



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

2025 05 08

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## Terms and acronyms<sup>1</sup> used in this document

**Advisory Board** – Advisory Board of the Presidents and Secretaries of the Sections

**Council** - the UEMS Council “composed of full and associate members. Member organisations are represented within the Council by one or two delegates, or by their duly mandated deputies. Only full members have voting rights.” and must be up-to-date with their membership dues – Statutes Art. 18.

**Delegate** – medical specialist delegated by UEMS Member, Observer or UEMS Body to participate in a meeting or in working group (one of Delegates representing each UEMS Member in UEMS Council meetings is designated Head of the Delegation)

**Division** – internal group organised under the responsibility of the parent 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

**ESS** – European Scientific Society

**ETR** – European Training Requirements

**European Board** – internal group organised under the responsibility of the parent UEMS Body with the aim to guarantee the highest quality of care and training in the field of the specialty in the countries of the European Union

**EU** – European Union

**Executive** – UEMS Executive (Board of Directors)

**Member of UEMS Body** (Section, Division, European Board, MJC, TF) – medical specialist duly nominated to UEMS Body in accordance with Statutes and RoP

**MJC** – UEMS Multidisciplinary Joint Committee

**NSS** – National Scientific Society

**Observer** - medical association having Observer position in UEMS

**RoP** – UEMS Rules of Procedure (UEMS 2024/29 EN AMEND. 2024.10.25)

**Section** – UEMS Specialist Section

**SG** – UEMS Secretary General

**Statutes** – UEMS Statutes (UEMS 2024 /15 EN AMEND.01.24)

**TF** – UEMS Thematic Federation

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<sup>1</sup> Comprehensive list of acronyms used in UEMS documents and communications is available at <https://www.uems.eu/web/content/4592?unique=f771dd5a404919aca1b88018e95cd832a2052411&download=true>.

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**UEMS** – Union Européenne des Médecins Spécialistes

**UEMS Member** – full or associate Member of the UEMS

**UEMS Bodies** – UEMS internal bodies that support Council and Executive, but do not constitute separate legal entities: Specialist Sections with their Divisions and European Boards, Multidisciplinary Joint Committees and Thematic Federations

**UEMS Legal Bodies** – Council and Executive - representation of medical specialists in Europe

**WG** – UEMS Working Group - group of medical specialists set up to work on issues of interest for medical specialists at European level

## Introduction

UEMS Executive is charged with application of UEMS Statutes and UEMS Rules of Procedure in all UEMS activities and in day-to-day administration of UEMS (Art. 28 § 6 of Statutes).

The Explanatory Notes provide clarifications on how the provisions of the Statutes and RoP related to Sections, their Divisions and Boards, MJCs and TFs (“UEMS Bodies”) and other UEMS structures would be interpreted by Executive. It is not possible to foresee all issues and circumstances that can arise in day-to-day functioning of the association. Interpretation of Statutes and RoP in special and complex cases may require additional consideration, legal advice, consultation with UEMS Members and UEMS Bodies before the Executive decides the appropriate course of action. Thus, Explanatory Notes are a “living” document that should be amended in line with experience. UEMS Members, Observers, UEMS Bodies and Members of UEMS Bodies are invited to provide their questions and proposals concerning interpretation and application of statutory and procedural rules.

This document includes quotes from 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 Bodies to achieve their statutory goals.

The Statutes and RoP provide detailed rules for Sections. With exception of a limited number of UEMS Body specific rules, the rules for Sections also apply to other UEMS Bodies, as stipulated directly by RoP in case of MJCs (Art. VI), TFs (Art. VII), Divisions (Art. V.9) and Boards (Art. V.8). 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 Bodies (preferably named “Terms of Reference for UEMS [Body]”) must be fully compliant with Statutes and RoP.

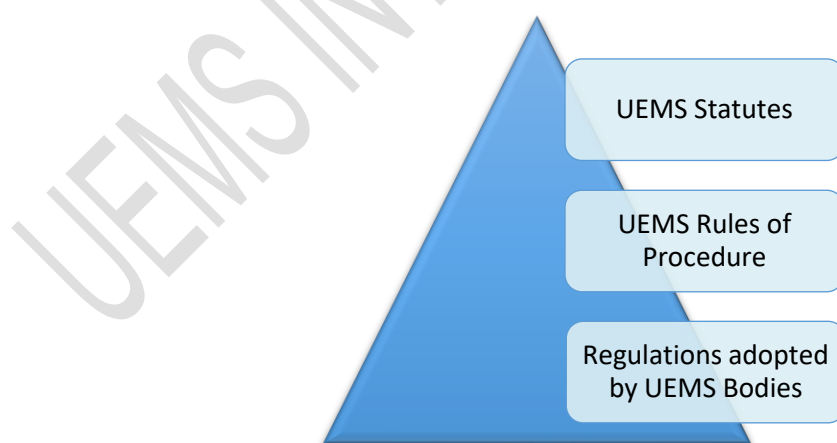


Fig. 1. Documents regulating functioning of the UEMS

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This document covers only the rules governing structure and functioning of the UEMS. It cannot be applied to third parties external to the UEMS (separate legal entities), with which the UEMS Bodies can co-operate to achieve their objectives. Third parties are external to the UEMS and the UEMS bears no responsibility for their management and activities. Such third parties must be aware of rules governing the use of the UEMS name and logo. Cooperation of the UEMS Bodies with such third parties, sharing a common business as well as use of the proprietary names and logos by co-operating parties strictly require the consent of the Executive (RoP Art. V.5.C).

Only the Executive, as the sole legal authorized body of the UEMS, may enter into legal relationships with third parties on behalf of the UEMS. UEMS Bodies may not independently enter into contracts or legally bind the UEMS. All contracts with third parties must be reviewed, approved and signed by the Executive (or the authorized signatories under the UEMS' articles of association and/or the Belgian Code of Companies and Associations). Contracts with third parties must clearly indicate that the legal entity assuming obligations and liability is the UEMS and not an UEMS Body or its representative acting in their own name. Any contract signed without proper authorization shall be considered null and void and may trigger the personal liability of the signatory. Agreements/payments for well-established UEMS activities (e.g., hotel bookings for exams), with a value less than €5,000, which have already been indicated to the UEMS Executive as part of a Section's budget plan (e.g. meeting venue booking by a UEMS Section) an e-mail of notification with a confirmatory e-mail is an acceptable practice.

Intellectual property (IP) rights created, developed, or acquired within the framework of the UEMS' activities remain the exclusive property of the UEMS. UEMS Bodies may only use the UEMS' intellectual property (including but not limited to trademarks, logos, copyrighted materials, and proprietary knowledge) with prior authorization from the Executive and the signature of a specific license agreement. Any unauthorized use, transfer, or licensing of intellectual property by an UEMS Body or individual shall be considered a breach of these rules and may result in legal actions. Contracts involving the use, licensing, or transfer of intellectual property rights must be reviewed, approved and signed by the Executive before execution.

The Executive is responsible for finances of the UEMS and for proper reporting of the UEMS financial activities to Belgian authorities. Financial reports must include the income, expenditures and funds of whole association, including its Bodies. Elected treasurers of UEMS Bodies are given by Executive limited powers to operate UEMS accounts assigned to their UEMS Body. The Executive will not interfere with the management of UEMS Bodies finances except in case of obvious mismanagement or violation of the legal regulations or stated obligations. The Executive does expect prior notification of expenses greater than €5000.

Only the Executive may open or close UEMS bank accounts. Opening and operating bank accounts by UEMS Bodies or individual Members of UEMS Bodies would be an illegal activity and will result in legal actions.



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Detailed instructions on the financial management of UEMS accounts managed by UEMS Bodies are described in the document UEMS 2025/20 and are obligatory for all UEMS structures.

After this introduction, this document is divided into seven parts. The Introduction is an integral part of the Explanatory Notes and has the same force and effect as the subsequent parts: 1. UEMS Specialist Sections, 2. UEMS Divisions, 3. UEMS Multidisciplinary Joint Committees, 4. UEMS European Boards, 5. UEMS Thematic Federations, 6. Working Groups and 7. Observers. Schematic representation of the UEMS Bodies covered by Explanatory Notes is shown on Fig. 2.

Parts 1 through 5 contain 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.

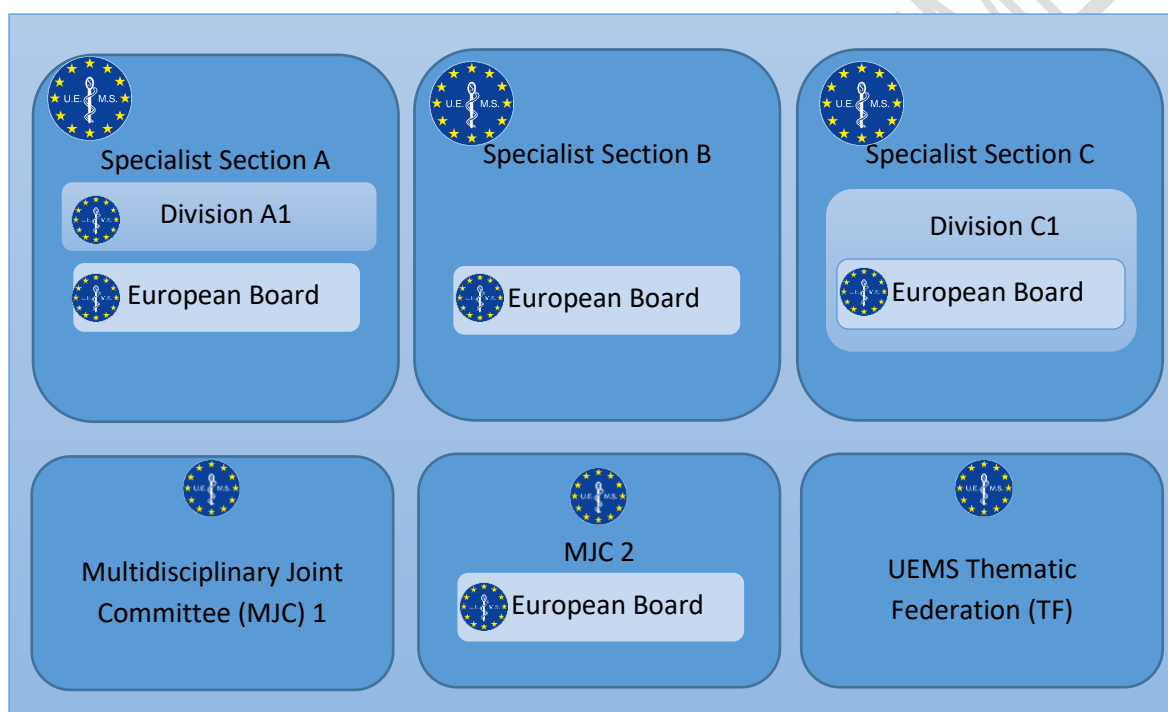


Fig. 2. Schematic view of the UEMS structures covered by the Explanatory Notes

## **Part I. UEMS Specialist Sections**

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

Ref: Statutes Art. X; RoP Art. VI

#### **a. Criteria to create a Section**

Only the Council is entitled to create a Section. Art. 35.2 of the Statutes provides that *“A specialty may apply to Council to create its own Specialist Section if it is listed in the Annex V to the EU Directive 2005/36/EC, as amended by EU Directive 2013/55/EU”* and RoP detail the criteria:

*“Art. V.2. Setting up a Section*

*A. In order for a medical discipline to form a Section, it must be recognised as an independent specialty within the European Union legislation, must be registered in the Annex V to directive 2005/36/EC, as amended by EU Directive 2013/55/EU and later amendments (Article 35 of the Statutes) and fulfil the following conditions, as laid down by the Council on 3 November 1979:*

- The number of these specialists must be sufficient to establish, from among their members, a viable, active UEMS Section;*
  - The specialty must be practiced 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 in the country of a full UEMS Member.*
- B. Medical disciplines which are not listed in the Annex V may be represented in Section's divisions or in Multidisciplinary Joint Committees.”*

Thus, any specialty that aims to create a Section has to meet 4 criteria:

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

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

The name of the Section has to contain the denomination used in the Annex V to Directive 2005/36/EC.

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

RoP Art. V.1 details the procedure to create a Section: *“The Council shall create Sections according to the following procedure:*

- 1) The establishing of a Section must be proposed by a Full Member of UEMS, and accepted by two thirds of the voting Members of the Council.*
- 2) The Council can 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 UEMS 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.”*

A proposal to create a Section must be officially submitted to the Council by a UEMS Full Member.

A formal letter from the UEMS Full Member has to be sent to Secretary General (SG) together with relevant supporting documents explaining the rationale underpinning the proposal. This letter must be sent to SG at least two months before the Council meeting.

The SG will check whether the 4 criteria listed above have been met and will confirm the receipt of the request. The UEMS Members, Observers and UEMS Bodies 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.

Representation of the specialty will be invited to make a short presentation during the Council meeting to support the proposal and answer questions from the Council.

Fulfilling all the criteria does not imply that a Section will automatically be created. The 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 the valid votes cast by UEMS Full Members.

#### **c. Winding-up of a Section**

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

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

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

## **2. Composition**

Ref: Statutes Section X; RoP Art. V.3

#### **a. Conditions to be nominated a Member of a Section**

Statutes (Art. 34) provide that

*“§ 1. A Section’s members are medical specialists nominated by UEMS members.*

*§ 2. Candidates may be proposed by a recognised professional, academic or scientific society of the member’s country.*

*§ 3. Each member may nominate up to 2 medical specialists to each Section.*

*§ 4. Every Section has the right to create its own Board (which is the educational arm of the Section) and its Divisions as its working groups to address scientific and training interests.*

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*§ 5. Each delegation to a Board should consist of 2 members, one from among members of the Section and one from the recognised professional academic or scientific society of the country nominated by the member from that country. “*

Furthermore, RoP Art. V.3.A stipulates that:

*“The status of a medical specialist is required in order to be a member of the Section (Article 6.2.a of the Statutes).*

*Each Section includes as members medical specialists who are:*

- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;*
- competent in English;*
- nominated by UEMS Member.*

*The UEMS Member advises the SG by official letter the names of the doctors nominated to be members of Sections and other UEMS Bodies and/or to participate in the works of committees and working groups. Each nomination letter should include information to whom membership fee invoices should be sent.*

*Advisors may attend meetings of the Section only when invited by its Bureau.”*

It derives from Statutes and RoP that all Members of Sections have to be medical specialists (Statutes Art. 6 § 2. *“Medical specialist is defined as a doctor who holds a specialist title listed in Annex V to Directive 2005/36/EC, as amended by EU Directive 2013/55/EU or holds a specialist title recognised in the European Union (EU) or European Economic Area (EEA) Member State, or satisfactorily completed a specialist training program in a recognised specialty conforming to the UEMS Charter on Specialist Training.”*) able to communicate efficiently in English and nominated by the UEMS Member representing their country.

It derives from RoP Art. V.3.B that Members of Sections may remain in their position as long as they are in active practice and are supported by the relevant UEMS Member. Also, the relevant UEMS Member may withdraw its nomination at any time and the medical specialist concerned can no longer participate in the Section’s activities as a member. The withdrawal is effective from the time SG is informed by the UEMS Member.

Member of Section may be deprived of membership if *“concerns are raised that a member of a Section acts in a way that violates the UEMS Code of Conduct and/or behaves in a disruptive and/or inappropriate way that is against the values and aims of the UEMS”* (RoP Art. V.3.B). The Executive will investigate such cases and decide according to the procedure defined by RoP Art. V.3.B.

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

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

**b. Procedure to become Member of Section**

The procedure for the nomination of medical specialists who are Members of Section is organised by UEMS Member. Candidates can be proposed to the UEMS Members by other professional associations or by specialist Scientific Societies but have to be formally nominated by the UEMS Member. Each UEMS Member can nominate up to 2 Members of Section. This rule reflects parity among UEMS Members (each UEMS Member has 1 vote in the Council – see “Voting rights” below).

Each UEMS Member has a duty to send to SG a list of nominated Members of Sections and the UEMS Office has to keep a register of all Members of Sections based on data provided by Sections and UEMS Members. The UEMS Member shall also provide a formal letter of nomination to each nominee and shall send a copy of this letter to the UEMS Office in Brussels.

Once medical specialist is nominated by UEMS Member, they become Member of Section and have an obligation to be active in representing their country within the Section and to provide input to its activity.

**c. Rights and duties of members of the Sections**

Members of Sections have to be committed to the UEMS values and policies. They shall:

- Follow the UEMS general policies such as adopted by the Council.
- Promote the UEMS aims and objectives.
- Show courtesy, open-mindedness and respect towards other colleagues and the general public.
- Become familiar with UEMS policies established in documents adopted by the UEMS Council and liaise with the Executive to discuss the established policy in the related field before addressing an audience on behalf of UEMS.
- Comply with the UEMS Code of conduct for officers of UEMS Bodies (<https://www.uems.eu/web/content/2040?unique=6fc9353f4fd56c59e7a2e6e62bbb432dc2ab5f28&download=true>).

### **3. Objectives**

The aim of Sections (Statutes Art. 35) is to “*represent the interests of their Specialty.*”

Given the above, and taking into consideration the general objective of the UEMS (Section III of Statutes), the objectives of 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.
- In compliance with Statutes, Strategy and Policies and under the aegis of the 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 Divisions, European Boards and internal groups that will deal with specific topics. These are internal structures within the Section which is itself an internal structure of UEMS and are not separate legal entities. (RoP in Art. V.1 states that *“Each Specialist Section (hereafter Section) is responsible to the Council, and exclusively to the Council, and must regularly report on all its activities. It does not enjoy, therefore, autonomy and is not a separate legal entity.”*)

The creation of legal entities by a Section and its structures is not possible.

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 Executive.

Each Section should prepare, using the template UEMS 2022/30, the document “Training requirements for the specialty of [...]” (ETR) that should be revised periodically, at least once every 5 years. The procedures applicable to ETR are explained at <https://www.uems.eu/european-training-requirements>.

The Section can also draft recommendations, propose specialty-related policies to the Council, adopt Statements, Guidelines and Policy documents. Care must be taken in the publication of articles in scientific or other relevant journals to refer only to endorsed or approved UEMS policy documents. Rules applicable to external communications by Sections are explained in I.8. “Reporting” below.

Sections should develop their Web presence. Particular care should be taken to publish there the Section’s documents endorsed by the Council. Home pages of the Section have to be linked to the UEMS home page ([www.uems.eu](http://www.uems.eu)). 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 and with parties external to the UEMS**

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

Ref: RoP Art. V.5.B

RoP (Art. V.5.B) state: *“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.”*



Sections are internal structures of the UEMS and thus are not separate legal entities. Policy documents, briefing papers, guidelines, Training Requirements and other documents prepared by Sections that concern parties external to UEMS or are an external communication, must be submitted to the Executive (see I.8 “Reporting” below).

Since 2010, Presidents and Secretaries of Sections have been invited to attend the meetings of the Council. These meetings serve as an opportunity for Sections to meet and to strengthen the co-operation between UEMS Members and Sections. 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 Bodies**

RoP Art. V.5.D 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 Sections”. Scheduled meetings of the Groupings take place together with the Council meetings. The Executive strongly encourages regular contacts, co-operation and sharing of information and documents between Sections in order to foster collaboration. RoP (Art. IX) stipulate that *“Each Section can only be a member of one Grouping. The decision which Section belongs to which Grouping is taken by the UEMS Council. Newly created Sections propose to the Council which Grouping they want to belong to.”*

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 can nominate up to 2 Members of those Bodies from among Members of their own Section. The nominees will represent the Section in MJC or TF and will report on regular basis on the MJC or TF activities.

Members of the Executive 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 the RoP (Art. V.5.C): *“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 only be taken with prior written 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.”*

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 Executive via the UEMS Office and elaborate the strategy to secure a desired outcome.

Collaboration with Scientific Societies is particularly important in European Boards as outlined in RoP (Art. V.8).

When duly mandated by the Council or Executive, Members of Sections 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: RoP Art. V.6

Sections are managed by a Bureau composed of at least two Officers: President and Secretary. The Secretary can also hold the position of Treasurer. Any Member of the Section (duly nominated by UEMS Member) 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. Section may decide to establish positions of Treasurer, Vice-Presidents or other elected positions in order to facilitate the management of its activities. Section may appoint a medical specialist indicated by a scientific society that cooperates with the Section as one of Vice-Presidents.

Section cannot employ staff in order to carry out its activities. It must contact the Executive in order to establish all necessary details. Signing employment agreements and legally binding contracts is possible only by the Executive.

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). They will therefore be able to serve as officer within the same position for a maximum of 6 years.

Sections must inform the Executive via the UEMS Office of the election results.

Presidents, Secretaries, and Treasurers of Sections can only be elected from the Members of the Section (duly nominated by UEMS Members). Delegates from Observers can be elected only as Vice-Presidents. The election procedure should be carried out according to the rules adopted by the Section but if requested by a Member of the Section, the voting procedure for the positions in the UEMS Council, as defined in Statutes and RoP has to be used (see also I.7.b “Voting rights” below).



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

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

Section's meetings can be attended only by Members of Section and by persons properly invited to participate. In particular, the Bureau is encouraged to invite representatives of the Observers. The list of Members of the Section, information on the Section's Bureau and other relevant information should be regularly updated by Section's Bureau or an appointed Member of Section via UEMS portal. Changes in Section membership should be notified to the UEMS Office.

The Bureau is responsible to ensure smooth running of the Section, healthy co-operation with Scientific Societies, other associations and close relationship with the Executive. When acting on behalf of the Section, they should promote the activities of their Section and 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.

## 6. Finances

Ref: RoP Art. V.7

*"Each Section shall assume the responsibility for financing its activities according to the legal framework of Belgian law. Financial management is conferred upon the elected Treasurer whose task is, in cooperation with the UEMS office and under the supervision and authority of the Executive 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.*

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

- ensure that commitments are only made for necessary expenditure which he enters into the annual balance sheet,*

- ensure that the financial management is in accordance with the financial rules applicable to the UEMS and with the UEMS internal regulations."*

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

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

- Membership fees (the amount for each Member of UEMS Section 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.

Each 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 association 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 Section must provide an annual report of the Section's financial situation to SG (RoP V.6.D). It should report any irregularities in the subscription fees as stated in RoP Art. V.7.A:

*"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 in the Section, may adopt other penalties and ask the Secretary General of UEMS to warn the National Professional Specialist Organisation or Scientific Society to which the member in default belongs."*

## 7. Meetings

Ref: RoP Art. V.5.A Meeting and convocation

### a. Rules for organisation of meetings

It derives from the RoP Art. V.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 Executive, or its delegate, can be invited to attend the meeting whenever deemed appropriate.
- The Bureau of the Section drafts the agenda and topics may be proposed by the Members of the Section.
- The 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 Executive within four months of the meeting being held.

**b. Voting rights**

RoP Art. V.4 states that *“Only Section members representing full UEMS Members, where the specialty of the Section is officially recognised in Annex V to Directive 2005/36, are enabled to cast a vote in a Section, the others may act in an advisory capacity. The exercise of the right to vote in a Section is subject to payment of the membership fee (see also V.7).”*

Each UEMS Member can nominate up to two delegates to the Section. There is one vote per full UEMS Member (same rule as for voting in the Council) and in case there are two Members of the Section representing the same full UEMS Member, they will agree who will cast the vote. The criteria to cast a vote by Member of the Section are the following (cumulative conditions):

- The Member of the Section must be duly nominated by the UEMS Full Member (RoP V.4).
- The specialty must be recognised in the country where the Member of the Section comes from (exact names of the specialty in question may differ).
- The membership fee to the Section for the voting Member of the Section must have been paid.

Decisions are taken by a simple majority. However, in order to ensure appropriate involvement of Members of Sections representing UEMS Members and to ensure representativeness of a Section's decisions, for a vote to be valid, more than half of votes from UEMS Full Members represented in the Section must be cast.

Members of Section representing UEMS Associate Members cannot vote.

Invited experts and representatives of associations which have an Observer status have an advisory capacity only and can take part in the discussion but cannot vote.

Members of Section can give a proxy to another delegate should they be prevented from attending the Section's meeting. Each Member of Section can only have one proxy.

Achieving consensus among Members of Section is most advantageous. If consensus could not be obtained, formal voting should be carried out along the rules above described.

In case there are doubts about outcome of the voting process, the Section Bureau should contact SG.

## **8. Reporting**

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

Section 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 position papers, guidelines, statements, articles related to the UEMS in a scientific and/or medical journal, should send a draft version to the Executive which will assess

whether the UEMS policies and strategy are followed. Before publication, submission to a journal etc., documents authored by Sections have to be formally approved by the Executive.

Sections willing to obtain the Council's endorsement for their documents (papers, guidelines, statements, articles related to the UEMS in a scientific and/or medical journal etc.) should send the document proposed for endorsement to Executive which will review the document, consult with the Section if necessary and will submit the document to the Council.

UEMS INTERNAL DOCUMENT

## **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**

RoP (Art. V.10) provide 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 Member 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. MJCs 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 Art. V.10 (RoP) that a Section or UEMS Member 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 Council takes initiative to create a MJC, 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 Members and UEMS Bodies 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 Bodies and invited experts and chaired by a member of the Enlarged Executive). The committee will evaluate the potential for creating and viability of such MJC 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 prepare proposal to the Council and will add this item to the agenda of the Council meeting.

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

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

To create a MJC, at least 2/3 of the votes cast must be in favour of the proposal.

#### **c. Winding up of a MJC**

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

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

The SG will invite the MJC Bureau to the Council meeting.

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

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

## **2. Composition**

#### **a. Conditions to be nominated a Member of MJC**

ref: RoP Art. V.3.A

The principal criteria to be nominated a Member of MJC are the same as for the Section. The Members of MJCs have to be:

- “- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;*
- competent in English;*
- nominated by UEMS Member.”*

*Additionally, “Such a joint committee must be open to members of any Section wishing to participate. Members of MJC are nominated by Sections from among their members. UEMS Members may nominate 2 MJC members.” (RoP Art. VI).*

The UEMS Members can directly nominate up to 2 Members of the MJC. The nominees 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 up to 2 Members of the MJC from among Members of this Section. Members of Section nominated to MJC have already nomination by their respective UEMS Member and do not need to obtain additional nominations.

#### **b. Procedure to be nominated a Member of MJC**

UEMS Members can nominate up to 2 Members to each of UEMS Bodies (including MJCs). Each UEMS Member is obliged to send to the SG each year a list of all Members of UEMS Bodies nominated by this UEMS Member.

A formal letter of nomination will be issued by UEMS Member to each nominated medical specialist 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 and to the MJC Bureau the contact details of its Members of the Section nominated to represent the Section in the MJC.

Once nominated, the Member of MJC has an obligation to be active in representing their country and/or Section within the MJC and provide input to its activity. They have to fulfil the rights and duties of Members of UEMS Bodies.

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

The rights and duties of Members of MJC are the same as those of Members of Sections (see Part 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 European Boards to address scientific and training issues. Decision to create a European Board has to be referred to and approved by the Council. MJCs can also create internal groups and committees to address specific issues.

MJCs cannot create Divisions.

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

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

**b. Relation to other UEMS structures**

MJCs involve two or more Sections working in close co-operation. Wide participation of Sections and other UEMS Bodies in MJC is strongly encouraged.

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

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

MJCs are also encouraged to co-operate with Scientific Societies and relevant associations. In particular, such collaboration is encouraged in European Boards.



## 5. Governance

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

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

Duly nominated Members of MJC can apply for an elected position within the MJC (see Part I.2.a).

## 6. Finances

MJCs' sources of funding are the same as for Section.

Members of MJCs nominated by Sections or other UEMS Bodies have no obligation to pay MJC membership fees. Nominating UEMS Bodies (Sections included) should support their nominees and MJC's activities. Members of MJC nominated directly to MJC by UEMS Members should pay membership fees (see Part I.6).

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

## 7. Meetings

### a. Rules for organisation of meetings

Rules applied to Sections apply to MJC (see Part I.7.a)

### b. Voting rights

RoP Art. VII states: *"Although not a Section in its own right, such MJC must follow the same UEMS rules of procedure as though they were a Section. Matters requiring vote will be decided by simple majority of MJC members."*

Members of MJCs are nominated by UEMS Bodies and by UEMS Members. Therefore, maintaining the parity rules (one vote per UEMS full Member) is not applicable to MJC voting.

Bureaus of the MJCs are encouraged to seek consensus. If consensus could not be obtained, formal voting should be carried out along the rules applicable to the Sections (see Part I.7.b).

In case there are doubts about outcome of the voting process, the MJC Bureau should contact the SG.

## 8. Reporting

MJCs have to report on their activities on a regular basis. In this regard, they are required to submit an annual report on their activities at the beginning of each year. This report will be included in the documents disseminated before Council Spring meeting and should be sent to the SG and the UEMS Office at least one month before that meeting.



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

MJCs willing to publish position papers, guidelines, statements, articles related to the UEMS in a scientific and/or medical journal, should send a draft version to the Executive which will assess whether the UEMS policies and strategy are followed. Before publication, submission to a journal etc., documents authored by MJCs have to be formally approved by the Executive.

MJCs willing to obtain the Council's endorsement for their documents (papers, guidelines, statements, articles related to the UEMS in a scientific and/or medical journal etc.) should send the document proposed for endorsement to Executive which will review the document, consult with the MJC if necessary and will submit the document to the Council.

### **Part III. UEMS Sections Divisions**

Ref: RoP Art. V.9

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

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

The RoP Art. V.9.A provides that *"A Section may, subject to the prior 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 Council can create one or more Divisions upon request of a 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 the specialty represented by the requesting Section.
- 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 Section.

**b. Procedure to create a Division**

Request to create a Division must be officially submitted to the Council by the Section interested in creating such Division. 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 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, SG will add this item to the agenda of the Council meeting and will circulate the proposal to relevant Sections for consultation.

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

Fulfilling all the criteria does not imply that a Division will automatically be created. The 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 Council. To wind up a Division, a UEMS full Member or the relevant Section has to send an official request to the SG at least two months before the Council meeting. If the request to wind up a Division came from UEMS full Member, the SG will ask the parent Section for a written opinion and will invite Presidents of the Section and the Division to the Council meeting.

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

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

## **2. Composition**

**a. Conditions to be nominated a Member of Division**

Division is an internal group within the parent Section and Members of the Section may be nominated to its Divisions. RoP Art. V.9.A provides that additional members of Divisions may be proposed by relevant European associations and have to be nominated by UEMS Member. As some specialties are not named in the same wording from one country to another, the UEMS Member has the responsibility to nominate the relevant qualified specialist to the Division.

**b. Procedure to be nominated a Member of a Division**

The parent Section can nominate Members of Division from among Members of this Section in a number sufficient for proper functioning of the Division.

Similar to nomination of medical specialists to Sections each UEMS Member may nominate up to 2 medical specialists directly to the Division. UEMS Member will send to SG a list of medical specialists

nominated to the Division. It shall also provide a formal letter of nomination for each medical specialist nominated to Division and shall send a copy of this letter to the UEMS Office.

It is the responsibility of each UEMS Member to nominate a qualified specialist to the Division.

Once nominated by the parent Section or by UEMS Member, the Member of Division has an obligation to be active in representing their Section and/or UEMS Member within the Division and provide input to its activity. They have to fulfil the rights and duties of Members of UEMS Bodies.

**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**

RoP Art. V.9 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 those of the Section but applied to the field 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 ETR, draft recommendations, adopt statements in their discipline. All documents shall have to be approved by the parent Section first, then submitted to the Executive.

**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 internal 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 Executive and the Council *via* their parent Section.

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

**b. Relation to other UEMS structures**

As for all UEMS Bodies, The Executive strongly encourages regular contacts, co-operation and sharing of information and documents between 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) with additional provision, that Divisions have to report to the parent Section first and obtain its endorsement.

## 5. Governance

Divisions should have a Bureau for the sake of efficiency. The rules applying to the Bureau of Section will be applied to the Bureau of Division (see Part I.5).

## 6. Finances

The rules applying to Section's finances can be applied to Divisions finances. It is up to the parent 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.

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, 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). Division's finances have to be included in financial reporting of the parent Section.

Rules describing MJC membership fees apply to Division membership fees (see Part II.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 parent Section to attend the Division's meetings. The Section's Bureau can add items to the Division's meeting agenda.

### b. Voting rights

RoP Art. V.4 states: *"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 in the Section 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 Member of Division must be duly nominated by the parent Section or by UEMS Member.
- The field of Division's activity must be recognised in the country where the Member of Division comes from (exact names of the specialty in question may differ).

The membership fee for the Section or the Division for the Member of Division must have been paid (rules applicable to medical specialists who are nominated by Sections and pay membership fees to the Section apply to Members of Divisions – see Part II.7.b).

Members of Divisions are nominated by Sections and by UEMS Members. Therefore, maintaining the parity rules (one vote per UEMS Full Member) is not applicable to Division voting.

Bureaus of the Divisions are encouraged to seek consensus. If consensus could not be obtained, formal voting should be carried out along the rules applicable to the Sections (see Part I.7.b).

In case there are doubts about outcome of the voting process, the MJC Bureau should contact SG.

## 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 Council.

The rules applying to publications by Sections apply to Divisions with additional provision that Divisions must obtain endorsement of their parent Section first (See Part I.8).

## Part IV. UEMS European Boards

Ref Statutes Art. 34, RoP Art. V.8

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

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

Statutes in Art. X.1 provide that *"Every Section has the right to create its own Board (which is the educational arm of the Section) and its Divisions as its working groups to address scientific and training interests"*.

Additionally, RoP Art. VI.8 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"*.

The European Boards are internal groups established to address scientific and training interests by their parent Section, Division or MJC. The rules laid down for Sections apply to European Boards.

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

UEMS Body (Section, MJC, Division) willing to create a European Board has to send a formal letter to the SG requesting creation of such Board in their field. This letter shall include relevant supporting documents explaining the rationale underpinning the request and in case of Divisions, should be additionally endorsed by Division's parent Section. This letter must be sent at least two months before the Council meeting.

The SG will check whether the criteria to create European Board have been met and will confirm the receipt of the request. If the criteria have been met, SG will present the request to Executive, will add

this item to the agenda of the Council meeting and will circulate the proposal to relevant UEMS Bodies for consultation.

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

The 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 full UEMS Members present or represented.

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

A European Board can only be wound up by the Council. To wind up a European Board, a full UEMS Member or the parent UEMS Body has to send an official request to the SG at least two months before the Council meeting. If the request to wind up a European Board came from full UEMS Member, the SG will ask the European Board and parent UEMS Body for a written opinion and will invite the Presidents of parent UEMS Body and of the Board to the 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 UEMS Body is wound up.

## **2. Composition**

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

Statutes Art. 34 provides that *“Each delegation to a Board should consist of 2 members, one from the Section and one from the recognised professional academic or scientific Society of the country nominated by the Member from that country.”*

The parent UEMS Body nominates Members of European Board from among Members of this UEMS Body in a number sufficient for proper functioning of the Board.

In case of European Board created by MJC, the Bureau of the MJC will nominate to the European Board at least one Member of MJC from each Section represented in the MJC.

Similar to nomination of medical specialists to Sections each UEMS Member may nominate up to 2 medical specialists directly to the European Board. UEMS Member will send to SG a list of medical specialists nominated to the European Board. It shall also provide a formal letter of nomination for each medical specialist nominated to the Board and shall send a copy of this letter to the UEMS Office.

The Members of European Board proposed by the academic or professional associations, or Scientific Society have to be nominated by the UEMS Member from their country.

It is the responsibility of each UEMS Member to nominate a qualified specialist to the European Board. Applicants for a Board position need to show robust educational competences in addition to being a qualified content specialist.

Work of European Boards should be done, as much as possible, in close collaboration with ESS. Therefore, UEMS Members and parent UEMS Bodies should take particular care to assure balanced representation of professional and scientific associations in European Boards.

**b. Procedure to be nominated Member of a European Board**

The procedure for the nomination of Members of European Boards is organised by the Bureau of the parent UEMS Body.

Scientific Society or an association willing to be represented in European Board must send to the relevant UEMS Member letter indicating and supporting the medical specialist proposed.

Once nominated by the parent UEMS Body or by UEMS Member, the Member of European Board has an obligation to be active in representing their nominating UEMS Body and/or UEMS Member within the European Board and provide input to its activity. They have to fulfil the rights and duties of Members of UEMS Bodies.

**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 (RoP Art. V.8) 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.”*

It derives from these provisions that European Boards are the platform for co-operation between UEMS Bodies and Scientific Societies and/or associations 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. The European Board must primarily work on European recommendations for specialist training, development of a set of competences, assessment of competence, etc. Under the aegis of the parent UEMS Body, 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 specialist examinations, where appropriate, in field of their specialty or particular competence. European specialist examinations are a very important activity of the UEMS and European Board willing to establish such examination has to prepare complete proposal describing organisation of the examining body, external partners and their roles, eligibility criteria, financial arrangements, terms of reference etc. The proposal has to be endorsed by Board's parent UEMS Body and submitted to SG for review and consultation. Then, the proposal is discussed by Executive and if approved, SG will include the proposal in agenda of the Council meeting.



## 4. Relation with the UEMS Constituency

### a. Relation to the UEMS Council

European Boards are internal groups of UEMS Bodies and thus are not separate legal entities.

European Boards must report to the Executive via their parent UEMS Body all documents, recommendations, guidelines that they have produced.

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

### b. Relation to other UEMS structures

European Boards are encouraged to liaise with other UEMS Bodies and WGs to share information and documents. The parent UEMS Body will ensure and facilitate communication. 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 RoP (Art. V.5.C applied to European Boards) that European Boards willing to contact the EU Institutions in order to achieve their statutory objectives must contact the Executive and elaborate the strategy to secure any desired outcome. The parent UEMS Body will be the link between the European Board and the Executive.

Creation of legal entities by a Board is not possible. 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 Executive (see Part I.4.c).

## 5. Governance

In order to ensure smooth running of European Boards it is recommended that they 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).

Duly nominated Members of European Boards can apply for elected positions in the Board. The Treasurer of the European Board must be a member of the parent UEMS Body. It is recommended that the elected positions are divided among Members of European Board representing associations or Scientific Societies and Members representing UEMS Body.

## 6. Finances

The rules applying to Section's finances can be applied to European Boards finances. It is up to the parent UEMS Body to decide whether its European Board should have an independent financial



management or whether it will be included in the parent UEMS Body budget and managed by the parent UEMS Body.

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 UEMS Body on the Board's finances and must meet all obligations that apply to financial management of the UEMS Bodies (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 Bodies, including European Boards.

Rules describing MJC membership fees apply to European Board membership fees (see Part II.6).

## 7. Meetings

### a. Rules for organisation of meetings

The rules applicable to Sections apply to 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 Members of the European Board 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 UEMS Body and, if necessary, to SG who may refer it to Executive and Council.

## 8. Reporting

European Boards have to report on their activities on a regular basis. In this regard, they have to provide their parent UEMS Body 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 Council.

The rules applying to publications by Sections apply to European Boards with additional provision that European Boards must obtain endorsement of their parent UEMS Body first (See Part I.8).

## **Part V. UEMS Thematic Federations**

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

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

RoP Art. V.11 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 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 TF**

The procedure to create a TF is the same as the procedure to create a MJC (see Part II.1.b) but there is no limit to the number of Members of TF nominated by one UEMS Member. Members of TFs may be proposed by relevant European and national associations and have to be nominated by UEMS Member.

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

The winding up of a TF will follow the same rules as the winding up of a MJC.

### **2. Composition**

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

The criteria to be nominated a Member of TF are the same as for the MJC (RoP Art. V.3.A, see Part II.2). Scientific Societies and other associations can propose their members for nomination to TF by UEMS Member representing their country in UEMS.

TFs should encourage relevant European and national associations to take part in the activities of the TF.

**b. Procedure to be nominated Member of TF**

The procedure to nominate a Member of TF is the same as for Members of MJC (see Part II.2). There are no limits to number of nominations of Members of TF.

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

The rights and duties of Members of TF are the same as those of Members of UEMS Bodies (see Part I.2.c).

### **3. Objectives**

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

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

TFs may not create Divisions and European Boards and cannot prepare ETRs.

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

**a. Relation to the UEMS Council**

Like the Sections, TFs are internal structures of the UEMS and thus are not separate legal entities.

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

**b. Relation to other UEMS structures**

TFs are encouraged to liaise with other UEMS Bodies and with WGs, to invite them to collaborate on the field of TF's interest and to share information and documents.

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

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

Documents or recommendations drafted by TF must be prepared following an internal consultation process with relevant UEMS Bodies and with collaborating Scientific Societies and/or associations. Such documents have to be sent to Executive for review and approval (see Part V.8).

## 5. Governance

RoP (Art. VII) state that *“Although not a Section in its own right, such Federations must follow the same UEMS rules of procedure as though they were a Section. Matters requiring vote will be decided by simple majority of Thematic Federation members.”*

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

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 relevant Sections and Scientific Societies are appropriately consulted and involved in its activities.

Members of TF nominated by a UEMS Body can apply for an elected position within the TF. Members of TF nominated directly to TF by a UEMS Member, including those proposed by Scientific Societies, have to meet the criteria applicable to Sections (see Part I.2.a) and also can apply for an elected position within the TF.

## 6. Finances

TFs have to *“assume the responsibility for financing its activities according to the legal framework of Belgian law”*. (RoP Art. V.7 applied to TFs).

TFs' sources of funding are the same as for Section. Members of TF nominated by UEMS Bodies have no obligation to pay TF membership fees but their nominating UEMS Body should support their work and activities of TF. Members of TF nominated directly to TF by UEMS Member should pay membership fee.

TF's finances will be managed by its Bureau.

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 to Sections apply to TFs (see Part I.7.a)

### b. Voting rights

Members of TFs are nominated by UEMS Bodies and by UEMS Members. Therefore, maintaining the parity rules (one vote per UEMS full Member) is not applicable to TF voting.

Bureaus of the TFs are encouraged to seek consensus. If consensus could not be obtained, formal voting should be carried out along the rules applicable to the Sections (see Part I.7.b).

In case there are doubts about outcome of the voting process, the TF Bureau should contact SG.

## **8. Reporting**

TFs have to report on their activities on a regular basis. In this regard, they are required to submit an annual report on their activities at the beginning of each year. This report will be included in the documents disseminated before Council Spring meeting and should be sent to the SG and the UEMS Office at least one month before that meeting.

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

TFs willing to publish position papers, guidelines, statements, articles related to the UEMS in a scientific and/or medical journal, should send a draft version to the Executive which will assess whether the UEMS policies and strategy are followed. Before publication, submission to a journal etc., documents authored by TFs have to be formally approved by the Executive.

TFs willing to obtain the Council's endorsement for their documents (papers, guidelines, statements, articles related to the UEMS in a scientific and/or medical journal etc.) should send the document proposed for endorsement to Executive which will review the document, consult with the TF if necessary and will submit the document to the Council.

## **Part VI. UEMS Working Groups**

Ref.: Statutes Section XI, Art. 39. Working Groups

UEMS Working Groups are established by UEMS Legal Body with defined goals and time of duration. The UEMS Legal Body will also nominate a chairperson and secretary who will coordinate WG's activities.

WGs are established to work on matters pertaining to all specialties and all areas of medical specialist practice. All UEMS Bodies may delegate their members to WGs.

Work of WG is supported by Executive.

WGs report to Executive.

WGs willing to submit a document to the Council for endorsement shall send it to the SG with supporting material and a request to add this item to the Council's agenda. The SG 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 Council meeting.

## **Part VII. Observers**

Observers are medical associations the most representative for medical specialists in countries that are not EU Member States, not Member States of EEA and are not Members of Council of Europe.

Observers can delegate medical specialists to sit as observers in advisory capacity in Council, UEMS Bodies and WGs.

Observers bear costs of delegates but delegates have no obligation to pay fees for participation in meetings and other activities.

UEMS Bodies and WGs are encouraged to invite delegates from Observers to their meetings and other activities.

UEMS INTERNAL DOCUMENT