



**ASSOCIATION EUROPÉENNE DES MÉDECINS DES HÔPITAUX
EUROPEAN ASSOCIATION OF SENIOR HOSPITAL PHYSICIANS
EUROPÄISCHE VEREINIGUNG DER LEITENDEN KRANKENHAUSÄRZTE
EUROPESE VERENIGING VAN STAFARTSEN
DEN EUROPÆISKE OVERLÆGEFORENING
ΕΥΡΩΠΑΪΚΟΣ ΣΥΛΛΟΓΟΣ ΝΟΣΟΚΟΜΕΙΑΚΩΝ ΙΑΤΡΩΝ ΔΙΕΥΘΥΝΤΩΝ
ASSOCIAZIONE EUROPEA DEI MEDICI OSPEDALIERI
DEN EUROPEISKE OVERLEGEFORENING
ASSOCIAÇÃO EUROPEIA DOS MÉDICOS HOSPITALARES
ASOCIACIÓN EUROPEA DE MÉDICOS DE HOSPITALES
EUROPEISKA ÖVERLÄKARFÖRENINGEN
EVROPSKO ZDRŽENJE BOLNIŠNIČNIH ZDRAVNIKOV
EUROPSKA ASOCIACIA NEMOCNICNÝCH LEKAROV
EUROPSKA UDRUGA BOLNIČKIHI LIJEČNIKA
ΕΒΡΟΠΕΪΣΚΑ ΑΣΟΪΑΪΑΪΑ ΝΑ ΣΤΑΡΣΗΤΕ ΒΟΛΝΗΪΗΝΗ ΛΕΚΑΡΗ
ASOCIATIA EUROPEANA A MEDICILOR DIN SPITALE**

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**RULES OF PROCEDURE for
Presidents' Committee Meetings of
the European Medical Organisations Alliance (EMOA)**

Article 1.

Definitions

By these rules of procedure, "Presidents' Committee" (hence-forward PCom) shall mean a formal meeting of the following European Medical Organizations (hence-forward "EMOs"), in alphabetical order of their abbreviations:

European Association of Senior Hospital Doctors (AEMH)
Conseil European des Ordres des Médecins (CEOM)
Standing Committee of European Doctors (CPME)
European Working Group of Practitioners and Specialists in Free Practice (EANA)
European Junior Doctors (EJD)
European Medical Students Association (EMSA)
European Federation of Salaried Doctors (FEMS)
European Union of General Practitioners (UEMO)
European Union of Medical Specialists (UEMS)

EMOA shall mean the European Medical Organizations Alliance, established by the Agreement on Mutual Cooperation in Porto 5 December 2009.

Participating organizations are EMOs that signed the present Rules of Procedures.

Article 2.

Participants

The participants of the PCom are:

- Members of the Alliance Committee in the sense of the Agreement on Mutual Cooperation European Medical Organization's Alliance (hence-forward: EMOA) or their substitutes, according to the Agreement and internal regulations of EMOA participants
- presidents of other participating organizations mentioned in art. 1, not allied in the EMOA. The president can be substituted by the person who is according to internal Organization's regulation competent to fully replace the president in his absence.
AND
- secretary-generals of participating EMOs, who are, according to the internal regulation of respective Organization or by appointment of the president, competent to attend the PCom meetings
- any further person, invited by any of the participating presidents, provided that no other participating Organization objects this person's presence
- secretary, provided by the organizer

Article 3.

Order and call for meetings

As a rule, PCom convenes twice a year at least. By default, the meetings are held on Saturdays from 09.00 am till 01.00 pm venue local time.

The venue and calendar of PCom meetings are established during any of the previous PCom meetings, at the immediately previous meeting at latest. As much as possible, the PCom meetings should coincide with the scheduled events of any of the participating PCom Organizations or other events that are in a PCom members' general interest.

By default, the PCom meetings are organized by any of the participating organizations. If PCom meeting is adhered to any other event, the meeting may be organized by the organizer of such event if it is ready to take charge of it.

The organizer shall send the invitation to PCom members at least one month in advance. For the meetings, scheduled less than 1 month in advance, the invitation shall follow within 8 days after the venue and time are established. The invitation shall include:

- time and venue of the meeting
- reasonable deadline to confirm the participation
- the proposed agenda
- forms and guidelines for accomodation
- specification of costs, including accomodation, tranfers, costs of the meeting and all other indispensable facilities
- the programme of any other events the PCom participants are invited to

Invited participants are expected to confirm the participation within the deadline, set up in the invitation, including the list of participants. The participants, mentioned in art. 2, may attend the meeting even with their participation not confirmed; however, to such participants the availability of accomodation and other facilities, required by these rules, are not guaranteed.

Any participating member may call for modifications of the agenda any time until the agenda is approved.

Article 4.

Language

The official language of PCom is English. The organizer do not assume any translation; however, any participant may provide a translator on his/her own.

Article 5.

Accommodation:

The organizer must propose accommodation to the participants within a short walking distance from the PCom venue (unless a shuttle to the PCom meeting is provided), with the possibility for the participants to make the reservation at least within 10 days after the invitation is sent. The participants are not obliged to choose the accommodation provided by the organizer.

Article 6.

Meeting facilities

The PCom meeting needs a single meeting room (number of seats equal to number of confirmed participants plus 3 seats), with computer projection (beamer), videocable and a wide screen.

Article 7.

Presence of participants

The presence of the chairman and the rapporteur during the whole meeting is compulsory. The others are free to attend or leave the meeting, but their presence or absence must be marked in the minutes.

Article 8.

Chairman and rapporteur

The chairperson should be the president of the inviting EMO, which can also provide the rapporteur.

Article 9.

Agenda

If all proposals of the agenda are not approved unanimously, the topics are listed as follows:

- unanimously approved subject matters are discussed first
- other topics are discussed according to number of Organizations interested in the particular topic

The chairman may decide to close the meeting at the scheduled time even if all topics have not been discussed. The topics that have not been fully discussed must be marked in the minutes.

Article 10.

Minutes

Draft minutes are done by the rapporteur and approved by the chairman before being diffused to other participants. Other participants may demand corrections within 15 days. The rapporteur and chairman jointly consider the corrections to be accepted. Other corrections are added after the end of the minutes stating the text and the author of the proposed correction. This makes the minutes distributable to all participants as final.

Where there is no general, special or ad-hoc agreement between participating Organizations, the minutes have no binding effect upon either Organization.

Article 11.

Conclusions and decisions,

Where there is no general, special or ad-hoc agreement, the conclusions and decisions of the PCom meetings have no binding effect upon the Organizations or participants.

Article 12

Management of Documents (*) based on Document [CPME 2001-003 FIN](#) (The Management of documents submitted by the Associated Organisations to the CPME; endorsed by the Presidents' Committee on 09.03.2006; adopted by the CPME Board on 11.03.2006)

PRINCIPLES

1. The EMOA representing the medical profession as a whole in the European Union should, whenever appropriate, seek consensus in order to strengthen that advocacy.
2. Each EMO performs expert work in their individual branch of the profession. The collaboration with each other expands the scope of medical activities beyond the possibilities of each single organisation.
3. The overall aim of the PCom is to agree on the distribution of tasks of common interest, facilitate the formulation of common views and the endorsement of position papers from any organisation by the others.
4. The Presidents, having the mandate to represent their organisations can in the Presidents' Committee, express views in urgent matters of common interest even when there has been no time to circulate a document on the subject.
5. The EMOs, as independent bodies, when representing their respective constituencies, are free to communicate and promote their documents to external institutions, including those of the European Community. However, all efforts should be made to coordinate the individual organisations' views to ensure the unity of the profession and maximum impact in representation.
6. It is to be hoped that the documents of a European Medical Organisation, whilst expressing the expert views of that group, in order to maximise impact and maintain unity, should also be acceptable to the medical profession as a whole. As these documents are the results of extensive deliberations between the members of the originating organisation and represent the agreed European position of that organisation, such documents are not alterable by the other organisations. Accordingly, consultation with other organisations will be encouraged, prior to these documents being adopted as policy.
8. Each EMO will promote documents endorsed by the Presidents' Committee.

9. Any organisation may decide that the content of another organisation's document raises an important principle for the constituency of that organisation. Such issues may form the basis of a new statement, which should include a reference to the original document.

METHODS

Documents for the Presidents' Committee should be sent no later than (*deadline to be determined*) to the EMO organizing the next PCom. This EMO will then circulate the documents to all other EMOs. If an organisation wants to submit a document to the PCom to be endorsed, the document will be distributed also to the members of all EMOs.

The document will then be discussed at the meeting of the PCom to ensure that no damage will be incurred to the interests of other organisations.

The document will after that be presented to the Executive bodies of the other EMOs by their presidents with the views/recommendations of the PCom.

Ownership of any document must be retained by the original authorising Organisation and recognised by logo. Other organisations may add their logo underneath the original together with the word "endorsed by ..." as appropriate.

Article 12.

Finances

Common costs under this Agreement include only:

- Rental of the conference hall for common meetings plus technical equipment;
- Common meals.

These costs are paid by the EMO which calls the meeting and are refunded by the other EMOs proportionally to the number of its members invited to the meeting.

Travel, accommodation and other expenses for the common meetings are to be settled by each participant individually.

Subventions and sponsorships are possible according to the rules of the medical profession, provided that no participating Organization objects.

Article 13.

Withdrawals, Modifications

Any organization may any time withdraw from these Rules by sending notice to all other participating Organizations. With any withdrawal, article 2 of these Rules is considered modified.

Article 14.

Modifications, Accessions

These rules of procedure may be modified upon the agreement of 2/3 of signatory Organizations.

Further accessions to these Rules by the entities, not listed in art. 2, are possible upon the respective entity's expression of interest and a letter of acceptance of the rules and upon acceptance of 2/3 of signatory Organizations, provided that the expression of interest has been discussed at a PCom meeting. With any such accession, art. 2 of these Rules is considered modified.

Organizations that do not accept the modifications of the Rules or accessions according to this article, may withdraw from the Rules according to art. 13.

Article 15.

Final provisions, reservations

For these Rules to come into effect, at least 3 signatories are needed. When attending a particular PCom meeting, organized by these rules, any participating organization is bound by these Rules for the particular meeting even without formal accession.

Participating organizations may accept these Rules only as a whole; acceptance with reservations is not possible.

Done in Warsaw, on 27th November 2011

Signatories

EMOA protocol to rules of procedure of Presidents' Committee

Pursuant to the Presidents' Committee rules of procedure, the members of EMOA adopted further decisions:

Article 1:

PCom meetings, organized by the rules of procedure as of 25th March 2011 shall be regarded at the same as EMOA Committee meetings in the sense of art. 5 of the Agreement on Mutual Cooperation European Medical Organization's Alliance, provided that all of the following conditions are met:

- No EMOA member objects
- The chairman and rapporteur are from an EMOA member
- all EMOA members are represented in the sense of article 5 of Cooperation Agreement
- there is no infringement with EMOA Cooperation agreement or other EMOA documents.

Article 2:

When PCom meetings satisfy the conditions laid down in art. 1 of this Protocol and the consensus in the sense of art. 6 of EMOA Cooperation agreement is reached, notwithstanding the art. 10 of the PCom rules of procedure the PCom, conclusions, decisions and common papers of PCom meetings have binding effect upon EMOA members.

Article 3:

The proportion of the costs to be settled by EMOA members by the rule of art. 11 of PCom rules of procedure shall be apportioned among EMOA members according to art. 8 of Cooperation agreement.

FEMS-AEMH Declaration of acceptance to PCom rules of procedure

FEMS and AEMH declare themselves available to:

- to act as the default organizer of PCom meetings when there is no other PCom member available to do it
- to propose the chairman and/or rapporteur to PCom meetings when no other PCom member does

Article 6

Decision-making

All decisions require a consensus of all EMOs present. The common decisions shall have binding effect upon all parties.

Article 7

Common Position Papers

All common papers shall include the logo of all EMOs of the Alliance.

Article 8

Finances