

Art. 10 Dissemination, Endorsement, Support & Collaboration with EUSEM

10.1 Introduction

General Definitions:

Association of EUSEM with other organizations can be done at different levels, depending on EUSEM's involvement in the methodology, development, content and its participation in the proposed activity.

Activity: An activity is any event, congress, training program, educational activity or material, study, poll or webinar/podcast that is applying for a specific level of association with EUSEM.

Four levels of possible association are defined in the following concepts:

1. Dissemination: this is the lowest form of association. EUSEM's role would be the broadcast/transmission of an activity to its members. EUSEM has had no role in this activity and thus is not responsible for the content.
2. Endorsement: EUSEM recognizes the scientific quality of the activity. EUSEM approves the activity and encourages the participation of its members.
3. Support: EUSEM recognizes that the activity is of quality and that EUSEM has actively participated in some aspect of it.
4. Collaboration: this is the highest form of association and it indicates that EUSEM is an equal partner in all stages of the activity from planning to methodology to execution to analysis and (if applicable) to publication.

General aspects

The Board has the role of appointing the respective levels of association to an activity and should do so in a timely manner. Ideally within 5 weeks, from the introduction of the complete dossier to the final decision by the Board. This period can be extended if either the EC,RC or the Board require additional advice. The soliciting organisation would be thus informed of the expected delay. The Office evaluates the receivability of each request. The Office must keep a record of each request and the receivability or not of each dossier.

An incomplete dossier will be returned to the soliciting organisation indicating the missing document(s). It is the sole responsibility of the soliciting organisation to introduce a complete dossier within the time deadlines.

No exceptions nor time extensions are allowed for the submission of dossiers.

The EC or RC will evaluate each activity and report back to the Board with either a favourable or unfavourable opinion.

Following the feedback from EC or RC, the Board will make their decision on acknowledging or not. This will be immediately communicated to the Office who will in turn inform the soliciting organisation of the decision.

10.2 The different options, procedures and requests

a. Dissemination

EUSEM has neither responsibility nor involvement in the content, program or study design. It also has no responsibility in any certification and absolutely no economical involvement of any type in the activity.

Conditions for dissemination:

1. The solicitor's mission must be in line with EUSEM's mission.
2. The objectives and program of the activity must also conform to EUSEM principles.
3. The content should be within the scope of the EM

Procedure:

1. A complete dossier (objectives, program, faculty, website and acknowledgement of the activity by the national society) must be submitted to the EUSEM Office at the latest 90 calendar days before the first day of the activity. The dossier must also include the legal statute of the organizing body, the name of activity, the dates, place and fees.
2. The request's receivability is evaluated by the EUSEM office, within 3 working days.
3. The complete dossier is then forwarded to the Education Committee for content evaluation (objectives, program, faculty etc). The EC has 10 working days in order to transmit their decision to the Board.
4. The activity will be added to the agenda of the upcoming Board Meeting. The Board meets regularly (once a month). The Office is notified immediately of the Board's decision.
5. Following Board notification, EUSEM Office will contact the organising body to inform them of a favourable decision. This activity may be indicated on the EUSEM Website. The EUSEM logo may not be used nor any other indication that this activity is a EUSEM affiliated activity.
6. In the event of an unfavourable decision either by the EC or the Board, the organising body will be contacted by the EUSEM Office with an brief explanation of the reasons for the refusal.

b. Endorsement:

Endorsement by EUSEM is the acknowledgement of the quality of an activity organised by a society, group or other organisation after renewal and ratification following the procedure as defined here. Endorsement means that the activity; (content, format, objectives and quality) is approved by EUSEM.

Conditions for endorsement:

1. The solicitor's mission must be in line with EUSEM's mission.
2. The objectives and program of the activity must also conform to EUSEM principles.
3. The content should be within the scope of the EM

Procedure:

1. A complete dossier (objectives, program, faculty, website and acknowledgement of the activity by the national society) must be submitted to the EUSEM Office at the latest 90 calendar days before the first day of the activity. The dossier must also include the legal statute of the organizing body, the name of activity, the dates, place and fees.
2. The request's receivability is evaluated by the EUSEM office, within 3 working days.
3. The complete dossier is then forwarded to the Educational Committee for content evaluation (objectives, program, faculty etc). The EC has 10 working days in order to transmit their decision to the Board.
4. The activity will be added to the agenda of the upcoming Board Meeting. The Board meets regularly (once a month). The Office is notified immediately of the Board's decision.
5. The EUSEM Office will then contact the organising body to inform them of a favourable decision. They will receive a document certifying the endorsement and will be informed on the usage of the EUSEM logo following the rules in the IR. This activity may also be indicated on the EUSEM Website. They will enjoy the right to use the EUSEM logo as well as the mention "Endorsed by EUSEM" on the activity documents and/or webpage.
6. In the event of an unfavourable decision either by the EC or the Board, the organising body will be contacted by the EUSEM Office with an brief explanation of the reasons for the refusal.

*Endorsement does not include financial or other implications, unless specifically identified and agreed upon by the Board.

*The organising body engages itself to provide 5 free registrations to the activity to EUSEM which will turn these five registrations over to the local national society in order to benefit five of their members. The selection of the recipients is up to the discretion of the local NS.

*The organising body must send an electronic copy of the final program and syllabus within 20 calendar days after the last day of the activity to the EUSEM office for the archive.

c. Support:

Support implies that EUSEM as well as the collaborating organisation(s) guarantees the intrinsic quality in content, format, methodology and objectives of the activity (training module, research or other educational material/activity). Support implies that EUSEM has actively participated in some of the stages of the development and execution of the activity.

Conditions for support:

1. The solicitor's mission must be in line with EUSEM's mission.
2. The objectives and program of the activity must also conform to EUSEM principles.
3. The content should be within the scope of the EM
4. A full business plan must be established before submission if indicated. No financial participation by EUSEM can be expected without a business plan.
5. EUSEM members should have a special rate if there are any fees for the activity.

Procedure:

1. A complete dossier (objectives, program, faculty, website and acknowledgement of the activity by the national society) must be submitted to the EUSEM Office at the latest 60 calendar days before the first meeting on the activity. The names of the participating EUSEM members must be clearly indicated. The dossier must also include the legal statute of the organizing body, the name of activity, the dates, place and fees. A full business plan must be introduced in order for the dossier to be evaluated by the EUSEM Office.
2. The request's receivability is evaluated by the EUSEM office, within 3 working days.
3. The EUSEM Office will forward the complete dossier to either the Educational Committee or the Research Committee (depending on the activity) for content evaluation (objectives, program, faculty etc). The EC or the RC has 10 working days in order to transmit their decision to the Board.
4. The activity will be added to the agenda of the upcoming Board Meeting. The Board meets regularly (once a month). The Office is notified immediately of the Board's decision.
5. The EUSEM Office will then contact the organising body to inform them of a favourable decision. They will receive a document certifying EUSEM's support and will be informed on the usage of the EUSEM logo following the rules in the IR. This activity may (if indicated) also be indicated on the EUSEM Website. They will enjoy the right to use the EUSEM logo as well as the mention "Supported by EUSEM" on the activity documents and/or webpage.
6. In the event of an unfavourable decision either by the EC, the RC or the Board, the organising body will be contacted by the EUSEM Office with an brief explanation of the reasons for the refusal.

*The organising body must send an electronic copy of the final program and syllabus or a copy of the publication within 20 calendar days after the last day of the activity (or the date of publication) to the EUSEM office for the archive.

d. Collaboration:

Collaboration implies that EUSEM as well as the collaborating organisation(s) guarantees the intrinsic quality in content, format, methodology and objectives of the activity (training module, research or other educational material/activity). Collaboration implies that EUSEM has actively participated in all stages of the development and execution of the activity. EUSEM shares responsibility with the other collaborating organisation(s).

Conditions for collaboration:

1. The solicitor's mission must be in line with EUSEM's mission.
2. The objectives and program of the activity must also conform to EUSEM principles.
3. The content should be within the scope of the EM
4. The project should be co-developed, at least for a substantial part, by EUSEM
5. A full business plan must be established before submission if indicated. No financial participation by EUSEM can be expected without a business plan.
6. EUSEM members should have a special rate if there are any fees for the activity.

Procedure:

1. A complete dossier (objectives, program, faculty, website and acknowledgement of the activity by the national society) must be submitted to the EUSEM Office at the latest 60 calendar days before the first meeting on the activity. The names of all participating EUSEM members must be clearly indicated. The dossier must also include the legal statute of the organizing body, the name of activity, the dates, place and fees. A full business plan must be introduced in order for the dossier to be evaluated by the EUSEM Office.
2. The request's receivability is evaluated by the EUSEM office, within 3 working days.
3. The EUSEM Office will forward the complete dossier to either the Educational Committee or the Research Committee (depending on the activity) for content evaluation (objectives, program, faculty etc). The EC or the RC has 10 working days in order to transmit their decision to the Board.
4. The activity will be added to the agenda of the upcoming Board Meeting. The Board meets regularly (once a month). The Office is notified immediately of the Board's decision.
5. The EUSEM Office will then contact the organising body to inform them of a favourable decision. They will receive a document certifying EUSEM's collaboration and will be informed on the usage of the EUSEM logo following the rules in the IR. This activity may (if indicated) also be indicated on the EUSEM Website. They will enjoy the right to use the EUSEM logo as well as the mention "In collaboration with EUSEM" on the activity documents and/or webpage.
6. In the event of an unfavourable decision either by the EC, the RC or the Board, the organising body will be contacted by the EUSEM Office with a brief explanation of the reasons for the refusal.

*The organising body must send an electronic copy of the final program and syllabus or a copy of the publication within 20 calendar days after the last day of the activity (or the date of publication) to the EUSEM office for the archive.