

The ETR Timeline

Explanatory Notes for Authors

Preparation of the ETR

All documents that are necessary for the development of ETRs can be found at [European training requirements | uems.eu](https://uems.eu/training-requirements).

When writing ETRs, please follow the UEMS ETR Template. It includes a number of definition and explanations.

It is also advisable to read the document ,Practical approach in managing overlapping competency & knowledge in ETRs' carefully. It may help you if elements of your ETR overlap with the ETR of other specialties.

If you have any questions, feel free to contact Ms Iva Gudelj at coordination@uems.eu or Professor Nada Cikes, Chair, ETR Review Committee at nada.cikes@mef.hr.

Not later than 4 months before the Council meeting

Send your ETR draft to the UEMS Office at coordination@uems.eu.

The UEMS Office will publish the draft on Google drive and inform all UEMS bodies, the National Medical Associations (NMAs) and the ETR Review Committee.

3 months before the Council meeting:

You find all comments on your draft ETR in an excel sheet on Google Drive. This includes comments by other UEMS bodies and by representatives of NMAs which are most often specific to the specialty, and more general comments by the ETR Review Committee.

It is also possible that a member of the ETR Review Committee contacts you.

During the following month

You have to reply to all comments and to prepare an update of the draft ETR.

Please insert your reply to the comments in the excel sheet on Google drive and be as concrete as possible. Please explain if you think that it is not reasonable or possible to amend the ETR according to a specific comment.

If you need help, please contact the Chair of the ETR Review Committee at nada.cikes@mef.hr and coordination@uems.eu.

Prepare the amended ETR in a track changes version and in a clean version.

Not later than 2 months before the Council meeting

Send both versions of the amended ETR draft to the UEMS Office at coordination@uems.eu.

The UEMS office takes care of publishing the amended version on Google drive and informing again all relevant parties.

During the next month

You may be approached by the UEMS Office or by the ETR Review Committee if there is any unresolved issue. If a decision has been taken that your draft ETR is ready for presentation and voting at the Council meeting, the final draft ETR will be made accessible to all attendees of the Advisory Board and UEMS Council meetings **not later than 1 month before the Council meeting**.

At the Council meeting

You present your ETR at the Advisory Board meeting and the Council meeting with the same presentation. You have ca. 10 minutes for your presentation – please don't exceed to leave enough time for questions and discussion. As you may expect that interested attendees of the meetings looked at the ETR beforehand, you do not have to summarize the whole ETR. Please focus in your presentation on

- how and by whom the ETR was developed
- the intention and spirit of the ETR
- if applicable, peculiar features of the ETR
- if it concerns a revision of a previous ETR, the main differences to the previous version
- what was not included and why

Usually, the discussion at the Advisory Council meeting is more targeted to specific issues while the discussion at the Council meeting may be more general and shorter. It is also possible that (parts of) the ETR is also discussed at the Groupings' meeting you attend, without formal presentation.

Voting takes place at both the Advisory Board and the Council meetings. Representatives of UEMS sections vote at the Advisory Board meeting, and delegates of National Medical Associations vote at the UEMS Council meeting. The Advisory Board has only an advisory capacity, but the voting results are presented by the Chair of the Advisory Board at the Council meeting before the discussion of the ETRs and are taken into account.

In the week after the Council meeting

You may be asked to edit the ETR based on minor comments received during the Council meeting. Please send the final version within a week to the UEMS Office. The adopted ETR will then be published on the UEMS website.