**Charter for Scientific Societies and/or Organisations
who support members participating in UEMS Bodies
How they link to National Medical Associations (NMAs) and UEMS.**

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# Background

UEMS actively promotes high quality of medical specialist practice in Europe and raising the quality of care for European patients. Specialty Sections are one of the key UEMS bodies which deliver this activity. UEMS Sections are made up of national members nominated by national scientific societies or professional bodies and supported by the financial contributions provided by these stake-holders. With the aim of simplicity in this paper, the key stakeholder will be described as national scientific societies.

To comply with Statutes of UEMS and formally recognise this symbiotic relationship between UEMS and national scientific societies, we are defining this relationship within this charter.

The structures and links within UEMS can appear complex to the new-comer and so we are starting this charter with a brief outline. Full details are defined within UEMS Statutes, the UEMS Rules of Procedure and the UEMS Explanatory Notes.

## UEMS – European Union of Medical Specialists (Union Européenne des Médecins Spécialistes)

UEMS is a ‘not-for-profit’ European medical organisation which is run by medical specialists and an office in Brussels for medical specialists. Its focus is supporting medical specialists across their whole practice. It does this by representing the medical profession at a European level and supporting medical professionals in their national roles. It has three core activities – supporting medical specialists in enhancing their skills and proficiency notably by publishing European Training Requirements (ETRs), setting standards for and accrediting Continuing Medical Education (CME) through European Accreditation Council for Continuing Medical Education (EACCME®) and, representing and advocating for medical specialists in their training and practice. The UEMS brings together specialists into UEMS Sections and European Boards. UEMS Sections deal with all professional matters within that specialty. UEMS Boards are sub-groups within Sections who run assessments relevant to that specialty often awarding European Fellowships.

## National Medical Associations (NMAs)

NMAs are the actual ‘members’ of UEMS, effectively the shareholders or co-owners of the organisation. Each European country has a nominated NMA, usually a medical trade union or medical college. As the actual ‘members’ of UEMS, the NMAs are the organisations responsible for all members to Sections and Boards. National scientific societies or other organisations MUST link with UEMS through their NMA regarding members to Sections, but they also must link directly to UEMS to contribute with the membership fees in the Section for that specialty. These two requirements can be confusing.

A full and current list of NMAs is available on the UEMS website <https://www.uems.eu/uems-members>

## Specialty Sections and Boards within UEMS

Specialists from all the EU countries and European Economic Area (EEA), plus the Switzerland and UK and, in addition, UEMS Observer countries participate in the activities of the Sections. Usually there are 2 national members to each specialty Section and 2 to the Board, which may be up to 4 people. There is the opportunity for unlimited observers, which is useful for introducing future members to the working of UEMS.

## Specialty Members to Sections and Boards

These are the key participants within the whole UEMS organisation. They represent their specialty and their country within UEMS bodies.

## National Specialty Scientific Societies/Nominating Specialty Organisations

These are the groups who nominate the members to UEMS Section through their NMA. Boards are usually funded by the exams that they run. This document is targeted at these essential groups.

# National Specialty Scientific Society/Specialty Profession Organisation who have agreed to nominate and pay the membership fees for Members to UEMS Bodies

## **Who decides which specialty society/professional organisation within any nation is ‘the official** representative organisation’ for that specialty?

This is decided at a national level by the UEMS National Medical Association (NMA) for that country. It is usually the group representing the largest number of specialists, but all variations are possible. The aim for UEMS is always collegiality, consensus, cohesion and inclusion.

### Single Specialty Organisation in that country

This is the easiest scenario. No discussions are needed. It is this organisation which will agree with the NMA to nominate members/members for Section and will agree with UEMS who is responsible for the payment of membership fees to UEMS.

### Two or more specialty organisations

The key request from UEMS is to remember that UEMS is an organisation which always aims for collegiality, consensus, cohesion and inclusion. UEMS is happy to help to foster an agreement, contract or Memorandum of Understanding (MoU) across the specialty bodies. It can do this with the single NMA in that country.

There are all variations of sharing and collaboration within UEMS bodies. In some countries one member comes from each of the two specialty organisations and the two organisations share the costs 50:50. In others the possible four members (2 for Section and 2 for Board) are shared proportionally across all the specialty organisations and the fees similarly.

In some countries (e.g. Portugal) the NMA pays the membership fees.

UEMS has a draft Memorandum of Understanding (MoU) and is very happy to help resolve any confusion, misunderstandings or issues.

## How does a specialty scientific society formally link to a National Medical Association (NMA)?

This usually involved a letter of agreement between the society (or societies) and the NMA. The nomination process for that scientific society and the NMA will usually require the member to be named, for their start date and demit date to be defined, and for the nominating society to indicate that they will pay all the Section Membership Fees and provide details of to whom the invoices for those fees should be sent.

## How does a specialty scientific society formally link to UEMS?

UEMS will receive a copy of the nomination letter for each member from the respective NMA, which will include their start date, their demit date (if applicable) and details of the e-mail address to whom invoices should be directed.

In order to fulfil the requirements of Belgian Tax Law, at the first notification from any new Scientific Society in a country where the society rather than the NMA is responsible for the membership fees, UEMS will ask for that society to share the essential invoicing details with UEMS. This is important as it means that the scientific society accepts its responsibilities and also receives reciprocal rights from UEMS regarding this essential relationship.

# Future Online Contract for organisations contributing Section membership fees

## Who signs on behalf of the scientific organisation?

This will depend on the constitution of the organisation. The online form, when available, will generate a PDF which should be signed and returned to UEMS.

## Who signs on behalf of UEMS?

All contracts within UEMS must be validated by the UEMS President and UEMS Secretary General rather than anyone within a UEMS body. Usually this will apply to contracts other than the agreement to pay membership fees and those with a larger value than a few hundred Euro.

## How are Specialty Members to Section selected?

The process is up to the specialty organisation or organisations with whom the NMA has an agreement to provide specialty members. Usually, the process would be through appointment or election.

A draft person specification for members is available to be downloaded from the UEMS website.

## How is the typical appointment to a UEMS Section/Board?

The members will usually serve a term of 3 or 4 years renewable. Some NMAs limit the number of renewals possible but this may limit the ability of an individual to gain an understanding of UEMS and be appointed to roles within the Section and Board.

Usually there are two members from each nation to the Section and two members to the Board but there are no formal limits within the Rules of Procedure. One member is usually focussed on academic matters, the other on professional matters. Some organisations send two members, one to the Section and another to the Board (where this is consistent with the Statutes and Rules of Procedure). Observers are also welcome, and this is a good way for individuals to gain experience of how UEMS works.

# Specialty Section Membership Fee

## How are the fees calculated?

The Section calculates an annual budget and presents it for agreement to the Section Members.

Some Sections charge a set fee to all participating nations which meets their planned annual budget.

For others the budget is then distributed across the participating countries using a distribution key based on the latest version of the “UEMS contribution key”. This was first adopted in 2005. The contributions are linked to the population (50%), the number of medical specialists (25%) and the gross domestic product per habitant in each country (25%). The current table is listed below

**Country Key UEMS**

Austria 2.31%

Belgium 2.58%

Bulgaria 1.56%

Croatia 1.04%

Cyprus 1.00%

Czech Rep 2.34%

Denmark 1.84%

Estonia 1.00%

Finland 1.71%

France 9.57%

Germany 12.81%

**Country Key UEMS**

Greece 2.58%

Hungary 2.05%

Iceland 1.00%

Ireland 1.60%

Italy 10.81%

Latvia 1.00%

Lithuania 1.01%

Luxembourg 1.66%

Malta 1.00%

Netherlands 2.98%

Norway 2.31%

**Nation Key UEMS**

Poland 5.76%

Portugal 2.10%

Romania 2.97%

Slovakia 1.50%

Slovenia 1.00%

Spain 7.68%

Sweden 2.47%

Switzerland 2.42%

UK 8.44%

## How are the fees paid to the UEMS Sections?

Contributions will be invoiced annually and paid in the year for which they are invoiced. The recipient of the invoice will usually be the designated scientific/professional organisation but, as mentioned already, it may be the National Medical Association in some countries.

## What happens if an annual fee is missed or delayed?

When a fee is unpaid, then that organisation’s members for that specialty Section will change to observer status. They will only return to member status when the fees are up-to-date including any back-dated dues for previous years.

Delayed or missing fees make it very difficult for Sections to maintain their activity as most Sections run as ‘not-for-profit’ groups i.e. their budget = their annual fees. The rights of membership are accompanied by the responsibility to pay the fees.

## Who sends the invoices for membership fees?

For most UEMS bodies, the invoices are e-mailed from the UEMS accounts department.

## To whom are the invoices sent?

This is up to the nominating organisation. It is very important that the details of who should receive the invoice is up-to-date. This can be helped by having a non-personal e-mail for this purpose e.g. treasurer@nominatingsociety.org . If the contact is personal, please update the e-mail when personnel changes.

## How is the payment made?

The payment should be made electronically with the fees for payment paid by the payee so that the funds that arrive with UEMS exactly match the invoiced amount. Details, such as the invoice number, should be annotated to the payment as this make processing the payment much easier for the UEMS Accounts department.

# Travelling Expenses for Members Attending UEMS meetings

UEMS does not pay expenses for specialty members to attend specialty body meetings or meetings of UEMS Council. The exception to this is for the elected Chairs of the 3 UEMS Groupings. The Chairs of Grouping 1 (Medicine), Grouping 2 (Surgery) and Grouping 3 (Multi-disciplinary) are supported by UEMS to attend meeting of the Enlarged Executive Committee of UEMS and UEMS Council meetings. Travelling expense guidelines are on the UEMS website <https://uems-genetics.org/Documents/UEMS_expenses_policy_1379.pdf>

# What do specialty organisations who nominate Section members get in return for the membership fee?

* The ability of their members to contribute to the future direction of UEMS through the UEMS Advisory Board.
* Nominating organisations will be listed on the UEMS website.
* Will receive:
	+ Agenda for approval prior to meetings of the relevant UEMS body
	+ Minutes including financial summaries from the relevant UEMS body
	(through the members)
	+ Invitations to the meetings of that body (to the members)
	+ Digest of EU activity twice per year
		- direct access to the EU liaison team for advice, support and lobbying.
		- direct contact with liaison officer of UEMS executive about EU matters
	+ Digest of UEMS activity – after each meeting of UEMS Council
	+ Digest of the reports from all UEMS bodies
	+ Newsletter/Executive summary from UEMS Executive of UEMS activity
	+ Monthly EU Affairs Insights report from UEMS office
* Participate in the development of European Training Requirements in their base and linked specialties
* Option to contribute to UEMS exams (examiners and exam material)

## Future Benefits for Specialty organisations contributing members and fees

UEMS is open to suggestions and requests from organisation who support our work. These could include:

* Discounted fees for Fellows taking UEMS assessments.
* Access for organisations to facilities provided by UEMS National Medical Associations to internationally linked organisations.
* Discounted access for organisation members to UEMS European Declaration of Interest Register
* Members’ Zone on UEMS website

# Planned Text of Draft Online Agreement / Contract (In Members’ Zone)

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Name of UEMS Body

Name of affiliated organisation

Name of officer submitting this form on behalf of organisation
(and agreeing that the above organisation will send members and make the contribution)

Date of completion of form

Contact(s) to receive UEMS information (please detail if there is a specific recipient for specific documents.

Contact(s) to receive invoices

Response to registration from UEMS President / Secretary General

Thanks for your confirmation/reapplication/new applications to become the organisation providing nominations for members to your UEMS Section and also agreeing to contribute the membership fees associated for those members to UEMS.

The UEMS Executive is always available for support and advice.

We draw your attention to EACCME which is the UEMS international accepted CME accreditation system. The UEMS-EACCME would make any international conference attractive to members from many countries including the USA with whom we have agreements.

We would ask you to read our Statutes, Rule of Procedure and Explanatory Notes. We remind you that as an organisation which has the agreement of your National Medical Association to nominate and send members to UEMS, you have accepted the responsibility to make the annual contributions agreed within the Section. Should you need to have this relationship more formally documented, we have draft agreements/contracts available for this purpose.

Software, once operation, will send an e-mail from our accounts team to confirm our payment details and requesting details of the bank from which we will receive your contributions, so that we can ensure contributions are correctly to your organisation.

We would be grateful if you would acknowledge our relationship on your website, share information about UEMS and its activities with your full membership.

Yours sincerely and in fellowship,

President of UEMS / Secretary General of UEMS