

ERBP

I. 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) which is part of the Clinical Governance branch of the same Society. 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 and Policies/Regulations. 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) by the Chair. For all other Council meetings it will be the Clinical Nephrology Governance Chair/Chair of the Registry who will make a report to the Council on behalf of ERBP.

II. Purpose of the ERBP Advisory Board.

The purposes of the ERBP Advisory Board are:

1. 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;

2. To screen the existing literature for material which may lead to the development of new recommendations or the update of existing ones;
3. 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;
4. To stimulate implementation by distributing CME questions and questionnaires and organising quizzes and audits;
5. To define research recommendations based on the gaps of evidence;
6. CME Activity of ERBP. All CME Activity of ERBP, if any is organised, must be approved first of all by the ERBP Advisory Board and then by the Council. It must be done by using the ERBP budget regularly approved by the Council. The evaluation of the activity itself instead will be done by the SAB, in charge of evaluating all the CME activities of the ERA-EDTA committees/bodies.

III. The resources required to achieve the purposes of ERBP.

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

1. Resources.

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

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. 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.

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.

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.

IV. 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, Secretary-Treasurer of ERA-EDTA and the Clinical Nephrology Governance Chair/Chair of the Registry 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.

V. Election of ERBP Advisory Board members.

1. New members should submit candidacies in response to an open call sent to all ERA-EDTA Full members (categories A and B), once the board has declared an open position. The candidates will also have to send their [candidate application form](#). The decision regarding who will be selected will be taken by a majority vote of the entire ERBP Advisory Board according to the scientific achievements of the candidate and on the basis of his/her past experience and publication track in clinical epidemiology also including his/her involvement in Boards aimed at developing guidelines. The new Members of the ERBP Advisory Board should also have their position confirmed by the ERA-EDTA Council.
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.

VI. 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.

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;
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 and/or ERA-EDTA 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;
3. Every three years, a rotation of at least 50% 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);
4. All the committee members should be Full ERA-EDTA members (categories A and B). Exceptions to this rule are only permitted for non-nephrologists;
5. As far as the President, the Secretary-Treasurer of ERA-EDTA and the Chair of the Registry/ Clinical Nephrology Governance Chair 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.

VII. Rights and Duties of the ERBP Advisory Board members.

1. Every Member has the following rights:

- a. To be informed of the activities of the ERBP by electronic mails;
- b. To participate in the regular ERBP Advisory Board Meetings;
- c. 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;
- d. To stand for election as Chair or Vice-Chair.

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 coordinators 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.

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)."*

VIII. Advisory Board Meetings.

1. The regular Advisory Board Meetings are held at least once a year, possibly during the annual ERA-EDTA Congress;
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;
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;
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;
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;
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;
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 be cast by those members who are 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;
8. 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;

9. For the rules regarding the reimbursement policy for ERBP Advisory Board Members who participate in face-to-face meetings, for example organized at the time of the annual ERA-EDTA Congress and at the SEID (if any is organised), one must refer to the "[General Rules for ERA-EDTA Committees](#)";
10. Diplomas for ERBP Advisory Board Members. For this matter one should refer to the appropriate section in the "[General Rules for ERA-EDTA Committees](#)" document.

IX. Special obligations of individual members of the Advisory Board.

1. The Chair manages the general affairs of the Advisory Board and represents it with regard to external affairs. He/she must be a person with an important current or past role/position within the Society (i.e. current or past Council member). However, the Chair of the Registry/ Clinical Nephrology Governance Chair is the representative within the Council of ERBP. The Chair must therefore share with the Chair of the Registry/ Clinical Nephrology Governance Chair any plans/presentation before they are presented to the Council for his/her information;
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;
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;

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;
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;
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;
7. 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 Chair of the Congress Scientific Committee, approved by the Council but suggested by the ERBP Advisory Board;
8. Financial transactions of ERBP will be controlled by the Chair, and, at a second level, by the ERA-EDTA Secretary-Treasurer;
9. 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);
10. 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).

X. Dissolution of the ERBP Advisory Board.

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;
2. If the decision is made by the ERBP Advisory Board, it must be confirmed by the ERA-EDTA Council;
3. The dissolution is effective from the day after the ERA-EDTA Council approves it;
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;
5. The day after ERBP is officially dissolved, any available ERBP assets will become assets of the ERA-EDTA.

XI. Guidelines and DoI.

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 present, again at the beginning of the document, and cannot simply be mentioned through a link.

Last approval by the ERA-EDTA Council done by email vote on February 13, 2019 (recorded in the minutes of the Council meeting held in London (U.K.), February 21-23, 2019).