



1st January 2018
EJD 2018-002 / Basic Document

Rules of Procedure of the European Junior Doctors Association

0. Introduction

The EJD Rules of Procedure (ROP) are written in agreement with the Article 9 of the EJD Statutes “in order to ensure the proper functioning of the Association”. Any change to these ROP shall only be done by the General Assembly in respect to the EJD statutes.

1. General Assembly

1.1. Reports and Policy Documents

Reports and Policy Documents must be brought to the General Assembly through the Secretariat and the Chairperson. In each ordinary General Assembly meeting the Executive Board members, Chairpersons of the Committees and Working Groups and appointed persons shall present a report of their activities. As much as possible, Policy Documents should be prepared and discussed in depth online and in the Committees and Working Groups meetings and brought to the General Assembly meeting for a vote. After approval, the Policy Document shall be published in the appropriate section of the EJD website.

1.2. Honorary Members

The General Assembly may confer the title of Honorary Member upon a national delegate or a former member of the Executive Board in respect of exceptional services. Honorary members can only have an advisory role. They may be invited to attend meetings of the Executive Board or General Assembly.

1.3. Voting procedure

1.3.1. Open ballot

Voting is done verbally, member by member, or show of hands/flags, in three stages: "for", "against", "abstentions". As an “abstention” is not a definite vote (“yes” or “no”), in cases where three-quarters

majority of all full members present or represented is not required, abstention votes are not included in the decision. However, the total number of definite votes must represent more than 50% of the total votes cast.

The President may request the General Assembly to vote again if a decision is unclear.

1.3.2. Secret ballot

The President may, on his own initiative or at the request of a third of the full/effective members present or represented, decide to proceed with a vote by secret ballot. Any vote relating to persons, such as elections, shall be carried out by secret ballot. In this case, the ballot papers are collected by the Secretariat, confirmed by the President and Chairperson and declared aloud.

1.4. Agendas

The agenda of the ordinary General Assembly meetings shall include the following items:

- election of Chairperson of the meeting
- adoption of the Minutes of the previous meeting
- report of the Executive Board, Committees, Working Groups and appointed persons
- reports of other international organisations
- allocation of tasks and revision of all decisions and votes taken

When ordinary elections are due, the General Assembly agenda shall include a separate point for election of each member of the Executive Board, Committees' Chairpersons and Appointed Persons.

1.5. Venue of the meeting

To support the proposal for a place for EJD meetings, the member country, which is the candidate host, is bound to submit to the Executive Board, at the latest two months before the preceding meeting of General Assembly, a complete case proving that the place chosen fulfils the following required criteria:

- Possess the necessary technical, administrative and hotel infrastructure
- Have easy availability (access by air, rail and road)
- Provide favourable quality/price ratio

If it is not possible to proceed in this way, the Executive Board is responsible for the organization of the General Assembly meeting.

2. Executive Board

2.1. Election of the members of the Executive Board

The election of the members of the Executive Board in respect with Article 6 of the EJD Statutes, will be held under the following conditions:

- The election of members of the Executive Board must appear on the agenda of the ordinary General Assembly meeting as a separate item;
- A candidature must be received by the Secretariat at least two weeks before the meeting. If no application is received within this period, it can be accepted until the time of vote. A candidate can be proposed for more than one office;
- The order of voting is:
 - The President
 - The Vice-President
 - The Treasurer
 - Additional Members of the Executive Boards
 - Appointed Persons

2.2. Mission and tasks

2.2.1. The President

- Coordinate the activities of the EJD
- Carry out the decisions of the General Assembly
- Supervise the work of the Executive Board
- Supervise the finances of the EJD
- Supervise the work of the EJD Office
- Represent the EJD when engaging with other organizations, delegate representation duties and coordinate the work done by the appointed persons to other organizations
- Monitor the EJD external communication network
- Stimulate the enlargement of the EJD and strength internal harmony of the organization
- Schedule and preside Executive Board meetings

2.2.2. The Vice-President

The Vice-President is directly responsible for the management of EJD relations with the member organizations and the external communication of the organization.

- Maintaining effective contact between the member organizations and the Executive Board
- Prepare the General Assembly and other meetings' agendas in cooperation with Chairpersons
- Prepare and circulate List of Tasks & Decisions after the meetings
- Prepare and circulate together with the EJD Office the EJD Newsletter, at least once every two months
- Lead and undertake EJD projects which are not in the scope of other Chairpersons

2.2.3. The Treasurer

The Treasurer is directly responsible for the economic management and financial planning of the EJD.

- Responsible for the financial administration and bookkeeping of EJD
- Collect membership fees
- Directly responsible for the official bank accounts of the EJD
- Present a report on the financial situation of EJD at every General Assembly meeting
- Propose the budget for the next financial year
- Present an annual financial report
- Assure external validation of the EJD finances
- Keep and constantly update list of National Member Organizations having debts to EJD
- Inform members that they have lost membership status or having been excluded from EJD immediately after the General Assembly
- Inform members and the General Assembly of the list of members that have lost their right to vote
- Take the necessary efforts to contact members ahead of time before membership status is lost
- Review the budgets for all EJD projects and events
- Develop and implement fundraising strategies for EJD

2.3. Additional Members of the Executive Board

In respect with Article 6 of the EJD Statutes, the General Assembly can extend the number of Members of the Executive Board to improve manpower and workflow. The Committee Chairpersons, the Communications Officer and the Administration Officer shall be Additional members of the Executive Board.

3. Committees, Working Groups and appointed persons

The General Assembly may establish Committees as it considers appropriate and decides on their terms of reference. Each Committee shall have one Chairperson which is elected by the General Assembly according to article 6 of the EJD statutes.

Working Groups are established by the Executive Board upon request and are assigned to a Committee or the Executive Board directly. A Coordinator of the Working Group shall be named upon its establishment. Their term of reference should be project related. Whenever possible a report to the Committee or the General Assembly should be given.

3.1. General

The Chairperson of all Committees shall be responsible to the Executive Board and to the General Assembly for the activities of their respective bodies and may act as spokesmen for the EJD within their terms of reference and in agreement with the Executive Board and the General Assembly, as relevant.

The EJD Committees shall be:

- European Union/European Economic Area (EU/EEA)
- Postgraduate Medical Training (PGT)
- Medical Workforce (MW)

Furthermore, the General Assembly shall appoint:

- A representative for the Association for Medical Education in Europe (AMEE) Executive Board (according to the protocol established by both organisations and to the AMEE Statutes);
- A representative for the European Union of General Practitioners (UEMO).

Representations not elected in the General Assembly shall be decided by the Executive Board in respect with the Statutes. In each ordinary General Assembly all the Executive Board members and appointed persons shall present a report of their activities.

3.2. Committees

3.2.1. European Union/European Economic Area (EU/EEA)

This Committee shall discuss all relevant professional and policy issues related to healthcare, in particular the ones with a high potential impact on the working conditions of Junior Doctors. The Committee shall:

- Monitor and collect data on the application of the relevant EU Directives
- Propose responses and submissions to the European Commission on issues affecting Junior Doctors
- Monitor relevant European news and opportunities
- Develop policy documents to be used in relevant EJD activities
- Coordinate activities with the EJD European Senior Advisor

The Chairperson shall assist the President in representing the EJD in the Standing Committee of European Doctors (CPME) meetings and receive regular updates on the state of relevant EU/EEA affairs from the Brussels Office.

3.2.2. Postgraduate Medical Training (PGT)

This Committee shall discuss all topics related to Postgraduate Medical Training (PGT). PGT is considered to be the period a doctor needs after graduation to successfully finalize their specialist training. PGT Committee is responsible for:

- Collecting data on related topics from the member states and provide it as information base for Junior Doctors;

Develop policy documents to be used in the EJD's activities to improve postgraduate medical training in Europe.

- Undergraduate medical training and the transition periods in doctors training, as medical education is a continuous process that starts with entering medical school and evolves into lifelong learning.

The Chairperson:

- chairs the Committee;
- coordinates the work in the Committee;
- carries out the decisions and policies to the General Assembly;
- is the liaison officer and representative of the EJD to the European Union of Medical Specialists (UEMS / CESMA),
- coordinates and controls the EJD representatives to UEMS Sections/Boards/MJCs.

3.2.3. Medical Workforce (MW)

This Committee shall discuss all the relevant policy and professional issues related to the medical workforce. In particular, the ones with a potential to impact on the working conditions of Junior Doctors, such as employment, salary, mobility and migration. The Committee shall:

- Monitor and collect data on the application of the relevant issues
- Monitor relevant European news and opportunities
- Develop policy documents and submissions to be used in relevant EJD activities

3.3. Appointed Persons

3.3.1. The Communications Officer

The Communications Officer is directly responsible for the internal and external communication of the EJD. The Communications Officer shall:

- manage, develop and maintain the EJD website(s) and other communication tools
- be responsible for the public relations and media contacts of EJD
- maintain the corporate identity of the EJD
- publish and distribute EJD policies and information via internet and email
- manage the EJD workspace including uploading and updating content.

3.3.2. Administration Officer

The Administration Officer is responsible for assisting the President with any work that is required for the efficient running of the Board's activities. He shall assist the President in the supervision of the work developed by the Secretariat, namely assuring the meetings' documents and minutes.

4. EJD Representatives to the UEMS Sections/Boards/MJCs

According to the "Nomination and Election procedure of EJD representatives to UEMS Specialist Sections / Boards / Multidisciplinary Joint Committees" the General Assembly will elect these representatives. They should follow the "Workflow and Responsibilities of EJD representatives to UEMS Specialist Sections (S)/European Boards (B)/Multidisciplinary Joint Committees (MJC)". The financial support to these representatives will be defined under 5E in these ROPs.

5. EJD Finances

5.1. General

The financial year begins on January 1st and ends on December 31st. The Treasurer will present the financial report of the last financial year in each Spring Meeting and a draft budget for the next financial year will be presented in each Autumn Meeting. Both documents have to be approved by the General Assembly in the related Meeting.

The EJD Budget and accounts must be organized according to the Belgium accounting system and presented to the General Assembly.

5.2. Membership fees

5.2.1. Date of payment of membership fee

EJD membership fee must be paid in agreement with article 4.1 of the EJD statutes. An invoice is sent in the first month of each financial year by the secretariat.

5.2.2. Amount of membership fee

The amount of each national contribution is decided at the Autumn General Assembly in accordance with the budget proposal and a subscription key.

5.2.3. Associate members' fee

Associate Members shall pay a reduced fee to be decided by the General Assembly according to article 5.2.2. of the Rules of Procedure.

5.2.4. Receipt of payment

Each National Member Organisation shall send the EJD Secretariat a document confirming payment of the fee (bank transference).

5.3. Expenses claim:

All claimed expenses should have an attached receipt or invoice. No claimed expenses will be paid without a receipt. A separate claim is required for each meeting. The digitalized document should be sent to EJD Treasurer (treasurer@juniorDoctors.eu) or EJD secretariat (office@juniorDoctors.eu). Credit card slips, travel tickets or photocopies of receipts will be accepted only when original receipt is unavailable. This document should have the date, clear definition of paid service/good and amount paid. The original document should be handed to EJD secretariat or EJD Treasurer as soon as possible. All claims should be submitted within one month of the meeting date. In exceptional circumstances, the Treasurer may approve late claims. No unauthorized claim will be permitted. Reimbursement should normally be received within 1 month of submitting a claim. The following rules apply:

- Each member is responsible for the expenses of its delegation to the meetings of the General Assembly of the Association.
- No honorarium is paid in EJD representation
- For attending meetings on behalf of the EJD the participant(s) should get an allowance. For meetings lasting one or two days the allowance should be 25€. For meetings lasting more than two days the allowance should be 50€. The allowance will cover all costs beside travel and accommodation, as well as such related to travel with smaller amounts than 5€

- Days counted are only meetings days, not days used for traveling. This does not apply if the refund is already provided by another organisation and for EJD Representatives to UEMS Sections and Boards
- The most efficient or cost effective method should be used for all travel, taking advantage of discounts and low fares, when available

5.4. Applying to the EJD Support Fund

EJD's Support Fund can be granted to full EJD members that cannot, due to economic constraints, attend a EJD meeting.

EJD Support Fund application must be made by letter addressed to the EJD Treasurer (treasurer@juniorDoctors.eu). The application is dealt with in a confidential manner. It should include the following information:

- the country/organization applying for support;
 - the meeting the support is applied for;
 - the estimated costs of the one delegate attending the meeting, with details on travel and accommodation expenses; the financial situation of the organisation and other eventual reasons for applying for support.
1. The EJD Support Fund gives support for travel and accommodation to EJD Meetings (it covers up to 75% of total expenses).
 2. The application must be addressed at least four weeks in advance of the meeting.
 3. The payment of the expenses must be made by the EJD within 2 months of the meeting.
 4. The applicant member must have no EJD fee debts from previous years.
 5. EJD Support Fund cannot be used to pay for the EJD member fees or any other expenses apart from travel and accommodation to an EJD meeting.

After receiving an application, the treasurer will inform the support fund group. The members of the group are the Treasurer, the President, the Vice-President, and two elected representatives of the delegations of full members to be elected in every Autumn Meeting.

This group will have the final decision to grant the support. If there is no unanimous vote a simple majority of the members of the group is necessary to grant financial support. The Treasurer will inform the applicant immediately after the decision.

5.5. Support fund to the EJD Representatives to the UEMS Sections/Boards/MJCs

The financial support to the EJD Representatives to the UEMS Sections/Boards/MJCs shall be done according to specific rules approved by the General Assembly.

6. Secretariat

The EJD Office shall:

- Keep an active record of representatives, delegates and members;
- Update and circulate EJD information to new delegates;
- Reception of calls and of postal/electronic mails and appropriate dispatching4. Receive, edit, classify, number documents
- Triage and circulation of relevant documents (ex. from other EMOs);
- Screen material from EMO's, Council of Europe and European Union (policies, funding opportunities and other relevant documents);
- Standardise EJD documents (letters, e-mails, press-releases, policies, minutes...);
- Elaborate and publish press-releases of relevant EJD policies and activities;
- Establish regular communication with EJD members in order to obtain maximal response to EJD projects (ex. surveys and input to policies);
- Establish regular communication with EJD UEMS representatives (obtain reports, forward EJD press releases and relevant information);
- Send expenses invoices to treasurer;
- Send membership contribution invoice and establish effective communication with EJD Members (ex. payment delay), namely, send a letter acknowledging the reception of the membership contribution;

Brussels 1st November 2015