Rules of Procedure for Committee Membership

1. Introduction to UEG committees

The committee structure of UEG enables interested volunteers to play an active role in shaping current and future UEG initiatives and thereby helping advance gastroenterological care in Europe and beyond. Each committee is assigned a set of responsibilities and tasks associated with the different activities of UEG and is led by a chair person, elected by the Meeting of Members or the National Societies Forum.

UEG ensures organisational vitality by rotating volunteer leadership. Open and transparent processes ensure that committed and effective members are appointed onto UEG’s committees. As regards committees’ composition:

- member societies have the opportunity to send representatives to sit on committees,
- chair persons appoint individuals covering missing expertise, and/or
- individuals are invited to hand in applications

As the European umbrella organisation, combining all the leading European medical specialist and national societies focussing on digestive health, UEG is committed to represent today’s professional landscape in its organisational structure. Integrity, quality, diversity, independence, respect, accountability and transparency represent UEG’s core values and so in the composition of their committees all Chairs will ideally achieve:

- gender balance
- involvement of young and aspiring talent, and
- regional balance with representation from a broad set of European countries.

Committees in accordance with UEG Council may commission particular task-and-finish groups and respective group coordinators for certain singular projects outside the regular committee structure (see graphic illustration page 7 and 8). Budget restrictions within the committees have to be respected. The committees define the assignment of participants of such task-and-finish groups as well as their implications and benefits on a case-by-case basis. Participants of task and finish groups may be convened for attendance of committee meetings on an ad-hoc basis.

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1 As per November 2018.
2. General guidelines for membership in all UEG committees

2.1. Minimum requirements for membership

- Very good command of spoken and written English
- Broad experience in gastroenterology and related fields
- Country of residence: Europe and the Mediterranean area (countries that are bordering the Mediterranean Sea)
- No current or past membership of UEG Council
- Personal commitment and time resources for volunteer work
- Personal meeting attendance is mandatory

2.2. Implications for membership

2.2.1. Term of office

- Term of office: 4 calendar years
- Second term only possible through alternative process:

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<thead>
<tr>
<th>Term</th>
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<td>through nomination by a member society</td>
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- All posts are reappraised by the Committee Chair on an annual basis.
- Terms of office in UEG committees are independent of existing functions or terms of office in sending societies.
- Chair and Secretariat need to be notified at least 3 months in advance in case of early voluntary resignation.
- No parallel membership in UEG committees possible (exception: cross-representatives between NSC and other committees).
- All volunteers sign a Declaration of Interest (DoI) to disclose any potential or actual conflicts of interest, whether due to a financial or other relationship, between their duties towards UEG and their private interests.

2.2.2. Benefits

All UEG committee members benefit from:

- Being part of supporting gastroenterology in Europe and helping to achieve excellence in GI
- Professional and social networking in and outside one’s specialty
- Involvement and volunteer commitment which is considered part of a successful academic career

2 See page 7 for a graphical illustration.
Committee meetings:
- Hotel accommodation in the official headquarter hotel
- Shuttle service from and to the airport for meetings held in Vienna
- Reimbursement of travel expenses up to €750,-
- Social events and dinners
- Free congress registration, reimbursement for travel expenses and hotel accommodation for meetings held at UEG Week
- Reimbursement and honoraria for participation in other events (i.e. courses, EU events, etc.) – defined by responsible committee

As a principle, work in committees is provided voluntarily, thus other forms of remuneration are not foreseen.

If the defined minimum requirements are not met it is at the discretion of the Chair to terminate committee membership prematurely.

2.3. Processes to become a committee member

a. Member representatives nominated by ordinary specialist member societies (Public Affairs-, Education-, Scientific-, Research Committee)
A sending society’s President or other authorised representative is invited to discuss suggested nominations for committee membership with the UEG Committee Chair,
- six months before their member representative comes to the end of their official term, or
- if their member representative resigns voluntarily, or
- if membership of their member representative is terminated by the Chair.

The reason for this is that the committee may benefit from specific expertise other than that which all members of the sending society may have, and will also be looking to achieve a good regional and gender balance. Personal commitment and time resources for volunteer work are also important. However, for the avoidance of doubt, the final nomination will be at the discretion of the sending society.

b. Representatives nominated by National Society Members (National Societies Committee)
A call to nominate candidates as per defined person specification is sent to all National Society Members, if a seat becomes available, due to
- official end of term of a Representative, or
- voluntary resignation, or
- termination of committee membership by the Chair.

Candidates are elected by the National Societies Forum.

c. Independent members appointed via individual applications or by appointment of the Chair
Application for UEG’s Talent Pool is permanently open:
https://www.ueg.eu/about-ueg/open-calls/
3. **Membership in the Education Committee**

3.1. **Person specification**

Education Committee Members
- have a particular interest and experience in postgraduate teaching and education, including online learning.
- maintain good two-way communication with their sending society (a previous or current position in the sending society is not essential, although experience in committee work is highly desirable).
- assume specific project responsibilities (based on their expertise) within the committee in addition to their inherent role to represent their specialty.
- provide good organisational skills and show the ability to work across organisational and cultural boundaries.

3.2. **Particular implications for membership**
- The Education Committee usually meets 2-3 times a year. If necessary, the Chair may convene an additional meeting during the year.
- Committee Members can be asked to attend classroom courses organised by the Committee.

4. **Membership in the National Societies Committee**

4.1. **Person specification**

National Societies Committee Members
- have a particular interest in the advancement of national GI related matters in all countries of Europe and the Mediterranean Area, and that the voice of National Societies is represented across all of UEG initiatives.
- are individual members of a UEG Member National Society and maintain a good two-way communication with their own Society.
- foster the steady communication with all of UEG’s National Society Members.
- expertise and interest to develop standards and guidelines is welcomed.

National Society Member Representatives represent at least six independent National Societies with at least two representatives from each Eastern European National Societies (maximum 2 National Society Member Representatives from the same country).

Members that are assigned as a cross-representative to another committee represent the voice and interest of all UEG National Society Members also in that particular committee.

4.2. **Particular implications for membership**
- The National Societies Committee usually meets 3 times a year. If necessary, the Chair may convene an additional meeting during the year.
- Members of the NSC need to attend meetings of the National Societies Forum, which usually meets 2 times a year.
5. **Membership in the Public Affairs Committee**

5.1. **Person specification**
Public Affairs Committee Members
- have a particular interest and/or experience in EU/Public Affairs, i.e. promoting the Digestive Health agenda on the European public and political level.
- promote and protect the interests of gastroenterologists and their patients in interaction with European politicians.
- maintain good two-way communication with their sending Society.
- assume specific, expertise-based project responsibilities within the Committee in addition to their inherent role to represent their speciality.
- are excellent networkers and communicators, and are able to work across organisational and cultural boundaries.

5.2. **Particular implications for membership**
- The Public Affairs Committee usually meets 3 times a year. If necessary, the Chair may convene an additional meeting during the year.
- Public Affairs Committee Members are asked to attend meetings and events in Brussels to advocate Digestive Health.

6. **Membership in the Research Committee**

6.1. **Person specification**
Research Committee Members
- have experience with or a particular interest in EU/ERC grant applications.
- have profound knowledge of the funding landscape in Europe.
- assume specific project responsibilities (based on their expertise) within the committee, in addition to their inherent role to represent their specialty.
- maintain good two-way communication with their fellows in the respective field of expertise (such as research networks, UEG Member Societies, ..).
- provide good organizational skills and show the ability to work across organisational and cultural boundaries.

6.2. **Particular implications for membership**
- The Research Committee usually meets 2-3 times a year. If necessary, the Chair may convene an additional meeting during the year.
7. **Membership in the Scientific Committee**

7.1. **Person specification**

Scientific Committee Members

- have a particular interest and experience in devising scientific meetings to advance the science and practice of gastroenterology and to promote basic and clinical research in gastroenterology.
- maintain good two-way communication with their sending Society.
- assume specific project responsibilities (based on their expertise) within the committee in addition to their inherent role to represent their specialty.
- provide good organisational skills and show the ability to work across organisational and cultural boundaries.

7.2. **Particular implications for membership**

- The Scientific Committee usually meets 4 times for each UEG Week:
  - 1st meeting in spring (1 1/2 year in advance of the congress)
  - 2nd meeting at UEG Week of the current year (congress venue of UEG Week) – only for group co-ordinators
  - 3rd meeting in late fall (1 year in advance of the UEG Week discussed) in Vienna
  - 4th meeting in June of the particular year (abstract handling meeting) in Vienna
- If necessary, the Chair may convene an additional meeting during the year.
Composition of UEG Committees

Each Ordinary (Specialist) Member Society has the opportunity to send one representative

1 cross-representative from the Young Talent Group

1 cross-representative from the National Societies Committee

Independent Members at the discretion of the Chair if expertise is missing

Chair is elected by the Meeting of Members

Composition:

National Society Representatives (nominated by National Societies; elected by the National Societies Forum)

1 cross-representative from the Young Talent Group (usually the YTG Group Coordinator)

Independent members at the discretion of the Chair

Chair is elected by the National Societies Forum
Further UEG Task Forces & Working Groups

**Quality of Care Task Force**
- Reports to Council
- Composition:
  - Chair is selected by Council
  - Each Ordinary (Specialist) Member Society has the opportunity to send one Representative
  - Up to 2 Cross-Representatives from the National Societies Committee
  - 1 Cross-Representative from the Young Talent Group
  - Independent members at the discretion of the Chair

**Young Talent Group**
- Under the umbrella of the National Societies Committee
- Composition:
  - Chair is selected by the National Societies Committee and has a non-voting seat on Council
  - Members are recruited through annual open calls for individual applications

**Journal Management Board**
- Reports to Council
- Composition:
  - Chair = UEG Secretary General
  - President and Chairs of the Scientific, Research and Education Committee
  - Chief Editor
  - Other Members appointed by Council

**Equality & Diversity Task Force**
- Reports to Council
- Composition:
  - Chair is selected by Council and has a non-voting seat on Council
  - One Cross-Representative from each of the committees
  - Independent Members at the discretion of the Chair

**E-learning Team**
- Under the umbrella of the Education Committee
- Composition:
  - Chair = Education Committee Chair
  - Remunerated Web Editors recruited by the Chair