



# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

*Association internationale sans but lucratif*

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## **Subject: Strengthening Financial and Administrative Processes within UEMS**

**New Document: UEMS 2025/20**  
**Amended Document: UEMS 2013/10**

To enhance the professionalism and structure of UEMS, the relationship between all UEMS bodies and the Brussels office has been reinforced through harmonised processes. These measures ensure compliance with Belgian law, prevent financial losses related to VAT, and justify all financial transactions within UEMS accounts, ultimately aiming for future account certification.

The current document takes effect on January 1, 2025.

### **1. Background**

Several years ago, in accordance with Belgian law and the UEMS Statutes (Art. 10) and Rules of Procedure (Art. VI), it became necessary to integrate the accounts of all Sections and Boards into the UEMS central accounts.

### **2. Financial management processes**

To further this effort, the following procedures have been established:

#### **2.1. Payment Process**

To streamline financial transactions and ensure compliance:

- UEMS accounts managed by Sections & Boards (S&B) are opened by the UEMS central office, while daily financial management remains the responsibility of Presidents, Secretaries, and Treasurers, with oversight from the Brussels office.
- Transactions are processed electronically via PC Banking, requiring an access card and reader. The UEMS body can either prepare payments and save them in a virtual wallet or allow the Brussels office to manage the entire process.
- From 1 January 2025, all payment and reimbursement requests must be sent to [accounts.payable@uems.eu](mailto:accounts.payable@uems.eu) or [administration@uems.eu/comptable@uems.eu](mailto:administration@uems.eu/comptable@uems.eu).
- Invoice Requirements:
  - Invoices must follow the UEMS prescribed format to comply with Belgian law and benefit from VAT exemptions.



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- Documents must include the UEMS address, VAT number, and the name of the relevant UEMS body.
- Payment Timelines:
  - Standard requests processed within 5 working days.
  - Urgent requests processed within 1.5 working days.
- Required Documentation:
  - Submissions must include invoices/receipts (not bank statements) and specify the transaction purpose.
- Avoiding Delays:
  - Incorrectly addressed requests will not be processed on time, making adherence to the new procedure crucial.

## **2.2. Examination Process**

To improve financial transparency and efficiency in examination-related transactions:

- All financial transactions must be justified by invoices issued by the Brussels office.
- UEMS requires access to payment platforms (e.g., Stripe, PayPal) for invoicing and reconciliation.
- Examination fees must be promptly transferred to designated bank accounts.
- Each Section, Division, and MJC will have a dedicated examination account with controlled access.
- Stripe is recommended due to its lower fees, security, and ease of use, though other platforms may still be used.

UEMS bodies can receive updated account details for improved financial tracking.

## **2.3. Membership Fee Process**

With recent updates to the UEMS statutes, membership fees are now a legal requirement for organisations sending delegates. To ensure compliance:

- The UEMS Office will centrally issue and track all membership fee invoices.
- Before invoicing, UEMS bodies must confirm medical society details, contact information, and fee calculations.
- The UEMS Office will generate invoices and copy Treasurers or the administrative office for transparency.
- Reminder System:
  - First reminders will be sent after one month, with follow-ups by Treasurers if needed.



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## 3. Benefits of Centralisation

- Improved traceability, fewer errors, reduced workload for Treasurers, and strengthened financial management.
- Questions and feedback are welcome to ensure a smooth transition.

## 4. Important Notes

To maintain financial integrity and compliance:

- All funds accrued under UEMS must be transferred to the respective UEMS account in Belgium in one single transaction.
- No specific legal documentation is required for these transfers.
- All previous UEMS Sections' accounts must be closed to prevent any suspicion of fraudulent activity.
- UEMS will not be held responsible for any bank accounts not opened through the UEMS Secretariat.

**Dr Othmar Haas**  
*Treasurer of UEMS*