

## APPENDIX 7

### ERBP

#### **1.ERBP**

*European Renal Best Practice (ERBP)* is one of the officially appointed committees of the *European Renal Association – European Dialysis and Transplantation Association (ERA-EDTA)*. The mission of ERBP is to improve the outcome of patients with kidney disease in a sustainable way, through enhancing the accessibility of knowledge on patient care, in a format that stimulates its use in clinical practice.

#### **Advisory Board**

The *ERBP Advisory Board's* task is to plan and coordinate all the activities of *ERBP*.

The *Bylaws* of the *ERBP Advisory Board* must be in agreement with the ERA-EDTA Constitution. The *Bylaws* have been jointly developed by ERA-EDTA and ERBP and have been accepted by the *Council* of the ERA-EDTA as well as by the *ERBP Advisory Board*, the latter by voting according to *Item 8.5*.

The ERA-EDTA strongly supports the concept of *Advisory Boards*, covering specific activities in areas of interest to the Association. *Advisory Boards* act in accordance with the purpose of the ERA-EDTA as defined in their Statutes. In addition to these common purposes, each *Advisory Board* defines its own specific purposes.

The ERBP Advisory Board has the faculty of creating internal WGs for specific tasks. The ERA-EDTA Council will be regularly informed about these eventual WGs, and their duties, accomplishments, during the ERBP annual report (Spring Council).

#### **2.Purpose of the ERBP Advisory Board**

The purposes of the *ERBP Advisory Board* are:

- ✓ To offer guidance to the European nephrological community (as well as in countries bordering Europe and the Mediterranean Sea), in particular to the other ERA-EDTA Committees, by developing guidelines, if there is sufficient evidence, or other documents (recommendations, position statements, educational reviews) if evidence is deemed insufficient, or assisting other ERA-EDTA Committees in this matter. The quality of evidence, and its presence or absence, should be clarified each time to the readership. This process may also include the adaptation of existing guidelines.
- ✓ To screen the existing literature for material which may lead to the development of new recommendations or the update of existing ones.
- ✓ To disseminate the generated documents and recommendations by publishing full and summary versions; presentations at meetings; displays on websites; email blasts and by encouraging the translation of such documents into languages other than English.
- ✓ To stimulate implementation by distributing CME-questions and questionnaires and organizing quizzes and audits.
- ✓ To define research recommendations based on the gaps of evidence.

- ✓ CME Activity of ERBP. All CME Activity of ERBP, if any is organized, must be approved first of all by the ERBP Advisory Board and then by the Council. It will receive a special budget, separate from the normal ERBP activity's budget. The budget for this CME activity will be presented to Council, for formal approval, at the Spring Council meeting; the evaluation of the activity itself instead will follow the rules of the internal ERA-EDTA Committee CME regulations.

### ***3.The resources required to achieve the purposes of ERBP***

The intended purposes of the *ERBP Advisory Board* shall be achieved with the following resources:

#### 3.1 Resources

The finance to enable ERBP to fulfill its objectives (purposes) is obtained from ERA-EDTA resources.

#### 3.2 Accounting

Financial support of *ERBP* activities is based on a yearly budget (January – December), which must be included in the annual ERA-EDTA budget and approved by ERA-EDTA Council. The *ERBP* budget for the coming financial year will be presented to the *Council of ERA-EDTA* for approval. No direct industrial support (sponsorship) will be sought by *ERBP*.

#### 3.3 Role and Responsibilities of Chair and Vice-Chair

*ERA-EDTA* will present a procura to the *Chair of ERBP* for the financial management of the above mentioned budget. Further responsibilities, duties and rights of the *Chair* and *Vice-Chair* are defined below, in particular in *Item 9*. The finances are to be managed by *ERBP* in agreement with the *ERA-EDTA's* standards and its status as a England and Wales charity. They are to be applied only to the *ERBP Advisory Board's* and *ERBP's* own purposes. The management of the above budget is under the final responsibility of the *ERBP Chair*.

#### 3.4 Auditing

The *President, Secretary-Treasurer and Council of ERA-EDTA* and eventual external *Auditors nominated by the ERA-EDTA Council* can obtain, upon request to the *ERBP Chair*, insight into the management and bookkeeping of *ERBP*.

#### 3.5 Approval

The *ERBP Chair* must present an annual financial report, for the year just finished, to the *President and Secretary-Treasurer of ERA-EDTA*, to receive approval by the *Council of ERA-EDTA*. This should preferably be done at the meeting of the *Council of ERA-EDTA* in which the budgets are discussed/approved (Spring Council Meeting). At this meeting the budget for the next financial year should be presented.

### ***4.Composition of the ERBP Advisory Board***

*Board Members* are nephrologists as well as non-nephrologists (guideline methodologists, epidemiologists, nurses, patients, ethical advisor, etc.). At least one member should be a

paediatric nephrologist. The *President* and *Secretary-Treasurer* of ERA-EDTA are ex-officio *members* and they cannot cover any other role within the board during their term (see article 6.5). *Non-members* may be asked for *ad hoc* advice about specific matters. The composition of the group should be geographically balanced among European countries and regions (including countries bordering Europe and the Mediterranean Sea). The minimum number is 17 while the maximum number of members is 25.

Industry, or industry representatives/employees, cannot be an *ERBP Advisory Board Member* - please see below for more details regarding this specific matter:

- 1) Any person receiving salaries and /or payments done on a regular basis directly by industry and working directly for industry will not be involved, directly or indirectly, in any ERBP activity, will not participate in ERBP meetings, production of papers and/or written recommendations.
- 2) Any person receiving a salary (or part of his/her salary) or a regular payment from a company as a result of the company having purchased the property of the medical center or University where this person works, and who is active as a professional specialist physician or who is directly involved in patients' treatments may participate in the ERBP activity. However they will not be involved in the any ERBP activities which may be affected or influenced, directly or indirectly, by their personal professional industry dependent work.

### **5.Election of ERBP Advisory Board members**

- 5.1 Membership is granted by invitation only. Potential new members can submit candidacies in response to an open call sent to all ERA-EDTA Full members, once the board has declared an open position. The candidates will also have to send their CV ([http://www.era-edta.org/councilregulations/ERBP\\_CV\\_Template\\_October2015.doc](http://www.era-edta.org/councilregulations/ERBP_CV_Template_October2015.doc)).The decision regarding who will be selected will be taken by a majority vote of the entire ERBP Advisory Board. The new *Members* of the *ERBP Advisory Board* should also have their position confirmed by the *ERA-EDTA Council*.
- 5.2 Candidates for membership are any person who: is active in the field of nephrology and related areas; is active in guideline development or methodology; is a nephrology patient; or someone whose expertise is considered relevant for *ERBP* for any other reason.

### **6.Termination of ERBP Advisory Board membership**

Membership ends with voluntary resignation; by exclusion due to serious and well founded reasons; or by a natural rotation among the membership.

- 6.1 Voluntary resignation from the *ERBP Advisory Board* is possible at any time, but must be communicated in writing to the *Chair* and does not absolve the resignee from the fulfillment of commitments made up to the date of resignation.
- 6.2 The exclusion of a *Member* from the *ERBP* may be exercised because of violation of *ERBP* duties or the provisions of the present bylaws, or if he/she does not participate in two consecutive meetings without a valid reason. For this to happen a

majority vote is necessary by the *ERBP Advisory Board Meeting* or the *ERA-EDTA Council*.

- 6.3 Every three years, a rotation of at least 20% of all members of the group should be aimed at. This system should become effective commencing 01/01/2011. The decision regarding who will remain and who must leave the board will be made by secret ballot, upon a proposal by the Chair. Priority to remain on the board will be decided by the Chair based on the willingness of the person to remain, the role of the person within the board as well as the board membership seniority. According to the tasks of the Board at the time, and after a proposal done by the Chair and a majority vote of the Board, the outgoing members do not have to be replaced by new ones, provided that the number of Board members still remains above the minimum number required (see article 4).
- 6.4 All the committee members should be Full ERA-EDTA members. Exceptions to this rule are only permitted for non-nephrologists.
- 6.5 As far as the *President* and the *Secretary-Treasurer* of ERA-EDTA are concerned, the term of office is according to their mandate. Once their mandate is finished, the ERBP board will vote, by secret vote, for them to become ordinary members of the *ERBP Advisory Board*. Newly elected ERA-EDTA Officers will have priority in board membership. Once the quorum of 25 members has been reached, new members can only be added by replacing another *member* after his/her withdrawal. This same rule is also valid for the Chair.

## **7.Rights and Duties of the ERBP Advisory Board members**

- 7.1 Every Member has the following rights:
  - ✓ To be informed of the activities of the *ERBP* by electronic mails.
  - ✓ To participate in the regular *ERBP Advisory Board Meetings*.
  - ✓ To publish in scientific journals and to present at scientific meetings under the logo of *ERBP*, if the content is produced as the result of the activities of *ERBP*.
  - ✓ To stand for election as *Chair* or *Vice-Chair*.
- 7.2 Duties of Members
  - a. When *ERBP* decides to generate guidelines, recommendations, position statements, or any other document, *Advisory Board Members* will be invited to contribute to these endeavors, as a coordinator or as a contributor. Likewise they may be asked to give oral presentations on behalf of *ERBP* at meetings. Once they have agreed to do so, and once appointed, they should submit their contributions as closely as possible within a timeline as defined in advance and the contents of those texts should conform with the philosophy of *ERBP*. *Members* enrolled in *ERBP* activities as coordinator should report on a regular basis about their progress to the *Chair* and *Vice-Chair* and to the *Advisory Board* of *ERBP*. Each *Member* should also update the *Advisory Board*, at least once a year, on specific topics allotted to him/her and on the need or not to generate new guidance documents.
  - b. All members must regularly fill in, and up-date, their DoI online form (for more details see Appendix 3 item 4).

7.3 Visibility matters. Any publication or report of *ERBP* must clearly mention the fact that *ERBP* is a body of ERA-EDTA (this must also be clearly stated on the *ERBP* web-site). The sentence approved by Council related to this matter is: “*This article (to be adapted accordingly) was written by (to be adapted accordingly) on behalf of ERBP which is an official body of the ERA-EDTA (European Renal Association – European Dialysis and Transplant Association).*”

## 8. Advisory Board Meetings

- 8.1 The regular *Advisory Board Meetings* are held at least twice a year, one of them possibly held during the annual ERA-EDTA Congress.
- 8.2 The Chair is in charge of the agenda of the meeting, as well as the venue and the official invitation, which must be sent to all members at least four weeks prior to the event.
- 8.3 Proposals to the agenda are to be submitted to the *Chair* in writing at least 24 hours before the date of the *Advisory Board Meeting*; the agenda may also be modified at the meeting itself. In this case the modification has to be confirmed by a simple majority of the *Members* present.
- 8.4 The *Chair* leads the *Advisory Board Meeting*, if the *Chair* cannot attend the meeting, the *Advisory Board Meeting* shall be chaired by the *Vice-Chair* or, if also not present, by the current President of ERA-EDTA.
- 8.5 Elections and resolutions in the *Advisory Board Meeting* require a simple majority. During all the *Advisory Board* votings, in case of a tie, the *Chair*, or in his/her absence the *Vice Chair*, has the casting vote.
- 8.6 *Chair* and *Vice-Chair* candidates must be current members of the *Advisory Board* and have served on the board for a minimum of 2 years. They must also comply with article 5.2. He/she must send a written request to the current *Chair* at least five weeks prior to the meeting in which the election will take place.
- 8.7 For well defined questions, such as the election of candidates or dissolution of the *ERBP*, in addition to the votes cast during the *Advisory Board Meeting*, postal votes can cast by those members who unable to attend the given meeting. Postal votes will only be valid if sent in double envelopes, on a specified form, and addressed to the *Chair* before the *Advisory Board Meeting*. Electronic voting is also possible, provided that anonymity and security features are taken into consideration. The final decision to subject a decision to a postal/electronic vote will be made by the *Chair*.

All activities, discussions and presentations of the *Advisory Board* and all resolutions made during the meetings of the *Advisory Board Meeting* have to be recorded in written *Minutes*. To this end, secretarial assistance is offered by ERA-EDTA. The *Minutes* are collected, communicated to all *Members* and filed by the *Chair*. Upon request, to the *Chair*, the ERA-EDTA Council can view the minutes as well.

- 8.8 All *ERBP* *Advisory Board* *Members* attending *ERBP* *Advisory Board* meetings are refunded at the same conditions of the Council *Members* who attend a Council Meeting (see also Appendix 3 item 11).

- 8.9 For the rules regarding the reimbursement policy for *ERBP* Advisory Board Members who participate in the face-to-face meeting organized at the time of the annual ERA-EDTA Congress (if any is organized – see also Appendix 3 item 13) one must refer to Appendix 18 of these Regulations (see also Appendix 3 item 12).
- 8.10 With regard to the Diploma for the Chair, please see Appendix 3 item 14.

### **9.Special obligations of individual members of the Advisory Board**

- 9.1 The *Chair* manages the general affairs of the *Advisory Board* and represents it with regard to *external affairs* as well with the *ERA-EDTA Council*. He/she must be a person with an important current or past role/position within the Society (i.e. current or past Council member).
- 9.2 The Vice-Chair must be an *ERBP* Advisory Board member with proven expertise and training in evidence based medicine and guidelines. He/she must support the Chair in directing the methodological affairs of *ERBP*. More specifically, the Vice-Chair, after consultation with, and with the agreement of the Chair, is responsible for managing the production and methodological quality of the guidance produced by *ERBP*. The Vice-Chair will develop and supervise a training program for the fellows in line with logistical and financial possibilities and supervise the guideline development groups of *ERBP*. He/she will also provide advice on guideline development methodology to other Working Groups of ERA-EDTA and, after consultation with, and with the agreement of the Chair, will give final approval for guidance documents produced by them.
- 9.3 *Chair and Vice-Chair* are elected by the *Advisory Board* according to Item 8.6 and are confirmed by the *Council* of the ERA-EDTA.
- 9.4 *The term of the Chair* is three years. This position can however be held by the same person another 3 year term. After this term article 6.5 is applied.
- 9.5 Due to the role of the *Vice-Chair* within the *ERBP* Advisory Board, he/she has a long term commitment and does not have a fixed term; however, every three years his/her appointment must be reviewed and re-confirmed by the *Advisory Board*. He/she can be replaced by applying articles 6.1 or 6.2, or, if the *Advisory Board* does not re-confirm his/her position at the three-yearly review.
- 9.6 The *Chair* and *Vice-Chair* may voluntarily resign after announcing their intention at least 3 months in advance. If a successor to the *Chair* cannot be elected and confirmed in time, the *Vice-Chair* takes to role of the *Chair* in the interim period until a new Chair is elected. This interim period however must not exceed a period of 6 months. If the *ERBP* Advisory Board is not able to elect a new Chair, the ERA-EDTA Council will appoint one.
- 9.7 The *Chair* and/or the *Vice-Chair* can be invited by the ERA-EDTA Council to their regular *Council Meetings* to present the *ERBP* report: the *Chair* will be responsible for matters regarding the budget and/or relations with other bodies; the *Vice-Chair* instead will be responsible for all matters related to methodological issues. They will not have any voting rights if they are not also a Council member.

- 9.8 *ERBP* activities should be presented every year in a public session or sessions during the annual *ERA-EDTA* Congress. The format of this/these presentations will be determined by the *ERBP Advisory Board*.
- 9.9 Financial transactions of *ERBP* will be controlled by the *Chair*, and, at a second level, by the *ERA-EDTA Secretary-Treasurer*.
- 9.10 At each *Advisory Board Meeting*, a financial report should be presented by the *Chair*. These financial reports should also be presented once a year to the *ERA-EDTA-Council (Spring meeting)*.
- 9.11 The following applies with regard to internal affairs:
- a) The *Chair* is responsible for the proper management of the financial affairs of the *ERBP*. He/She shall keep and regularly update lists of the *Members* of the *ERBP Advisory Board*; make payments on behalf of *ERBP*; he/she shall manage the *ERBP* account, draw up balance sheets and circulate them to *Members* annually. He/she should act in compliance with the *ERA-EDTA's Constitution* as well as the *Bylaws*.
  - b) The *Vice-Chair* is responsible for delivering and managing correct methodological production of the guidance (see also article 9.2).

## **10. Dissolution of the ERBP ADVISORY BOARD**

- 10.1 The *voluntary dissolution* of the *ERBP* can only be decided by an extraordinary *Advisory Board Meeting* organized exclusively for this purpose; a two thirds majority is necessary for the dissolution, or by a decision made by the *ERA-EDTA Council*, according to *Item 8.5*.
- 10.2 If the decision is made by the *ERBP Advisory Board*, it must be confirmed by the *ERA-EDTA Council*.
- 10.3 The dissolution is effective from the day after the *ERA-EDTA Council* approves it.
- 10.4 A *forced dissolution* may be decided by the *ERA-EDTA Council* during a regular *Council* meeting, if no reports of activities have been presented to the *ERA-EDTA Council* over a three year period.
- 10.5 The day after *ERBP* is officially dissolved, any available *ERBP* assets will become assets of the *ERA-EDTA*.

## **11. Guidelines and DoI**

11.1 It is essential that the DoI of all the authors of any *ERBP* publication, including guidelines, is very visible at the beginning of the document. If the materials are printed, the DoIs must also be printed, again at the beginning of the document, and cannot simply be mentioned through a link.

***(Last update: Council Meeting Montpellier (France), October 15-18, 2016).***