



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif – International non-profit organisation

2020 UEMS CEO REPORT

April 2021

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HIGHLIGHTS

- Impact of Covid-19:

- Safety measures in the DME
- Rotating presence of UEMS Staff at the *Domus Medica Europaea* (DME) when allowed by BEL authorities and
- Increase of Teleworking (up to 100% when strict lock down measures are in place)
- Reduced use of DME facilities
- Accreditation of LEEs converted into virtual meetings and new EACCME options and services

PERSPECTIVES

- Needs for additional funds to support Brussels Office activities and growth
- Plans to centralize all UEMS transactions and to set up new administrative processes
- New IT developments (website including members' section, social media)
- Analysis of Covid-19 crisis in strategic terms for the Office (proposals for new work methods, EACCME processes...)



I - OVERALL OFFICE ACTIVITY 2020

1. Administrative and financial matters

- General accounting matters (management fee, internal and external revision of UEMS accounts, management of the financial obligations of UEMS Sections, accounting and financial administration of the accreditation department)
- Development of the contacts with the UEMS Sections regarding their accounting (financial analysis, annual balance, call of contributions upon their request)
- Increase of workload due to the impact of COVID in the accreditation applications – postponement/cancellation of events which led to the increase of setting up of credit notes

2. Human Resources

- Setting up and organisation of teleworking (COVID-19 sanitary measures) and exchanges between staff members during regular TC meetings. Safety and well-being of the employees were a priority during this Covid period.
- Recruitment of 3 new staff members:
 - Ms Alina Scurtu (Sept. 2020) replacing Ms Fanny Clément as accounting/administration officer
 - Ms Aela Treguier (Oct. 2020) to support EACCME team
 - Ms Marine Boulard (March 2021) replacing Ms Marianne Chagnon



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Staff and working time structure

(Based on data of March 2021)

	Full time	Part time			Total (FTE)
	5/5	4/5	2.5/5	2/5	
Accreditation	3	2			4.6
Administration and finances	-		2		1
Administrative support to UEMS bodies	2				2
Internal & External affairs	2				2
Internship/temporary staff	0				0
TOTAL Number of staff	7	2	2		11
Full Time Equivalent (2020 Vs 2019)					9.6 (Vs 9.6)



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BRUSSELS OFFICE

INTERNAL & EXTERNAL AFFAIRS



**Bertrand
DAVAL**
CEO
ceo@uems.eu



**Marianne
CHAGNON**
EU Policy and
Administrative Officer
coordination@uems.eu



**Marine
BOULARD**
(as of 1st April 2021)

ADMINISTRATION & FINANCES



**Bénédicte
REYCHLER**
Managing Director
director@uems.eu



**Didier
VENKATAPEN**
Accountant
comptable@uems.eu

ACCREDITATION



**Nathalie
PAULUS**
EACCME Co-ordinator
nathalie@uems.eu



**Patricia
DEMEULEMEESTER**
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**Alexandra
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**Ivan
CAPUIA**
EACCME Assistant
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**Aéla
TREGUIER**
EACCME Assistant
aela@uems.eu

SECRETARIAL SUPPORT



**Alina
SCURTU**



**Anne-Emilie
ARNAULT**
Administrative
Assistant
sections@uems.eu



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II - ACCREDITATION

1. Overall activity

Live Educational Events applications

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	131	180	177	112	178	175	147	178	206	237	237	104
February	153	161	199	154	166	160	205	178	176	255	232	121
March	169	191	181	161	149	146	157	150	174	210	144	216
April	120	106	140	77	96	107	113	110	114	135	35	
May	96	91	106	137	131	128	157	119	171	159	67	
June	128	161	151	166	179	179	233	220	227	219	102	
July	166	181	254	163	178	178	157	207	225	276	167	
August	129	156	142	102	89	104	137	144	150	207	138	
September	132	154	116	57	87	98	76	74	108	103	106	
October	97	95	114	117	95	94	132	122	142	165	80	
November	89	115	96	91	141	113	135	130	166	156	68	
December	114	149	195	114	120	143	189	137	172	196	114	
Total	1524	1740	1871	1451	1609	1625	1838	1769	2031	2318	1490	441



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Webinar packages

	2020	2021
January	-	2
February	-	4
March	-	2
April	-	
May	-	
June	-	
July	-	
August	-	
September	10	
October	5	
November	7	
December	5	
Total	27	8

E-Learning Material applications

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Total	71	95	72	91	91	97	85	140	144	186	262	81



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LEE incomes

2019

Income LEE	Income Review	Income ELM
116.900,00		3.000,00
125.107,50		3.500,00
107.095,75		3.500,00
37.225,00		21.000,00
99.550,00		8.000,00
127.411,75		23.500,00
122.639,60		15.000,00
98.275,00	5.000,00	10.000,00
41.502,00		5.000,00
70.970,00		5.000,00
76.661,75		1.000,00
82.288,75		2.000,00
1.105.627,10	5.000,00	100.500,00

1.211.127,10

2020

Income LEE	Quality Control	Income Review	Income ELM
106,620.17		500.00	8,500.00
114,061.75		1,750.00	6,000.00
69,135.50	500.00	-	11,000.00
10,475.00	500.00	-	29,130.00
44,450.00	250.00	20.00	14,500.00
57,420.50	250.00	-	18,000.00
100,981.75	1,250.00	2,500.00	24,500.00
80,161.45	500.00	-	9,000.00
56,700.00	500.00	1,500.00	23,000.00
34,450.00	750.00	-	17,000.00
22,490.00	750.00	-	6,500.00
52,415.50	500.00	500.00	17,500.00
749,361.62	5,750.00	6,770.00	184,630.00

946,511.62



Comparison incomes 2020 Vs 2019

	2019 (k€)	2020 (k€)	
LEE	1105	749	-33%
Quality Control		6	-
ELM	100	184	+84%
Pack	5	7	+40%
Total	1211	946	-22%

(Data provided by the finances department)

In 2020 the overall EACCME activity fell compared to 2019. However there are significant disparities in performances: number of LEEs dropped by 36% (-33% in value and an approximate shortfall of 346k€) while ELM soared by 41% (+84% in value).

Predictions for 2021 are difficult given the uncertainty of how long still the Covid-19 pandemics will be. Its impact continues to affect our LEE accreditation activity which loss is not totally covered by the increase of ELM accreditation. The EACCME department keeps on monitoring providers' needs to better accommodate their expectations.

- 2020 development by the EACCME department

- COVID 19 measures (COVID webinar, refund policy, reduced submission deadline...)
- Accreditation of recordings of LEEs made available on demand
- EACCME brochure "how the EACCME adapted this service this year"



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○ EACCME Working Groups

- Reviewing EACCME fees
- Assessment of needs of participants and measurement of outcomes
- New formats of CME/CPD
- Working Group European Council on CME/CPD and European Fellowship

2. Statistics (LEE + ELM)

a/ Live Educational Events:

- Evolution of number of applications per type of LEE

Fees (€)	Number of participants	Number of applications				%
		2017	2018	2019	2020	
175	<100	679	1052	1193	715	-40.07%
375	101-250	611	469	557	378	-32.14%
675	251-500	160	208	227	172	-24.23%
1000	501-1000	160	141	156	106	-32.05%
1300	1001-2000	80	80	91	56	-38.46%
2550	2001-5000	56	49	57	42	-26.32%
4400	>5000	37	32	37	21	-43.24%



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b/ E-learning materials

Type of ELM	Number of applications				%
	2017	2018	2019	2020	(2020 Vs 2019)
Individual module(s)	124	128	156	218	+39.74%
E-platform	15	13	29	40	+37.93%
App	1	2	-	3	-
E-library	0	1	1	1	0.00%

3. Next meeting of the UEMS Advisory Council on CME/CPD

January 2022 in Brussels (details and confirmation to be given in due time)



III - INTERNAL & EXTERNAL AFFAIRS

1. Internal affairs

- Organization of the UEMS virtual Councils
- 9 ETRs adopted in 2020 ([Neuroendocrine Neoplasia Medicine](#), [Paediatric Urology](#); [Rare Adult Cancers](#); [Rare Diseases](#); [Sexual Medicine](#); [Geriatric Medicine](#); [Otorhinolaryngology](#); [Paediatric Nephrology](#); [Paediatric Surgery](#))
- Database of delegates: constant update based on new nominations received from UEMS NMAs, implementation of the Admin Portal.
- Organization of the CESMA virtual meeting (of note CESMA appraisals are on hold due to the pandemic)
- UEMS Bodies' support: updates of the list of delegates; support to the organization of virtual meetings; organization of elections; facilitation of contacts between UEMS bodies and NMAs; responses to various enquiries (functioning of UEMS).
- Surveys regarding the duration of training for each medical specialty in UEMS members; impact of COVID on private practice
- Organisation of UEMS Sections online elections

2. EU affairs

- Attendance to events related to health on various topics: COVID-19, vaccination, AMR, E-Health, specific medical conditions, quality of patient care. E.g.
 - Launch of the EU Cancer Plan;
 - COVID response webinars;
 - EU4Healthwebinars;
 - Coalition on Vaccination;
- Follow-up of updates and policies related to public health
- Working meetings with EU partners : EMOs, ESS. Quarterly meetings with other European Medical Organizations. Publication of a [joint statement regarding the COVID-19 outbreak](#).
- Ongoing survey regarding the duration of training in medical specialties (Working Group on Postgraduate Training)



3. Communication

- Redesign and update of UEMS website ongoing
- Update of UEMS social media: Facebook (<https://www.facebook.com/uems.eu/>), LinkedIn (<https://www.linkedin.com/company/european-union-of-medical-specialists/>) ; twitter (<https://twitter.com/uemseurope?lang=fr>)
- Publication of COVID-related resources, both from UEMS bodies and health organizations: <https://www.uems.eu/news-and-events/news/news-more/covid-19-update-from-uems>
- Developing UEMS presence and social media
- New brochure to present EACCME updated offers following the pandemic

4. EEC members meetings and participation to external meetings

- Number of (Enlarged) Executive Committee TelCo meetings: **43**
- Number of live Enlarged Executive Committee meetings: **1**

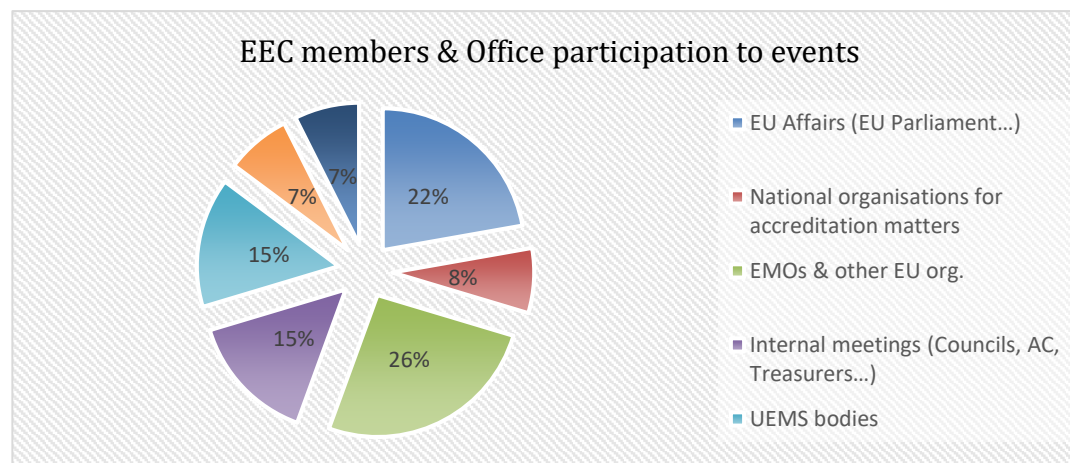
Due to the pandemic a considerable number of events were cancelled in 2020. Not all of them were converted into virtual events. Hence a fall in UEMS participation in events in 2020 compared with 2019 (-55%).



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EU Affairs (EU Parliament...)	6
National organisations for accreditation matters	2
EMOs & other EU org.	7
Internal meetings (Councils, AC, Treasurers...)	4
UEMS bodies	4
European Scientific Societies	2
Miscellaneous	2
	27



IV - DME & SECRETARIAL SERVICES

- CESMA, NASCE, UEMS Section of Surgery and UEMS Section of Rheumatology have secretarial support in the DME. With a growing staff in the accreditation and secretarial department a new working space allocated to UEMS should be considered on the 2nd floor (all UEMS staff is located on the 3rd floor in normal time).
- The ESR closed their Office in the DME. A new work space for 4 people is for rent again.
- Some companies terminated their renting contracts for parking spaces due to pandemics and teleworking. Only one car space is rented now out of 6.

1. MEETINGS

- Number of meetings/events in DME: **4** (-85% Vs 2019) – all from UEMS bodies
- Incomes generated (2020): **2.704,50 €** (-64% Vs 2019)
- Mean income per event: **676€** per event (Vs **416€** in 2019)



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2. DME INCOME (VAT excluded)

- Total DME income (incl. meeting room renting): **102.758€** in 2020 (Vs 110.496€ in 2019) → **-7.0%**

	Service Contract	Price/month	2017	2018	2019	2020
Tenants			84.000,00	85.516,03	96.000,00	88.492,15
Smoke free Partnership	Serviced office - SFP	2.500,00	30.000,00	30.600,00	30.000,00	30.547,15
EBR-ESR	Serviced office	1.000,00	12.000,00	12.000,38	24.000,00	20.160,00
NHS		3.500,00	42.000,00	42.915,65	42.000,00	27.680,00
EUROPEAN UROLOGICAL FOUNDATION						10.105,00
Meeting rooms	Hiring		21.370,25	11.232,50	7.496,75	2.704,50
Services			5.475,00	3.120,00	4.200,00	4.422,00
EuPSF	Postal Address	80,00	960,00	960,00	960,00	912
AOB	Virtual address	290,00	3.480,00	1.080,00	1.080,00	1.080,00
IOIS	Virtual address	90,00	1.035,00	1.080,00	1.080,00	1.080,00
IUSG	Virtual address				990,00	1.080,00
EVER-F INTERNATIONAL	Virtual address					270,00
Parking			1.305,12	1.050,00	2.850,00	7.140,00
TOTAL			€ 112.150,37	€ 100.918,53	€110.496,75	€102.758,65



Special comments on above figures linked to COVID context:

- A 30% discount was granted to DME tenants for 2 months to reflect that DME facilities were not used during the 1st and 2nd lock down in Belgium.
- There were no meeting rooms rented to external companies in 2020
- Almost all parking contracts were terminated in 2020 (financial impact will be for 2021)



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ANNEXES -

1. HR ACTIVITY INSIGHT (2020)

Bertrand DAVAL	CEO			
	TASKS	Details (if applicable)	% working time distribution	% working time
UEMS OPERATIONAL MANAGEMENT	Administration	(TC) Meetings, planning, follow up	15	40
	HR	Team management, team meetings, recruitment, training, yearly individual interviews	20	
	Accreditation/ EU exams	Cooperation agreements (EAHP, PhMA, AEMH, UEMO...), events	5	
FINANCES & ACCOUNTANCY	Financial situation	Books, Internal Funds, banking, loans	10	20
	Proposals	recruitment plan, investment plan, survey, ETRs	10	
EMOs / EU AFFAIRS	intelligence	EU directives, CEN, ERNs, E-Health, M-Health, Medical Devices, GDPR, HPP	5	10
	Meetings	UEMS, ESS, EU & international Institutions (WMA...), EMOs	5	
	Co-Actions/ Joint Statements	Vaccinations, Central role of Doctors, Brexit,		
OUTSOURCED SERVICES	DME	Maintenance, partnerships (renters, hotels, suppliers), meetings, labor inspection	5	30



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	IT providers	<ul style="list-style-type: none"> * Pluritech (EACCME new developments, new partnership for other healthcare Professional) * Squiz (renegotiation of contracts) * New IT providers (CYIM, Dev@work, ICognitus...) 	10	
	Law firm and BEL admin	RedSky (Me Hanoteau) working on <ul style="list-style-type: none"> * UEMS bodies requests (EFORT, Chapelle case, Exams issues, EBCOG/CIC case, NMAs liability) * GDPR * use of EU emblem * Contracts (EAHP AEMH, UEMO) confidentiality agreement, Code des sociétés, Code of Conduct * Letters reviews * Brexit * CSMF/UMESPE FR membership 	10	
	PCO and others	Adevez (CME Conferences/ Council)	5	

Bénédicte REYCHLER	Managing Director			
	TASKS	Details (if applicable)	% working time split	% working time
HUMAN RESOURCES	Collaboration with Social Secretariat	Payroll management		15
	Staff	Managing of staff issues (holidays, schedule, overtime) Organisation of teleworking (Covid measures)		
		Implementation of UEMS contractual obligations towards the members of the staff (and advice from the lawyer)		
	Recrutement	Interview with candidates (in collaboration with the CEO)		
		Preparing data for working contract		



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	Work Regulations	Setting up and follow-up		
	Insurances related to HR	Setting up and follow-up (hospitalisation & group insurance)		
FINANCIAL MANAGEMENT	General accounting	Exchange with the accountant on periodical and annual closing financial reports and on draft budget		35
	Managing of the invoices subjected to the approval of the Treasurer			
	Payments of all invoices	Payments of invoices addressed to the UEMS Central and to the UEMS S&B (Dermato, Paed, Rheumato, Div Transplant & others, NASCE, CESMA) Payment of many credit notes (impact of Covid on accreditation-postponed/cancelled events)		
	UEMS Subscriptions	Calls (January) and reminders (July) – follow-up		
	Bank	Managing of the UEMS central bank accounts, follow-up of the portfolio, loans		
	Liaising with internal and external auditors			
UEMS SECTIONS & BOARDS	Opening & Managing of the Sections' accounts	Follow-up of the administrative work, answering to emails from the S&B, contacts with the bank		10
		Communication of instructions on financial obligations to the Sections' Treasurers		
EACCME	Reimbursement accreditation fees to the reviewers (evaluations on live events): NAAs, Sections & Boards and ESABs	Reimbursement to the main (and shared) reviewers and the back-up reviewers		30



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	Reimbursement accreditation fees to the reviewers (evaluations on e-learning materials and webpaks)	Reimbursement to the main (and shared) reviewers and the back-up reviewers		
	Follow up of the suppliers (maintenance contracts)	Water, electricity, lift, cleaning		
	Purchase office supplies			
UEMS MEETINGS	Practical organisation of the meetings			1
	Follow up of the reimbursement of the expenses to the Members of the Executive			
ADMINISTRATION	General administrative issues	Administrative forms (UBO, REPROBEL)		5
		Performing the necessary administrative tasks in relation with the function (mailing, filing, archiving)		
		Ad hoc tasks as required by the general organisation of the Secretariat		
	Moniteur (Belgian Official Journal)	Follow up of legal requirements with regard to publication : publication of Statutes' amendments and periodical publications (change of Executive)		2
	General Insurances	Package (fire, robbery), travel insurance, civil liability : setting up & follow-up		
	Devices/machines : maintenance contracts	Copy machine, computer, stamp machine.		



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	Telephone, Management of the postal correspondence	Dispatching of the postal correspondence, registered letters		
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Marianne Chagnon	<i>EU Policy & Administrative Officer</i>			
	TASKS	Details (if applicable)	% working time split	% working time
Coordination of UEMS Bodies	Nomination of delegates	- Update of the database - Update of the list of contacts - informing relevant bodies	10%	45%
	Administrative support to CESMA	- Organization of the CESMA meetings - Minutes - following-up on their activities	15%	
	Support to UEMS Bodies	E.g. questions regarding elections, how to organize their work, how to re-start their activity	20%	
	Attendance to events	Online meetings and webinars organized by the Commission and European organizations	5%	
EU affairs	Keeping up-to-date with EU topics	Find relevant topics that could be of interest to UEMS; keeping up-to-date with issues UEMS is involved in or that are of interest to EU policy makers (e.g. antimicrobial resistance, vaccination, health literacy)	10%	15%



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Communication	Update of the UEMS website and social media	- Update of Twitter, Facebook, LinkedIn accounts - Publication of documents created by UEMS bodies or endorsed by the UEMS - Creation of contents e.g. UEMS events, examinations, COVID-related information.	5%	5%
	UEMS Council	- Organization of the meeting - Minutes - Following up on requests from UEMS bodies and members	20%	
	Update and follow-up of documents	E.g. mailing lists, templates, welcome pack, ETRs	10%	
Administrative support				30%
Support to other UEMS departments	Support to the Accounting department	E.g. Reimbursement, Admin Portal	5%	5%

ALINA SCURTU	Administrative Assistant			
	TASKS	Details (if applicable)	% working time split	% working time



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Accounting / Finances	Call for contribution sections	<ul style="list-style-type: none"> - Prepare a financial analysis for each section in order to present to the treasurers a clear view about the movements '- Prepare the invoicing table which contains full details about the contributors of each section and send to the treasurers for the approval; '- Ask the treasurers if the fees remain the same or has to be changed since the last year '- Check payments contributions and inform the treasurers to send reminders for those who didn't paid '- Update the table with all information received from the treasurers related to invoicing '- Prepare the final CS invoices and send to the treasurer of each section '- sending the management fees to sections 	30%	80%
	EACCME invoices	<ul style="list-style-type: none"> - Download all EACCME invoices from the website (LEE, ELM, QC, WEBPACK) '- VAT verification on VIES website '- Email to the providers if VAT submitting errors and ammend invoices 	5%	
	Domus invoicing	<ul style="list-style-type: none"> - prepare invoices every beginning of the month for our tenants: SO, VB, Parking '- check for payments and send reminders if needed 	5%	
	Sage BOB	<ul style="list-style-type: none"> - encoding all UEMS invoices: EACCME, CS, Domus '- check payments 	30%	



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	Various activities	<ul style="list-style-type: none"> -Credit notes -Creation SRP invoices (internal between sections, secretarial support) -Classification of documents - Check mailpost, scan invoices if needed, classify Bpost statements -Claim for the CS invoices to sections who 'prefer' create the contributions call by they owns and encoding in our accounting ' - Claim for all request for payments (ticket plane, hotel made by several sections) and all payments related to a VISA card -other specific actions 	10%	
Administration / Office management	Secretarial Support NASCE, Rheumatology and OMFS	<ul style="list-style-type: none"> -Sending the contribution fee to accredited centres/contributors + reminders if needed -Checking the bank statements -Organising the TC meetings and doodle pools - Prepare minutes of the meetings - Various activities (GDPR, update the website, ...) 	10%	20%
	Various activities	<ul style="list-style-type: none"> - printing, and classification, - nominations and update our database - download reports for EACCME reviewers and send to Bénédicte for approval and payment 	5%	
	Domus	Searching for providers, contacting them when technical issues (heating, electricity, doors) sending letters to virtual box.	5%	



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Nathalie PAULUS	<i>EACCME Co-ordinator</i>			
	TASKS	Details (if applicable)	% working time split	% working time
E-learning materials	Processing	Check the application when it comes in, see if info has been provided for all criteria, try link and login details, send application to review / send instructions to providers for ELMs in QC	45	46.5
	Invoicing	Enter payments in the online system	0.5	
	Follow-up of applications, contacts with providers and reviewers	Amendment procedure, send reviewers' feedback to provider, send resubmission from provider to reviewers, exchange of correspondence between providers and reviewers & vice-versa	0.5	
	Finalising of applications	Introducing final evaluation in the system	0.5	
Live educational events	Implementation of new procedures	Reviewing of applications for frequent applicant status...	0.5	0.5
Recognition of CME/CPD activities	Processing of applications		0.5	0.5
EMAILS	Respond to emails	Emails related to policy and other issues regarding accreditation, emails from providers, emails from reviewers...	35	35.5
	Mailings	To providers & reviewers (new developments in EACCME policy, invitation to CME conference, ...)	0.5	



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POLICY	EACCME WG	Support to the WG	0.5	1
	Marketing of EACCME	Preparation of EACCME brochure, interviews, meetings to present the EACCME...	0.5	
AGREEMENTS	Sending of agreements	Dissemination of templates of agreements to ESABs, NAAs...	1	13
	Finalisation of agreement documents to be signed	Preparation of agreements to be signed, make sure all the various annexes are provided	10	
	Answering queries	Respond to comments/suggested changes from NAAs, ESABs	2	
MEETINGS	Advisory Council	Preparation of agenda (in accordance with Secretary-General) and meeting documents, emailing of invitation + meeting documents, practical organisation of the meeting, processing of registrations and preparation of participants' lists	At the time of the meeting (10)	9
	CME Conference	Drafting of programme (in accordance with Executive), contacting speakers, emailing of invitation + documents, practical organisation of the meeting (hotel,...), processing of registrations and preparation of participants' lists	At the time of the conference: it took about 60-70% of my time	
	EACCME TC meetings	Weekly meetings with UEMS Secretary-General and EACCME team (preparation of TC + time spent in TC)	5	
	TC calls/meetings at UEMS office with providers, reviewers, external organisations...	TC calls with working groups/reviewers/providers, meetings at the office with providers/external organisations	4	
	External meetings	Attendance at meetings		



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			0 (due to Covid)	
REPORTING	CME Conference	Drafting of minutes of meeting, sending to all participants for comments...	At the time of the meeting (10)	
	Advisory Council meeting	Drafting of minutes of meeting, sending to all participants for comments...	At the time of the meeting (15)	
IT DEVELOPMENT	Bugs on EACCME platform	Email explaining issues on problems with EACCME platform	1	1
	Testing of IT developments	Testing of new IT developments on beta site	At the time of the testing (10)	
COORDINATION ACCREDITATION SERVICES	Meetings of staff	Regular meetings of staff & Providing advice/feedback/instructions to Patricia/Ivan/Alexandra/Aela	10	10

Patricia DEMEULEMEESTER	EACCME Assistant			
EACCME	TASKS	Details (if applicable)	% working time split	% working time
General Queries	E-mails	General COVID measures	5 25	30



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Checking new applications				10
Checking pending applications	Reminders to complete			25
Liaison with reviewers	Reminders			5
Post-accreditation	Final programmes, websites			5
Co-ordination of tasks with the team	With EACCME team		10	20
	With SG		10	
Development	IT		5	5

Ivan CAPUIA	EACCME Assistant			
	TASKS	Details (if applicable)	% working time split	% working time
ACTIVITY.1	Finalisation of accreditation process	Cross referencing reviews, analysing programme, calculating the amount of educational material per day and inputting the information in the application in the EACCME platform.	79%	80%
EACCME Officer	Communication with providers	notifying provider of issues with their applications via emails or via the EACCME platform's messaging system	1%	



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ACTIVITY.2 Liason with Pluritech	Development of the EACCME platform	<p>Work with the EACCME team on the new developments of the EACCME platform, working out the ways to incorporate a development efficiently and with the most user friendly UI within the limitations of the EACCME platform, preparing mock-ups for Pluritech's development team.</p> <p>Testing of the new development in a Beta environnement and fixing of bugs and issues before the release on the live website.</p> <p>Minor changes of the EACCME platform possible without the intervention of Pluritech.</p>	8%	20%
	Bug reports	<p>Analysing the bugs reported by the EACCME team, determine the possible cause and importance and preparing the incident reports to communicate to Pluritech.</p>	10%	
	Communication with Pluritech	<p>Email exchanges and TC meetings with Kelly and Helpdesk in regards to the developments, requests for data, or to the numerous bugs and issues we encounter with the EACCME platform and Desktop Anywhere.</p>	2%	

Alexandra OLTENAU	EACCME Assistant			
	TASKS	Details (if applicable)	% working time split	% working time



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ACTIVITY.1	processing of new eaccme applications and follow up	inspection of new applications, request information from providers to complete their applications, follow up communication provider - reviewer	30%	45%
	tableau Nathalie chaque 1-2 semaines	inscription demandes qui sont plus de 2 semaines en review pour mettre des back ups	5%	
	tc 1x semaine avec le Secrétaire Général		10%	
ACTIVITY.2	emails	answer to emails from providers. These can include general information about new application procedure, criteria, their application's status, and other issues.	30%	30%
ACTIVITY.3	seaformec events	revising and completing the application with information when needed, contacting the contact person in charge for seaformec application in Spain	20%	
	internal phone calls	(since now we work from home)-intern phone calls with team or some members for some questions related to some events or other issues, when they arise	5%	
	TC with EACCME	When needed	5%	

Aéla TREGUIER	EACCME Assistant			
	TASKS	Details (if applicable)	% working time split	% working time



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LEE	Processing new applications	Check the application when it comes in, see if info has been provided for all criteria, all necessary documents are uploaded, send application to review if complete.	15%	60%
	Applications follow-up	Check if providers completed their application after feedback, reviews are received in time, ask for backup reviewers.	15%	
	Answering follow-up emails	Provide feedback to applicant (explain a particular criteria or part of the application when needed), make the link between reviewers and providers.	30%	
ANSWERING GENERAL EMAILS		Emails that are not related to a particular application for which I am in charge.		10%
New IT developments	Testing IT developments	Testing new developments on beta site and taking part in EACCME discussion group on new implementations.	5%	10%
	Explaining IT developments to Providers		5%	
TC	TC with Joao	Once per week	15%	20%