



## European Society of Contraception and Reproductive Health

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### **POLICIES**

**Last update 5 October 2019**

These list processes ie around election of committee members. These can be amended by the Executive Committee.

#### **Cfr Rule 3.1. Expense claim form and instructions**

Available at the Central Office.

#### **Cfr Rule 4.3. Election procedure for Board Members**

1. Calculate the number of paid up country members at December 31<sup>st</sup> of the year prior to the Board elections.
2. In the January of the Board election year: advise each country on the number of Board Member vacancies.
3. Application forms are made available on the web from January.
4. March: Closing date for applications. All applicants must be paid up members for the current year.
5. April: arrange voting for each country using the ESC website. All voting members must be paid up members in the current year. Alternative procedures will be in place should web based voting not be possible / available in a particular country.
6. All voting will be by secret ballot.
7. If there is only one candidate, voting will still take place.
8. The decision will be by simple majority ie the person with the most votes will be appointed. If there are 2 vacancies, the 2 persons getting the most votes will be appointed. If there is a 'tie' of votes, the 'winner' will be decided by the toss of a coin.
9. There will be no proxy votes.
10. May: advise applicants of the results and announce formally at General Assembly (GA).

This means that Board Members wishing to stand for other ESC posts can complete application forms prior to the GA.

#### **Cfr Rule 4.3. Application form for Board Members only**

Available at the Central Office.

#### **Cfr Rule 4.4.7. Form of Commitment**

Available at the Central Office.

#### **Cfr Rule 5.2. Election procedure for the Executive Committee (EC)**

1. Application forms are made available in March of the election year.
2. By the end of April, the new Board Members are known.
3. Nominations for EC close early May.
4. Completed application forms are sent to the old Board Members (provided their mandate continues beyond the General Assembly) & new Board members (re-elected & totally new).
5. Old and new Board Members meet at the Congress.
6. New EC is voted for at the meeting of the new Board during the Congress by secret ballot.
7. Absolute majority voting will be used.
8. Voting goes in a particular order: President, Vice President, Secretary General, Assistant Secretary, Treasurer, Assistant Treasurer.
9. If a Board Member has decided to stand for more than 1 post, s/he will continue to be included

in the voting process until elected or all posts are filled.

## Generic ESC application form

**At their meeting of 27 & 28 September 2019, the Board agreed to suspend the Policy related to the Expert Groups till a decision at the next Board meeting on 13 May 2020. There will be no election of Expert Group members before the congress in Dublin.**

It may be used for applying for the following posts

- EXECUTIVE COMMITTEE
- INTERNAL SCIENTIFIC COMMITTEE
- EDITORIAL TEAM to include Editor-in-Chief; Deputy Editor(s)-in-Chief

Note:

- All meetings and correspondence are in English
- Applicants must be able to commit the time and resources requested of them as a member of one of the above committees or groups
- Note:
  - Applicants may apply for as many vacancies as detailed on the Executive Committee, Internal Scientific Committee and Editorial team. They may only apply for up to two of the Expert Groups.
  - Voting at the Board will be in the following order: Executive Committee, ISC
  - Applicants will be removed from subsequent voting rounds if already appointed and therefore ineligible to stand for a further post or if they themselves wish no longer to be considered.
  - Applicants should review the table below to see whether they may be a member of more than one committee or group.

	EC	ISC	ET	EB
EC		NO*	NO	YES
ISC	NO*		YES	YES
ET	NO	YES		NO
EB	YES	YES	NO	

EC = Executive committee (\* one member of the EC is on the ISC)

ISC = Internal Scientific committee

ET = Editorial Team

EB = Editorial Board

- Applications should be in English. Applicants for Board membership may also supply an application in their own language, if desired.
- Details required:
  - List all posts for which you wish to apply. If appropriate list preferences for Expert Groups and note if you wish to be considered for position of Chair of ISC or Coordinator of an EG.
  - Full Name
  - Work Address; Work Tel no & Fax; Work email
  - Home address. Home tel no & mobile; Home email
  - Qualifications
  - Present appointment(s)
  - In 50 words note relevant clinical, educational, research or other appropriate activities in S&RH activities
  - List all editorial experience (mandatory for application to the Editorial Team)
  - List the 5 most recent relevant/significant publications
  - List any previous work for ESC as Board or committee/group member
  - In not more than 50 words give your reason for applying for this post(s).
  - If you are applying for more than one post; then you should

- (a) list the post applied for followed by the 50 word reason. Repeat this for each post
- (b) for each post note whether this is a new application or a request for re-election

#### **Cfr Rule 6.2. Election procedure for the ISC**

1. Vacancies for the ISC will be advertised and application forms are made available in March and applicants send in their forms once the new Board Members have been elected by early May. Non-Board member applications can be submitted any time after March.
2. Candidates should indicate on the form if they wish to be considered for the post of Chair, if they were to be elected.
3. Completed application forms for both Board and non-Board members are sent to Board Members whose mandate continues beyond the General Assembly (GA) and new Board members; but not to those whose mandate ceases at the GA.
4. New Board members have a chance to meet potential ISC members at the Congress.
5. Nominations for the ISC are voted for by the Board at the meeting of the new Board.
6. The ISC voting occurs after the Executive elections.
7. Candidates, who have applied for both Executive Committee (EC) & ISC, will be excluded from the ISC voting if they have been appointed to the EC.
8. If there is a vacancy for a Chair, the attending Board members vote separately for this position, once the committee has been elected.
9. Awareness of the composition of ISC needs to be considered regarding the number of Board and non-Board members.

Application is via the Generic Application form shown in EC section above.

#### **Cfr Rule 7.2. Election procedure for the Editorial Team**

##### Election of the Editor-in-Chief

1. Vacancies for the Editor-in-Chief (EiC) will be advertised on the web site and application forms made available. Dates and timing dependent on when vacancy occurs.
2. An Advisory committee will be formed comprising a representative from ESC EC, the current EiC (or deputy if not available) and a representative from Editors-in-Chief or other relevant persons of appropriate medical journals.
3. The EC will be responsible for making the choice of the representative from Editors-in-Chief or other relevant persons of appropriate medical journals.
4. Completed application forms are reviewed by the Advisory committee and a short list is agreed.
5. Shortlisted candidates are interviewed by Skype (or similar media) or in person by the Advisory committee.
6. The Advisory committee writes a report on the candidates to the current Board members.
7. Voting is by secret ballot using absolute majority voting. It may be undertaken by email, web based or at a Board meeting, dependent on timing.

##### Election of Editors

1. Vacancies for Editors will be advertised on the web site and application forms made available. Dates and timing dependent on when a vacancy occurs.
2. Completed application forms are reviewed by a committee comprising the full Editorial Team (excluding any who have submitted re-applications), a representative from the Editorial Board, chosen by the EiC and a representative from the EC
3. The committee compiles a short list and selected applicants are invited to make a presentation (this can be via Skype or similar media).
4. The committee reviews all the presentations and if possible, makes a unanimous decision. If this is not the case, then the committee will vote by secret ballot and simple majority voting for each vacancy.
5. The EC and Board will be informed of the results

##### Election of Deputy Editor(s)-in-Chief

1. The EiC and Editors appoint the Deputy E(s)iC using a secret ballot and simple majority voting; the appointment(s) is/are ratified by the Board.

Application is via the Generic Application form shown in EC section above.

### **Cfr Rule 8 Election procedure for the Editorial Board**

Election of the Editorial Board:

1. Vacancies for the Editorial Board will be advertised on the web site and application forms made available in March.
2. Any paid-up member of ESC may apply, regardless of professional group. Candidates for the Editorial Board can be Board members or non Board members.
3. The Editorial Team – after due consideration – will appoint the new members of the Editorial Board.

Application is via the Editorial Board Application form, available from Central Office and NOT the Generic Application form.

### **Cfr Rule 9.2. Election procedure for the Expert Groups**

**At their meeting of 27 & 28 September 2019, the Board agreed to suspend this Policy till a decision at the next Board meeting on 13 May 2020.**

1. Application forms are made available in March and applicants send in their forms once the new Board Members have been elected.
2. Candidates may apply for up to TWO EGs and if they are applying for more than one EG should indicate their preference on the application form.
3. A candidate should indicate on the application form if s/he wishes to be considered for the post of coordinator if elected to that group.
4. Completed application forms are sent to Board members whose mandate continues beyond the General Assembly (GA) and new Board members, once known but not to those whose mandate ceases at the GA.
5. New Board Members have a chance to meet potential Board and non Board Expert Group (EG) members at the Congress.
6. Nominations for the EG are voted for by the Board at the meeting of the new Board during the Congress.
7. The EG voting occurs after the Executive committee, ISC and ET committee elections.
8. If there are several vacancies for an Expert Group, then multiple voting may be agreed by the EC. See below in section 17 Voting.

An illustration is shown below:

If there are 6 vacancies and 11 applicants, then each Board Member (BM) may use his/her voting pad to vote for up to 6 people at one time. The BM may choose to abstain and vote for none of the applicants or s/he can vote for just one applicant only or for any number up to 6.

9. Voting for all EGs will be performed and results will then be reviewed. Applicants with the highest number of votes (simple majority) will be considered for appointment, taking into account any preferences listed on the application form. In the case of an equal vote between applicants in the final vacancy, the President or nominated person will make a decision based on any listed preference and applicant's CV. Successful applicants will be advised after the Board.
10. A coordinator and a deputy coordinator are elected after the Board meeting by each EG. This can be by email using a secret ballot and simple majority.

Application is via the Generic Application form shown in EC section above.

### **Cfr Rule 9.3. Expert Group meetings**

**At their meeting of 27 & 28 September 2019, the Board agreed to suspend this Rule till a decision at the next Board meeting on 13 May 2020.**

1. It is expected that most interaction between EG members will be by email.
2. The ESC Treasurer will fund one face-to-face meeting every 2 years. This will be a one day meeting, fly-in and fly-out the same day. The meeting costs (room and catering) will be covered by ESC. NO overnight costs will be covered. Travel will be covered by ESC up to a maximum of 400 Euros per person.

#### **Proposed Work Plan**

Title of Expert group

Year covered –Jan to Dec

List of members with date they started & date they stand down

Name of coordinator & deputy coordinator

What they have done in previous 12 months

What they plan to do

What costs may be incurred including any meeting costs

#### **Cfr Rule 12 Guidelines**

**At their meeting of 27 & 28 September 2019, the Board agreed to suspend this Rule till a decision at the next Board meeting on 13 May 2020.**

Guidelines for applicants wishing to organise an ESC Congress/Seminar or other agreed major meeting.

1. Any paid-up ESC Member can submit a bid to host the ESC Congress/Seminar
2. Members wishing to organise a congress/seminar shall submit a bid in writing to the Central Office. An official bid for the congress must be delivered to the ESC Central Office not later than three months before the day of the appropriate General Assembly. Four copies of the bid are required. The Central Office will confirm receipt of the document and send 3 copies to the Executive Committee (EC) members (President, Treasurer, Secretary General). One copy shall remain on file at the Central Office. An official bid for the seminar must be delivered to the ESC Central Office not later than two months before the day of the appropriate Board meeting.
3. At the time of submitting a bid, a country must have at least 10 paid up members of the ESC.
4. An official bid to hold a congress/seminar must include:
  - a) A letter of agreement – signed by the bidder(s) – stating
    - That they are willing to host the congress/seminar.
    - That they are willing to follow the normal process in the organisation of the ESC congresses/seminars as described by the ESC congress contract.
    - That there is no formal agreement between both parties as long as there is no contract signed.
    - That they understand that if the bid is accepted, it will only be made official by a signed contract with the ESC.
  - b) A letter of agreement from a relevant national society, stating that the professional community in the country supports the bid.
  - c) Preferential dates (Congress: May/June – Seminar: Sept/Oct), first choice and second choice after checking the international congress calendar in consultation with the Central Office.
  - d) Proposal of the general theme of the congress/seminar
  - e) A brief summary of reasons why the proposed city/country might be a good choice as congress/seminar destination together with a description of the accessibility of the city for participants.
  - f) A proposal, together with specifications of the congress/seminar venue
  - g) A preliminary budget, containing calculations of expenditures for the congress/seminar venue and an estimate of contributions by local sponsors
  - h) Specifications of the sufficient capacity of hotel accommodations and prices

5. The Board of Directors reserves the right to determine the date of holding the congress/seminar, changing the date if necessary, possibly changing the location for economical reasons; inability of the organisers to guarantee the event or an unstable situation in the country where the congress / seminar or equivalent ESC event is to be held.
6. Part of the bid (venue, hotels etc) can be prepared by an external non-commercial agency such as a Tourist Office or Convention Bureau. ESC prefers that bids are not prepared by commercial agencies such as Professional Congress Organisers (PCO's) or Incoming Destination Management companies (IDMCs). No guarantee of outsourcing parts of the organisation can be given to such agencies.

#### **Cfr Rule 12.4. ESC session during another organisation's**

- A request for an ESC session at another congress is sent to the Executive Committee (EC) for review.
- If it is one of the ESC Expert groups that have been approached, they should alert the EC before making any arrangements.
- If the EC agrees, then the ISC is asked to prepare the scientific programme. This may be in conjunction with an expert group.
- ISC should review who else has been invited to speak by the hosting Society to see if that person would be suitable as an ESC speaker as then their travel & accommodation costs may have already been paid or could be shared.
- The CO is responsible for assessing the costs of such a session.
- Ideally the requesting Society will provide free registration and should be asked if they are willing to help with any other costs.
- The Treasurer is asked to agree any proposed costs
- When this is all agreed, the speakers are approached.
- Speakers would be informed that they only get accommodation sufficient to cover their talk, not necessarily to cover the whole meeting. All travel & accommodation is organised via the Central Office, not by the individual.

#### **Cfr Rule 13.1. and 2. Process for project & course/meeting**

1. These grants will be regularly advertised on the ESC website and in the newsletters.
2. The Treasurer will agree the budget in December of the preceding year.
3. All applications must be on the appropriate ESC form.
4. All applications will be reviewed every 4 or 6 months.
5. All applications will be reviewed by the ISC within 1 month of the end of the application period.
6. All applications are marked by the Internal Scientific Committee which makes the final choice of winners from agreed criteria. The final list is ratified by the ESC Treasurer. There is no appeal against their decision.
7. Successful applicants will be advised within 2 months of the above deadlines.
8. Central Office & Treasurer will set up appropriate file.
9. Central Office will get a spread sheet to follow up the project together with the one or two nominated ISC mentors.

#### **Cfr Rule 13.3. Process for humanitarian aid project**

1. The Treasurer will agree the budget in December of the preceding year.
2. All applications must be on the appropriate ESC form.
3. The grant will be advertised:
  - On the ESC website
  - Board update & Members' newsletter.
  - Via bulk email to members
4. Applications will be accepted at any time.
5. Send to Executive Committee (EC).
6. Final decision at EC in May.
7. Board informed.
8. Project informed.
9. Money allocated.
10. Spread sheet (to monitor the project) started.

11. Treasurer / Assistant Treasurer informed.

#### **Cfr Rule 13.4. ESC Scholarship**

The EC decided to support potential congress participants seeking financial support. This funding will be called the 'ESC Scholarship'. The policy will be as follows:

- a maximum of 5 ESC Scholarships will be allocated
- a scholarship will provide the participant with free ESC Congress registration (no travel or accommodation support)
- the scholarship option will be advertised on the website
- applicants are subjected to the following criteria:
  - o must fit the criteria listed in the 'reduced fee' category (doctors in training, midwives etc)
  - o submission and acceptance of an abstract is obligatory
  - o age below 40 at the time of the congress
  - o letter from the Department is needed to confirm status
  - o applicants can be citizens from anywhere in Europe

#### **Cfr Rule 14 Process for Medal**

1. The call for nominations is advertised.
2. The appropriate form must be used.
3. Nominations can be made by current Board members for both ESC awards
4. Nominations must be supported by 3 current Board members
5. Closing date for applications is 3 months prior to the Board meeting in the year preceding the congress
6. Nominations will be sent to the Executive Committee (EC). ISC may comment to the EC on applications.
7. Nominations will go to the Board for discussion at the next Board meeting.
8. Both ESC awards will be voted on at the Board meeting and conferred at the next congress.

#### **Cfr Rule 17 Voting**

##### Multiple Voting

If there are several vacancies, then multiple voting may be agreed by the EC.

An illustration is shown below:

If there are 6 vacancies and 11 applicants, then each Board Member (BM) may use his/her voting pad to vote for up to 6 people at one time. The BM may choose to abstain and vote for none of the applicants or s/he can vote for just one applicant only or for any number up to 6.

#### **Cfr Statutes, Article VIII General Assembly, point 7**

The time frame and process for the ESC auditors is as follows:

- The Central Office will send a letter to the auditors, not later than 4 months after the General Assembly, inviting them to conduct the audit. The auditors must acknowledge receipt of the letter. If no acknowledgement is received after two reminders, the ESC may ask one of the reserve auditors to conduct the audit.
- Auditors will receive the following information from the Central Office:
  - o The minutes of the General Assembly including the presentation of the financial report.
  - o Details of the financial transactions (in/out listing) of the period presented at the General Assembly.
  - o A certification document to be signed by the auditor after approval of the financial report.
- Auditors will not receive originals or copies of financial documents such as incoming invoices,

contracts, refund requests etc. However, auditors have the right to inspect the documents at the office of the ESC accountancy agency. In this case, the ESC will cover the travel costs of the auditor.

- The auditors should finalise the audit within maximum two months after receipt of the initial letter and information. They should contact the Central Office if they are not in a position to meet the deadline. A reasonable extension of the deadline can be discussed. If not, one of the reserve auditors will be asked as a replacement.
- The financial information and data are confidential and no (reserve) auditor shall disclose the information and data to any third party.

## **Other policies and procedures not in rules**

### **ESC officials and allowances**

Fixed, modest allowances are made to officers to cover essential expenses associated with the roles.

### **Press conferences organised by third parties during ESC events**

(2 December 2006, EC)

Companies or any other organisation actively participating in congresses will be reminded (via the sponsorship prospectus) that no press conferences should be organised during the official ESC programme.

### **Evaluation and certification of national guidelines on contraception**

(18 Feb 2006, EC)

The ESC should focus on educational activities to get recognition from institutions such as WHO. In this context, there is a need for development of educational and other activities towards underdeveloped countries as in the eastern Europe.

The idea is to review local guidelines, and come up with suggestions on what has to be adopted before certification or recommendation what can be improved. A final version is certified. We might use existing ISC and expert groups.

Guidelines will need to be translated for certification. It was agreed that the revision and certification of national guidelines are a relevant activity for the ESC.