

# European Network for Medical Residents in Public Health Policies and Procedures

## 1- Definition of policies and procedures

In accordance with the association statutes, the policies and procedures are established and amended by the executive desk.

The objective is to specify the points which are not provided for in the statutes especially the statutes relating to the internal administration of our association :

- ⤴ Memberships
- ⤴ Setting up and Functioning of the executive committee, the executive desk and the annual general meeting
- ⤴ Tasks and activities of the committee
- ⤴ Responsibilities and appointment of the committee
- ⤴ Purpose and evolution of the website .

## 2- Membership

- EuroNet has two sorts of membership.

a- Full membership - open for national public health medical residents associations in Europe (WHO/EURO definition of Europe).

Full membership includes the following:

- ⤴ Participation in all EuroNet activities
- ⤴ Representation at the Executive Committee meetings
- ⤴ Representation on the EuroNet Executive Desk (including voting rights)
- ⤴ Eligibility to nominate representatives for Executive Desk roles
- ⤴ No time limit on full membership

b- Individual Membership - open to public health medical residents from European countries where it is not possible for residents to establish a National Association fulfilling the requirements of EuroNet. Individual membership is renewed yearly.

Individual membership includes the following:

- ⤴ Observer status in EuroNet Executive Committee meetings (excludes voting rights)
- ⤴ Inclusion in EuroNet communications and newsletters
- ⤴ Participation in all EuroNet activities (projects, conferences, etc)

- Membership Application Process

a- Requirements to apply for Full Membership:

A formal national organisation of public health medical residents exists which represents at least 51 % of the country, that fulfil the definition of a National Association. If more than one association exist in the country, for instance a group of

regional associations, each association shall provide at least one member in the executive committee in order to have a complete representation of the country.

- ⤴ Representation on this national organisation is elected democratically
- ⤴ This national organisation has agreed (in majority) that they wish to join EuroNet
- ⤴ This national organisation effectively acts as a communication network to and from all public health residents in the country
- ⤴ The organization must have formal terms of reference and be able to demonstrate its democratic process of representation and communication to the wider population of Public health Residents in that country.

The EuroNet Executive Committee would request the following information:

- ⤴ Goals of the national organisation
- ⤴ Frequency of organisation meetings
- ⤴ Number of members
- ⤴ Process of democratic representation on the national organisation

This information is circulated among the Executive Desk and approved if the applicants can demonstrate they meet the criteria for full membership.

In exceptional circumstances, if criteria are not applicable, unanimity is necessary for access of a new Association.

b- Requirements to apply for Individual Membership:

If no national organisation is available or if a national organisation is unwilling to become a full member, individuals from that country can apply for membership by sending an email to the Executive Desk.

Applicants will be required to follow up documentation on the specifics of public health residency in their country. This information is circulated among the Executive Committee who will decide on membership.

In exceptional circumstances, if criteria are not applicable, unanimity is necessary for access of a new Association.

c- Withdrawal conditions

Withdrawal from EuroNet MRP is possible by sending an official communication to the Executive Desk. Such communication should be signed by the formal representatives of the withdrawing national association and is effective immediately.

### 3- Functions of the executive desk

The ED is composed of two representatives of each country, nominally appointed. These two representatives are to be chosen among those already appointed at the Executive Committee.

At least one of the two executive desk members from each country should be a national association Desk Member. Whenever one of the two representatives of a country is absent, he\she will be represented by another member of the Executive Committee from the same country. The ED is responsible for final decision making in the network.

#### President

The presidency is a representative function. The president has no decision making power, but promotes exchanges between members of the network and conducts meetings. The president is the official spokesperson for outside interlocutors and signs official documents.

#### Vice-president

The vice-presidency is a representative function.

The vice-president takes the presidency in case of resignation of the president.

The vice-president helps the president coordinating projects and accomplishing functions.

He\she establishes communication with partners and other associations.

He ensures the network visibility.

#### Secretary

The secretary writes reports on the meetings. The secretary archives all work documents, reports on the meetings, mails. He\she manages the mail box and helps the president to promote exchanges between members of the network and organize the Network agenda.

#### Treasurer

The treasurer looks for funding for running cost and specific network projects.

The treasurer registers and administers the bank account.

#### Vice-treasurer

The vice-treasurer is in charge of the network finances in case of resignation of the treasurer. For practical reason, the bank account being registered in France, the Vice-treasurer has to be French. The treasurer and the vice-treasurer shall be both qualified to administer the bank account.

#### Webmaster

The webmaster updates and modifies the website, considering administrative aspects (registrations, member list, website plan, general design, view statistics).

Countries shall alternate every year in each function, following country alphabetical order, with the exception of the webmaster. The webmaster is elected based on competence and availability. Reelections for the same functions are not allowed.

With a concern for representativity, the executive desk and executive committee is composed, as far as possible, of one resident of each year.

#### 4- Executive committee

The administrative board is opened to all the public health residents members from any association that has been elected for membership in our association (according to membership rules described in article 2).

#### 5- Running of the committee

The ED should meet at least once a year at the initiative of one member at a time, with orders of the day. If possible, at least two representatives of the Executive Committee of each member association will attend their respective countries association meetings. Minutes are not systematic and shall be distributed to all committee members..

Except in exceptional circumstances, the date of the next meeting shall be determined after the end of each meeting. This date must be notified in the meeting report.

The Executive desk may make further to invite any person whose present is deemed relevant, according to the order of the day.

Any member of the executive committee is free to suggest the inclusion of items on the order of the day, he must ask the request to the president or all other member of the executive desk.

Projects shall be approved by two thirds of the voting members, even when not all member countries are partaking the project.. Each country shall provide at least 4 voting members to be represented in the network, more if they can all provide the same number of voters.

#### 6. Purpose and evolution of the website

The association provides a website which purposes are,

- ⤴ For public audience : Dispatch information about the objectives and projects of the network
- ⤴ For public health residents : Dispatch updates about the current and past Euronet MRPH projects (methodology, funding, meetings and minutes) and eventually provide documents linked to it.

Registration shall be validated by a procedure previously defined by the ED.

Updates shall be done regularly considering calendar of meetings and project deadlines, and links to minutes added. Important modifications such as new themes creation, request the approval of the ED before going online.