

Policies and Procedures

European Network of Multidisciplinary Residents in Public Health



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Article 1 - Definition of Policies and Procedures document

In accordance with Article 14 of the EuroNet MRPH Statutes, the present Policies and Procedures are established by the Board and Leads and must be approved by the National Commissions (NCs).

These Regulations are intended to supplement the provisions of the Statutes, particularly with regard to the internal governance and functioning of the association.

Article 2 - Acronyms and Abbreviations

B&Ls	Board and Leads
EuroNet MRPH	European Network of Multidisciplinary Residents in Public Health
NCs	National Commissions
NAs	National Associations
OC	Organizing Committee
P&Ps	Policies and Procedures

Article 3 - Definitions of membership

Membership criteria are defined at articles 5 and 6 of the statutes.

3.1 National Associations

As defined in article 5 of the Statutes, EuroNet MRPH is composed of National Associations (NA).

To be eligible for membership, a National Association:

- must represent resident physicians and trainees in a structured Public Health program;
- must be located in countries that are signatories to the Council of Europe Cultural Convention;
- should align with EuroNet MRPH vision and values;
- should elect their executive members through a democratic process;
- should pay the annual fee.

Non-European associations representing Public Health residents are eligible for special partnerships with the network, but not for Ordinary Membership.

If multiple associations of Public Health residents exist within a country, any such association that meets the entry requirements may join EuroNet MRPH.

Admission to the network must be approved by the NCs.

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

- Frequency of NA meetings;

- Executive Board members' information (name, surname, email);
- Details about election and decision-making processes within the association.

Membership to EuroNet MRPH gives NAs the right to:

- Participate in meetings and events organized by EuroNet MRPH;
- Have representation as National Commission (NC) with voting rights;

There is no time limit to NAs' memberships. The Board can check if the NAs still fulfill the criteria for membership.

3.1.1 National Commissions

A National Commission (NC) is the representative structure of each country taking part in EuroNet MRPH. NAs that are part of EuroNet MRPH have the right to be represented by a National Commission.

NCs are composed of an odd number of members, between one and seven. In case multiple NAs from one country are part of EuroNet MRPH, each contributes proportionally to the total number of members of the Association to the National Commission.

Members of the NC are chosen according to the rules of their National Association. NCs have full decisional power and are asked to vote on specific issues, with each NC counting as one vote.

It is highly recommended that at least one member of the NC is also involved in the respective National Association 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 MRPH B&L within 30 days of their elections, together with their updated contacts. Elected members of the NCs who graduate residency during their mandate can finish their mandate for the year.

The NCs will be in contact with the Members Lead and will be invited to attend at least 3 NCs meetings per year.

3.2 Ordinary Members

Ordinary Members are Public Health Residents who adhere to NAs that are part of EuroNet MRPH.

3.3 Individual Members

Residents whose NAs are not eligible for membership can apply for individual membership, with applications reviewed by the Board and NCs on a case-by-case basis. Individual members do not have the right to vote.

Admission to the network must be approved by the NCs.

3.4 Honorary Members

Honorary Members are resident physicians, trainees or physicians in Public Health who have distinguished themselves through their work in the association and their careers.

The Honorary Member may be suggested by any member of the network and must be voted upon by NCs.

They are invited to the General Assembly of the association and its events, where they have a consultative role.

The list of Honorary Members must be kept up to date by the Alumni Lead in collaboration with the Members Lead.

3.5 Conditions for withdrawal

A National Association can withdraw from EuroNet MRPH by sending an official communication to the Board. Such communication should be signed by the formal representatives of the National Association and will have immediate effect.

3.6 Alumni

Any former member of EuroNet MRPH is considered an Alumni when they finish their residency. Alumni are invited to promote the values of EuroNet MRPH and to perpetuate the links between residents and public health specialists. The Alumni Lead will coordinate, contact, invite and support EuroNet MRPH's Alumni.

Article 4 - Governance

The network is administered by the National Commissions, which delegate their executive powers to the Board.

The Board and Leads are the executive body of EuroNet MRPH, elected by the General Assembly.

Each member of the Board and Leads can be elected for only one position. There is no incompatibility between being a member of the Board and Leads and being part of a National Commission.

4.1 Voting Procedures

A voting procedure can be elicited by:

- Any member of the Board
- Any member of a National Commission

- Any individual member

Other members of the network can only elicit a vote through their respective NCs.

Every National Commission has 1 vote in every voting process.

4.1.1 Standard voting procedure

When a voting procedure is solicited, all documentation regarding the issue must be given to the NCs prior to the voting procedure.

Votes can be expressed through an in-presence meeting, an online meeting or an online form.

If a NC is not present during the meeting (in-presence or online), the NCs will be given 7 days after that meeting to cast their vote digitally.

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

Any abstention is also not counted in the voting procedure but is counted towards reaching the voting quorum.

In case of a tie, a tie-breaking vote procedure is held. If the tie-breaking vote is not conducted during a meeting where all the NCs are present, NCs will have 4 days to cast their vote digitally. In case of a tie in the tie-breaking vote, the Board and Leads must cast their vote and break the tie.

4.1.2 Exceptional Cases

4.1.2.1 Shortened voting procedure

If the time is not sufficient to hold a standard voting procedure, a shortened voting procedure can be held. Such a voting procedure is valid if at least half of the NCs have been able to cast their vote.

4.1.2.2 Procedure for urgent decisions

In cases where urgent decisions are required, the following procedures apply:

- If the decision must be made within 7 calendar days or more: when external deadlines or factors beyond the control of the network do not allow for a standard or shortened voting procedure, the Board and Leads may vote to decide on the matter.
- If the decision must be made in less than 7 calendar days: the Board is authorized to take the decision autonomously.

Whenever possible, a standard or shortened voting procedure should be prioritized, even in urgent situations.

4.2 Elections of the Board and Leads

The mandate of the Board and Leads (B&Ls) begins on 1 January and ends on 31 December.

4.2.1 Eligibility Criteria

Ordinary Members and Individual Members of EuroNet MRPH are eligible to apply.

Members holding elected positions within the governance of NAs may not apply for the corresponding position in the EuroNet MRPH Board (e.g. the president of a National Association may not apply for the position of EuroNet MRPH President).

4.2.2 Election Team

An Election Team must be established to ensure the proper and transparent management of the election process. The team must be composed of at least three network members, preferably current Board and Leads members, who do not intend to apply for a B&Ls position in the upcoming mandate.

The Election Team is responsible for verifying that all applicants for B&Ls positions meet the eligibility criteria.

4.2.3 Election Procedures

Elections take place annually in November, and the results are announced during the General Assembly.

Candidacy submissions must open at least three weeks before the General Assembly. Applications must be sent to a dedicated email address, accessible only by the Election Team. Each application must include a Curriculum Vitae and a Motivation Letter.

The Election Team must share all received applications with the NCs within two days of the application deadline.

An online meeting shall be organized by the B&Ls to allow candidates to present their candidacy live to the NCs.

Voting begins at least one week before the General Assembly. Each National Commission has one vote per open position.

In the event of a tie, a tie-breaking vote procedure shall be organized. If the tie persists after the tie-breaking vote, the candidate with greater residency seniority shall be elected.

4.2.4 Filling Vacant Positions

All Board positions must be filled. If a candidate is elected to both a Board and a Lead role, they must accept the Board role.

If no candidate applies or is elected for a specific position, the B&Ls must:

- Open a new call for applications;
- Select a new Election Team;
- Temporarily perform the duties of the vacant position.

Elections for Board positions shall continue until all Board roles are filled. If, after two calls for applications, a Board role remains vacant, the NCs shall designate one Lead to fill the vacant Board position.

For vacant Lead positions, up to two additional calls for applications must be launched. If the position remains unfilled, other B&Ls members will assume the responsibilities of the vacant Lead position for the remainder of the mandate. Additional elections may be held as needed.

4.2.6 Extraordinary Elections

In the case of resignation or a vote of no confidence, a new extraordinary election must be initiated by the Election Team. The timeline for candidacy submissions and voting must be clearly specified by the Election Team when opening the procedure. The rules for ties and procedures during extraordinary elections are the same as for ordinary elections.

4.3 Duties of the Board and Leads

The elected Board and Leads must compile an Action Plan for the coming year within the first month of their mandate.

A report of B&Ls activity is required every year. This Annual Report must include all the relevant information regarding the Network and the activity of the Board and Leads members to facilitate the work of the successors. The Annual Report must be redacted by all Boards and Leads members. The Annual Report must be sent to the NC's at least two weeks before the end of the mandate. It must be approved by a voting procedure 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.

The Board and Leads members cannot receive any remuneration for their roles. They may be reimbursed for the costs incurred for the fulfillment of their duties in EuroNet MRPH, after production of proof, such as congress travel expenses and accommodation, material needed for MRPH activities etc. All expenses must be previously approved by the Board.

Elected members of the B&L who graduate residency during their mandate can finish their mandate for the year.

4.4 Resignation and motion of no confidence

4.4.1 Resignation

Any member of the Board and Leads may resign at any time.

A written resignation notice must be submitted to the Board at least seven days before the resignation becomes effective.

In the event of a resignation, a new election must be held to fill the vacant position, following the procedures outlined in these Policies and Procedures.

4.4.2 Motion of no confidence

If a member of the Board and Leads fails to fulfill their responsibilities or acts in a way that compromises the interests of EuroNet MRPH or its members, an extraordinary meeting may be convened by any Board member or National Commission to consider a motion of no confidence. The individual concerned must be given the opportunity to present their case and defend their position.

A vote may then be conducted. All members of the Board and the NCs are entitled to vote.

If the motion passes and the member is removed from office, a new election must be held in accordance with the procedures defined in section 4.2 of these Policies and Procedures.

Article 5 - Roles and composition

5.1 Board

Board members have a representative and administrative function. They can take part in the decision-making process along with the National Commissions, but they have no voting rights. Their role is mostly to address and moderate the discussion and advise the NCs.

5.1.1 President

The President is the official spokesperson of the association. The President is responsible for representing the network at events and conferences, and chairs EuroNet MRPH meetings.

As spokesperson, the President is the focal point for outside collaborations and partners of the network. The President is the representative of the network on partner commissions where EuroNet MRPH can exercise its voting rights.

The President oversees the work of the Leads and provides them support together with the rest of the Board.

5.1.2 Vice-President

The Vice-President helps the president coordinate EuroNet MRPH's meeting.

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 their duties.

5.1.3 General Secretary

The General Secretary oversees the administration of the network.

The General Secretary compiles the minutes for EuroNet MRPH's meetings, the board and leads internal 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 the Members Lead.

The General Secretary should support the treasurer and legal administrator in the fulfillment of their administrative roles and is responsible of archiving registration documents. The general secretary coordinates and supports leads in the administrative procedures related to their role and is responsible of archiving documents.

The General Secretary oversees pertinent deadlines out of requesting additional payments from the treasury or the legal administration.

5.1.4 Treasurer

The Treasurer manages the bank account and is responsible for fundraising, 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 and vice president can check the Treasurer's work and have access to the bank account and to all official documents of the association. All the board can have access right to the bank account.

5.1.5 Advocacy Officer

The Advocacy Officer drafts a yearly plan of advocacy targets that will be presented to the Network, discussed and voted on. They will collaborate with partner organizations to realise the advocacy targets.

The Advocacy Officer will oversee establishing new partnerships with other organizations.

When needed, the Advocacy Officer will draft advocacy materials along with the Communication Lead.

5.1.6 Legal Administrator

The Legal Administrator must be an Ordinary Member of the network based in France. The Legal Administrator is responsible for administrative functions that must be carried out in France.

The role of the Legal Administrator is to maintain the bank account of the association and to register yearly the association at the French governmental site "*service-public*". Since it is mandatory to update the legal status to benefit from the bank account and insurance rights, the registration on "*service-public*" must be done as soon as possible at the beginning of the mandate. The handover of this process is transmitted to the new Legal Administrator by the previous Treasurer. If the Treasurer is resident in France, Treasurer and Legal Administrator roles are assumed automatically by the same person.

5.2 Leads

As defined in article 12. B of the statutes, leads are responsible for coordinating the work of the network in their respective fields.

Current Lead roles include:

- Alumni Lead
- Capacity Building Lead
- Communication Lead
- Internships Lead
- Meeting Lead
- Members Lead
- Newsletter Lead
- Research Lead
- Webmaster

5.2.1 Alumni Lead

The Alumni Lead oversees the Alumni Section, ensuring the integration of its activities into the broader EuroNet MRPH network. Their role involves facilitating mentorship connections, and organizing opportunities for Alumni to engage in events, workshops, and networking initiatives. The Alumni Section plays a crucial role in keeping public health residents connected to EuroNet MRPH post-residency, a benefit supported by NAs. Through mentorship and professional development, the Alumni Section serves as a platform for continued learning and collaboration. Alumni workshops and events provide in-person and virtual opportunities for current residents to connect with experienced mentors, gain guidance, and enhance their professional networks.

Mission

- Facilitate the mentorship program, connecting Alumni mentors with current residents to foster guidance, support, and career development.
- Coordinate with the rest of the B&L to try to incorporate Alumni into Euronet MRPH events, ensuring active participation and contribution.
- Organize and support Alumni-led workshops and events that offer networking and professional growth opportunities.
- Act as a liaison between public health residents and established medical professionals within the network to promote collaboration and information exchange.
- Ensure that the Alumni section aligns with EuroNet MRPH's aims, values and objectives and provides meaningful value to both current residents and Alumni mentors.

The Alumni Lead works closely with the Board, the Meeting's Lead, the Capacity Building Lead, and other EuroNet MRPH bodies to maintain a supportive Alumni network that strengthens professional ties and enhances the overall network.

5.2.2 Capacity Building Lead

The Capacity Building Lead's mission is to empower EuroNet MRPH members by enhancing their knowledge, skills, and professional networks, thereby strengthening the overall capacity of the network to address current and future public health challenges.

The Capacity Building Lead coordinates the organization of the monthly Teleconferences. This involves scheduling topics and speakers, managing logistics, and promoting, along with the Communication Lead, the TCs to ensure broad participation from the network's members.

The Capacity Building Lead liaises with EuroNet MRPH's partners who work with education (e.g. WHO, ASPHER, EUPHA ect.)[5] and disseminates their training opportunities[6]. This involves building and maintaining strong relationships with these organizations to explore collaborative training initiatives, understand their educational offerings, and identify potential synergies.

Furthermore, the Capacity Building Lead collaborates closely with all the other leads within EuroNet MRPH. The collaboration aims to identify specific capacity needs in different working areas. By working together, they ensure that capacity building is integrated across all of EuroNet MRPH's activities, maximizing its impact on the development of its members.

5.2.3 Communication Lead

The Communication Lead is responsible for the communication of the network.

This comprises:

- Mailing list, along with the Webmaster and the Secretary;
- Instagram, Facebook, LinkedIn, Youtube, X accounts;
- Website communication and publications, along with Webmaster;
- Telegram and WhatsApp groups, or other social platforms.

5.2.4 Internships Lead

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 Internship Lead is to support applications for specific internship opportunities by helping public health residents to have 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 over 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 as part of the association.

Finally, the Internship Lead is also responsible for ensuring the update of the "internships" webpage of the EuroNet MRPH website, in collaboration with the Webmaster.

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.

5.1.5 Meetings Lead

The Meetings Lead is responsible for supporting the Organizing Committee (OC) of the annual EuroNet MRPH Spring Meeting by scheduling regular meetings, coordinating the organization of workshops, moderating tables and participation, liaising with EuroNet MRPH's partners. The Meetings Lead advises the OC on relevant EuroNet MRPH's statutes, policies and procedures, along with values and missions, that may be important in the decision-making. The Meetings Lead also ensures alignment and mutual support between the OC and the Boards and Leads (B&L).

Key collaborations include coordinating with the:

- Research Lead on the EuroNet Scientific Contest
- Communication Lead for social media content and EuroNet MRPH channel management
- Webmaster Lead to update meetings details on the official website
- Newsletter Lead to announce the annual event or other key gatherings
- Capacity Building Lead and its team to integrate and promote capacity-building activities within the Spring Meeting (SM) and to announce important dates or events for the SM during an EuroTuesday
- Alumni Lead to encourage alumni involvement in both organizing and attending the SM

If there is no designated OC for an event, the Meeting Lead is in charge of coordinating with the B&L the organization of the Spring Meeting.

The Meetings Lead coordinates with the Board to organize and supervise the call for the OC, and thus the host country regarding the following Spring Meeting. Also leads the evaluation and feedback post-event to reinforce improvement. The Meetings Lead may also support the organization of the EuroNet MRPH Winter Meeting.

5.1.6 Members Lead

The Members Lead writes a yearly members recruitment plan. The Members Lead actively contacts public health residents' associations and presents EuroNet MRPH. The Members Lead updates EuroNet MRPH's members registry, keeping track of the elections of new NCs members, new Individual Members, and new Honorary Members.

The Members Lead coordinates the relations with the B&Ls and the NCs.

The Members Lead mandatorily organizes at least 3 meetings (online or in person) with the NCs.

5.1.7 Newsletter Lead

The Newsletter Lead will oversee the publication of 12 issues of EuroNews per year. The Newsletter Lead will coordinate the content and form of the newsletter.

The Newsletter Lead will open the call for a newsletter team in a timely manner (ideally within the first month of mandate). The Newsletter Lead will ensure the link of the newsletter team with the B&Ls and more specifically with the Communication Lead.

5.1.8 Research Lead

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 Research Lead is to gather information from the research project groups and working groups and communicate with the network.

The Research Lead is also responsible for the communication of the research project along with the Communication Lead.

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

5.1.9 Webmaster

The 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.

Article 6 - Working Groups

The B&L members have the possibility to open calls for teams to support the network's work during the term.

The criteria of selection of the teams will be decided within the B&L, and should be stated clearly before each call for interest. The selections should be based on merit and the Board or Lead members who have opened each call are responsible of the process.

Article 7 - Institutional and technical representation of the network with partners and external entities

7.1 Institutional representation at meetings

Institutional representation refers to governance, policy, and high-level organizational matters. It typically involves engagement with stakeholders, representatives, or institutional partners to address topics such as strategic direction, policy decisions, organizational positioning, governance, compliance, and constitutional matters.

The institutional representation of EuroNet MRPH shall be decided by the President.

The order of priority for selecting institutional representatives is as follows:

1. President
2. Vice President
3. Another member of the Board
4. A member of the Leads
5. A member of the NCs

7.2 Technical representation

Technical representation refers to the operational, specialized, or technical aspects of a project, task, or initiative. It typically involves experts, specialists, or team members working on practical issues such as problem-solving, implementation strategies, technical updates or data sharing, and the development or refinement of processes, tools, or methodologies.

The representation of EuroNet MRPH at technical meetings shall be decided by the Board and Leads.

7.3 Representation with Partners within a single mandate

Representation of EuroNet MRPH with external partners for a period not exceeding the duration of a single Board and Leads mandate shall be decided by the Board and Leads.

7.4 Representation with Partners extending beyond a single mandate

Representation of EuroNet MRPH with external partners for a period extending beyond one Board and Leads mandate—or overlapping two mandates—shall be decided by the NCs.

Members of the Board and Leads or of the NCs are eligible for such representation.

Article 8 - Ethical financing and funding restrictions

Subject to the provisions of this Policies and Procedures document, partners and commercial contributors may make non-earmarked donations to EuroNet MRPH. The receipt of such general support is encouraged, provided that:

- The donation is not used to fund activities related to the commercial interests of the donor;
- The amount of funds raised from a single company is not expected to create substantial dependency for the continued operation of the network;
- The level of dependency of EuroNet MRPH on such support shall be regularly evaluated.

EuroNet MRPH shall not accept funds, donations, or sponsorships from:

- Entities, industries, organizations, or individuals that:
 - Do not respect internationally recognized human rights, as defined by the Universal Declaration of Human Rights and other relevant international conventions;
 - Are engaged in activities or practices that conflict with the Association's vision, mission, or core values;
 - Promote discrimination, violence, exploitation, or other unethical practices.
- The following specific industries:
 - Tobacco industry
 - Alcohol industry
 - Gun manufacturers
 - Oil and fossil fuel industries

Any support received by EuroNet MRPH that is subsequently found to violate these provisions shall be returned to the donor.

Article 9 - Research procedures

Research projects are managed under the supervision of the Research Lead of EuroNet MRPH. It is recommended that new research proposals be presented during a monthly teleconference.

Guidelines for Research Projects

- Every research project must have a coordinator and be carried out by a working group.
- The working group coordinator must be a Public Health resident.
- More than one coordinator is allowed per research group.
- It is recommended that each project has a supervisor, who may be an experienced Public Health resident or a specialist in a related public health field.
- Coordinators and supervisors must remain in regular contact with the Research Lead and keep them informed. The Research Lead should have access to the research group's internal communication channels (e.g., be part of the WhatsApp group).
- All EuroNet MRPH members may join an active research group. Participation by non-residents or non-Public Health residents is allowed, subject to the approval of the research group coordinator and the Research Lead.
- All EuroNet MRPH members involved in a research project should be acknowledged in accordance with the ICMJE authorship criteria.
- In the case of scientific publications, the affiliation of all Public Health residents must include "EuroNet MRPH".
- All participants, coordinators, and supervisors in a EuroNet MRPH research group must declare the absence of commercial conflicts of interest.

Article 10 - Meetings

Meetings 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.

EuroNet MRPH organizes Annual conferences (Spring Meeting and Winter Meeting) and Monthly TeleConferences.

10.1 Annual Conferences

10.1.1 Conference format, location, and dates

It is recommended to organize one Spring Meeting and one Winter Meeting each year.

- The Winter Meeting serves as the occasion for the Ordinary General Assembly.
- The Spring Meeting is held for an Extraordinary General Assembly.

Spring Meetings should be held in person between April and June, except in extenuating circumstances.

Winter Meetings may be organized either in person or online, typically taking place in November or December.

- It is recommended that digital formats do not exceed 1.5 days, and in-person formats do not exceed 2.5 days.
- The option to provide digital access to an in-person conference is at the discretion of the Organizing Committee.

10.1.2 Partners and Commercial Contributors

EuroNet MRPH encourages contributions that support the overall costs of its congresses, rather than those directed toward specific invitees.

It is recommended to distinguish between commercial and non-commercial contributors:

- The term “partner” should be reserved for non-commercial entities, such as governmental bodies, non-governmental organizations (NGOs), and non-profit organizations.
- The term “commercial contributor” should be used for commercial entities.
- The involvement of multiple partners is preferred over reliance on a single partner.
- To promote financial independence, it is strongly recommended that no single commercial contributor provides more than 50% of the total funding received from commercial sources.

Transparency and Acknowledgements

For transparency, all contributions from partners and commercial contributors must be publicly acknowledged.

- The standard and most common method of acknowledgement is to include the contributors in the list of sponsors published in the programme booklet of the conference.
- Contributions allocated to specific activities should be acknowledged in the documentation related to the activity.
- Acknowledgements should be formulated as follows:
“EuroNet MRPH acknowledges the financial contribution of [partner/commercial contributor] towards [description of the outcome or activity].”

10.1.3 Timeline for the Spring Meeting

The call for applications to host the Spring Meeting must be launched in the year preceding the event, ideally during the previous Spring Meeting, and no later than September of that year.

The call shall be launched by the Meeting Lead. Candidate countries that have established an Organizing Committee submit their proposal, including the chosen theme and host city, for evaluation and voting by the NCs.

Candidate organizing committees may present their applications during a dedicated session. The National Commissions will vote on the proposals following the standard voting procedure.

10.1.4 Spring meeting theme and modalities

The theme and organization of the event reflect EuroNet MRPH's commitment to building a forward-thinking, connected, and inclusive public health community. Activities range from workshops, TED-style talks, presentations by invited experts –further enhancing the educational quality of the event–, open debates, working groups, and collective decision-making spaces, to interactive coffee breaks, and the EuroNet MRPH Scientific Contest.

10.1.5 EuroNet Scientific Contest.

A scientific contest will be held during the Spring Meeting (SM). Following a call launched by the Research Lead, members of the network may submit scientific projects they have contributed to, such as those developed during internships, theses, master's dissertations, or personal initiatives. To apply for the ESC, candidates must submit an abstract of their project to the Research Lead. A jury of 3 to 5 experienced Public Health residents, selected by the Research Lead, will review the abstracts and select a selected number of projects for oral presentation during the Spring Meeting.

For transparency, the abstract evaluation criteria will be shared with all applicants. During the ESC session, the jury will assess the oral presentations and select one winner.

The first prize may consist of a fee reduction for the next congress, a monetary award, or another suitable form of recognition.

10.1.6 Winter Meeting

The winter meeting is the occasion to hold the Ordinary General assembly. It must be hold between November and december each year

10.2 Monthly TeleConferences

The Capacity Building Lead is responsible for organizing a monthly online meeting. these meetings should be scheduled with due advance to facilitate planning, coordination and participation.

The online meeting format may vary. A recommended structure involves inviting a guest speaker from the public health field to present their background and current work. The aim is to inspire Public Health residents by showcasing diverse career paths and real-world experiences.

This monthly event serves as a valuable opportunity for EuroNet MRPH members to connect, share experiences, and exchange opportunities.

Invitations to the monthly online meeting must be shared with all members at least one week in advance.

Article 11 - Policy documents

The EuroNet MRPH Board and Leads are expected to act in alignment with the Charter of Values and the Policy Documents of the association.

Policy Documents are developed under the guidance of the Advocacy Officer and reflect EuroNet MRPH's official stance on topics deemed relevant to the network. These documents provide strategic direction and should be followed by the Board and Leads in all matters related to the association.

For a Policy Document to be adopted, it must:

- Be approved by the National Committees (NCs), and
- Be published on the official EuroNet MRPH website.

Article 12 - Amendments of the policies and Procedures

Amendments to the Policies and Procedures require a simple majority of votes from the members of the National Committees (NCs). Ratification shall follow the ordinary voting procedures outlined in Article 4.2. Once approved, the amendment shall take effect immediately and shall not be applied retroactively.

* END OF THE POLICIES AND PROCEDURES DOCUMENT *