

European Training Requirements (ETR)– GANNT table/chart to track process of ETRs and existing ETRs

Principle of these tables is to have an open record which is continually updated on the UEMS website of all ETRs which are in development, and of all existing ETRs which have been published. A portable document format (pdf) of the tables would also be a standing item on every Council Agenda in three layouts: a) alphabetical order of the ETR name, alphabetic order of lead section, and in date order of planned presentation date. The lead Section would indicate, at the initial proposal and the open review, the replies they received from all the other Sections whom they anticipate to have an interest in that ETR using a Red/Amber/Green code. RED = no responses, Amber = some, Green response from all anticipated Sections. The list of anticipated Sections would be a part of the ETR.

The table would include ETRs which are in the very early stages of development, and have no dates yet (so that all interested Sections can see those to which they might contribute

Draft table for planned ETRs below – comments please to UEMS Office

ERT Name	Lead Section(s)	Date ETR proposal agreed by Section/MJC	Response to proposal from all relevant Sections (RAG)	Start Date registered with UEMS Office (if any)	ETR Review Committee Review (date review started)	Open Review Start Date	Open Review End Date	Response from all relevant Sections RAG	Planned Presentation Date to UEMS Council	Planned Review Date of completed ETRs

Draft Table for Review of published ETRs

ERT Name	Lead Section(s)	Planned Review Date	Response to proposal from all relevant Sections (RAG)	Start Date registered with UEMS Office (if any)	ETR Review Committee Review (date review started)	Open Review Start Date	Open Review End Date	Response from all relevant Sections RAG	Planned Presentation Date to UEMS Council	Planned Review Date of completed ETRs

Key Steps in developing European Training Requirement (ETR)

1. Plan for ETR development (internal work) in a UEMS Body or a group of bodies).
2. Announce formal start of the procedure and register it with the Office to be put on the website, so that all stakeholders know the work is going on and can contribute.
3. Register final draft with the Office which starts formal review with ETR Review Committee (ETR RC).
4. Announce public consultation with clearly set deadline, after which no more proposals to the text would be accepted. If one does not participate, it means there is a tacit approval.
5. Start final consolidation phase during which probably majority of issues raised would be resolved and identify unresolved issues with clearly stated options.
6. Put the final ETR project on the AB and Council agenda and on the website.
7. The AB and Council try to decide by our RoP rules how to resolve unresolved issues and - if successful - ETRs are voted and adopted. If not, the AB and the Council indicate, what would need to be done to make the project acceptable.