

ESPE WORKING GROUPS BYELAWS

ESPE members have various backgrounds and specialized interests. Within the Society, smaller groups of members interested in specific aspects of Paediatric Endocrinology tend to form and the Society can serve as a platform for the formation of such working groups. The following document is intended to provide a framework for the organization of such working groups.

1. The aims of a working group should be within ESPE Aims, detailed in Clause 3 of the ESPE Memorandum & Articles of Association which can be viewed at: <http://www.eurospe.org/about/byelaws.html> and should be made explicit by the proponents. They could include, for instance, the study of a disease or group of diseases, a treatment, a biologic process, a diagnostic method, a technology. ESPE working groups are encouraged to focus on performing active research or analyses rather than on presenting already available knowledge.
2. The name of the working group should contain "ESPE", to avoid confusion with non-ESPE working groups.
3. An ESPE working group should be proposed by a group of ESPE members. It is recommended that all those known to be particularly involved in the topic are contacted at the time of formation of the group, to avoid duplicate proposals or conflicting situations. Ideally, the group should have representatives from several ESPE countries. A group coordinator should be identified. The group coordinator takes responsibility for diligent interaction with ESPE secretariat, council, program organizing committee, and other ESPE bodies. It is the responsibility of the group coordinator to inform ESPE secretariat of the changes in composition or coordination of the group.
4. In order to constitute a working group, a formal proposal should be sent to ESPE Council and include: name of the group, aims, names of the proponents and of the group coordinator, organization, planned activities for the next two or three years. It is particularly important to discuss how the group will constitute an added value to existing ESPE activities. Council will express its opinion on the proposal within 6 months.

5. Once the group is formed, it should be advertised to the whole membership via e-mail, the ESPE website and newsletter. Participation should be open to all ESPE members who have an expertise or interest.

6. ESPE working groups can propose the organization of a symposium, as part of the "working groups meetings" generally during the first half day of the Annual Congress. This symposium will be open to all delegates registered to the Annual congress. The organization of such a symposium should not be taken for granted and should be discussed at least 12 months before the Annual Congress and approved by the ESPE President and the Program Organizing Committee. A proposal should be sent to the ESPE President and Program Organizing Committee using a form that can be obtained from the Program Organizing Committee. **Potential speakers should not be contacted at this stage.** Several aspects will be taken into consideration, in particular, availability of a lecture hall, relevance of the scientific program and complementarities with the general program of the congress. Working group symposia speakers are not entitled to the same benefits (transport, hotel, congress fee) as speakers invited to participate in the general program of the Annual congress. However, if resources are available, the ESPE President will consider inviting one speaker per working group symposium with the same benefits as those given to general program symposia speakers. Swift interaction between the Working Group coordinator, Program Organizing Committee and the Professional Congress Organizer is necessary.

8. Funding of ESPE working groups is a sensitive issue. ESPE working groups can have a budget that must be approved by both the ESPE Finance Committee (FC) and the Corporate Liaison Board (CLB) before submission. All invoices must be handled by the Finance Committee. Budget plans should be communicated to the Council at the time of constitution of the working group and yearly thereafter. ESPE working groups may apply for grants. In order to avoid competition with funding of other ESPE activities, requests for support should be channeled through the ESPE Finance Committee or Corporate Liaison Board. ESPE working groups may be asked to contribute to the ESPE budgets, particularly regarding the organization of working group symposia. ESPE working groups may be asked to cover accounting expenses related to their activities. Please note that ESPE funds are limited, ESPE is unable to contribute to the budget of a working group.

9. Working groups have no right to make legal decisions (such as applying for patent, filing contracts, etc.).

10. ESPE working groups should report yearly to Council by providing a report using a specific form available on the ESPE website on membership, past activities and plans for future activities. A short summary should also be provided to be made available to the membership (Website, Newsletter).