

Council for European Specialist Medical Assessments (CESMA)

Draft Statutes

1. Introduction

1.1. CESMA was established informally in Glasgow, UK in February 2007, through an initiative of the Section of Paediatric Surgery, for the purpose of harmonisation of European Board Assessments. That meeting produced the "Glasgow Declaration." Subsequent meetings, in Brussels, to which representatives of all Sections & Boards were invited, have refined the declaration, which is attached as Appendix I

2. Aims

- 2.1. To provide a forum for discussion between different Specialty Boards.
- 2.2. To promote harmonisation of European Board Assessments
- 2.3. To provide guidelines to the Boards on the conduct of Assessments
- 2.4. To provide a base for their administration
- 2.5. To build reputation of Board exams within EU
- 2.6. To encourage take up of Board Assessments as a quality mark
- 2.7. To offer an alternative to National assessments, where appropriate

3. Membership of CESMA

- 3.1. CESMA will be composed of delegates from the following groups:
 - 3.1.1. European Boards (or divisions thereof) or other European Professional Specialist Medical Organisations conducting a European assessment or examination which is endorsed by the relevant UEMS Section.
 - 3.1.2. European Boards which do not at present hold such an assessment or examination
- 3.2. Each of the member organisations in 3.1.1 above (hereinafter referred to as "Boards") is entitled to send 2 representatives to CESMA. CESMA will not be liable for their travel or other expenses. Each Specialty has a single vote, which is subject to them having paid their dues to CESMA.
- 3.3. The UEMS President and Secretary General shall be ex-officio members.
- 3.4. A representative of the PWG (Permanent Working Group of Junior Doctors) is also invited to attend
- 3.5. CESMA may co-opt experts to its meetings for specific purposes, but they shall have no vote.

4. Reporting

- 4.1. The Committee reports to the Sections through the delegates, and to the UEMS Secretary General.

5. Officers

- 5.1. CESMA shall have a Chairman, Deputy Chairman, Secretary and Treasurer, who will comprise the Executive. The duration of office of each shall be 4 years, with a possible further period, (maximum 8 years).
- 5.2. As far as possible, the Officers terms of office should not end at the same date, in order to promote continuity
- 5.3. The Chairman shall be responsible for chairing meetings, and in his absence the Deputy Chairman will assume responsibility
- 5.4. The Secretary will maintain the list of delegates and their email addresses and be responsible for the production and circulation of minutes, agendas etc.
- 5.5. The Treasurer will be responsible for the finances (collecting dues from Member Organisations, and paying bills) and will present clear annual accounts to the Delegates.

6. Finances

- 6.1. CESMA will receive financial support from the Sections and Boards for the pursuit of its aims. The sum will be set by the committee from time to time, according to need.
- 6.2. The money collected by CESMA will be used to pay for the following in furtherance of its aims:
 - 6.2.1. Costs of CESMA meetings (room hire, refreshments, etc.)
 - 6.2.2. Secretarial costs
 - 6.2.3. Reasonable travel expenses for the Officers
 - 6.2.4. Reasonable expenses of CESMA delegates or officers attending other meetings on behalf of CESMA
 - 6.2.5. Other expenses which may legitimately arise
- 6.3. In the event of CESMA being wound up, any residual money will be transferred to

7. Meetings

- 7.1. CESMA shall normally meet twice a year, in Brussels.
- 7.2. Additional business may be transacted between meetings by email, or by the Executive.
- 7.3. Items for discussion at meetings shall be notified to the Secretary no less than 6 weeks before the meeting.
- 7.4. The agenda and other documents shall be sent to delegates at least 3 weeks before the meeting.
- 7.5. The quorum for a meeting shall be the lesser of
 - 7.5.1. Eight represented Boards (as defined in 3.21)
 - 7.5.2. One third of participating Boards (as defined in 3.2)
- 7.6. The draft minutes of the meetings will be circulated to delegates, who are responsible for sending them to their Board.

7.7. An extraordinary meeting may be called by the Executive, or by a minimum of one third of Boards requesting such a meeting. Delegates must receive at least 4 weeks notice of such a meeting.

8. Amendments to these Statutes

8.1. Any proposed amendment to these statutes must be notified to the Executive at least 6 weeks before the meeting at which it will be discussed, and be circulated to the delegates on the list at least 3 weeks before that meeting

8.2. A majority of two thirds of those Boards represented at the meeting is required to effect the change.

8.3. No proxy or electronic voting will be permitted

8.4. In case of need, an Extraordinary Meeting (see 7.7 above) can be called to consider such a change to the statutes.

Draft

APPENDIX I

Glasgow Declaration (Last modified 17th November 2007)

1. The role of European Board Examinations is complementary to National Examinations where they exist.
2. Countries which do not have their own examination are encouraged to consider using the appropriate European Board Examination.
3. European Board Examinations are regarded as a quality mark for independent practice at the end of specialist training. Passing a European Board Examination does not give a right to practise in any UEMS country. Such rights are granted solely by the relevant National Authority
4. All European Board Examinations shall publish both a Curriculum (as set out in Chapter 6 of the UEMS Training Charter) and minimum requirements for examination
5. Candidates for the final part of a European Board Examination should either be trainees in the final year of training in a UEMS member country who have fulfilled the requirements of that national training body where one exists or be certified specialists.
6. Candidates of any nationality shall be eligible to sit the European Board Examinations.
7. Candidates who pass a European Board Examination and who are certified specialists may call themselves "Fellow of the European Board of" or will receive a "Certificate of the European Board of"
8. Trade sponsorship should not be used to subsidise the examination.
9. It is proposed to establish a Council for European Specialist Medical Examinations (CESME) as an advisory body to the UEMS and its sections.