

## 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.

### New Scientific Panel Proposal

- Applications must be made using a completed approved form and will only be assessed when all documentation and signatures have been received.
- 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.
- Completed Applications will be evaluated by the Scientific Committee (SC) Members.
- 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.
- Opinions from the MG of neighbouring/potentially overlapping panels may also be obtained if there is any potential for conflict of interest
- Upon receipt of recommendation from the scientific committee, final approval is given by the Board.
- Once approved information is sent to all European national neurological societies to provide their representative for the new panel
- RRFS and EFNA will be asked to provide their representative for the panel.
- Application may be forwarded to delegates for evaluation and expression of interest to participate in such a panel.
- Formation of the new panel will be announced in EANpages and people will be invited to join. One month after the announcement, a process of setting up a panel management group will start

## **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 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 January 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.

## **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.

1. Guidelines: Responsibility that a plan regarding the SP-topic is submitted to the SC. Furthermore he/she has to propose experts to develop these GL and to oversee the GL production.
2. Scientific updates: He/she has to take care that the Panel provides at least two news-reports in its field per year. This should cover briefly the new developments. These reports will be published in EAN pages or on the website (t.b. discussed with the editors). The SP should also produce breaking news reports for press releases if needed. The SP will recommend the best article of the month to the SC (reported on the special EAN SP webpage).
3. Congress preparation: He/she organises the preparation of topic/ session suggestions for the annual congress.
4. Rare disease: Two members of the MG (or regular Panel members) can join the Coordinating Panel on Rare Neurological Diseases.
5. The Panel chair forwards a summary of the SP activities to the Scientific Committee (SC) before every EAN congress.

Other educational activities: Identifying suitable and willing individuals for reviewing fellowship applications, participation in educational events outside the congress and question writing for the EBN exam as required.

#### **Selection**

- 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 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.
- There will be a call for new members of the Management group at other times whenever there are open positions.
- The hand-over of the Chairpersons and Management Groups will take place immediately after the election.

## **Special rules for Coordinating Panels (CP) of the European Academy of Neurology**

### **Membership**

- 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**

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**

- Only the Scientific Panel representatives, i.e. the core group, can apply for the Management Group membership.
- In addition, the same criteria as for other Panels' MG members apply (see above).

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

### **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 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 a 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, however.
- 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.
- There will be a call for new MG members at other times whenever there are open positions.
- 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.