



Scientific & Coordinating

# Panel Rules

# Scientific Panels

## Tasks of the Panels

- Suggesting sessions and other educational and congress activities on the topic of the Panel.
- Production of guidelines.
- Production of general statements on scientific and clinical issues if needed.
- Contributing to the collection of data regarding neurological care across Europe and its harmonization.
- Producing a forum for information within the focus of the panel, incl. news, etc.

## Rules for selection of members

- Every FEAN, full, corresponding, resident and student individual member with an interest in the special field covered by the SP has the right to become a member of the SPs.
- Applicants should submit a completed application form, CV and where still required their EAN FEAN, full, corresponding, resident or student membership application.
- If somebody is already a member in one Panel, he/she does not have to re-send all application material, but only the completed application form.
- Every EAN Full Institutional Member, European National Neurological Society, can name one national representative who has special qualifications in the field, and one neurologist in training to become a member of the SPs.
- Membership duration is unlimited for individual Panel members but members from national societies need to be re-appointed by the national society every two years. Head Office will contact national societies for nominations in autumn every other year (in even years).
- EFNA can nominate a patient representative to each relevant Panel.
- RRFS can nominate its representative to each Scientific Panel.
- Partner Societies can nominate representatives as well upon invitation by EAN.

# Scientific Panels

## Management group and rules for its selection

Management group (MG) is the responsible partner of the Scientific Committee. The standard size of the management group will be 3-6 persons, including two chairpersons, with the tasks mentioned below. If there are additional working fields, further management group members can be appointed.

The MG is led by two co-chairpersons.

### Criteria for members of the Management Group

- The members of the management group should be well-established scientists in the field. Scientific quality and productivity are therefore a major criterion for the selection of the management group.
- They need to have the time to realize projects and possible requests from EAN.
- They need to have leadership qualities, which allow them to manage projects within large working groups.
- Neurologists at an early stage of their career are also welcome as a part of the MG.
- Like all leaders of EAN the members of the management group shall complete an application form, including their CV with a list of publications, and provide a completed Register of Interests form. When applying for a co-chair position a letter of intent shall be submitted as well.
- Management Group members must be individual members of EAN (FEAN, full or resident & research individual members of EAN).
- It is not allowed to co-chair more than one panel.
- Willingness to be evaluated after one year.

## Detailed tasks of the Management Group

The members of the MG share all tasks, but each member is responsible for a specific part of the activities and will involve the members by using e-mail and web-conferences to realize the tasks. During the EAN annual congress, one face-to-face meeting of the panel is organised. Organizational and administrative support will be provided by EAN Head Office. At least the following tasks should be assigned on an individual level.

### Guidelines

He/she shall consider topics of relevance for guideline production and serve as a point of contact for the Guideline Production Group when required.

### eCommunication

He/she is the point of contact for requests concerning EAN pages and the EAN website, as the EAN Communication Committee needs input specific to the Scientific Panels for EAN's eCommunication channels.

### Congress preparation

He/she organises the final submission of topic/ session proposals for the annual congress. He/she helps with abstract review for the annual congress.

### Educational activities

He/she shall assist with several educational activities upon request (e.g. review of research fellowship applications, endorsing programmes of educational events outside the annual congress, providing input for EAN Schools or questions for the European Board of Neurology Exam).

### EU affairs

Each Panel should have one representative dealing with EU issues, who could be approached and assist with different calls (e.g. from European Medicine Agency).

**The Panel Co-chairs forward an annual report of the Panel activities and a Plan of Action for the upcoming year to the Scientific Committee (SC) before every EAN congress.**

## Selection procedure for Management Group Members

- The HO will contact the Panels and inform on the call for candidates for the MG. Applicants will have to submit all required documents (see criteria above). In addition, they will have to inform whether they want to serve as chairpersons.
- The HO will collect applications and organise an online secret poll. In this poll the Panel members (excluding the patient representatives and student members; and partner societies' representatives, who are not EAN individual members) will be asked to indicate their three favourite MG members.
- The SC will decide on the final number (3-6) and the names of MG members following the results of this poll. The final approval is done by the EAN Board.
- The SC will propose two persons from the MG, who will serve as chairpersons of the Panel, considering the results of the poll. They will be approved by the EAN Board and appointed by the President.
- In addition to the criteria for MG Members listed above, the SC and EAN Board will apply the following criteria when constituting the single Management Groups: geographical balance (max. two people from the same country, a panel should not be co-chaired by two persons from the same country); strive for gender balance; only one person from the same department.
- The SC and EAN Board reserve the right to feedback the results of the annual panel evaluation to discuss improvements with the respective MG and to consider subsequent poor performance for the next MG election.
- As EAN is attempting to strengthen collaboration with subspecialty Societies the agreements or Memoranda of Understanding also may include the privilege that the subspecialty Society can propose members of the Management group. MG members nominated by the subspecialty societies will not be included in the above-mentioned vote.
- The RRFS representatives shall be included in the respective Management Groups.
- The duration of the mandate of a member on the MG is limited to a maximum of 6 years (3 x 2 years) in succession. The term of the Chairperson is 2 years, with the possibility of re-election once (2 x 2 years), if the limit of being a member of the MG (max. 6 years) is not exceeded.
- After a 2-year break a past MG member can apply again for any MG position.
- The hand-over of the Chairpersons and Management Groups will take place immediately after the election.

### **Selection procedure of the RRFS representatives**

- A call for the expression of interest to become the RRFS Representative within the Management Group will be sent to all RRFS members.
- Eligible are those who come from EAN Member countries, and have a particular interest, in scientific or focused clinical activity in the chosen field.
- Applicants will have to submit all required documents: contact details, information on the selected Panel(s) they apply for, CV, motivation letter. The HO will collect applications and send them over to the RRFS Officers, who will make a decision in case of multiple applications.
- The duration of the mandate is limited to a maximum of 4 years (2x2) in succession.

# Coordinating Panels

## Tasks of the Panels

The MG Members share the same tasks as in case of other Panels.

### Rules for selection of members

- Every Scientific Panel (SP) has a right to nominate up to 2 persons to represent the respective SP in a CP. These members form the core group.
- Nominations should be submitted by the SP Co-Chairs every 2 years; with the possibility of re-nomination.
- Every FEAN, full, corresponding, resident and student individual member with an interest in this field can become a member as well. They have to submit a completed application form and CV. Membership duration is unlimited for individual members.
- The European Reference Networks, EAN has a Memorandum of Understanding with, can propose one representative (and a substitute) who shall act as a member for the CP on Rare Neurological Diseases.
- EFNA can nominate a patient representative.
- RRFS can nominate a representative for each CP.

### Management group and rules for its selection

Each CP has a management group (MG). This MG is the responsible partner of the Scientific Committee. The standard size of the management group will be 3-6 persons, including two chairpersons, with the tasks mentioned below. If there are additional working fields, further management group members can be appointed.

The MG is led by two co-chairpersons.

### Criteria for members of the Management Group

The same criteria as for other Panels' MG members apply (see above).

## Selection of the members of the Coordinating Panel Management Group

- MG selection of the Coordinating Panels shall take place AFTER the election of the scientific panel management group elections.
- The HO will contact the members of the Coordinating Panel and call for applications for the MG. Applicants will have to submit all required documents (see criteria above). In addition, they will have to inform whether they want to serve as the chairperson. The HO will collect applications and organise a secret poll. In this poll all panel members (excluding the patient representatives and student members; and partner societies' representatives, who are not EAN individual members) will be asked to indicate their three favourite MG members.
- The SC will decide on the number (3-6) and the names of MG members following the results of this poll and propose two co-chairperson. The final approval is done by the EAN Board and communicated by the SC Chair and the President.
- In addition to the criteria for MG Members listed above, the SC and EAN Board will apply the following criteria when constituting the single MGs: geographical balance (max. two people from the same country, a panel should not be co-chaired by two persons from the same country); strive for gender balance; only one person from the same department
- The SC and EAN Board reserve the right to feedback the results of the annual panel evaluation to discuss improvements with the MG and to consider subsequent poor performance for the next MG election.
- EAN is attempting to strengthen collaboration with other organisations (e.g. European research networks) which may nominate members to the Coordinating Panel. These members will not be included in the above-mentioned vote (in case they are no EAN Individual Members).
- The duration of the mandate of a member on the MG is limited to a maximum of 6 years (3 x 2 years) in succession. The term of the Chairperson is 2 years, with the possibility of re-election once (2 x 2 years), if the limit of being a member of the MG (max. 6 years) is not exceeded.
- After a 2-year break a past MG member can apply again for any MG position.
- The hand-over of the Chairpersons and Management Group will take place immediately after the election.
- The RRFS representatives shall be included in the respective Management Groups.



## New Scientific Panel Proposal

1

Applications must be made using a completed approved form and will only be assessed when all documentation and signatures have been received.

2

Each Application must be supported by at least 10 Individual EAN members (full or corresponding) and/or Fellows of EAN, who together are from at least 5 different countries, or 5 European national neurological societies.

3

Completed Applications will be evaluated by the Scientific Committee (SC) Members.

4

For each of the three evaluation criteria points are given: scientific interest (up to ten points), internationality (up to 5 points), interest for patients (up to 5 points). If at least 13 points (mean score from all SC Members) are awarded to the proposal, the procedure is continued. If the proposal receives between 12 to 13 points, feedback will be given with a possibility of a revised proposal submission.

5

Opinions from the MG of neighboring/potentially overlapping panels may also be obtained if there is any potential for conflict of interest

6

The application may be forwarded to delegates from the National Neurological member Societies for evaluation and expression of interest to participate in such a SP.

7

Upon receipt of recommendation from the Scientific Committee, final approval is given by the Board.

8

Once approved information is sent to all European national neurological societies to provide their representative for the new Panel

9

Applications must be made using a completed approved form and will only be assessed when all documentation and signatures have been received.

10

Each Application must be supported by at least 10 Individual EAN members (full or corresponding) and/or Fellows of EAN, who together are from at least 5 different countries, or 5 European national neurological societies.