



TITLE
Workflow and Responsibilities of EJD representatives to UEMS Specialist Sections (S) / European Boards (B) / Multidisciplinary Joint Committees (MJC)

Document Information	
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Type	Basic Document
Date	07. May 2011
Filename	"EJD-2011-027_B_Workflow and Responsibilities of EJD representatives to UEMS_07-May-11.pdf"
Comments	Revision of May 2011, last revised October 2010 & July 2007

Workflow and Responsibilities of EJD representatives to UEMS Specialist Sections (S) / European Boards (B) / Multidisciplinary Joint Committees (MJC)

by Carsten Mohrhardt, Chairperson EJD PGT Committee, May 2011

last revised October 2010 & July 2007

Approved in General Assembly 07/05/11

Background

Since 1991, the EJD has had the right to have their representatives to the UEMS Specialist Sections and European Boards. The EJD representatives in the European Boards have the right to a full vote according to a decision of the UEMS Council of Management of 18 October 1991. Since 2007 the EJD is also represented in the Multidisciplinary Joint Committees (MJC).

Getting started as a EJD Representative

In general within 1 month after the nomination of new representatives the EJD secretariat or the EJD post graduate training (PGT) Committee chairperson (which is also the UEMS liaison officer) will inform the UEMS secretary general. The secretary general of UEMS is thereafter responsible of immediately informing the president and the secretary general of the UEMS Specialist Section (S)/European Board (B)/Multidisciplinary Joint Committees (MJC) it concerns. From experience the EJD knows that many EJD representatives have problems to get in contact with the secretary of their respective UEMS S/B/MJC, which in turn makes it difficult to obtain information about the meetings. Therefore the EJD provides an overview with contacts of the UEMS S/B/MJC for the representatives and the EJD does recommend that the representatives take a personal contact with the president and /or secretary general in the respective S/B/MJC.

What EJD expects from a Representative

There are two main functions of an EJD representative at a UEMS S/B/MJC:

- to represent EJD's opinion in the meetings, therefore he should take no official position on issues not previously decided by EJD
- to report back to EJD the tasks and discussion of the representatives section so that EJD can receive independent information.

By studying the agenda that should be made available before each meeting the representative will be able to check on the EJD's website, ask the secretariat or the chairperson of the PGT if there

are any relevant documents or relevant policy statements of the EJD. In case an issue arises where EJD have not decided upon a policy yet, the representative should consult with the EJD PGT Committee chairperson.

One month after each meeting the representative should send in a written report to the EJD secretariat. The representative should also inform the EJD secretariat of the dates of future meetings in his section/board or MJC as well as of any changes in his contact information.

Travel assistance to UEMS meetings

Travel expenses should usually be covered by the board or national organisations that endorsed the representatives' nomination as a candidate and acted as the representatives' referee. It is up to the representative to check these possibilities first. If there will be no financial support by any organisation, he can apply to the EJD Representatives fund.

Rules of Procedure

To optimize this workflow and improve Influence and lobbying in UEMS S/B/MJC the EJD states the following rules for the EJD and their representatives:

1. The EJD representatives to UEMS S/B/MJC will be provided regularly by the EJD with necessary information about on-going topics via email and newsletter. They are also obliged to keep themselves updated on EJD policy and should represent EJD's opinion in the UEMS S/B/MJC.
2. The EJD representatives are expected to attend the meetings in their respective UEMS S/B/MJC and should send a written report as soon as possible to the EJD secretariat. This summary should only contain the relevant information and questions for Junior Doctors. (In addition full protocols can be send if they are available)
3. In case the costs for a EJD representative to attend a meeting are not covered fully or partially by the Board, Section or any national organisation, the EJD will cover up to 250€ of the costs from the EJD-Representative fund once per year upon request. In order to get financial support, the representative has to apply for it, according to the Rules of Procedure, by providing all the documents and information required (including the denial of the other organisations) to the treasurer. The total amount might be increased if made possible by the UEMS.

4. The EJD secretariat should stay in close contact with the UEMS to gather information about the dates of future meetings of S/B/MJC and inform the representatives. Also the secretariat should provide the representative with contact data. Whenever the EJD representative has this data already, he should inform the secretariat immediately.
5. The EJD representative should without delays inform the substitute (if elected) and the EJD secretariat if he/she is unable to attend a meeting or if he/she wants to resign from their position.
6. The EJD representatives to UEMS S/B/MJC should without delay inform the EJD secretariat of any changes in their contact information.
7. Representatives that do not fulfil the responsibilities set in paragraphs 1 to 6 can be dismissed from their position by the EJD plenary. Representatives that have not sent in a report of activity to the EJD secretariat should be contacted by the EJD secretariat six weeks prior to an EJD plenary meeting. If no report is received four weeks prior to the EJD plenary meeting the EJD secretariat will contact the representative to remind them of the consequences of not sending the report. The post can be declared vacant and nominations can be received for the election of a new EJD representative to UEMS S/B/MJC in question at the next EJD plenary meeting.

At the end of the term

At the end of the elected period the EJD expects the representative to pass on any relevant information to the successor. He may also ask for a certificate from the EJD which could be used for curricular purposes.

Help

If problems arise the representative is always welcome to contact the chairperson of the EJD PGT Committee.