



## ESPE WORKING GROUPS BYELAWS

ESPE provides a platform for our members to form special interest working groups; which work in specific aspects of paediatric endocrinology. The following document is intended to provide a framework for the organisation of such working groups.

- 1) The aims of an ESPE working group should be within ESPE Aims, detailed in Clause 3 of the [ESPE Memorandum & Articles of Association](#) and [Byelaws](#) 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 countries. A group coordinator should be identified.
- 4) In order to constitute an ESPE working group, a formal proposal should be sent to ESPE Council and include: name of the group, names of the proponents, aims, objectives and goals for the next three years. It is particularly important to discuss how the group will constitute an added value to existing ESPE activities. ESPE Council will express their opinion on the proposal within 6 months.
- 5) Once the group is formed, it should be advertised to the whole membership through the news alert, the website, and newsletter. Participation should be open to all ESPE members who have an expertise or interest in the area.
- 6) ESPE working groups can hold a business meeting during the ESPE Annual Meeting, at the meeting venue, if space is available. This should be arranged by contacts with the ESPE programme organising committee (POC) and ESPE's selected professional conference organiser (PCO) office at least 12 months before the meeting.
- 7) ESPE working groups can suggest topics and speakers for plenary lectures, symposia or meet the professor sessions, as part of the general programme for the ESPE Annual Meeting. Proposals should be made in due time, through the POC's call for suggestions portal.
- 8) ESPE working groups can propose the organisation of a symposium, on the first day of the ESPE Annual Meeting. This should be discussed at least 9 months in advance and approved by the ESPE President and the POC by completing the official proposal form. The deadline for proposals is January of the year of the Meeting. Several aspects will be taken into consideration, in particular, availability of a lecture hall, relevance of the scientific programme and complementarity with the

general programme of the meeting. If available, a lecture hall will be provided. Working group symposia are organised by the ESPE working group who have full responsibility of the organisation and will not be entitled to the same benefits as speakers invited to participate in the general programme of the meeting. As space is very limited, working groups who do not provide their programme to the chair of the Program Organising Committee 9 months before an Annual Meeting will not necessarily be allocated a space since that space will be allocated for another use.

- 9) Funding is provided to each ESPE working group for their session at the ESPE annual meeting. Up to €5,000 is allocated to each working group to cover the costs outlined in their official proposal form. ESPE working groups must provide receipts for all expenses relating to the session at the annual meeting and these expenses will be reimbursed by the ESPE Treasurer's office accordingly. A full budget must also be submitted in their official proposal form. No additional funding is available for ESPE working groups, unless a specific project and funding thereof is submitted to and approved by the ESPE Council.
- 10) ESPE working groups have no right to make legal decisions (such as applying for patent, filing contracts, etc.).
- 11) ESPE working groups should report yearly to ESPE Council by providing a report on activities from the previous 12 months. A short summary should also be provided to be made available to the membership (website, Newsletter, email alert). A strategic report should also be submitted to ESPE Council when requested; including the aims and objectives for future activities of the ESPE working groups in line with Society objectives.
- 12) ESPE working groups must check the working groups section of the ESPE website (<https://www.eurospe.org/about/espe-working-groups/>) regularly to ensure that their details are up to date.
- 13) If the composition of the ESPE working group changes, the working group must ensure that the new members and contact details appear on their page of the ESPE website.