



## European Society of Contraception and Reproductive Health (ESC)

### ESC BOARD MEMBER DUTIES AND RESPONSIBILITIES

This document contains the following parts:

1. Introduction
2. Your membership details
3. Extract from the published Rules of Procedure for the Board of Directors (Bucharest, Romania, 21 September 2007)
4. A list of additional duties
5. Expenses claim form and instructions
6. Information on Conflict of Interest
7. Form detailing the member's areas of Interest
8. Commitment form

#### 1. INTRODUCTION

Members should be active in the field on contraception, sexual and reproductive health.

They should:

- be current, paid-up members
- adhere to the rules and regulations of the Society
- promote the Society; its aims and objectives
- promote membership
- complete the commitment form

#### 2. MEMBERSHIP DETAILS

Name: \_\_\_\_\_

Elected to the ESC Board of Directors on \_\_\_\_\_ (date) at \_\_\_\_\_ (congress)

Mandate: from \_\_\_\_\_ (year) to \_\_\_\_\_ (year)

First/second mandate: \_\_\_\_\_

#### 3. THE RULES OF PROCEDURE STATE

A Board member is entitled to:

- a) be invited to a Board meeting once every calendar year.
- b) elect the Executive Committee.
- c) serve a term of four years initially but may stand for re-election (for a maximum of 2 terms consecutively, i.e. 8 years).
- d) to receive a summary of the discussions at each Executive Committee meeting.
- e) to discuss any proposed changes to the Statutes prior to ratification at the General Assembly.
- f) to vote on any proposed changes to the Rules of Procedure.

A Board member will:

- a) attend at least one Board meeting every two calendar years but should attempt to attend all Board meetings.
- b) represent all the views of those members who are entitled to vote for him/her to the Board and Executive Committee
- c) assist the Executive Committee from time to time with translations of short letters into their own language or similar tasks best carried out in the individual countries
- d) render assistance with the organisation of congresses and seminars by serving on subcommittees when requested.
- e) inform all those eligible to vote when an election is due and request nominations in time for this to be sent out with the agenda for the General Assembly.
- f) ensure that all those eligible to vote who are present or represented in the General Assembly are given the opportunity to do so.

#### **4. ADDITIONAL MEMBERSHIP DUTIES TO INCLUDE:**

##### **A) GENERAL**

To

- complete the attached form of commitment, ensuring that you agree to declare any conflict of interest.
- attend the biennial General Assembly
- keep themselves up to date with Society activities
- ensure they read all Society correspondence and respond as requested
- undertake peer-reviews of articles for the journal as requested
- assist at congresses and seminars by:
  - acting as chair or co-chair
  - reviewing and marking abstract submissions
  - marking and evaluating poster and free communication presentations
  - joining the relevant committee that decides the winner of the best poster, best free communication and best young scientist awards
  - assisting with evaluation surveys
  - helping the Central office team if requested to do so.
- provide feedback to the Executive committee on issues that may affect the Society
- inform the Society of any other new organisations in the field so that links may be made
- inform the Society if they are aware of any clashes with major meeting dates.

##### **B) OTHER**

- The Society provides grants and Board members should encourage their colleagues working in this specialty to apply.
- The Society also provides humanitarian grants and requires Board members to nominate appropriate causes.
- Board members may make nominations for the ESC medal and diploma
- The ESC may ask Board members to undertake other duties from time to time.

#### **5. EXPENSES CLAIM FORM AND INSTRUCTIONS**

A copy of the expenses claim form is attached as Appendix 1. Board members are reminded that ALL travel arrangements should be made by the Central Office.

## **6. DECLARING A CONFLICT OF INTEREST**

### **A) GENERAL**

The Executive Committee has agreed that members of the Executive Committee, Board, all members of other ESC committees or expert groups and the members of any groups working under the auspices of the ESC, including those contributing to congresses, seminars and workshops should disclose any perceived conflict of interest. This is a normal request and is common now to most organisations.

Such conflicts of interest may arise as a result of receiving sponsorship or payment of expenses by commercial organisations; consultancy fees; editorial fees; research grants; speaker's fees; travel costs over and above those required to attend a meeting or other benefits in kind. It can also include holding of shares in pharmaceutical organisations or medical equipment manufacturers by yourself or immediate family; membership of charities or pressure groups with conflicting interests.

Having such a relationship or affiliation as noted above does not prevent an ESC representative working on any committee or group, provided that the conflict of interest is declared either to the chairman of the committee or group or to the ESC Central Office.

You will be asked on the Form of Commitment to sign that you agree to declare any conflict of interest.

You may wish to provide the ESC CO with a current list of any conflicts of interest you have.

### **B) SPONSORED SYMPOSIA**

The Executive committee agreed in 2008 that, as a Board member, you are advised you should NOT at any ESC organised meeting

- chair or co chair a sponsored symposium or other sponsored session
- make a presentation on any product-oriented topics during the sponsored session
- make a presentation at a sponsored symposium which is in parallel with the major official programme

An active participation in a sponsored session is allowed provided the Board member takes into account the above three principles.

## 7. AREA OF INTEREST FORM

Members are asked to state their areas of particular expertise and / or interest concerning peer reviews of manuscripts or abstracts.  
(tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> abortion  | <input type="checkbox"/> menopause and post-menopause                             |
| <input type="checkbox"/> adolescence                                     | <input type="checkbox"/> metabolism   |
| <input type="checkbox"/> andrology                                       | <input type="checkbox"/> microbiology   |
| <input type="checkbox"/> animal studies                                  | <input type="checkbox"/> natural methods of contraception and fertility awareness |
| <input type="checkbox"/> ante natal counselling                          | <input type="checkbox"/> oncology   |
| <input type="checkbox"/> barrier methods of contraception                | <input type="checkbox"/> paediatric & adolescent gynaecology                      |
| <input type="checkbox"/> bioethics                                       | <input type="checkbox"/> post natal contraception                                 |
| <input type="checkbox"/> contraception in general                        | <input type="checkbox"/> pre-conceptual counselling                               |
| <input type="checkbox"/> contraceptive implants and injectables          | <input type="checkbox"/> pregnancy and complications                              |
| <input type="checkbox"/> cultural aspects of RH                          | <input type="checkbox"/> prostaglandins   |
| <input type="checkbox"/> demography                                      | <input type="checkbox"/> reproductive medicine                                    |
| <input type="checkbox"/> diabetes  | <input type="checkbox"/> reproductive physiology                                  |
| <input type="checkbox"/> emergency (postcoital) contraception            | <input type="checkbox"/> sexology and sex education                               |
| <input type="checkbox"/> endocrinology                                   | <input type="checkbox"/> sexual abuse   |
| <input type="checkbox"/> endometriosis                                   | <input type="checkbox"/> sexual and reproductive health                           |
| <input type="checkbox"/> endoscopy                                       | <input type="checkbox"/> sexually transmitted infections                          |
| <input type="checkbox"/> epidemiology                                    | <input type="checkbox"/> spermicides  |
| <input type="checkbox"/> female genital mutilation                       | <input type="checkbox"/> statistics   |
| <input type="checkbox"/> histopathology                                  | <input type="checkbox"/> sterilisation of men                                     |
| <input type="checkbox"/> history of medicine                             | <input type="checkbox"/> sterilisation of women                                   |
| <input type="checkbox"/> HIV and AIDS                                    | <input type="checkbox"/> steroid research   |
| <input type="checkbox"/> hormonal contraception                          | <input type="checkbox"/> surgical techniques in general                           |
| <input type="checkbox"/> infectious diseases in general                  | <input type="checkbox"/> thrombosis   |
| <input type="checkbox"/> infertility                                     | <input type="checkbox"/> ultrasound   |
| <input type="checkbox"/> intrauterine contraception                      | <input type="checkbox"/> urology  |
| <input type="checkbox"/> legislation in relation to contraception and RH | <input type="checkbox"/> other area of interest; please specify which : ... ..    |
| <input type="checkbox"/> male contraception                              |   |

Name : \_\_\_\_\_

Date \_\_\_\_\_

## 8. FORM of COMMITMENT

I, \_\_\_\_\_ (name), have read and agree to the above mandate including declaring any appropriate conflict of interest.

Signed:

Date:

Please take copies of

- section 7: area of interest form
- section 8: form of commitment

and return these to the central office:

ESC Central Office  
Opalfeneweg 3  
B-1740 Ternat, Belgium

Tel +32 2 582 08 52

Fax +32 2 582 55 15

[esccentraloffice@contraception-esc.com](mailto:esccentraloffice@contraception-esc.com)

## APPENDIX 1



## European Society of Contraception and Reproductive Health

### REIMBURSEMENT FORM for BOARD MEMBERS

Your name: \_\_\_\_\_

Address (to where payment documents should be sent):

Event attended: \_\_\_\_\_

Date of event \_\_\_\_\_

To be completed by applicant

To be completed by  
Central Office

Description of expenses	Receipt attached	Original Currency (symbol/amount)	Exchange rate	Amount in euro
			Total in euro	

The above listed expenses should be accompanied by **original** invoices, tickets etc.

Please reimburse the above expenses by means of  bank transfer

- Bank account number (IBAN number!):
- SWIFT code:
- Bank name:
- Bank address:
- Name of the beneficiary:
- Beneficiary address:

I declare that the above information is correct and that I have not received reimbursement from any other source.

Date:

Signature:

**Please return this completed form as soon as possible to the ESC Central Office after the meeting. All payments will be made in EURO!**

(ESC Central Office, Opalfeneweg 3, 1740 Ternat, Belgium – Fax +32 2 582 55 15)

## ESC POLICY ON EXPENSES

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### Receipts

Receipts **MUST** be produced for every individual item; the only exclusion being motor mileage.

### TRAVEL

ALL TRAVEL ARRANGEMENTS SHOULD BE MADE BY THE ESC CENTRAL OFFICE (CO).

If you want to make different arrangements, you must get prior agreement from the ESC CO. Please note:

Air travel costs, rail fares and motor mileage will only be reimbursed to a maximum of 500 euro.

**Air Fares:** The ESC will only pay for Apex or economy class air fares. If the member chooses to travel first or business class, ESC will restrict any reimbursement to the above economy or Apex fares.

**Rail Fares:** The ESC will only pay for second class / standard rail fares. If the member chooses to travel first class, ESC will restrict any reimbursement to the above standard second class fares.

**Motor Mileage:** Travel by car is only acceptable if it is cheaper than the public transport route or in special circumstances. In this case, there must be prior agreement with the CO.  
The rate is 0.35 euro per kilometre.

### Per Diem payment

The ESC provides a per diem payment of 50 euro per full day (pro rata for less than a full day) to Board members attending the (annual) Board meeting. It is not paid on any other occasion. This is meant to cover local expenses such as travel to and from the airport or station, meals, local transport etc.

### Registration Fees

Attendance at the Seminar and Congress is free to Board members.  
If the Board member is attending any other meeting on behalf of the ESC and a

registration fee is payable, this will be organised and paid by the ESC CO.

### Hotel Accommodation

The number of nights granted and paid by the ESC can vary depending on the timing of events and location. Members are advised in advance how many nights will be funded by the ESC.

All reservations **MUST** be made or agreed in advance by the ESC CO and will comprise a single room including breakfast.

All extras, such as a double room, extra nights, mini bar expenses, telephone etc are not reimbursed and must be paid by the member at the time.

### Accompanying Person of Guest

Any and all costs incurred by an accompanying person or guest must be paid by the Board member at the time.

### Meals and Beverages

Members are informed in advance of any and all meals and beverages that are arranged and paid by ESC. If the member requires any other meals and beverages, these costs must be met from the per diem payment as noted above.

### Items that are NOT reimbursed

This includes travel to and from home to the airport or station, car parking etc. If a Board member lives far from an airport, s/he may apply in advance to the ESC CO for consideration of reimbursement of costs incurred.

Extra hotel nights or a double room for example are not reimbursed as noted above.

### CLAIMS

All claims **MUST** be entered on this ESC reimbursement form and sent together with all receipts preferably within 4 weeks of the meeting.

Any claim submitted more than 3 months after the event will not be processed