. The Section's Bureau can add items to the Division's meeting agenda.

### *b. Voting rights*

Article VI.4 (RoP) *"Only full member countries, where the specialty of the Section is officially recognised, are enabled to cast a vote, the others and associated member countries can act in an advisory capacity. The exercise of the right to vote is subject to payment of the subscription."*

Applied and adapted to Divisions, these provisions imply that the criteria to cast votes are the following (cumulative conditions):

- The delegates must be duly nominated by UEMS NMA.
- The field of Division's activity must be recognised in the country where the delegates come from (exact names of the specialty in question may differ).
- The subscription fee for the Section and the Division for that country must have been paid.

As for Sections, for a vote to be valid, more than half of countries in which the specialty is recognised must be present or represented.

## 8. Reporting

Divisions have to report on their activities on a regular basis. In this regard, they have to provide their parent Section with an annual report on their activities. The report of the Division will be included in the parent Section's reports that will be disseminated in the framework of the UEMS Council.

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The rules applying to publications Sections apply to Divisions (See Part I.8)

UEMS INTERNAL DOCUMENT

## **Part IV – UEMS European Boards**

Ref Article X.1, X.2 (Statutes) and VI.8 (RoP)

### **1. Creation and winding up of a European Board**

#### *a. Criteria to create a European Board*

Article X.1 (Statutes) states that *“Every Section has the right to create its own Board to address scientific and training interests”*.

Additionally, Article VI.8 (RoP) states that *“Each Section may create its own European Board as a working group with the aim to guarantee the highest standards of care in the field of the specialty in the countries of the European Union, by ensuring that the training is raised to the highest possible level”*.

Each Section, MJC or Division can create working groups to address specific issues. In this respect, the UEMS European Boards are working groups of the relevant Section, Division or MJC established to address “scientific and training interests”. The rules laid down in the UEMS documents for Sections apply to European Boards.

#### *b. Procedure to create a European Board*

Sections, MJCs or Divisions willing to create a UEMS European Board have to send a formal letter to the SG requesting creation of such structure in their discipline. This letter shall include relevant supporting documents explaining the rationale underpinning the request. This letter must be sent at least two months before the UEMS Council Meeting.

The applicant will be invited to make a short presentation during the UEMS Council to support the request and answer questions from Members of the UEMS Council.

The UEMS Council will vote on the request or may request additional evidence. To create a new European Board the proposal has to obtain votes in favour from the majority of UEMS Members entitled to vote, present or represented.

#### *c. Winding-up of a European Board*

A European Board can only be wound up by the UEMS Council. To wind up a European Board, a UEMS NMA or the relevant Section or MJC has to send an official request to the SG at least two months before the UEMS Council Meeting. If the request to wind up a European Board came from UEMS NMA the SG will ask the relevant Section for a written opinion and will invite the Section and President of the Board to the UEMS Council Meeting.

The vote on winding up of a European Board will follow the same rules as for creation of a European Board.

European Boards are automatically wound up if the parent Section, Division or MJC is wound up.

## 2. Composition

### *a. Conditions to be nominated a member of a European Board*

Article X.2 (Statutes) provide that *“Each delegation to a Board shall consist in 2 members, one from the Section and one from the recognised academic or scientific Society of the country.”*

The conditions that apply to be nominated a delegate to UEMS Sections also apply to being nominated as a delegate to European Boards (See part I.2.a). In this regard, all members of European Boards have to be recognised (registered with a competent authority) medical specialists in their country and in active practice, able to communicate efficiently with other colleagues and nominated by the UEMS NMA. Delegates from the recognised academic or scientific Society have to be agreed by the UEMS NMA.

It derives from article VI.3.B RoP that delegates to UEMS Sections, Divisions or MJCs and to UEMS European Boards may remain in their position as long as they are in active practice and supported by the relevant UEMS NMA. The delegates from the recognised academic or scientific society additionally have to be also approved by their academic or scientific Society. Also, the relevant UEMS Section or MJC, UEMS MA or academic or scientific Society may withdraw its approval at any time and the specialist concerned must no longer participate in European Board’s activities.

In case of European Board created by a MJC, the Bureau of the MJC will nominate at least one delegate from each Section involved in the MJC to participate in the European Board activities. Delegates to Sections participating in MJC activities do not become automatically delegates to the European Board of the MJC. The Section must formally appoint a delegate to represent it within the European Board of the MJC.

The number of delegates from academic or scientific Societies shall not exceed the number of delegates from parent Section or MJC.

### *b. Procedure to be nominated a member of a European Board*

The initiative to nominate a delegate to UEMS European Board may come from its parent Section or MJC or from an academic or scientific Society. Each delegate to UEMS European Board has to be formally nominated by UEMS MA representing his country. If proposed delegate to the Board is at the same time the delegate to the parent Section or MJC, separate nomination by UEMS MA to the Board is not required.

Each academic or Scientific Society of the country willing to be represented in UEMS European Board must send to the relevant UEMS NMA letter indicating the delegate approved by the Society. If UEMS NMA agrees it shall send a letter to the UEMS SG and also shall provide a formal letter of nomination for the delegate and shall send a copy of this letter to the UEMS Office.

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Once appointed, the delegate has an obligation to be active in representing his/her country within the European Board and to contribute to its activity. He/she has to fulfil the rights and duties of UEMS members.

### *c. Rights and Duties of Members of European Boards*

The rights and duties of Members of European Boards are the same as Members of Sections (see Part I.2.c)

## **3. Objectives**

The aim of European Boards is to *“guarantee the highest standards of care in the field of the specialty in the countries of the European Union, by ensuring that the training is raised to the highest possible level”* Article VI.8 (RoP). The scope of activities of European Boards is *“scientific and training interests”*.

It derives from the provisions above-mentioned that European Boards are to be considered as the platform for co-operation between Sections, MJC's and Divisions and Scientific Societies to address scientific and training interests.

The primary focus of European Boards is therefore to develop high quality standards of training in the given specialty. This working group must therefore primarily work on European recommendations for specialist training, development of a set of competences, assessment of competence, etc. Under the aegis of the Sections, they can produce documents, reports, papers on specialty-related issues and can launch awareness-raising campaigns on issues which they find appropriate.

European Boards are charged with the organisation of European examinations, where appropriate, in field of their specialty or particular competence.

## **4. Relation with the UEMS Constituency**

### *a. Relation to the UEMS Council*

European Boards are working groups of Sections, MJC's and Divisions, and thus are not a separate legal entities.

European Boards must report to the UEMS Council via their parent Section or MJC all documents/recommendations that they have produced in order for the UEMS Council to endorse those documents.

European Boards willing to submit a document to the UEMS Council for endorsement shall ask the SG *via* the UEMS Section, MJC or Division to add this item to the UEMS Council's agenda. All documents shall have to be first approved by the parent Section or MJC. The SG may request further information or clarifications on the document should it find it appropriate. The documents proposed for

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endorsement by the UEMS Council have to be sent to the SG at least two months before the date of the UEMS Council Meeting.

The President and the Secretary of the European Boards are invited to attend the annual meetings of the UEMS Council and take part in the meeting of the Presidents and Secretaries of Sections and Boards organised in the framework of the UEMS Council meetings.

## *b. Relation to other UEMS structures*

European Boards are encouraged to liaise with other UEMS structures to share information and documents. The parent Section, Division or MJC will ensure and facilitate communication with other UEMS entities. In particular, European Boards organising European Examinations are encouraged to liaise with UEMS CESMA to assure proper methodology and audit.

## *c. Relation with third parties external to UEMS*

It derives from the Article VI.5.C§2 (RoP - applied to European Boards) that European Boards willing to contact the EU Institutions to achieve their statutory objectives must contact the UEMS Executive *via* the UEMS Office and elaborate the strategy to secure any desired outcome. The Section will be the link between the European Board and the UEMS Executive.

Creation of legal entities by a Board is not possible. A Cooperation of a European Board with third parties external to UEMS, as well as the use of UEMS name and logo in this cooperation, requires the consent of the UEMS Executive.

## **5. Governance**

In order to ensure smooth running of UEMS European Boards it is recommended that European Boards are managed by a dedicated Bureau.

The rules applying to the Bureau of the Sections apply to the Bureau of European Boards (See Part I.5). The Treasurer of the European Board must be a delegate to the parent Section or MJC.

Duly nominated delegates to European Boards can apply for elected positions. It is recommended that the elected positions are divided among delegates representing an academic or scientific Society and delegates representing UEMS NMA.

## **6. Finances**

The rules applying to Section's finances can be applied to European Boards finances. It is up to the parent structure (Section, MJC or Division) to decide whether its European Boards should have an independent financial management or whether it will be included in the parent structure budget and managed by the parent structure.

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European Boards can use only an account in Brussels opened by UEMS Executive. The Treasurer of the European Board will be responsible for the management of the European Board's finances. If a European Board manages its finances separately from the parent Section or MJC it must report annually to the parent Section on their financial situation and must meet all obligations that apply to financial management of the Sections (see Part I.6)..

Detailed instructions on financial management of UEMS accounts managed by Sections described in the document UEMS/13/10. are obligatory for all UEMS structures, including European Boards.

## **7. Meetings**

### *a. Rules for organisation of meetings*

The Rules applying for Sections apply for European Boards (See part I.7.a).

### *b. Voting rights*

European Boards are encouraged to make their decisions by consensus. In case there is a need to vote, decisions are taken by simple majority of delegates present or represented.

Should there be any concern regarding a decision taken by the European Board it should be referred to the Bureau of the parent structure and, if necessary, to UEMS Executive that may refer it to the UEMS Council.

For European Boards deriving from Sections or Divisions, for a vote to be valid, more than half of countries in which the specialty is recognised must be present or represented.

For European Boards deriving from MJCs, for a vote to be valid, more than half of the sections involved in the MJC must be present or represented.

## **8. Reporting**

Being working groups of UEMS Sections, MJCs or Divisions, European Boards must report all decisions and documents to the parent structure which will include in its annual report an item on the European Board's activities.



## **Part V – UEMS Thematic Federations**

### **1. Creation of a TF**

#### *a. Criteria to create a Thematic Federation (TF)*

Article VI.11 (RoP) provides that *“The Council can, on the request of a Section or on its own initiative, ask one or more Sections to create a Federation for competences or spheres of activity belonging to several disciplines. Such a Federation must be open to members of any Section wishing to participate, provided the Section in question is obviously linked to the Federation.*

*The daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such Federations must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council.”*

The criteria are as follows:

- The request must come from the UEMS Council or from a Section
- The TF activities must involve several specialties

The creation of a TF is not the first step towards the creation of a Specialist Section or a MJC. TFs are a platform of co-operation between Sections to address multidisciplinary issues. If creation of a TF is supported by one Section only, creation of a Division should be considered.

#### *b. Procedure to create a TF*

The procedure to create a TF is the same as the procedure to create a MJC (see Part II. 1.b) TFs are discussion forums and will have a defined time of activity, not longer than 3 years, that will be determined by the Council at the time of TF's creation. Should TF wish to continue its activity after the initially defined period it will present report on its activities to the Council that may extend the TFs mandate for another period not longer than 3 years.

#### *c. Winding up of a Thematic Federation*

The winding up of a TF other than described above (V.1.b) will follow the same rules as the winding up of a MJC.

## **2. Composition**

### *a. Condition to be nominated a delegate to a TF*

Article VI.3.A (RoP)

The criteria to be nominated a delegate to a TF are the same as for the MJC (see II.2).

TFs should encourage relevant European Scientific Societies to take part in the activities of the TF. The procedure to nominate the delegate from such Societies is defined below.

### *b. Procedure to be nominated a delegate to a TF*

The procedure to nominate a delegate to a TF is the same as for delegates to a MJC. Delegates from European Scientific Societies participating in activities of a TF should be nominated according to the rules applied to members of European Boards nominated by academic or scientific Society (see IV.2).

### *c. Rights and Duties of Members of UEMS TF*

The rights and duties of Members of UEMS TF are the same as those of members of Sections. (See I.2.c)

## **3. Objectives**

TFs are created to provide a platform for discussion on competences or spheres of activity belonging to several disciplines. TFs are not another organizational form of a Section or MJC. Their activity should concentrate on:

- the study, promotion and evaluation of the added-value of the discipline
- co-operation of all relevant key actors in the discipline in order to raise awareness on the need to develop it further
- The collection and analysis of information (publications, articles, events, international tendencies in the given area) related to the discipline covered by the TF
- The elaboration of a strategic roadmap guiding the activities of the TF

TFs cannot create Divisions and European Boards.

## **4. Relation with UEMS Constituency**

### *a. Relation to the UEMS Council*

# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

*Association internationale sans but lucratif – International non-profit organisation*

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Like the Sections, TFs are internal structures of the UEMS and thus are not separate legal entities. As a result, policy documents, briefing papers, guidelines, Training Requirements and other documents prepared by TF must be submitted to the UEMS Council for discussion and endorsement.

TFs willing to submit a document to the UEMS Council for endorsement shall send it to the SG with supporting material and a request to add this item to the UEMS Council's agenda. The SG may request further information or clarifications on the document. The documents proposed for endorsement by the UEMS Council have to be sent to the SG at least two months before the date of the UEMS Council Meeting.

Presidents and Secretaries of TFs are invited to attend the meetings of the UEMS Council and have an observer status.

As for Sections, any contact with EU institutions must be undertaken under the aegis of the UEMS Executive.

## *b. Relation to other UEMS structures*

TFs involve members of Sections and scientific Societies working in close co-operation. As a result, any document or recommendation drafted must be prepared following an internal consultation process with relevant Sections and scientific Societies involved.

## *c. Relation with third parties external to UEMS*

As for Sections, any action towards external entities must be initiated under the aegis of the UEMS Executive in order to ensure timeliness, coherence and appropriate action. Such collaborative efforts will enable both the TF and the UEMS Executive to secure concrete outcomes. (see Part I.4.c § 2).

## **5. Governance**

Article VI.11 §2 (RoP) states that *“the daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such TF must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council.”*

It derives from the above article that TFs need to have their own Bureau to ensure smooth running of its activities.

Two possibilities arise:

- One Section involved in the creation of the TF is entrusted with the daily management. The Bureau of the Section then assumes the daily management of their Section and of the TF

- At the kick-off meeting, a Bureau is elected among the members present.

The rules applicable to the Bureau of the Section apply to the Bureau of the TF (length of mandate, role of Bureau, register of members, see Part I.5).

The Bureau of the TF shall ensure that all member Sections and scientific Societies are appropriately consulted and involved in its activities.

Delegates nominated by a Section can apply for an elected position within the TF. Delegates nominated by a UEMS NMA have to meet the criteria applicable to Sections (see Part I.2.a). Delegates nominated by Scientific Societies can apply for elected position.

## **6. Finances**

TFs have to *“assume the responsibility for financing its activities”*. (Article VI.7 RoP applied to TFs).

TFs’ sources of funding are the same as for Section and additionally can include a contribution from Sections and scientific organisations that participate in TF activities.

To conduct financial transactions TFs have to use only an account in Belgium opened by UEMS Executive, same as Sections do. Its management is under the responsibility of the Bureau of the TF.

Other rules applying to finances of Section also apply to TFs (see Part I.6)

## **7. Meetings**

### *a. Rules for organisation of meetings*

Rules applying for Sections apply for TF (see Part I.7.a)

### *b. Voting rights*

Rules applying to voting by a MJC apply to voting procedures within TF.

Additionally, duly appointed representatives of European Medical Organizations have voting rights, one vote per each Organization.

## **8. Reporting**

Same as UEMS Sections, TFs have to report to the UEMS Council which is solely competent to endorse any document or recommendation made by the TF.

TFs have to report on their activities on a regular basis. In this regard, they are invited to submit an annual report on its activities at the beginning of each year. This report will be disseminated to the members of the UEMS Council during its Spring meeting.