



European Network of Medical Residents in Public Health Policies and Procedures

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Definition of « Policies and Procedures Document »

The « Policies and Procedures Document » complements the Statute of EuroNet MRPB, specifying the practical policies and procedures of the association.

1. Membership

Conditions for full membership application

The membership is open to any national association of residents in Public Health representing at least 51% of the residents in their country

To be eligible for full membership:

- A National Association (NA) should act as a network for residents, capable of connecting them throughout the national territory;
- A National Association should express the wish to align with EuroNet MRPB aims and values*;
- Its executive members should be elected through democratic process;
- The NA should pay the annual fee to EuroNet. The fee is fixed to 80€ but can be changed reasonably in case of exceptional situations (ex : the number of paying countries change). This fee aims to cover at least 90% of the standard management cost (bank account, insurance, video conference, ect). The changement of the fee can be done by the treasurer in agreement with the B&L then proposed and voted on by the NC.

The following information may be required to complete the application process:

- Frequency of association meetings;
- Number of members;
- Details about election and decision-making processes within the association.

Full membership to EuroNet entitles its member states to:

- Participate in meetings and events organized by EuroNet MRPB;
- Have representation as National Commission (NC) with voting rights;
- The possibility of its members to participate in EuroNet as 'Active members', thus benefiting from the advantages this conveys.

There is no time limit to full memberships. The Board is entitled to check whether the national associations still fulfill the criteria for membership.

Withdrawal conditions

Withdrawal from EuroNet MRPB is possible by sending an official communication to the Board and to National Commissions. Such communication should be signed by the formal representatives of the withdrawing national association and are effective immediately.

In case of non-accomplishment of the fee payment and without any answer to reminders within the following year, the NA will no longer have voting rights in EuroNet, further procedure about their consideration in the network can be engaged in concertation with all the NC.

2. Voting procedures means and delays

Votes are expressed by National Commissions in three forms: favorable, not favorable and abstention. The absence of a vote by a National Commission is considered as "absence" and not abstention.

Every National Commission has 1 vote in every voting process.

If a vote is solicited by a NC, the Board or an Individual Member, all documentation regarding the issue to be voted upon must be circulated to all NCs and the Executive Board a minimum of a week prior to the vote.

If a NC is not present on the day of the voting event (either in person or by teleconference), the NC will be given the opportunity to cast an online vote within the following deadline: 7 days for voting.

Deadline time is fixed at Midnight, Central European Time (CET).

Days include all calendar days, irrespective of working, bank or religious holiday status.

Once the deadline has expired, the absence of vote from a National Commission is considered as absence (and not abstention) and it is not counted in the voting procedure. Any abstention is also not counted in the voting procedure.

Exception to this article:

- Voting procedures concerning Statute changes where the vote of all the National Commissions and the Board is mandatory, and in this instance, a delay of 30 days can be applied;
- Voting procedure about the dissolution of the association where the vote of all the

National Commissions is mandatory, and in this instance, a delay of 30 days can be applied.

- Voting procedure about individual applications to EuroNet MRPH for those countries not eligible to membership, and in this instance, the delay for the voting procedure can be fixed to 30 days in order to allow to acquire all the necessary information about the vote.

Votes are expressed during a meeting or general assembly, by TeleConference (TC) or by online form.

3. Research procedures

It is recommended to present new research projects during a monthly TC. The research projects are managed by the Research Lead of EuroNet MRPH.

Guidelines for research:

- Every research project has a coordinator and is carried on by a working group;
- The working group coordinator is a resident in Public Health;
- More than one group coordinator is allowed;
- It is recommended that every research project has a supervisor, who can be an experienced public health resident or a public health field related specialist;
- It is not mandatory for a coordinator or for a supervisor to be part of the Network;
- Non-resident and non-public health resident participants to the research group are allowed, but their participation must always be declared in advance;
- All the EuroNet members taking part in the research project should be acknowledged according to ICMJE authorship criteria;
- If a scientific publication is made, the affiliation of all residents in Public Health taking part in the project must be "EuroNet MRPH".

4. Meetings

Annual Congress :

Congress are the main events of EuroNet MRPH, a great opportunity to meet residents from all over Europe, to share knowledge and to listen to international speakers.

It is recommended to organize between 1 and 2 congresses a year, with at least one of them in presential (spring congress preferentially)

Congress format, location and dates - Recommended

It is recommended to organize one Spring congress and one Winter congress. Both should include a general assembly. The Winter congress must include the voting procedure for the election of the next Board&Leads (B&L).

Spring congresses should take place in person (from April to June).

Winter congresses can take place either in person or digitally (December).

It is recommended that digital formats do not exceed 1.5 days and in person formats do not exceed 2.5 days.

The possibility to access digitally an in person congress is up to the Organizing Committee. It is not mandatory.

Organizing Committee selection/application procedure - Mandatory

A period of at least 8 months should be left to organize the congress once the place/organizing committee has been voted.

The Euronet B&L is responsible for organizing clear, anticipated, and transparent voting procedures to select the Organizing Committee.

Timeline for the Spring Congress: - Recommended

Call opening:

Call for the organizational committee candidacy for the spring meeting must be launched at the end of May of the previous year of the meeting;

Application deadline is at the midnight (CET) of the 1st of September of the previous year of meeting.

The organizational committees candidates can apply via google form (available in Euronet's google drive);

All the candidacy received must be shared to the NC's the day after the application deadlines, i.e the 2nd of September;

Organizational committees can present their project to all the NC's during an online meeting which shall take place the same week following the application deadline

Voting procedure starts after this meeting and ends at the midnight of the 5th day after the meeting .

The results are announced the following day.

Timeline for the Winter Congress - Recommended

Call opening:

Call for the organizational committee candidacy for the winter meeting must be launched at during November of the previous year of the meeting;

Application deadline is at the midnight (CET) of the 1st of february of the year of meeting. The organizational committees candidates can apply via google form (available in Euronet's google drive);

All the candidacy received must be shared to the NC's the day after the application deadline (i.e, the 2nd of February);

Organizational committees can present their project to all the NC's during an online meeting which shall take place the same week following the application deadline(1st of February);

Voting procedure starts after this meeting and ends at midnight (Central European Time), the 5th day after the meeting . The results are announced the following day.

Voting modalities - Mandatory

All the National Committees will be invited to an online meeting when the applications for the EuroNet MRPB Congress candidacies are presented. During the 5 days after that online meeting, National Committees can vote (each National Committee has one vote).

The application who will receive the majority of the votes will be chosen as the new Organization Committee for the next EuroNet MRPH Congress, which will be announced by the B&L the day after the vote ends.

In case two or more applications reach the first place receiving the same number of votes, a new online meeting is organized two days later (after the 1st results announcement). In this meeting, the Organizing Committees that received the same number of votes can answer questions from the members of the network: a new voting procedure opens from this new online meeting and lasts 3 days. Every National Committee can vote (each National Committee has one vote).

Congress modalities and content - Recommended

Congress content: at least one day and a half with educational purposes: external speaker, residents' and trainees' presentation, workshops, capacity building activities etc ; axed around a theme. Don't hesitate to reach "high level speakers": when you reach speakers on behalf of the European organization of Public Health residents, they are usually motivated and honored to take part in EuroNet MRPH congress. It is highly recommended to dedicate some time to the presentation and exchange between the different NC/representatives, early in the congress if possible.

The organizing committee is also responsible for organizing the Euronet Scientific Contest (ESC) in agreement with the EuroNet Research Lead

ESC : Public Health residents are encouraged to apply and present their scientific projects during a 10-minute presentation each. The candidates can apply to participate in the oral presentation of the ESC by sending to the organizational committee an abstract of their project. A jury composed of 3-5 experienced public health residents (attending the last year of residency) will select the projects that will participate in the ESC. For the sake of transparency, the selection criteria will be shared. The jury will evaluate the project presentations during the ESC, deciding who will win the 1st prize. The prize can be a fee reduction for the next congress, money, or another suitable kind of reward. It is encouraged to offer a great prize to motivate the residents to apply. A poster exhibition can be organized for the projects that will not be selected by the jury for participating in the oral presentation of the ESC.

Organizational committee composition: - Recommended

It is recommended that the organizing committee should be composed of :

President/Coordinator: coordinates the main project, responsible for the deadlines and for making the overall process working.

Secretary: coordinates the project, helps in practical tasks: meetings, email management and more.

Program Lead: ensures that a well-balanced, high-quality program is organized. Together with the President/Coordinator, they are responsible for deciding on the theme and planning the agenda for the congress, supervising the content of the sessions, the lectures, the workshops, the capacity building activities;

Partnership lead: Responsible for the congress partnership. The responsible sends email and contacts organizations to establish financial partnerships.

Treasury: build a financial/budget plan, responsible for the financial viability of the project and the treasury administrative procedures.

Communication lead: Responsible for the congress communication and visual identity, before, during and after the congress (working together with the EuroNet MRPB Communication Lead).

Logistics Lead: looks after the practical side of the congress arrangements. They find and suggest venues, they provide accommodation and transportation for speakers, participants and members of the OC.

Social Program lead: Responsible for the social program, city visits, restaurant and meeting activities, which are encouraged.

Euronet Scientific Contest (ESC) lead: responsible of the ESC organization. Call for residents' application and jury constitution (in agreement with the EuroNet Research Lead)

National Preselection of the organizational committee - Recommended

If several organizing committees from the same country want to apply, the NC/NA of PHR of this country has the possibility to propose and organize a voting procedure to select only one candidacy for its country, only if all the organizing committees of this country agree with this procedure.

It is not mandatory, several applications from the same country can be presented.

The voting procedure must be transparent.

The NC/NA of PHR is responsible for organizing the voting procedure. The structure of this procedure must be approved by the B&L.

Voting shall be done by the national public health residents of the concerned country - or - geographical representative - the aim is to get as many residents to vote as possible - The decision of who votes has to take in account the structure of the national public health residents association.

Concrete example:

2 or more candidacy are in process in France, the CLISP (Fr national association of PHR) decides to preselect one candidacy.

French public health residents who are members of the CLISP or geographical representative, are allowed to vote for the organizational committee preselection.

This voting procedure must end at least 2 weeks before the Euronet MRPB organizational committee application deadline.

It is up to the NC/NA to define logistical aspects about the presentation of the projects before the voting procedure (time/format of the presentation/etc).

Monthly meeting

Recommended

The B&L are responsible for organizing a 1-hour monthly online meeting (traditionally, it has been decided to organize it the third Tuesday of the month at 7 PM CET, this is not a fixed date and any other date and time can be chosen. It is highly recommended to decide the dates early for the following months in terms of practicality of organization.

The online meeting can be done in various formats. It is recommended to invite one speaker from a public health field to present his background and current work. The aim is to show possibilities of work and inspiration for public health residents. A 20 minutes speech from the speaker +10-15 minutes for questions is the recommended time-schedule. The rest of the online meeting can be dedicated to the internal affairs or any other business (AOB).

This monthly event is an opportunity for EuroNet members to come together and exchange experiences and opportunities.

Invitation to the monthly online meeting must be shared to the members at least one week before the event.

5. Composition and election of the Board and Leads

Election and mandate

The B&L is elected for 1 year. The election process takes place in December.

The candidacy submission can be done 3 weeks until the December meeting. Past this date, the candidacies are transmitted to the national committees. Candidates have the possibility to present their candidacy 1 or 2 weeks before the December meeting during an online meeting.

The vote starts 1 week before the December meeting. Every national committee has one vote for each role.

The previous board & lead is responsible to organize the transmission of all the project and current works.

The Board is composed of four roles:

- President
- Vice-president
- General Secretary
- Treasurer

Board members are chosen by election every year.

All Board member roles must be filled.

If there is no candidate or no one is elected for a specific position, the B&L oversees opening a new call and performs the tasks of the missing position in the meantime.

The board must compile an operational plan for the coming year within the first two months of their tenure.

The board is responsible to design and recall to everyone its responsibilities and role.

The board is responsible to design a responsible for every lead position:

A report of their activity is required every year. This report must include all the relevant information regarding the Network and activity of the Board members to facilitate the work of the successors.

This activity report must be sent to the NC's at least two weeks before the end of the mandate (the end of the mandate is when the results are announced during the December meeting). It must be approved by a vote procedure (NC) during the last online meeting (#EuroTuesday or other) of the year. If not approved, no certificate will be issued for that work period for that position.

Board members have a representative and administrative function. They can take part in the decision-making process along with the National Commission by meeting or teleconference, but they have no vote. During meetings and teleconferences, their role is mostly to address and moderate the discussion and advice the NCs

They can be solicited by any member to call for a vote about a specific project or proposition.

The Board and Leads members cannot receive any remuneration because of their roles. They may be reimbursed for the costs incurred for the fulfillment of their duties in Euronet, after production of proof, such as congress travel expenses and so on.

Roles and composition: Board

President

The president is the official spokesperson of the association. The president oversees representing the network during events and conferences, chairs EuroNet meetings, and schedules monthly teleconferences.

As spokesperson, the president is the interlocutor for outside collaborations and partners of the network. The president is the representative of the network on partners commissions where Euronet can exercise its voting rights

To oversee the work of the Leads and provide support together with the rest of the Board.

Vice-president

The vice-president helps the president coordinate the meeting and the teleconferences.

The vice-president can help the president find collaborations and partnerships and expand the network to new public health resident physician and trainee associations in Europe.

The vice-president replaces the president if the latter is temporarily unable to fulfill his duties.

Secretary

The secretary oversees the administration of the network. The secretary should be able to manage and archive administrative documentation concerning the documentation in collaboration with the Legal Administration and the Treasurer.

The secretary compiles the minutes for the teleconferences, meetings, and general assemblies. These documents should be produced within the shortest delay (at most in a week), stored in the Google Drive of the main account of the association and shared with the NC and members via email and social platform with the help of Communication Lead.

The secretary oversees the yearly registration of the association in France (Euronet is a French law association) along with the Legal Administration of the association. The secretary oversees the administration of the website along with the webmaster. The secretary oversees pertinent deadlines out of requesting additional payments from the treasury or the legal administration.

Treasurer

The treasurer manages the bank account (eventually with the Legal Administration) and is responsible for fundraising and economic partnerships and sponsorships. If the treasurer is resident in France, treasurer and legal administration roles are assumed automatically by the same person.

The treasurer works as a delegate of the president. The president has the right to check the treasurer's work and own the access to the bank account and to all official documents of the association. Vice-president and secretary can access the bank account too.

Legal Administration

The legal administration is a resident based in France whose role is to maintain the bank account of the association and to register yearly the association at the French governmental site *service-publique*. This registration must be one of the first tasks of the person in charge (treasurer and/or secretary) since it is mandatory to update the legal status to benefit from the bank account and assurance rights. The way of doing this process is transmitted by the previous treasurer. If the treasurer is resident in France, treasurer and legal administration are assumed automatically by the same person.

Recommendation of organizational structure within the B&L :

- Communication and research refer to the president
- Internships refers to the vice president
- Webmaster refers to the secretary.
- The board is responsible for the main communication with the NC.

Roles and composition: the Leads

The number and function of the Lead roles are chosen in relation to the needs of the network. As such, not all lead roles must be filled every year.

If there is no candidate or no one is elected for a specific position, the B&L oversees opening a new call and performs the tasks of the missing position in the meantime.

Each Lead must present an operational plan for the coming year within two months of the start date of their tenure. Leads hold decisional power within their domains, according to the operational plan. However, their decisions have to be discussed with a member of the Board at least, before becoming effective.

Each Lead must present an activity report at the end of their tenure.

This activity report must be sent to the NC's at least two weeks before the end of the mandate. It must be approved by a vote procedure (NC) during the last TC (EuroTuesday) of the year.

Leads are elected annually, and their mandate can be renewed for a total of two years.

Current Lead roles include:

- Research
- Communication
- Internships
- Website

Research

The Research lead is responsible for the coordination of the existing research projects of the network and for facilitating the creation of new research projects and working groups. The function of the lead is to gather information from the research project groups and working

groups and communicate with the network.

Research lead is also responsible for the communication of the research project along with communication lead.

The Research Lead is encouraged to create learning opportunities for EuroNet members about research methodology and research ethics via online or in presence meetings.

Communication

Communication lead is responsible for the communication of the network.

This comprises:

- Newsletter (4 times a year);
- Mailing list, along with the Webmaster and the Secretary;
- Facebook, LinkedIn, Youtube, Twitter accounts;
- Website communication and publications, along with webmaster;
- Telegram and WhatsApp groups, or other social platforms.

Communication Team : The Communication Lead can ask to organize a communication team composed of EuroNet members. The Communication Lead can open a call (organize the procedures) and decide about the number of members in the team. Secretary can help manage the collection of the applications, all the applications must be voted by the B&L.

Internships

The internship lead actively looks for new open internship opportunities to propose to the network and monitors activity in this respect. The internships lead is also responsible for the communication of internship opportunities, in collaboration with the Communication lead and the Webmaster. Another function of the lead is to support applications for specific internship opportunities by helping public health residents to have a first contact with the organization of interest. However, the selection process and the modalities of internships are defined directly by the institutions/organizations offering the position, and the internship lead has no power on this process and should not interfere with it. The functions of the internship lead must be limited to facilitating the identification of internship opportunities and to facilitating communication between institutions/organizations and public health residents part of the association.

Finally, the lead is also responsible for ensuring the update of the “internships” webpage of the EuroNet MRPB website, in collaboration with the Websitmaster.

Due to the high number of requests, the internship facilitation service provided by the Internship Lead is open only to Public Health residents of member countries.

Website lead

Website lead, or simply webmaster, is responsible for the maintenance, update, and enhancement of the website. The webmaster communicates the deadline for website payment and maintenance to the Treasurer who oversees the payments. The Webmaster must update the mailing list and all the pages of the website along with the Communication Lead.

Resignation and motion of censure:

Resignation

Each member of the Board & Leads is free to resign whenever they wish. The resignation must be subjected to the following formalities and constraints. A redacted resignation notice must be communicated to the Board members at least seven days before the resignation is considered effective.

Motion of censure

If a member of the Board & Leads fails to fulfill his or her obligations or compromises the interests of Euronet and its members, an extraordinary meeting may be called by a member of the Board or a National Committee in order to establish a vote of no confidence to that person. This person must be given the opportunity to speak in order to defend these interests. If necessary, a vote can be taken against that person. All members of the board and the national committee are entitled to vote. The replacement modalities are the same as described in the section "Role and Composition"

Roles and compositions: National Commission (NC)

A National Commission is the representative structure of each country taking part in EuroNet MRPH. Only countries eligible for full membership as stated in the "Membership" Article (Part I, Policies and Procedures Documents) have the right to be represented by a National Commission.

It is made up of a maximum of 5 members and of a minimum of 1 member, in particular their number must be an odd number (only 1 or 3 or 5 members). These members are elected within their National Association of residents or/and trainees in Public Health in a separate process independent to EuroNet proceedings, but this process must be democratic and involve all the members of the National Association. A leader and its substitute from the national committee can be nominated, this person is in charge of supervising the NC and the vote process.

If needed, the number of the National Commission members may be extended to more than 5 if a country requests it, due to the structure of their national association or any other relevant argument. This decision must be taken in consultation with the current board and renewed every year.

It is highly recommended that at least one member of the NC is also involved in the NA of PHR of its country in order to guarantee and maintain the link between Euronet MRPH and the NA of public health residents.

The elected members of each NC should be communicated to EuroNet B&L.

Each National Commission holds one vote that is expressed in every decisional procedure. A vote can be solicited by the Board (or a single Board member) or by a National Commission (or one of its members).

They can be solicited by any member of their respective National Association to call for a vote about a project or a specific proposition.

Roles and composition: Active members

All residents and trainees regularly registered and who are full members of their national association, can join EuroNet MRPB as « Active members ».

'Active members' will be registered in a specific mailing list, allowing network leaders and board members to keep a closer contact with them.

An active participation in the network implies one or more of the following criteria:

- Attendance to annual meeting;
- Participation in working group, related publications and communications;
- Special fees for congresses and conferences (where possible) (a report of this participation will be mandatory);
- Special fees for internships and summer schools (a report of this participation will be mandatory);
- Participation in newsletter;
- Participation in collaboration with EuroNet partners.
- Active members cannot vote but can elicit a vote on any issue through the Executive Board or National Commissions.

Roles and composition: Individual membership

Residents whose national associations are not eligible to join the network can apply for individual membership. This also applies in those cases where no national association of residents in Public Health exists.

As they cannot constitute a National Commission, they cannot take part in the decision-making process within EuroNet. However, individual members can benefit from all other entitlements of a full membership.

They can also apply for any Executive Board or Lead role.

6. Alumni and Honorary members:

Alumni

Any former member of Euronet is considered an Alumni when he finished his residency. The latter is invited to promote the values of Euronet and to perpetuate the links between residents and public health medical doctors.

Honorary member

Definition

The status of honorary member is an honorary distinction attributed to a person, recognized for his qualities and his notable contributions to the development of Euronet. This person constitutes a

serious support to the objective of the association.

This distinction can be proposed to an Alumni or people outside the association.

Method of appointment

The honorary member may be proposed by any member of the Board and Leads, of a national committee or any public health residents whose country is a member of Euronet.

The status of the honorary member must be voted on. Each member of the Board and Leads as well as each national committee shall participate in the vote.

Role

The honorary member respects and helps the association according to his/her competence, this quality does not grant any active role. Therefore, the honorary member is exempt from actual presence and daily participation in the association.

They are invited to the general assembly of the association, without the right to vote.

In certain circumstances, the honorary member may act as an expert or consultant.

The list of honorary members must be kept up to date by the Board and Leads.

7. GENERAL ASSEMBLY

The sovereign decision-making body of Euronet is the General Assembly composed of all its country members.

It meets, when convened by the Bureau or at the request of a simple majority of the NC, at least once a year (Ordinary General Assembly) and whenever the situation requires it (Extraordinary General Assembly).

At the end of the mandate, the General Assembly approves the management of the association Board and Leads after presentation of the activity report, the financial report and the moral report of the association. The representatives of the corresponding institutions, the Alumnis and the honorary members of the association are invited to the Ordinary General Meetings in an advisory capacity.

8. MODIFICATION OF THE STATUS

The modification of the statutes can only be pronounced with the approval of the NC. It must be approved by 2/3 of the votes of the NC. The modification and drafting of the change in the statutes by the board must be done in consultation with the NCs within a reasonable timeframe.

* END OF THE POLICIES AND PROCEDURES DOCUMENT *

V 16 Sept 2022