

EUROPEAN SOCIETY OF PHYSICAL AND REHABILITATION MEDICINE (ESPRM)

REGULATIONS

Regulation 1: Membership

The European Society of PRM has participants. Participation will be open only to:

1. National Scientific Associations.

National European Scientific Societies of Physical and Rehabilitation Medicine, recognised as such in their own country and whose membership is primarily composed of qualified physicians, practising physical and rehabilitation medicine. Each national scientific society (participant) is entitled to nominate two ambassadors to the Board of Ambassadors with the right to vote (one vote for each country) and to hold office. In case of more national scientific societies from the same country, each society is represented by two ambassadors, but the vote for the country is one. These ambassadors are eligible to be elected to any position of the Executive Committee and attend all meetings and other activities of the ESPRM.

2. Natural persons.

Eligible are all qualified physicians, specialised or final stage trainees in physical and rehabilitation medicine, either members of the national scientific society mentioned in Regulation 1.1 or in countries that have no national scientific society or where the national society is not an ambassador of ESPRM after a declaration assuring the interest and will to actively support ESPRM and its activities. Participant natural persons will be entitled to nominate 3 Ambassadors to the Board of Ambassadors who will have the right to attend meetings and other activities of the ESPRM and to vote. Each Participant natural person is eligible to the Participant Natural Persons Assembly (organized during European PRM congresses) and after being elected as Ambassador he/she is eligible to be elected to any position of the Executive Committee, with the exception of the position of the President. The term of each of the three Ambassadors, coming from the Participant Natural Persons elected to the Board of Ambassadors is for four years.

3. Associate Participants

They can be foundations or other legal entities or organizations or natural persons. They must be active in the field rehabilitation and/or the management of disabled people. Admission to the society of this category is considered as associate participant and only takes place assuring, on demand the interest and will to actively support ESPRM and its activities and on recommendation by the ambassador of the national scientific association in the Board of Ambassadors. Associate participants are entitled to be invited to meetings and other activities of the ESPRM, but shall not have the right to participate to the Board of Ambassadors, to vote or hold office.

4. Honorary members.

The title "honorary member", is granted by the Board of Ambassadors upon recommendation of the Executive Committee to any person who has made outstanding contributions to the European Society or to the care and management of people with

impairment and disabilities. Honorary members are entitled to attend meetings and other activities of the ESPRM, but cannot vote or hold office.

5. Emeritus members.

The title "emeritus member" is granted by the General Assembly upon recommendation of the Executive Committee to any natural person who has been a participant of ESPRM for at least 10 years, has retired from full professional activity and requests or accepts to be so designated. Emeritus members are entitled to attend meetings and other activities of the ESPRM, but cannot vote or hold office.

Regulation 2: Contributions

Invoices for contributions will be mailed by the treasurer by first class mail or by e-mail in November of the previous year and are due payable by January of the following year for the same year. Dues are to be remitted in Euro only. The annual dues structure is as follows:

1. National Scientific Societies: 1 Euro per individual member with a minimum of 150 Euro and a maximum of 1500 Euro. For national societies that have up to 10 members, the fee should be 75 Euro.
2. Natural Persons: a fee of 30 Euro.
3. Foundations or other legal Entities or Organizations, honorary member and emeritus members: 0 Euro.

The contributions can be modified by the Executive Committee in relation to the activities and financial reserves of the Society.

Regulation 3: Publications

The Board of Ambassadors and the Executive Committee shall communicate with the participants via: Web Site, emailing and periodical Newsletter to contain general information, membership applications, meeting notices, congress information, calendar of events, task forces and discussion panels.

Regulation 4: Committees and Task Forces

The Board of Ambassadors has the responsibilities for appointing, on proposal by the Executive Committee, committees and task forces and their chairpersons. These committees and task forces are to be assigned a specific goal to assist the Board of Ambassadors and Executive Committee in conducting the business of the Society. They are obliged to collaborate with the Executive Committee and ask permission for activities outside ESPRM. The term of these committees and task forces is related to the task and can be renewed.

Regulation 5: European Congress

1. GENERAL

- 1.1. A congress adopted by the European Society of PRM (ESPRM) will be held every 2 years.
- 1.2. Application to host the European Congress of PRM could be made by one or more collaborating active participant national scientific societies or any participant natural person, if

fully sponsored by his/her national scientific society, to the Central Office of ESPRM.

1.3. The National Scientific Society hosting the European Congress of PRM must have fulfilled its membership dues in full during the last **two** years before the application and remain in good standing until the Congress takes place. The same applies for an application coming from a participant natural person. The National Scientific Society must appoint a Local Organizing Committee.

1.4. A congress committee can be appointed by the President of ESPRM at any occasion to evaluate the progress in the organization of the Congress. Travel and accommodation expenses of this congress committee are on the Congress budget.

1.5. Exhibition: an exhibition highlighting medical devices and tools as well as pharmaceuticals is to be organized in conjunction with the Congress. Lunches and coffee breaks should be served within the exhibition.

1.6. Time slot for satellite symposiums and workshops by industry are to be foreseen in the program of the Congress but should not be in competition with the official Congress program and should be evaluated by the Congress Scientific Committee.

1.7. The Local Organizing Committee nominated by the National Scientific Society must find and cooperate with a Congress Professional Organization (CPO) and both should make a contract with ESPRM.

1.8. The contract should be signed during or just after the congress venue inspection by the two members of ESPRM (according to paragraphs 6.3 and 6.4), (but not less than 30 months before the Congress takes place, on the one hand by the President of ESPRM and/or the President Elect of ESPRM and the Executive Director of the Local Congress Professional Organizer and by the President/s of the hosting National Scientific Society/ies on the other. In case of any delay by the national Scientific Society or the CPO in signing the contract, after the elapse of the 30 months ESPRM has the right to cancel the decision for organizing the congress at that country. In case of a European PRM congress coinciding the same year with the World PRM congress in Europe, if ESPRM and ISPRM Bodies will agree for a joint congress, then the applicants for hosting the European congress have to apply to the ISPRM for hosting the world congress as well. The winner applicant for the ESPRM congress during the ESPRM General Assembly will finally be the host of that congress, provided that he will be successful in hosting the world congress of PRM during the ISPRM General Assembly, which follows. In any other case, the European (joint with the World) congress will be given to a next successful applicant.

1.9. All the arrangements concerning the venue, the hotels and all other related congress activities is the exclusive responsibility of the Local Organizing Committee and the Congress Professional Organizer (CPO), taking into consideration the ESPRM suggestions and the requirements for hosting a congress included in this document.

2. SOCIAL ACTIVITIES

2.1. A Welcome Reception should be organized in the Congress Centre immediately after the Opening Ceremony. This reception will take place in the Congress Centre and must be free for all registered participants (included in the registration fee of all registration categories) and representatives of all sponsoring companies.

2.2. The President's Dinner for selected speakers and ESPRM Ambassadors will be organized according to the congress budget and will apply only upon invitation.

2.3. The Gala Dinner of the Congress should preferably be organized in an adequate venue. Registration for the dinner is not included in the registration fee of the Congress. A limited

number of guests for the dinner can be determined in collaboration with the President of ESPRM and the Local Organizing Committee.

2.4. All social events should be offered within the limitations of the Congress budget.

3. CEREMONIES

3.1. The Opening Ceremony is to be organized on the evening before the beginning of the Congress, starting at approx. 17:00 or 18:00 hrs. This official opening of the Congress includes (short) speeches from the President of the Congress, the President of the National Scientific Society, the President of ESPRM, Invited Presidential lecturer, Local Politicians, Royalty etc.

3.2. It is advised that speeches are mixed with classical music and cultural events. Integration of societies / associations – organizations of disabled persons for these activities should be encouraged.

3.3. In the Closing Ceremony the congress figures (number of participants, number of lectures, etc) will be presented by the Congress President. In conclusion the President of the next congress will give a short presentation.

3.4. The different ESPRM awards as well as the specific Congress awards are to be distributed during dedicated Session for Awards. During this session, the European Academy Awardee will give a special lecture of 30 Minutes.

4. SCIENTIFIC ASPECTS: General Frame of the Congress:

4.1. Dates are always last week of April or first two weeks of May. Half day for the Opening Ceremony, three full days and a half day for the scientific program and Closing Ceremony on the last day.

4.2. A maximum of 5 simultaneous sessions. Additional workshops and training seminars are advised to be organized.

4.3. Sessions organized by UEMS Section Committees, European Board as well as European Academy of Rehabilitation Medicine should be included in the program. Possible Sessions organized by other relevant bodies or Societies of PRM or collaborating societies are welcomed to be included in the Program.

4.4. Topics of the Congress: List of topics for lectures, sessions and abstracts should follow the Curriculum of PRM, created and adopted by UEMS PRM Board.

4.5. According to ESPRM rules, a scientific committee will be nominated.

4.6. Invited speakers: At least 10 international well known experts in the field of PRM should be invited.

5. FINANCES

5.1. The Local Organizing Committee nominated by the National PRM Society/ies and the Congress Professional Organizer handle the registration fees. ESPRM on one part, and the Local Organizing Committee, together with the Congress Professional Organizer on the other part, will work in close and organized collaboration on the soliciting of commercial sponsorships which will be handled by the Local Organizing Committee & the Congress Professional Organizer (CPO).

5.2. The local Organizing Committee together with the national PRM Society/ies and the Congress Professional Organizer will send to the ESPRM Treasurer **the amount of fifty thousand euro (€50.000)**, as a congress expense, despite of profit or loss, in not later than four months after the end of the congress. Any final positive balance from a European Congress will be split between the EUROPEAN SOCIETY OF PRM and the National Scientific Society on a 30%-70% basis, not later than four months after the end of the congress.

5.3. In the event of a negative balance arising from the congress after sending to the ESPRM the amount of fifty thousand euro, the national PRM society is obliged to cover all financial deficits within a period of 4 months from their own financial reserves. ESPRM is not in a position to control the incomes of the congress and therefore the national PRM society should accept when bidding for the congress and in the final contract that ESPRM cannot be responsible for any negative financial balance of the congress.

5.4. The Local Organizing Committee will collaborate with the Congress Professional Organizer for providing all the arrangements for European Congress of PRM as well as for the provision of facilities for the meetings of the President, the Executive Committee, General Assembly of Participant Natural Persons etc. The Local Organizing Committee shall refer through the Secretary of ESPRM with the President and the Executive Committee for advice and guidance.

5.5. The President and the members of Executive Committee of ESPRM should have free registration to the Congress and the Gala Dinner and will also be reimbursed for travel costs (economy class) and accommodation.

5.6. The cost (registration, 3 nights' accommodation and economy class tickets) of at least 10 invited speakers will be covered by the congress budget. For any other request exceeding the 10 invited speakers cost should be approved beforehand by the national PRM society through its Local Organizing Committee.

5.7. Congress Registration Fees:

5.7.1 Registration fees should be in relation to those fees charged from the previous two similar ESPRM Congresses and in relation to the fees that are applicable for similar Congresses in the region where the Congress takes place. For the Local Organizing Committee all participants of the Congress who are members of the National Society, a special registration fee will apply.

5.7.2 The President of each national society may receive a free registration in the Congress.

5.7.3 Reduced fees for students and trainees are to be provided. Also, reduced fees for the ESPRM Participants Natural Persons must be provided.

5.7.4 Funds are to be collected in order to offer reduced registrations to participants from third world and developing countries, as per the official list of UN. In addition, and as a contribution, the local Congress Professional Organizer will cover the cost of accommodation of 10 young PRM doctors (under 37 years old) selected by ESPRM with the prerequisite to be Participants Natural Persons of ESPRM and registered in the Congress by submitting an abstract.

5.7.5 The Congress website must be live 2 years prior to the congress and available 1 year after the end of the congress.

5.8. Costs for the Congress for ESPRM related activities are to be borne by the Congress budget after the approval of the President of the Local Organizing Committee and the CPO.

5.9. The person chosen to present the European Academy Award Lecture has his/her registration waived.

6. VOTING PROCEDURE & VENUE SELECTION

6.1 Voting rights: All the Ambassadors have voting rights if they are in good standing. (One vote per country plus the vote of the 3 ambassadors representing the participants natural persons).

6.2 The city that will be selected needs to obtain the majority of the votes (51%). This may only be obtained after different voting rounds. The city with the least votes in each round is being eliminated. Voting will be secret and will be organized by the ESPRM General Secretary, 4 years before the Congress, during the Spring Board of Ambassadors, or later in extraordinary cases. The winning country will immediately be announced after the voting to the winners.

6.3 The selected city will be visited by at least two members of the ESPRM Executive Committee (President or President Elect and another member) in order to check if the city, hotels and Local Organizing Committee meets the ESPRM requirements and if they are fully accessible for disabled persons. All costs related to this visit (flight, stay) are to be borne by the National Scientific Society.

6.4 The selection of the city is only final after a positive advice from the visiting committee. If not appropriate, the National Scientific Society has the right to propose a new city. If again considered not appropriate, the organization of the Congress will be assigned to the country voted in second position (if positively evaluated after the site inspection). If no other candidates remain then the ESPRM Executive Committee can ask for new bidding submissions for hosting that congress.

6.5 The procedure to be followed in the selection of the venue for the next ESPRM Congress is:

- i. An official letter or email by the candidate National PRM Society should be sent to the ESPRM Central Office announcing the interest in bidding for the next European Congress of PRM. This letter or email should reach the Central Office at least **two months before** the voting.
- ii. In order to support their candidature, National Societies are required to submit a bid book containing information about the members of the nominated Local Organizing Committee, the name of the chosen Congress Professional Organizer (CPO), the airport, transport, city, possible Congress venues and exhibition areas, hotels, social venues, other Congresses that took place in the city, the capability of the National Society to attract to the congress at least 800 participants and all other points of interest for the Congress.
- iii. The bid book needs to be sent electronically to the ESPRM Secretary who will post it on the ESPRM website, so that all ESPRM Ambassadors with voting rights can have access to it at least **4 weeks** before the day the voting meeting takes place.
- iv. The voting will take place during the Board of Ambassadors Spring meeting.
- v. The winning country will be officially announced during the Board of Ambassadors meeting.

7. MANDATORY

7.1 It must be focused in the bid book and the presentation the accessibility for disabled people in all venues that are proposed for the Congress.

7.2 The above requirements are the basis of the contract between ESPRM and the hosting National

Society.

Regulation 6: Responsibilities of the Board of Ambassadors:

1. To elect the Executive Committee
2. To formulate the rules and regulations for the efficient administration of the ESPRM and the achievement of its stated goals and objectives.
3. To decide the location of the Secretariat.
4. To determine the annual membership fee in each class and category.
5. To approve the next year's Policy Plan (budget).
6. To approve the report of the treasurer, concerning income and expenses of the previous year.
7. To ensure the communication between the Board of Ambassadors and the several kinds of Participants.
8. To decide the location of the biennial European congresses.
9. The acceptance or expulsion of participants.
10. To elect the president of the next ESPRM congress, following the recommendation made by the national scientific society organizing this event.
11. To delegate to a National Organising Committee and to a Scientific Committee the organisation of the ESPRM congress.
12. To approve major changes in the official web-site of the ESPRM.

Regulation 7: Terms of Office of Executive Committee

President:	4-years term, automatic succession from president elect, which has been elected 2 years before the end of president's term. The president remains after his term another 2 years as past president.
Past President:	2-years term, automatic succession from president
Incoming President:	2-years term (the candidacy should be announced before the election at least one week, with an official letter to the President and to the Secretary from the candidate and a letter from the President of the National Society supporting him/her)
Secretary:	4-years term, he/she can have a deputy Secretary decided by the Executive Committee.
Treasurer:	4-years term, he/she can have a deputy Treasurer decided by the Executive Committee.
Members:	4-years term, four ambassadors, the three of them coming from the National Scientific Societies ambassadors and one coming from the Natural Persons Ambassadors.

If there is a nomination of Deputy Secretary and Deputy Treasurer, they take part in the Executive Committee meeting without a vote. The candidacies for the members of the Executive committee should be announced 4 weeks before the election with an official letter to the President and to the General Secretary from the candidate and a letter from the President of the National Society supporting him/her, except in the case of an Ambassador of the Natural Persons who sends only an official letter of his/her candidacy as above. Any member of the Executive Committee cannot be replaced as Ambassador by its national scientific society till the expiry of its term.

Regulation 8: Election of Exec. Comm. by the Board of Ambassadors:

President:	automatic succession from incoming president
Past President:	automatic succession from president
Incoming President:	will be elected by the Board of Ambassadors
Members:	will be elected by the Board of Ambassadors

Regulation 9: SPECIAL INTEREST SCIENTIFIC COMMITTEES RULES:

1) AIMS OF THE SPECIAL INTEREST SCIENTIFIC COMMITTEES (SISCs)

The Mission of the SISCs is:

- to assess the research activities of the ESPRM in a field,
- to propose ways to improve the research activities of the ESPRM in a field, by
 - enlarging the types of research activities in a field,
 - preparing the conditions for EU or international networks for grants application,
- to propose ways to increase the visibility of the research activities ESPRM in a field by all ways (PRM congresses, other scientific congresses, scientific and public medias)
- To promote and assess educational initiatives, both during ESPRM Congresses or in other educational initiatives promoted by our Society (e.g. Schools, such as Marseille, Syracuse etc)

Main targets:

- ESPRM scientific involvement in the ESPRM congresses
- ESPRM communication and information in this field with regards to Authorities, public, disabled persons as individuals or their associations, medias
- Define the required basic European guidelines in their scientific field of interest (when and how), leading to a publication.

2) PROCEDURES FOR THE ACTIVATION OF A SISC

A proposal for the activation of a new SISC can be submitted by any participant or group of participants of ESPRM or UEMS PRM Section or Board. Activation of a SISC can be also decided by ExC, for reasons related to the general targets or specific needs of the European Society. In this case, the ExC proposes an ambassador or participant as chairperson.

The application to the ExC must include:

- A description of the background and purposes of the SISC, of its expected impact on the activities of ESPRM and, when appropriate, the possible connections with other already existing SISCs;
- A CV of the person(s) proposing the SISC, highlighting in particular the experience/competencies in the specific area of interest of the SISC;
- Any other information that could be useful to make a decision on the proposal (suggested actions, possible connections with other societies, associations, institutions etc). If the proposal is submitted by more than one person, it must include the member who is proposed as Chairperson in case of acceptance of the proposal.

The proposal and application are discussed during the first meeting of the ExC scheduled after the submission. The ExC can ask the proposing person(s) to provide additional information before submitting the proposal to the Board of Ambassadors. The proposal is formally presented and voted during the 1st Board of Ambassadors scheduled after submission to the ExC.

2) CHAIRPERSON

The SISC can be chaired by:

An Ambassador coming from a participant national scientific society;

A Participant Natural Person;

An official or Senator of the UEMS Section and Board.

The Mandate of the Chairperson is of two years.

It may be renewed each two years, with no limitation of number of mandates.

The approval of the SISC and the election of the Chairperson occurs at the first Board of Ambassadors meeting and expires after two years.

3) MEMBERS OF THE SISC

The number of members is usually up to five including the chairperson, but it can be more if there are persons very interested to contribute to the field of interest of the committee.

The same rules of membership applied to the Chairperson are applied for the other members.

Any member of a SISC who is not an ESPRM ambassador or official or Senator of the UEMS PRM Section and Board, must subscribe as Participant Natural Person.

4) COOPERATING MEMBERS

Besides the Members of the Committee, a network of other cooperating members should be developed.

The network may include professionals, policy makers, users, members of Associations of Persons with disability and other individuals/associations involved in the area of interest of the SISC.

The Committee should take into account that it is a part of ESPRM and should work within the scope of the Society. This means that, although the establishment of the network related to the Committee area of interest, may include non-PRM specialists, the aim of the Committee should be focused on ESPRM domain.

5) DUTIES OF THE SISC

The Committee should work according to the mission and targets described in point 1 of this article and according to the Statutes and Regulations of the European Society.

To accomplish these goals, each Committee should define a 2 years plan with a detailed program of activities that should be presented in the 1st SISC ESPRM meeting scheduled after the designation and approval. Special attention should be given to the collaboration with the organization of the next Congress, by assessing the Scientific Committee, namely on the topics' choice, sessions definitions, proposals for invited speakers, indication of reviewers.

Regulation 10: Rules for the Endorsement of scientific events organized out of ESPRM member countries:

A. General criteria of endorsement of scientific activity: ESPRM needs: - the full information on the scientific event (file for a check list with deadline to send the information, the organizing scientific committee, the scientific programme) - representative of the ESPRM onsite - information on ESPRM spread during the event.

B. ESPRM support calendar of events if it is a national or international event:

1. The topic should be relevant and of importance in the areas of interest of PRM specialty.
2. The activities should be scientifically sound and ethically acceptable and based on high standards of scientific research.
3. The activity should be organized and adapted by the national or regional society of PRM where the activity will be held. Or at least the activity must have its scientific recognition.
4. The activity should have a scientific and executive committee with at least two PRM physicians in it.
5. The ESPRM should have the right to send at least one member sponsored by the organizers to attend the activity. Eventually this ESPRM member could be a lecturer.
6. ESPRM has no responsibility or obligation for any expense or for the procurement of financial support for the endorsed activities and/or events.
7. ESPRM reserves the right to withdraw its participation if it determines that the final program does not meet the ESPRM mission and vision.

Regulation 11: Functioning Rules of the ESPRM Auditing Committee (from 2018):

The mission of the Auditing committee of ESPRM is to improve the quality of the financial management of the ESPRM.

The task of the Auditing committee is

- to audit and advise the accounting and financial activities of ESPRM
- to monitor the ESPRM's performance on a 6 and 12 monthly basis /twice per year/ including assessment of the financial report and budget and proposals and recommendations for improving the financial management of ESPRM

The Auditing Committee shall comprise 3 members, elected by the Board of Ambassadors of ESPRM, with 3-years term. Every year one new member elected in the Board of Ambassadors meeting for 3 years maximum. The members of the AC shall elect the chairperson. Recommendations and proposals shall be made by majority of the members. The conclusions of the assessment of the financial report and budget will be presented to the Executive Committee and after that, to the ambassadors during the Board of Ambassadors, together with the financial report. The annual financial report, together with the opinion of the financial auditing committee is brought to the attention of the ambassadors. Adoption of the report leads to discharge of the Treasurer on current practice with regard to management.