EuroNet MRPH

European Network of Medical Residents in Public Health

Policies and Procedures Documents

Definition of « Policies and Procedures Document »

The « Policies and Procedure Documents » complement the Statues of EuroNet MRPH, specifying the practical policies and procedures of the association.

Membership

Conditions for full membership application

The membership is opened 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 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 MRPH aims and values
- Its executive members should be elected through democratic process.

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 MRPH
- have representation as National Commission 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. Board is entitled to checks determining whether the national associations still fulfil the criteria for membership.

Withdrawal conditions

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

Voting procedures: delays and means

Vote is 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.

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, Greenwich Mean Time.
Days include all calendar days, irrespective of working, bank / 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 Statutes changes where the vote of all the National Commissions and the Board is mandatory. A delay of 30 days can be applied;
- voting procedure about the dissolution of the association where the vote of all the National Commission is mandatory. A delay of 30 days can be applied;
- voting procedure about individual application to EuroNet MRPH for those countries not eligible to membership: 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/general assembly, by T/C or by online form.

Delays to deadline can be given by the voting procedure starter.

Research procedures

All the research projects have to be approved by voting procedure - during a meeting or during a monthly T/C. A voting platform might be used.
After their approval, the research projects are managed and coordinated by the research lead of EuroNet MRPH.

Guidelines for research:

- the research project is carried on by a working group;
- working group lead is a resident in Public Health;
- more than one group lead is allowed;
- it is not mandatory for the lead (or the leads) 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 to the project must be "EuroNet MRPH".

Meetings

Three meetings takes place every year. Dates, venues and other circumstances of the meeting are up to the organizing team (National Commission).
Meetings should respect the following organization:

- one day with educational purposes: external intervenants, residents' and trainees' presentation, topic discussion, etc.;
- one day dedicated to the management and the organization of the association: general assembly, working groups.

Variations to this scheme are allowed and generally discussed between organizing National Commission and other countries.
Co-hosted meetings are allowed.
Meetings may be held outside the national territory of the countries taking part in EuroNet.

Roles and composition

Roles and composition: the Board

The Board is composed of four roles:

- President

- Vice-president
- General Secretary
- Treasurer

Board members are chosen by election every year. The maximum length of mandate for all four roles is fixed at two years. However, the mandate could be prolonged if agreed by the National Commissions.
Board members are chosen by election, independent of their nationality.

All Board member roles must be filled. If no candidate presents for a specific role, the system of alphabetical rotation is re-instituted. The vacant Board role will be assumed by one representative of the first country with no assigned role, whose name follows the name of country that has previously filled the role in question, according to Latin alphabet. Only English names of the countries are taken in consideration.

The board must compile an operational plan for the coming year within the first two months of their tenure.
A report of their activity is required every year. This report has to include all the relevant information regarding the Network and activity of the Board members facilitate the work of the successors. This activity report is due in the final month of tenure (December) and may be requested prior to this time by all the National Commissions reunited. This request must be fully justified.

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.

Current Board member list include:
- President
- Vice-president
- Secretary
- Treasurer
- (Legal administrator)

President
The president is the official spokesperson of the association. The president is in charge of representing the network during events and conferences, chairs EuroNet meetings, schedule monthly teleconferences.
As spokesperson, the president is the interlocutor for outside collaborations and partners of the network.

Vice-president
The vice-president helps the president coordinating the meeting and the teleconferences.

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

Secretary
The secretary is in charge of the administration of the network. The secretary should be able to manage and archive administrative documentation concerning the documentation in deeply 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 and stored in the Google Drive of the main account of the association.

The secretary is in charge of the yearly registration of the association in France (Euronet is a French law association) along with the Legal Administration of the association.
The secretary is in charge of the administration of the site along with the webmaster.
The secretary is in charge of 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 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 maintaining the bank account of the association and to register yearly the association at the French governmental site *service-publique*. This registration if of the greatest importance to benefit of bank account and assurance rights. If the treasurer is resident in France, treasurer and legal administration are assumed automatically by the same person.

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. However, if a lead role is deemed as necessary by the association and no candidate presents for election, the system of alphabetical rotation is re- instituted. The vacant board role will be assumed by one representative of the

first country with no assigned role, whose name follows the name of country that has given the previous board member, according to Latin alphabet. Only English names of the countries are taken in consideration.

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. A report may be requested prior to this time by the Board. This request must be fully justified.
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
Research lead is responsible for the coordination of research project of the network. 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 manager.

Communication
Communication lead is responsible of the communication of the network. This comprises:

- newsletter (4 times a year)
- mailing list
- Facebook, Linkedin, Youtube, Twitter
- website communication and publications

Internships
Internships lead looks for new internship opportunity to propose to the members of the network. Monitors and records activity of the network in this respect. Internships leader is also responsible for the communication of the internship opportunity, collaborating with the Communication leader.

Website lead
Website lead, or simply webmaster, is responsible for the maintenance, update and enhancement of the website. The webmaster communicates the deadline for payment and maintenance to the Treasure who is in charge of the payments.

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 six 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.

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 had paid the fees to their national association, can join EuroNet MRPH 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 resident 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.

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* END OF THE POLICIES AND PROCEDURES DOCUMENT *