

Description of the ETR Timeline

Drafting

The initial step of ETR Review and approval process could start any time and take as much as needed but the version for review and consultation has to be submitted 3 months at the latest before the UEMS Council.

The UEMS Office publishes the draft ETRs on the Google Drive.

Reviewing

The UEMS Office informs ETR RC, UEMS Bodies and NMAs of the availability of the draft ETRs on the Google Drive.

ETR RC ensures that the ETR proposals are sent to related UEMS Sections.

Everyone who registered as taking part in the consultation can provide input (proposals and comments) in different columns than ETR RC. It will be visible to everyone participating in consultation and to the authors.

Updating

The authors should have an obligation to respond to the proposals and comments promptly and try to achieve consensus.

The ETR RC ensures that amendments to the draft ETR may be discussed with the authors of proposed ETR and all issues raised regarding the ETR have been satisfactorily settled. This entails that adjustments to the ETR has to be reviewed again by the ETR RC and updated document made available on the Google Drive.

The authors do not have to agree with the ETR RC and ETR RC together with authors should have the competence to decide what should be accepted or rejected. The differences that could not be reconciled between RC and authors will be presented as issues for decision by the AB and the Council.

When all consultation is finished ETR RC formulates final opinion that will inform the EEC whether ETRs draft is ready for presentation or not.

Final versions

After the EEC accepts the recommendation of the ETR RC that the ETR proposal is ready for presentation and vote, the authors of the ETR will send the final version of the document to the UEMS Office. The UEMS Office publishes the ETR on the UEMS website with the other Council meeting supporting documents.

If a NMA or any Section feels that their amendment or objection was vital and cannot be addressed at the consultation/review/update stage, they have always the option to voice their concerns at the Advisory Board and Council meeting.

Finalisation

The ETR will be discussed first during the Advisory Board; the discussion will be limited to issues that have been raised during the review process and not yet completely resolved. After discussion the authors may withdraw their ETR or the ETR is subjected to voting (endorsement or rejection). After voting on an ETR has taken place the authors of an ETR will present their ETR during the Council meeting, where any issue brought forward by the NMA's will be discussed; discussion will be limited to indicated issues to be resolved by voting. Before formal voting takes place the voting results of the AB will be presented.

If the decisions made at the Council meeting introduce changes to the presented ETR, the authors are obliged to complete the ETR document according to these decisions and send the final ETR to the ETR Review Committee for approval and the UEMS office. After formal approval by the ETR review committee, the UEMS Office will publish the final version of the ETR document on ETR's page of the UEMS website.