

Young EAP: Terms of Reference

1. Name: Young EAP

2. Constitution

Young EAP is a network within the European Academy of Paediatrics (EAP) that was established by the General Assembly of EAP on 2 December 2017.

3. Objectives

Young EAP exists to support the objectives, powers and means of actions of EAP, as defined in Articles 3 and 4 of the Constitution of the EAP (2014). Specifically, Young EAP will

1. Represent the interests of junior doctors (for definition, see paragraph 4) in paediatrics within the EAP;
2. Formally advise the Executive Committee (EC) of the EAP on matters related to junior doctors in paediatrics and training within the field of paediatrics;
3. Act as a think tank for EAP, for example concerning innovative methods of training and assessment;
4. Participate in activities of relevant EAP councils, committees and working groups;
5. Be a formal member of the organising committees of the EAPS congress and the EAP MasterCourse;
6. Share research experience and opportunities across Europe, for example by creating means to connect with other researchers;
7. Share clinical opportunities across Europe, for example by keeping a database of training opportunities;
8. Participate as a member of the EAP visiting committee during accreditation visits of European expert centres;
9. Represent the EAP in communication with the junior sections or trainee representatives of EAP's subspecialty societies and promote interdisciplinary courses and symposiums;
10. Advocate about European and national issues related to the health of children and specifically include the voice of junior doctors in paediatrics.

4. Membership

4.1. Members

National members of Young EAP are junior doctor representatives from national paediatric societies that are a member of the EAP according to the EAP Statute. A junior doctor is defined as "a physician

who has not yet attained a definitive post at senior level in the health care system of his or her home country” and is still in training.

These junior representatives are nominated through the national paediatric society, with the involvement of national junior paediatric societies where present, for a duration of up to 3 years. Each national paediatric society may appoint 2 national junior representatives. A junior doctor can no longer be member of Young EAP after his/her position no longer complies with the definition of a junior doctor, if he/she is no longer a member of the national (junior) paediatric society, or if the national paediatric society is no longer member of the EAP. In this situation, the junior doctor should be replaced by a new junior doctor representative within 3 months. The junior doctor and his/her successor should attend at least one scheduled teleconference of Young EAP meeting together.

Roles and responsibilities of individual group members include:

- Attending at least 50% of scheduled Young EAP meetings (paragraph 5.3) and actively participating in the group’s work;
- Representing the interests of all junior doctors in their country, as appropriate;
- Being committed to the initiatives and the outcomes being pursued by Young EAP;
- Being actively involved in achieving the Objectives (paragraph 4) of Young EAP (e.g., by being active in at least one of Young EAP’s projects).

An up-to-date list of Young EAP members can be found in the attachments.

4.2. Core group

The activities of Young EAP will be supported by a core group of Young EAP members from countries that are full member of the EAP. They preferably are currently trainees in paediatrics. This core group consists of at least:

- Chair: **[Name, Contact information]**.
 - Roles / Responsibilities:
 - Ensures that Young EAP functions properly (including, but not limited to, ensuring that its meetings are planned effectively and matters are dealt with in an orderly, efficient manner, building and leading the team, regularly reviewing Young EAP’s performance and identifying and managing the process for renewal through recruitment of new members);
 - Co-ordinates Young EAP’s activities and ensures these are in line with its Objectives (paragraph 4);
 - Provides support to individual Young EAP members;
 - Represents Young EAP and be its spokesperson at meetings of EAP’s Executive Committee and General Assembly, and external meetings or events;

- Chairs Young EAP (face-to-face) meetings, if needed supported by a technical chair.
- Vice-chair [**Name, Contact information**].
 - Roles / Responsibilities:
 - Is Deputy Chair;
 - Is direct consulting partner to the Chair;
 - Manages Young EAP's communication with external partners, together with the Chair (including, but not limited to, keeping external partners updated about Young EAP's activities, being open and responsive to the needs and concerns of external stakeholders and anticipating and responding to relevant external developments and changes).
- Secretary [**Name, Contact information**].
 - Roles / Responsibilities:
 - Ensures Young EAP meetings are effectively organised and minuted (including, but not limited to, preparing and circulating agendas and reports, taking and circulating minutes, checking that agreed actions are carried out);
 - Maintains effective and up-to-date records and administration in Slack (including, but not limited to, keeping up-to-date contact details of members, filing minutes and reports, compiling lists of names and addresses that are useful to Young EAP, keeping a record of Young EAP's current and future activities, and managing any database that Young EAP keeps for its activities);
 - Upholds procedures lined out in this Terms of Reference, where relevant (including, but not limited to, checking quorum is present at meetings, ensuring assignments or votings are in line with stipulated procedures);
 - Is responsible for Young EAP's internal communication and general correspondence, together with the Chair (including, but not limited to, keeping (discussions in) Slack comprehensive and structured, managing the dedicated space on the EAP website and managing correspondence directed at youngeapsecretariat@epaediatrics.eu). Specific correspondence can be handled by individual Young EAP members, after consultation with the core group.
 - Is responsible for writing the annual action plan and report (see paragraph 6), together with the Chair.

In addition, the members of this core group are collectively responsible for

- Making an effort that Young EAP is composed of members from as many different countries that are member of the Council of Europe;
- Setting and safeguarding the objectives of Young EAP (paragraph 4);
- Following the rules and procedures set out in the Terms of Reference;

- Overseeing the work of Young EAP, including holding individual members to their responsibilities and duties (paragraph 4.1) and informing the national (junior) society in case of persistent non-compliance.

Additional members can be added to the core team as the activities of the network grow.

Core group members are assigned by Young EAP members through nomination using secret ballots during an online vote (see paragraph 5.3). Core group members can hold their post for a period up to 3 years.

4.3. Guests

Individual junior doctors can be invited as a guest to Young EAP's (face-to-face) meetings or activities, or specific project committees if indicated. These junior doctors are no official members of Young EAP and their participation is not financially supported per se by the EAP.

5. Procedures

5.1. Communication

Internal communications outside of meetings, including those related to project management, will be conducted using Slack. Slack is used to share information and resources (including confidential materials). In addition, Young EAP will have a dedicated space on the EAP website.

5.2. Young EAP meetings

Online meetings

Young EAP will meet online, preferably every month, but at least every two months, for example using Zoom. This virtual meeting is chaired by the Chair or the Vice-Chair (in case of absence of the Chair). Absence must be communicated to the Chair prior to the scheduled meeting. If a country only has one representative within Young EAP, this member can nominate a proxy to attend a meeting if (s)he is unable to attend. In case of discussion of confidential issues, the Chair may ask this "proxy-attendant" to temporarily leave the meeting. In case a country has two representatives within Young EAP, it should be ensured that at least one of these members is present during each monthly meeting. A country should be represented during at least 75% of the scheduled meetings.

The invitation and provisional agenda will be posted by the Secretary on Slack at least one week prior to the meeting including attached reports or meeting papers. Discussion points can be added

to the agenda in consultation with the Chair and need to be thoroughly prepared (i.e., a document with background information or a powerpoint presentation).

The minutes of each virtual meeting will be prepared by the Secretary. Full copies of the minutes, including attachments and agreed action points, will be circulated by the Secretary to all members no later than 10 days following each meeting.

Face-to-face meetings

Young EAP will meet face-to-face at least every 6 months (during the EAP Spring and Winter Meeting). The invitation and provisional agenda will be posted by the Secretary on Slack at least one month prior to the meeting. Other procedures are the same as those stipulated for virtual meetings.

5.3. Decisions and voting

Each country represented within Young EAP that is a full member of the EAP has the right to bring 1 vote. Voting is done country by country. In case of the nomination of core group members, the vote is done by secret ballot in Zoom (using the “Polling Feature”). In any other case, the voting is done on a show of “hands” in Zoom (using the “Raise Hand Feature”), unless the Chair – on his /her own initiative or at the request of at least one third of all represented countries, decides to proceed with a vote by secret ballot.

The voting is done in three stages: “for”, “against” or “abstention”. A minimum of three quarter of all countries represented within Young EAP should vote in case of the nomination of core group members. In any other case, a minimum of half of all countries is required. The total number of definite votes should represent more than half of the total votes cast. “Abstention” is not a definite vote and will not be included in the final decision. The Chair may request a second vote if the decision is unclear or if there is no majority.

The outcome of the voting procedure will be documented in the minutes.

The call for candidatures should be sent three months in advance. A candidature must be received in written form by the Secretary at least two months before the vote. The order of voting is: 1) The Chair; 2) The Vice-chair; 3) The Secretary.

Any proposal for a vote on an important issue, like a change to the Terms of Reference, should be introduced to the Chair at least 6 weeks prior to the meeting; this way, the proposal can be discussed during one meeting prior to the meeting when the voting will take place. Any proposal for a vote should be included in the meeting agenda and Young EAP members should receive adequate information to come to a decision at least one week prior to the preliminary meeting.

Any change to the Terms of Reference must have been introduced by at least one third of all countries represented within Young EAP or by the Core Group. In case of a positive vote for a change in the Terms of Reference, the Executive Committee (EC) of the EAP should be informed by the Chair. The final decision is made by the EC, no later than during the first upcoming EC meeting.

Out-of-meeting decisions by the core group of Young EAP will be deemed acceptable if agreed by at least half of all countries represented within Young EAP or if Young EAP has decided to give the authority to do so in advance. All agreed out-of-session decisions will be recorded in an attachment to the agenda of the next scheduled meeting.

6. Deliverables

Young EAP will review the relevance and value of its work and the Terms of Reference at least annually. A yearly written action plan and budget will be presented to the General Assembly at the EAP Winter Meeting. Relevant documents will be sent to the General Assembly at least one month prior to this meeting. In addition, specific outputs will be described in the annual written report to the General Assembly, which is due before the first of March of each year. This annual report will include (1) the scope for that specific year in relation to the longer term (3 year) scope; (2) achieved deliverables, (3) a financial report and (4) a list of Young EAP members and Core Group Members. This annual report will be presented to the General Assembly at the EAP Spring Meeting.

7. Reporting to EAP Executive Committee

The Chair will report back to EAP's Executive Committee (EC) during EC meetings (or more regularly, if indicated). In-between EC meetings, a designated member of the EC will act on behalf of the EC as the primary contact person for matters related to Young EAP. In addition, the Chair will report back to EAP's General Assembly and the EC through an annual written action plan and report (see above).

8. Resources and Budget

- Young EAP member attendance of EAP face-to-face meetings
- Communication tools: Slack (free), Zoom (14 euros per month)
- Other (e.g., travel expenses for meetings when representing Young EAP – need to be pre-approved by EAP Executive Committee)
- Use of EAP Secretariat