



INTERNAL RULES

European Society of Human Reproduction and Embryology

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1. Membership of the Society *(updated on 16 November 2019)*

The following categories of “effective members” are defined:

- Category 1 - Ordinary membership: Individuals with a medical degree (MD) or higher scientific degree (i.e. PhD, M.Sc.)
- Category 2 – Allied professionals and students: nurses / midwives, laboratory technicians/clinical embryologists (BSc level), counsellors / psychologists / social workers, undergraduate, graduate and medical students, residents and research trainees.
- Life membership: This membership is bestowed upon Honorary Members and any other individual who might be granted this special recognition by the Executive Committee.

Membership fees are applicable to an annual review and thus can change every year. Membership fees are discussed during the spring meeting of the Executive Committee and are to be ratified by the Annual General Assembly of Members.

As a rule, membership fees are payable on an annual basis. However, members can – if they should wish to do so – pay membership fees 3 years ahead.

The Executive Committee has the responsibility to expel members – after having discussed each case and following a majority decision by the Executive Committee - who:

- Fail to pay their membership dues;
- Have conducted research in an unethical way;
- Have treated patients in an unethical way;
- Have damaged the reputation of ESHRE, its members, officers, or employees by making unjustified allegations or other serious causes which may damage the reputation of the society or which are against the principles and policies of the society.

The membership list is the sole property of the Society. The list of members’ names and contact details will not be extended to third parties (commercial or other) and can only be shared within the Society for specific purposes.

ESHRE will elect two Honorary Members on the occasion of its Annual Meeting. The Honorary Membership is bestowed to individuals in recognition of their outstanding work in the field of reproductive medicine and/or science.

As a general rule Honorary Members should preferably be retired, and exceptions can be made in the event that there are no appropriate (i.e. retired) candidates. “Scientific merit” should be the main criterium for selecting an Honorary Member.

The Executive Committee will consider and propose the Honorary Members. ESHRE Past-Chairs are also entitled to make a proposal preferably as a group. All proposals for Honorary Member candidates should be submitted in writing and should include:

- Name of the proposed Honorary Member
- Major scientific/clinical achievement(s)
- Major publications
- Special contributions to ESHRE
- Recommendation

Once the Honorary Memberships have been agreed by the Executive Committee, the proposed nominations will have to be ratified by the Annual Assembly of Members.

Honorary Members will receive the journals electronically free of charge *and* they will receive a life-time membership by default and free participation in the Annual ESHRE Meeting and in one Campus Workshop annually following their nomination.

2. Executive Committee (*updated on 16 November 2019*)

2.1. Selection procedure, nomination, composition and commitments

The appointment and term of office of the Chair, Chair-elect and other members of the Executive Committee is governed by the bylaws of the Society (Article 13). Before the end of its term, the Executive Committee that is still in office will propose a selection of new members to replace those members whose term will come to an end. The Executive Committee shall be composed of at least seven members. Selected candidates will be asked to submit a CV, a “Declaration of Interest” and a statement on how they see their would-be future role within the Committee. Candidates are also asked to present themselves at the Executive Committee and only candidates who are physically present will be considered. Each candidate’s presentation will be followed by an interview and subsequently the Executive Committee will discuss each candidacy in the absence of the candidate. While selecting new candidates, the aim should be to maintain a balance within the final composition of the Executive Committee (if possible) between clinicians and scientists, appropriate gender balance and geographical region. One place is reserved for non-clinicians, non-scientists provided that there are applications. European countries with the largest number of members should be represented where possible, but in the end an equal representation of other countries should be aimed for over time, and to ensure such representation a rotation system is put in place. In case it is difficult to find a suitable candidate in some countries, active and competent persons can be looked for in other countries. There should not be more than one voting member with his/her residence in the same country in the Executive Committee. The final composition of each new Executive Committee will be announced through the official communication channels to all members - as stipulated in the bylaws – in advance of the Annual General Assembly of Members.

2.2. The role of the Executive Committee

The bylaws of ESHRE stipulate that the “management of the Society is in the hands of the Executive Committee”, meaning that members of the Executive Committee

are intended to lead and oversee the management and governance of the Society. This involves attending Executive Committee meetings to consider and discuss the issues presented to them including reports from other ESHRE committees, working groups or any other party involved in ESHRE (e.g. individual members) and to come to consensus agreement in a democratic way.

It also involves liaising with the Managing Director and other members from the Central Office. Individual Executive Committee members – at the recommendation of the Chairs - may be assigned to different internal committees or groups. Executive Committee members may also be assigned the role to represent the Society in external (European or non-European) organisations.

Decisions taken by the Executive Committee shall be binding and therefore the ultimate responsibility for the leadership of ESHRE lies with the Executive Committee.

While the Chair is the primary spokesperson and representative of ESHRE, Executive Committee members also represent ESHRE and therefore their actions and behaviour should reflect this position of trust and responsibility.

2.3. Job Description outline for applicants becoming an ESHRE Executive Committee member

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Expected workload	Allow on average, 4 hours a week, for email correspondence, document reading and reflection. Executive Committee meets at weekends 5 times a year. Involvement in other working groups/committees may require some additional time	Needs flexible working pattern by employer and some loss of free time at home
Previous work for ESHRE	Specialist Interest Group, guideline and/or working group experience	Significant contribution to the improvement of ESHRE and a significant research portfolio
Attitude	Enthusiasm and active within assigned working groups/committees and commitment to attending meetings.	Full attendance
Executive support of strategic axes	Alignment with and active contribution to one chosen axis (axis development and implementation)	Creative thinking and/or critical analysis
Confidentiality	No leak of Executive Committee documents	If in doubt, say nothing to non-Executive Committee members/social media
Conflict of interest	If in doubt, declare any change of interest to Executive Committee at next meeting	State of moral alertness
Breach of confidence	Executive Committee reserve the right to consider the issue of individual resignation	Appropriate personal behaviour at all times

2.4. Duties/Responsibilities of the Executive Committee Members

Members of the Executive Committee have three primary (legal) duties:

Duty of care: Members of the Executive Committee should take care of the “not-for-profit” aspect of the Society by ensuring careful use of all assets, including facilities and people put to their disposal in the execution of their assignment.

Duty of loyalty: Members of the Executive Committee should ensure that the Society’s activities and transactions are (a) advancing its mission; (b) disclosing conflicts of interest (i.e. by submitting and updating a Disclosure of Interest); (c) making decisions that are in the best interest of ESHRE and not in the best interest of the individual Executive Committee member (or any other individual or commercial entity).

Duty of obedience: Members of the Executive Committee should ensure that the Society obeys applicable laws and regulations; follows its own bylaws, and its purposes and mission.

In addition, members of the Executive Committee should:

- Attend all Executive Committee meetings and devote sufficient time to prepare for these meetings allowing them to make informed decisions. While the bylaws stipulate that the Executive Committee should at least convene twice a year, the number of meetings usually adds up to five meetings annually.
- Inform the Chair in the event that they are unable to attend a meeting.
- Observe confidentiality of all matters raised and discussed during the meeting and not to disclose such information to any person unless there are no (legal) objections to do so.
- Accept and adhere to decisions taken by the Executive Committee with a majority vote. Executive Committee members can voice their opinion against, vote against a motion or abstain from voting, but that does not invalidate this requirement.
- Demonstrate high standards of ethical behaviour and professionalism in carrying out their duties and in their relationships towards other members of the Executive Committee, ESHRE members at large, members of the Central Office, colleagues and the community of reproductive specialists and patients.
- Provide a positive role model for other members of ESHRE and the community of reproductive specialists in general by demonstrating openness of mind, integrity and civilized behaviour and by adhering to ESHRE policies as well as the law.
- Make decisions and behave in a manner that is free from self-interest and perform all duties in the interest of ESHRE. If there is a reasonable doubt that a member of the Executive Committee, his/her family or any other person closely related to that member could benefit from decisions that are taken, that conflict of interest must be disclosed.
- Should refrain from executive/board activities in other international societies and organisations in the field of reproductive biology and medicine.
- Cannot be an invited speaker in the main programme of the Annual Meeting, including company/industry sponsored symposia.

- Cannot hold an executive position in any other ESHRE group or committee, apart from being an appointed liaison officer on behalf of the Executive Committee.

2.5. Obligations towards the Executive Committee members

Members of the Executive Committee will

- Be offered the opportunity to discuss with the Chair, other members of the Executive Committee and members of the Central Office staff the Society's activities, initiatives, programmes, goals, past and current status. As such, all Executive Committee members may submit motions for discussion within the Executive Committee.
- Receive assistance in performing their duties by keeping them informed about all issues, problems, past, current and future activities, and financial status of the Society.
- Receive straightforward answers - to the best of their ability - from members of Central Office to questions that Executive Committee members feel are necessary to carry out responsibilities to ESHRE. Executive Committee members and Central Office will work together in good faith toward achievement of ESHRE's goals.
- Reasonable expenses incurred "in the line of duty" will be reimbursed following the Society's reimbursement policy.

Retired Executive Committee members are entitled to a free participation in the Annual Meeting for the next five years following the end of their term.

2.6. Resignation

A member of the Executive Committee may resign through a written resignation directed to the Chair.

The Executive Committee could request the resignation of a member of the Committee if that person has been absent, without due notice, from more than two consecutive Executive Committee meetings; or if the member is in breach of the law or engages in unethical (medical/scientific) behaviour that would cause damage to the reputation of the Executive Committee, ESHRE and its membership, and the community of reproductive specialists.

3. The Committee of National Representatives – Duties, composition and election (updated on 16 November 2019)

The duties of the Committee of National Representatives include - but not exclusively - the following:

- sounding board for the Executive Committee
- can be consulted when major strategic decisions are to be made by the Executive Committee
- serve as a source from which to select future Executive Committee members
- can be involved in refereeing for the journals

- are asked to give suggestions to the Scientific Committee on the scientific programme of the Annual Meeting
- chair sessions at the Annual Meetings
- advise the Executive Committee about specific important developments, the legal situation regarding assisted reproduction and other “political” issues in their country
- advise the Executive Committee about specific educational needs in their country
- take (unsolicited) initiatives to put issues of concern before the Executive Committee
- communicate with their national fertility and / or embryologist societies and with national ART related bodies / authorities when needed.

Two representatives for each country (one scientist and one clinician) will be elected for a period of three years, with the opportunity to stand for re-election once.

Only European countries with 15 or more members will be entitled to have two representatives. The elections will be held in two consecutive rounds:

- In the first round of elections, members of all eligible countries will be asked to stand for election. Each candidacy has to be supported by two other members (i.e. a “proposer” and a “seconded”). The candidate, the proposer and seconded have to be members of the Society in good standing order and have to be residents of the same country. A short biographical sketch (of no more than 50 words) of the candidate will be required.
- In case the name of only one clinician or one basic scientist is received for a particular country, the proposed individuals will be automatically regarded as the new members of the Committee of National Representatives for that country.
- In the event that no candidates come forward, there will be no representation.
- Once the names of the candidates are known, the second round of elections will be held. Candidates that have a majority vote – either for the position of clinician or basic scientist – will become the representative on the Committee of National Representatives.

The Committee of National Representatives will meet at least once per year (during the Annual Meeting). The meeting of the Committee of National Representatives will be chaired by the Immediate Past Chair of the Executive Committee, who will also serve as a liaison officer between the Executive Committee and the Committee of National Representatives members.

4. The Chairs’ Group (updated on 19 November 2019)

The so called “Chairs’ Group”, or 3-ESHRE Chairs, is composed of the Chair, Chair-elect and the Immediate Past Chair. Together with the Central Office, the Chairs’ Group is dealing with the day-to-day running of the Society. The Chairs’ Group will

also be responsible for “Foreign Affairs” i.e. relations with other societies, institutions and organisations. Members of the Chairs’ Group can meet when necessary and will be present at Committee meetings if and when needed. Every second year, the three ESHRE Chairs will designate a Chair-elect to be proposed to the Executive Committee members during the September meeting. Upon approval of the Executive Committee, an interview is arranged for the Executive Committee November meeting resulting in the formal approval of the candidate. The nomination of the Chair-elect will be ratified during the Annual General Assembly of Members.

The involvement of the three Chairs in the committees listed below corresponds to the period of their mandate.

5. The Past Chairs’ Group (*updated on 16 November 2019*)

It was agreed that the Past Chairs could serve the Society as “ESHRE Ambassadors”. In other words, they could be called upon to acts as advisors/consultants given their experience as past leading officers.

More specifically, the Past Chairs have the following duties:

- In the absence of competing interest, to give strategic advice and be a sounding board of the Executive Committee
- To serve as the corporate memory
- Propose/suggest Honorary Members
- Propose/suggest Chair-elect in addition to the other existing routes of proposal
- To suggest topics for the organisation of expert meetings

Past-Chairs are entitled to free participation in the Annual Meeting and complimentary hotel reservation for the duration of the Annual Meeting. Past Chairs can attend Campus Workshops of their choice free of charge but excluding travel and hotel costs.

6. The Finance Committee (*updated on 16 November 2019*)

6.1. Composition:

- The 3-ESHRE Chairs
- The Managing Director
- Representatives of the chartered accountants

6.2. Tasks:

- Budget and accounts
- Strategic planning concerning income and spending
- Advice on spending/investments

It was agreed to have the Finance Committee meeting once a year, preferably in March/April.

7. The Publications Committee (*updated on 16 November 2019*)

7.1. Composition:

- The 3-ESHRE Chairs (the Immediate Past Chair will chair this committee)
- Additional Executive Committee members
- The Editors-in-Chief of the *Human Reproduction Journals*
- The Deputy Editors of the *Human Reproduction Journals*
- Representatives from the Editorial Office
- Representatives from the Publisher (OUP)

7.2. Tasks:

- Responsible for the running of the *Human Reproduction Journals* and for its strategic planning. Decisions and recommendations will need to be formally approved by the Executive Committee.

8. The Communications Committee (*updated on 16 November 2019*)

8.1. Composition

- The 3-ESHRE Chairs
- ESHRE Managing Director
- ESHRE Communications Director
- External Press Consultant
- Two members of the Executive Committee
- The Editor-in-Chief of *Focus on Reproduction*
- Two young (below 35) ESHRE members, selected by the Executive Committee on the basis of their involvement in the Society, their interest in communication and their relevant skills.

With the exclusion of the 3-ESHRE Chairs and the members of Central Office staff, the other members - will be in office for a term of 2 years, possibly to be renewed by another term of 2 years to ensure continuity.

8.2. Tasks

The Communications Committee focuses on communications, media, public relations, marketing and branding.

Communication is critical to dissemination of scientific knowledge, educational provision and lay public/patient information. ESHRE therefore considers communications as an important support function to its core activities.

The main role of the Communications Committee will be to define policies and strategies that align communication with general objectives, core values and interests of ESHRE.

In particular, the Communications Committee will:

- Define long-term communication strategies
- Approve annual communication plans and related budgets, and assess their execution
- Advise the Executive Committee on all aspects of communication

- Decide on policies for the use of social media, the website, mailings, Focus on Reproduction, press relations and other applicable channels of communication, and the use of its branding – including the ESHRE logo

To achieve these goals, the Communications Committee will:

- Meet twice a year
- Maintain regular contacts between members by email or other communication channels.
- Report to the Executive Committee and ensure the approval for the proposed communication strategies
- Take advice from external organisations when deemed necessary

9. The Ethics Committee (*updated on 16 November 2019*)

9.1. Mission statement of the Ethics Committee

The mission of the ESHRE Ethics Committee is to examine ethically relevant issues related to reproductive medicine and reproductive science with a (potential) impact on patients, professionals and society as a whole.

The ESHRE Ethics Committee adopts a deliberative approach in their discussion based on ethical principles and fundamental human rights such as equality, non-discrimination, right to private life and family building. In addition, as part of a scientific society, the ESHRE Ethics Committee also discusses topics related to freedom of research, research integrity and responsible innovation.

The Ethics Committee is a standing committee with an advisory role. The aim of the Ethics Committee is to develop the position of ESHRE and to advise the ESHRE Executive Committee on the issues considered. Outcomes of the Ethics Committee are reported to the ESHRE Executive Committee

9.2. Composition and terms of office and profiles of members

Profile of interdisciplinary composition:

- 4x Biomedical (2 clinicians + 2 basic scientists) with an interest in ethics
- 1x Nurse/midwife
- 1x Patient representative from Fertility Europe
- 2x Ethicists with broad professional expertise in reproductive medicine
- at least 1-2 x member of the Executive Committee (“ex officio”)
- + ad hoc experts

Terms of office:

- | | |
|--|---------------------------|
| • 1 Clinician (Special Interest Group) | 2 years (term of mandate) |
| • 1 Clinician with experience in bioethics | Max of 3 terms of 2 years |
| • 1 Basic scientist (Special Interest Group) | 2 years (term of mandate) |
| • 1 Basic scientist with experience in bioethics | Max of 3 terms of 2 years |
| • 1 Nurse/midwife representative | 2 years (term of mandate) |
| • 1 Patient representative from Fertility Europe | Max of 3 terms of 2 years |

- 1 Ethicist SIG coordinator E&L 2 years (term of mandate)
- 1 Ethicist Max of 3 terms of 2 years
- 1 or 2 Members of Executive Committee Ex Officio; 2 years (term of mandate)
- ... Ad Hoc members Experts in topic of interest

9.3. Tasks

- Give advice helping to determine the position of ESHRE (on controversial issues)
- Give advice on legal issues (e.g. patent opposition)
- Review of applications for the grant: aspects about ethics, not pure scientific aspects
- Give advice on conflicts of interest and on industry related questions

9.4. Relation to the Executive Committee

- Topics to be considered for the development of a position proposal can only be approved by the Executive Committee
- The presence of at least one Executive Committee member (ex officio) in the Ethics Committee is necessary to guarantee good communication between both groups

10. The Special Interest Group Committee *(updated on 16 November 2019)*

10.1. Composition

- The chairs of the Special Interest Group Committee
 - The Chair of the Special Interest Group Committee (also ex-officio member of the Executive Committee)
 - The Past Chair of the Special Interest Group Committee
 - The Chair-elect of the Special Interest Group Committee
- The Coordinators of each Special Interest Group
- One or two members of the Executive Committee
- Representatives of the Central Office.

10.2. Tasks

- Responsible for all educational activities at different levels.
- Organise basic education, post-graduate training, high level specialist courses.
- Organise training activities throughout the year including the Precongress Courses.
- Formulate plans for future training activities.
- Responsible for formulating the strategy for training activities.
- Responsible for organising communication with own members (e.g. website, social media and other communication channels).
- Propose Guidelines and Good Practice Recommendations

10.3. The chairs of the Special Interest Group Committee

- The Special Interest Group Committee Chair, Past-Chair and Chair-Elect, forming the Special Interest Group Committee board, will serve for a period of 2 years each.
- The Special Interest Group Committee Chair should have been previously active in the Special Interest Groups.
- Election of the Special Interest Group Committee Chair-elect: at the beginning of every second year, Coordinators of Special Interest Groups are asked to propose names for the position of Special Interest Group Chair-elect. ESHRE Chairs and Executive Committee members can also propose names. In April of the following year, interviews are taken, and the candidate is selected by the Executive Committee. The candidate will become Special Interest Group Committee Chair-Elect in at the Annual Meeting held in the year in which he/she is selected by the Executive Committee, and he/she will become the Special Interest Group Committee Chair two years later.
- The Special Interest Group Committee Chair becomes Special Interest Group Committee Past-Chair after his/her 2-year term.

The Special Interest Group Committee Chair, Past-Chair and Chair-elect attend the Special Interest Group Committee meetings.

10.4. The Special Interest Group Committee Chair

Profile

- A European member in good standing order for the past 5 years
- Need to submit a "Declaration of Interest" whereby he/she should disclose all commercial relationships or other activities that might be perceived as a potential conflict of interest
- Fully aware of the rules governing Special Interest Groups.

Tasks

- Attend the Executive Committee meetings as non-voting member.
- Attend the Special Interest Group Committee meetings and the International Scientific Committee meetings.
- Liaise with the Guidelines Department in developing appropriate Special Interest Group input on nominated proposals.
- Report directly to the Executive Committee
- Responsible for all educational activities at different levels - in collaboration with the Special Interest Group Committee Past-Chair and Chair-elect
- Person of reference for Special Interest Group's coordinators:
 - Keep track of the coordination status of each Special Interest Group. At every change of coordination, verify that there is an adequate transmission of information within the Special Interest Group.
 - Keep a bidirectional communication between each Special Interest Groups and the Executive Committee.

- Receive all requests of activities by Special Interest Groups. If these activities are extraordinary, they will be evaluated case by case.
- Give formal approval to courses and transmit the approval to the Central Office.
- Coordinate the Special Interest Group meetings
 - Prepare the agenda - shared with the Special Interest Group Committee Past-Chair and Chair-elect.
 - Ask coordinators to report on their activities, past and future, promoting a critical follow-up of these activities. This would help to identify critical situations, but also successful events or special requests that suggest repetition of the activity.
 - Motivate coordinators to:
 - Organize new activities and propose novel ideas.
 - Identify hot topics in the various regions of Europe and organize dedicated courses.
 - Repeat successful courses in different locations
 - Use local/national resources to attract local sponsors to support courses organized by Special Interest Groups.
 - Organize courses in collaboration with other Special Interest Group's not only to reduce expenses and increase the number of participants, but also to reach a positive effect on their teaching/educational goals.
 - Promote the collaboration and communication between Special Interest Groups.
 - Organize board meetings and participation of deputies in the organized courses.
 - Organize communication with own members
 - Update their own Special Interest Group webpage
 - Promote dissemination and implementation of the e-learning platform.
- Identify future training activities and strategies by working in close collaboration with the Special Interest Group Committee Past-Chair and Chair-elect.
- Organize Special Interest Group Committee Chairs meetings especially in proximity of the Executive Committee meeting.
- Identify critical points and propose corresponding actions.

11. EU Affairs Committee (updated on 18 September 2020)

11.1. Aims and Purpose

The EU Affairs Committee will maintain regular contact, will monitor and give guidance to the Society's involvement with the Institutions of the European Union (such as the European Commission or the European Parliament), the Council of Europe and non-governmental associations active in the area of interests to ESHRE. The Committee will represent ESHRE and position the society as a major stakeholder in the field of reproductive medicine, biomedical sciences and research ensuring – as

advocated in the Society's general mission statement – “universal improvements in scientific research and harmonization in clinical practice.”

To this end, the Committee will pilot the activities of the Society in the field of EU public affairs (advocacy and awareness, regulation and lobbying, expert advice and intelligence gathering).

The Committee's individual members will take part in various joint projects and initiatives related to safety and quality, research funding and other regulatory aspects in the field of reproductive medicine and research.

11.2. Composition

The Committee will be composed as follows:

- The Committee Chair (position to be held by the Immediate Past Chair, starting June 2021)
- The past-Committee Chair (starting June 2021)
- The ESHRE Chair
- The Executive Strategy Officers for Raise Awareness and Shape Policies
- The Chair of the EIM Steering Committee
- One or more additional members, with an interest in European affairs as appointed by the Executive Committee
- One or more members of staff of the Central Office
- A Permanent Policy Officer – still to be appointed
- Representatives of DG SANTE' Health and Safety – adjunct members

The immediate Past-Chair of the ESHRE will become the Committee Chair for a term of 2 years. At the end of the term, the Committee Chair will remain for two years as past-Committee Chair.

The position of the member(s) with an interest in European affairs appointed by the Executive Committee will last for 2+2 years. The members of the Central Office Staff and the Policy Officer are permanent positions, while the remaining positions will last for the duration of their term.

12. Research Grant Committee (*updated on 21 October 2019*)

12.1. Aims and Purpose

The Research Grant Committee will manage and oversee the implementation of research grants, fellowships and other support initiatives with the aim to advance basic and clinical research in the field of reproductive medicine. The committee will discuss all practical matters related to ESHRE's funding initiatives and will advise the Executive Committee accordingly.

12.2. Composition

- The 3-ESHRE Chairs
- Two or three Executive Committee Members
- A member of the Central Office staff

13. Certification Committee (*updated on 21 October 2019*)

13.1. Aims and Purpose

The Certification Committee will oversee and give overall guidance to the various certification/accreditation initiatives. Whereas each certification/accreditation programme is managed by its own Steering Committee, the Certification Committee aims to bring together representatives (Coordinators) of each group to share experiences and ideas, and to form the bridge between the Certification Steering Groups and the Executive Committee by means of regular reports.

13.2. Composition and Terms of Office

The Certification Committee will be composed as follows:

- A Chair who will serve a term of two years;
- A Chair-elect nominated by the Executive Committee but selected from among the Coordinators of the existing Certification/Accreditation Steering Committee. The Chair-elect will serve a two-year term;
- An Immediate Past-chair with a two-year term of office;
- A member of the Executive Committee (liaison member). He/she will serve two consecutive terms of two years each;
- The Coordinator of each Certification/Accreditation Steering Committee with each serving a term of two years;
- The Special Interest Group Committee Chair. To serve a term of two years;
- One or two members of the Central Office staff who manage the day-to-day-business of the certification/accreditation programmes.

13.3 Duties and Tasks of the Certification Committee Chair

The Certification Committee Chair will be the official spokesperson of the certification programmes (e.g. at the Annual Meeting, CNR Meeting, EU, Biomed Alliance, UEMS, EBCOG, CESMA etc.). He/she should work closely together with the Central Office, the Communications Committee and the Special Interest Group Committee.

The Chair should also report back to the Executive Committee especially on matters that require the Executive Committee's ratification. Thus, the Chair should – apart from presenting general reports on certification activities – report at least annually in person on:

- the number of applications for each certification programme on an annual basis;
- the annual key performance indicators results of certification/accreditation
- the ratification of centre certification/accreditation
- the ratification of Certification/Accreditation Steering Committee members' replacements;
- the rules imposed by partner organisations such as UEMS and CESMA;
- complaints

13.4 Duties and Tasks of the Executive Committee Liaison Member

The duties/tasks of the Executive Committee Liaison Member are as follows (non-exhaustive):

- Collaborate with Certification Committee Chair and the three ESHRE chairs;
- Promptly inform the Certification Committee about ESHRE's strategic plans
- Promptly inform the Executive Committee about the Certification Committee's specific demands;
- Support new Certification Committee projects;
- Evaluate the rationale of new Certification Committee projects
- Know the rules of partner organizations (such as BiomedAlliance, UEMS, EBCOG, CESMA)
- Potential presenter / representative of the ESHRE certification programmes (e.g. at the CNR meeting, the Annual Meeting, the EU, Biomed Alliance, UEMS, EBCOG, CESMA etc.)

14. Special Interest Groups (*updated on 16 November 2019*)

14.1. Definition

A Special Interest Group is an assembly of members with a common background in a particular research area or a special interest in a sub-speciality of human reproduction. These groups are considered vital for maintaining the scientific standards of their specific discipline or research area by focusing on the development of guidelines and activities with respect to education, certification and accreditation. The members meet to discuss new developments in their area of interest and the ways to implement these developments in general praxis.

14.2. Aims and purposes

The aims and objectives are as follows:

- reflect the scientific interests of the Society's membership
- bring together members of the Society on fields of common interest
- develop educational activities
- develop and provide tools that support the education, training, research and practice

Thus, the Special Interest Groups are created to serve as a platform for the members of ESHRE who are active in different sub-specialities in reproductive medicine.

14.3. Establishment of new Special Interest Groups

The establishment of a new Special Interest Group will be discussed by the Special Interest Groups Committee who will advise the Executive Committee on whether it is appropriate or not to set-up a new group. The Executive Committee will – following discussion of the recommendations of the Special Interest Groups Committee – take the final decision.

14.4. Special Interest Group affiliation

Individual members of the Society can indicate that they take interest in either one or several of the existing Special Interest Groups. In other words, Special Interest Groups exist by virtue of individual members and are not intended to incorporate existing societies. Hence it is also a means to actively involve more members in the Society's activities.

Individuals applying for membership will be asked to mention their primary interest. The members will also be offered the possibility to indicate their secondary interests. It was agreed that a member can only have one field of primary interest where they have a voting right, whereas for the secondary interest more than one option would be available where they would have no voting right.

14.5. Composition, appointment and terms of office of the Special Interest Group Steering Committees

Special Interest Groups are headed by a Steering Committee composed of a Coordinator, two Senior Deputies (one of whom will be appointed as Coordinator-Elect), the Past Coordinator, a Junior Deputy and where relevant a Basic Science/Clinical Officer who should all have their main residence in Europe. At the end of the current term of office the International Advisor post will cease to exist. The Basic Science/Clinical Officer is selected by the Steering Committee. The position will last for two years and can be renewed for another two-year term. The Basic Science/Clinical Officer cannot vote or become a Special Interest Group Coordinator. The voting members of a Special Interest Group Steering Committee are: The Coordinator, the Past-coordinator, the two Senior Deputies and the Junior Deputy.

The appointment and the terms of office of the Special Interest Group Steering Committee members are as follows:

- The current Special Interest Group Coordinator steps down after two years and becomes the Past-Coordinator;
- One of the two current Senior Deputies becomes the new Special Interest Group Coordinator. This is decided by the Special Interest Group Coordinator, preferably in agreement with the other voting Special Interest Group Steering Committee members at least one year before the Coordinator steps down;
- If both Senior Deputies declines to become the next Coordinator, the current Coordinator should – exceptionally - make a formal approach to the

Special Interest Group Committee Chair. This situation will then be discussed by the members of the Executive Committee in conjunction with the Special Interest Group Committee Chair who would make a recommendation in providing a solution to the Special Interest Group Coordinator;

- After a term of two years the Junior Deputy steps down. He/she can eventually apply for the position of Senior Deputy by going through the normal application procedure. However, the Junior Deputy is not allowed to take part in the voting or assessment process in this situation
- The position of the Senior Deputy will last for two years and can be renewed for another two-year term, in agreement with the Special Interest Group coordinator;
- In the event a new Senior Deputy or Junior Deputy has to be appointed, all ESHRE members will be given the opportunity to apply for the open position(s). The following criteria need to be fulfilled:
 - each candidate for the Senior Deputy position needs to be a member of the Society for the past 3 years (including first year of membership and current year), and for the Junior Deputy position needs to be a member of the Society;
 - each candidate needs to submit a full CV, including a list of publications;
 - each candidate needs to submit a "Declaration of Interest" (cf. section 18 of the Internal Rules);
 - each candidate cannot be a member of the Steering Committee of another Special Interest Group;
- With the aim of promoting renewal of the Steering Committees, candidates are not allowed to re-apply to the same Special Interest Group Steering Committee with the exception of Junior Deputies who can apply for the position of Senior Deputy. At the end of the term of office, a Steering Committee member should allow two years before applying for another Special Interest Group Steering Committee.
- The Special Interest Group Steering Committee will review each candidacy and select the appropriate candidates for the position of Senior or Junior Deputy. When considering the formation of the new Special Interest Group Steering Committee, special consideration should be given to reach a balance regarding different areas of interest, regions and gender.
- In the absence of candidates, the Executive Committee has the right to appoint a (the) new Deputy(ies) or the Coordinator of the Special Interest Group Steering Committee.
- The new Special Interest Group Steering Committee will be officially ratified by the Executive Committee

14.6 Commitments and role of the Special Interest Group Steering Committee members

14.6.1. Special Interest Group coordinator

Profile:

- Member of ESHRE with main residence in Europe in good standing order for at least 5 years.
- Need to submit a "Conflict of Interest Disclosure" whereby disclosing all commercial relationships or other activities that might be perceived as a potential conflict of interest
- Commit to follow rules governing his/her mandate, which are reported in the pages on the ESHRE website dedicated to Special Interest Group coordinators.

Tasks:

- Report directly to the Special Interest Group Committee Chair who provides bi-directional communication with the Executive Committee.
- Coordinate the Special Interest Group and involve the other Special Interest Group Steering Committee members in Special Interest Group 's activities.
- Select the coordinator-elect between the two deputies. This should be preferably done in agreement with the other voting Special Interest Group Steering Committee members.
- Train the coordinator-elect to be prepared to become Special Interest Group Coordinator and assist the coordinator-elect during his/her mandate.
- Attend the Special Interest Group Committee meetings. In case the Special Interest Group Coordinator fails to attend at least two consecutive Special Interest Group Committee meetings, then his/her resignation could be considered.
- Attend the International Scientific Committee meetings and propose topics, speakers, chairpersons for the main program of the Annual Meeting.
- Organize Special Interest Group Steering Committee meetings (minimum 3 per year) - possibly in concomitance with the Annual Meeting and/or (a) Campus Workshop(s).
- Organize and chair the Members' meeting at the Annual Meeting.
- Plan Special Interest Group's activities in collaboration with the Special Interest Group Steering Committee members:
 - Campus workshops: to be planned according to the established guidelines (see "*Guidelines for application and organization of ESHRE Campus Workshops*"). After receiving the formal approval by the Special Interest Group Chair, the Central Office will start to organize the workshop. Special Interest Groups with more than 1,000 members are entitled to organise 2 Campus Workshops and 1 Joint Campus Workshop per year. Special Interest Groups with less than 1,000 members are entitled to organise 1 Campus Workshop

and 1 Joint Campus Workshop per year. Special Interest Groups that organise only joint Campus Workshops can organise 3 such (joint) workshops annually.

- Precongress Courses: programme to be sent to the Central Office within the established deadlines (see "*Guidelines for application and organization of ESHRE Precongress courses*", being aware that each Special Interest Group is entitled to organize one course per year.
- Organize e-learning.
- Special project activities to be presented during the Special Interest Group Committee meetings. If considered to be necessary, a request for a working group of experts relevant to the topic could be made to the Special Interest Group Committee Chair who will indicate the steps to follow.
- Making sure that the Special Interest Group webpages are regularly updated by indicating to the dedicated person at the Central Office which changes to make.
- Promote the Campus Workshops and other Special Interest Group activities in collaboration with the Communication Manager
- Appoint new Steering Committee members when applicable and solicit candidates for vacant Steering Committee positions in collaboration with the Central Office.
- Organize mailings from the Central Office to directly communicate with the members when needed.

Above tasks can also be delegated within the Special Interest Group Steering Committee, and the Special Interest Group Coordinator is strongly recommended to involve the members of the Special Interest Group Steering Committee in all the described activities upon his/her coordination.

14.6.2. Immediate Past Coordinator and Senior Deputy

Task:

- To collaborate with the Special Interest Group Coordinator in all Special Interest Group activities and to provide support and information as required.

14.6.3. Junior Deputy

Profile

- Younger than 35 with a proven interest in the Special Interest Group's topic.
- Member of ESHRE with main residence in Europe.
- The Junior Deputy needs to submit a "Declaration of Interest " whereby disclosing all commercial relationships or other activities that might be perceived as a potential conflict of interest

Tasks:

- Work in close collaboration with the Special Interest Group Coordinator and with the other Special Interest Group Steering Committee members.
- Be especially dedicated to those activities, which are typically directed to young people with the aim of attracting them to join the Special Interest Group.

14.6.4. Basic Science/Clinical Officer

Profile:

- Member of ESHRE with main residence in Europe.
- Involved in the area of interest of the Special Interest Group, with a focus on basic science or clinical research
- Basic Science/Clinical Officer needs to submit a "Declaration of Interest " whereby disclosing all commercial relationships or other activities that might be perceived as a potential conflict of interest
- Selected by the Special Interest Group Steering Committee.

Tasks:

- Motivate the Special Interest Group Steering committee to integrate basic science/clinical topics in Special Interest Group activities
- Raise interest of Special Interest Group's members in basic science / clinical aspects with the aim of improving education
- Promote the inclusion of basic science / clinical topics in the sessions proposed for the Annual Meeting, PCCs and Campus Workshops

14.6.5. International Advisor

This position will cease to exist by the end of the current term.

Profile:

- Member of ESHRE.
- Should be a person with a global focus and with a competence that is considered to be an important and valuable addition to the existing board of the Special Interest Group
- Involved in the area of interest of the Special Interest Group
- The International Advisor needs to submit a "Declaration of Interest" whereby disclosing all commercial relationships or other activities that might be perceived as a potential conflict of interest
- Selected by the Special Interest Group Steering Committee. The position will last for two years and can be renewed for another two-year term.

Tasks:

- Upon request, advise the Special Interest Group Steering Committee on relevant topics
- Provide a view from overseas countries

14.7. Problem management of dysfunctional Special Interest Group Steering Committee members

In the event of dysfunctional behaviour being reported to the Special Interest Group Committee Chair, a full analysis and information-gathering exercise will be undertaken by the Special Interest Group Committee Chair who will report his/her findings to the Executive Committee.

14.8. Special Interest Group Steering Committee policy regarding travel/hotel and event participation

14.8.1. Campus Workshop organised by 1 Special Interest Group only

The following is covered for the Special Interest Group Coordinator, the Past-Coordinator, the 2 Senior Deputies, the Junior Deputy and Basic or Clinical Science Officer:

- Free participation in the workshop
- Travel costs and Hotel accommodation (for the duration of the workshop) following the current travel and hotel reimbursement policy

The Special Interest Group Coordinator and other Steering Committee members are also entitled to an Invitation to the speakers' dinner (when applicable) The International Advisor is entitled to a free participation.

14.8.2. In case of co-organized Campus Workshops (i.e. more than 1 Special Interest Group is involved)

The following is covered:

- Free participation + travel and hotel expenses + invitation to the speakers' dinner when applicable (see above) will be covered for the Special Interest Group Coordinators + 2 additional members of each of the involved Special Interest Group Steering Committees. One is exclusively reserved to the Junior Deputy of each Special Interest Group (if he/she wishes to attend).

14.8.3. The following applies for the Annual Meeting:

- Special Interest Group Coordinators
 - Free participation Precongress Course + Main programme
 - Invitation Speakers' Dinner
 - Travel & hotel accommodation (at the headquarter hotel)
- Special Interest Group Steering Committee members, incl. Past-coordinators, Senior & Junior Deputy members, Basic Science/Clinical Science Officers
 - Free participation Precongress Course & Main programme
 - Travel and hotel allowance to cover travel and hotel costs for the duration of the Annual Meeting (maximum platform to be decided on an annual basis)
- Special Interest Group International Advisor
 - Free participation Precongress Course + Main programme

In the event that the Special Interest Group Steering Committee should meet during a Campus Workshop or during the Annual Meeting, the International Advisor's travel / hotel costs will be covered for one trip per calendar year.

14.9. Educational activities organised by the Special Interest Groups

It is the Special Interest Groups' responsibility to design/develop Precongress Courses (on the occasion of the Annual Meeting) and Campus Workshops. These two types of educational activities are subject to specific instructions and standard operating procedures (SOPs), which are outlined in a separate set of rules posted on the SIG internal webpages.

Both types of educational activities should be organised by or through the ESHRE Central Office according to a fixed time schedule. While the Special Interest Group Coordinator is responsible for the general coordination and the scientific programme, the Central Office is responsible for the administrative and organizational aspects, such as (but not exclusively) sending out invitations, production and distribution of announcements, handling of subscriptions, production of syllabi and offering logistical support to local organizers.

No courses/workshops can be initiated without previous approval of the Special Interest Group Committee Chair who will ensure that:

- the proposing Special Interest Group is not exceeding the number of allowed courses
- there is no overlapping with other activities dealing with a similar topic
- the proposed dates is compatible with the Central Office availability and other activities
- similar courses/workshops that proved unsuccessful are no longer organised
- the number of speakers – especially from overseas - is appropriate
- the location of Campus Workshops follow as much as possible the rule of geographical distribution.

15. Consortia (Data Collection) (updated on 16 November 2019)

15.1. Definition

A consortium is a permanent association of individual members or centres (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal (e.g. data collection). A consortium may act under the umbrella of a Special Interest Group or is governed by its own statutes/rules, which delineates its structure and the rights and obligations of each member, terms of office etc.

An annual budget is allocated to each Consortium Steering Committee for periodical Steering Committee meetings. This budget is subject to annual review.

15.2. European IVF Monitoring (EIM) Consortium

15.2.1. Name and constitution

The European IVF Monitoring (EIM) Consortium is a group of representatives of national registries on Assisted Reproductive Technology (ART) and Intra-Uterine Insemination (IUI) collecting data on a voluntary basis to generate a European register held by ESHRE.

15.2.2. Objectives and activities

The main objective is to annually collect national summary data from all European countries on availability, efficacy and safety of ART + IUI treatments initiated, including cohort data for corresponding deliveries and infants and data on fertility preservation procedures

The results of this data collection are to be presented at the ESHRE Annual Meetings and to be published in an ESHRE journal. They will be available as a download file on the ESHRE website.

Other objectives can be:

- To help countries implement national registries,
- To collaborate with other ESHRE committees or groups (e.g. special interest groups or other) or international organisations on scientific or educational projects,
- To implement international scientific studies on ART + IUI based on national registries.

15.2.3. Membership

The members of the EIM Consortium are representatives of the national registries of European countries.

Each country is represented by one or two delegates.

When a national register organization (held by a statutory authority or by a medical society) exists, the representatives should be nominated by this organization. When no national register system is operating in the country, the national representatives should be nominated by the EIM Consortium and then approved by the ESHRE Executive Committee in order to collect data for EIM by personal initiative.

If there is only one representative, it is strongly suggested that he/she is involved in the ART register management of the national register. When no register is available, he/she should be a person working in an ART centre and has to be an ESHRE member.

When there are two representatives, one should be involved in the ART register management and one should be an ART clinician or embryologist and has to be an ESHRE member.

15.2.4. Membership categories

Full members = Representatives from countries providing annual data to EIM. Full members have voting rights. Each country receives one vote on all consortium matters.

Associate members = Representatives from countries intending to participate but not having provided data yet. Associate Members have no voting rights. If a country does not provide data for 2 consecutive years, it becomes automatically associate member until the next data provision.

15.2.5. Steering Committee

The Steering Committee comprises eight members and the ESHRE Science Manager. The composition of the Steering Committee will have to be approved by the Executive Committee of ESHRE.

All of them should be members of ESHRE and at least four of them must be ART practitioners (clinicians or embryologists). At least one member of the Executive Committee will be nominated to take part in the Steering Committee.

Exceptionally, a maximum of two persons from the same country can be members of the Steering Committee.

The Steering Committee shall have a Chair, a Chair-Elect, a Past-Chair, a Science Manager and five members. One member of the Steering Committee will represent ESHRE at ICMART (International Committee Monitoring Assisted Reproductive Technologies).

The Science Manager – who is a full-time member of staff at the Central Office - participates in Steering Committee activities and meetings but has no voting rights and cannot be elected as Chair of the Steering Committee. He/she is nominated by ESHRE.

The members of the Steering Committee are appointed for a period of 2 years. A mandate of each member can be only renewed once consecutively (2 + 2 years in total).

The Steering Committee shall elect the Chair-Elect from a serving member of the Steering Committee at least one year before the EIM Chair steps down. The Chair-Elect and Chair positions must be ratified by the Executive Committee of ESHRE.

The mandates for Chair, Chair-Elect, Past-Chair will be for two years. The Chair can be re-elected only after four years lapse following completion of term of office as Chair.

Elections for the Steering Committee will be organized every second year during the annual general meeting of the Consortium. The number of available positions will be circulated two months before elections.

15.2.6. Candidates eligible to the steering committee:

The candidates need to send in their application one month before the elections take place. The list of candidates is then circulated among all EIM members. The election of the new members of the Steering Committee will be

held by secret vote during the annual general meeting of the Consortium, on a one-country, one-vote basis.

In case of resignation or repeated absence of a Steering Committee member the Steering Committee will continue working without replacing the member who resigned or has been excluded until the next election, except if the Chair resigns or is excluded in which case the Chair-Elect will become the Chair and the Steering Committee will nominate a new Chair-Elect. This nomination must be ratified by the Executive Committee of ESHRE.

15.2.7. Consortium Meetings

At least one annual general meeting of Consortium members shall be held on a date and time during the ESHRE Annual Meeting. All representatives present at the ESHRE Annual Meeting are invited to attend the general EIM assembly of the consortium. Consortium members get a free participation for the Annual Meeting.

Every two years, a Consortium meeting will be arranged. For this biennial meeting, one full member representative per country will be offered travel and accommodation.

The Chair of the PGT Consortium will make an annual report of activities at the Executive Committee.

15.3. Preimplantation Genetic Testing (PGT) Consortium

15.3.1. Name and Constitution

The PGT Consortium comprises a group of experts in Preimplantation Genetic Testing whose activities take place under the auspices of the Special Interest Group Reproductive Genetics. In this document, the term PGT refers to PGT-A (aneuploidy), PGT-M (monogenic) and PGT-SR (structural rearrangements).

15.3.2. Objectives and activities

Specific aims of the PGT Consortium are:

- Collect prospectively and retrospectively data on the accuracy, reliability, effectiveness and safety of PGT.
- Survey the availability of PGT for different conditions facilitating cross referral of patients.
- Establish minimal standards and promote best practice.
- Ensure the exchange of views/ideas and network with all members of the PGT Consortium.

15.3.3. Membership

- *Full members*
Full members are centres that actively report anonymous but otherwise full information on all aspects of PGT including stimulation and oocyte retrieval information, full embryology information, as well as all data on

PGT testing, embryo transfer, pregnancy and long-term follow-up data. All full members shall have access to the anonymised database via their data managers, who are appointed as such by their centre and should be members of ESHRE.

All correspondence between the PGT Consortium and the centres will be via the data-managers.

Each full member centre shall have one vote in any PGT Consortium ballot.

- *Affiliate members*

Affiliate members are either the centres (laboratories) that perform the genetic/chromosomal analysis, or the assisted reproductive centres performing the cycles and embryo biopsy; they do not have direct access to all aspects of the PGT cycles that they perform.

Affiliate members report data on the aspect to the PGT cycles they have performed; centres involved in collaborations for PGT cycles will ensure (to the best of their ability) that data submitted to the PGT consortium will not be duplicated.

All Affiliate members shall have access to the anonymised database via their data-managers, who are appointed as such by their centre and should be members of ESHRE.

All correspondence between the PGT Consortium and the centres will be via the data-managers.

Each Affiliate member centre shall have half a vote in any PGT Consortium ballot.

- *Observers (Non-voting)*

Observers include centres involved in PGT that do not submit data (full or partial). They include PGT centres and IVF centres that do not send in full-data or partial-data to the consortium.

Observers shall have no vote in any PGT Consortium ballot.

15.3.4. Officers

The PGT Consortium shall have the following elected officers, who shall form the Steering Committee: A Chair, a Chair-elect and 3 members, whereby three of these five members shall be from full member centres. In addition, the Steering Committee will include the Past Chair, the ESHRE Science Manager, the Coordinator of the Reproductive Genetics Special Interest Group, and an ESHRE Executive Committee Liaison Officer.

As far as practicable the Steering Committee shall maintain a representation of specialists involved in all aspects of PGT and coming from different European countries.

The Past Chair, the ESHRE Science Manager, the Coordinator of the Reproductive Genetics Special Interest Group and the ESHRE Executive Committee Liaison Officer shall have no Steering Committee voting rights and will not be entitled to be elected as Chair or Chair-elect.

The names of the Chair, the Chair-elect and the members of the Steering

Committee will be proposed by the Steering Committee and ratified by the Executive Committee of ESHRE.

15.3.5. The Chair

The Steering Committee shall propose the name of the Chair, who will be ratified by the Executive Committee. At the end of his/her mandate, the Chair is automatically succeeded by the Chair-elect.

The Chair shall hold office for 2 years and stay on for 2 years in the advisory position of Past Chair without the right to vote (i.e. 2 + 2 years in total)

15.3.6. The Chair-elect

The Steering Committee shall propose the name of the Chair-elect at least one year before the EIM Chair steps down, who will be ratified by the Executive Committee.

15.3.7. The Executive Committee Liaison Officer

The Executive Committee Liaison Officer will be appointed by the Executive Committee of ESHRE and will ensure that all decisions taken by the Steering Committee are reported back to the Executive Committee of ESHRE.

15.3.8. The Steering Committee

Every candidate for the Steering Committee shall be a member of ESHRE and from a centre with full or affiliated PGT membership of the Consortium that has submitted data for at least two consecutive years.

There shall not be more than one Steering Committee member from any PGT Consortium full or affiliated member centre.

Candidates for the Steering Committee shall be nominated in writing to the Chair and elected by a secret “yes/no” ballot via e-mail to the ESHRE Central Office, of PGT centres with full or affiliated PGT membership. All candidates will be ratified by the Executive Committee of ESHRE. Steering committee members representing full and affiliate member centres will stay in post for two years and can be eligible for a second mandate.

Candidates for the Steering Committee need to submit a “Declaration of Interest” whereby declaring any financial or other potential conflicts of interest at the time of nomination, or at any subsequent time if their circumstances change.

The Steering Committee shall hold a minimum of two meetings per year.

The Chair, or if not present, the Chair-elect, or if neither is present a deputy agreed by the Steering Committee for the occasion, shall preside.

Fifty-one per cent of the members of the Steering Committee shall form a quorum.

The Steering Committee shall have full power to supervise and conduct the activities of the PGT Consortium according to the rules and shall in all things act for and in the name of the PGT Consortium and in the name of ESHRE.

A majority of the votes is decisive for each proposal. Upon equality of the votes the Chair has the decisive vote.

15.3.9. Activities reporting

Each member of the Steering Committee will report to the Chair of the PGT Consortium and to the chair of the Special Interest Group Reproductive Genetics, who in turn will report back to the Special Interest Group Committee Chair.

The reporting of activities will be used to determine whether each member of the Steering Committee is meeting their individual responsibilities.

The Chair of the PGT Consortium will make an annual report of activities at the Executive Committee.

15.3.10. Other Representatives

The Steering Committee and the Executive Committee shall have the power to co-opt additional members to help the Steering Committee or to represent the PGT Consortium to other bodies with whom the PGT Consortium may have common interests or for the discussion of special issues.

16. Working Groups (updated on 21/02/2020)

A working group is a collaboration of members and relevant non-members on new well-defined and specific activities that need to be developed, such as:

- creation of a document;
- creation of guidelines / good practice recommendations;
- development of an educational or QA programme;@ of a system for certification.

In general, the working group assembles members with relevant expertise and is chaired by a Working Group Coordinator. A working group can be appointed by the Executive Committee to respond to one of the above-mentioned needs. A working group has a limited life span, which must be defined at its inception.

A Special Interest Group can submit a proposal to the Special Interest Group Committee Chair who will present the proposal to the Executive Committee. In any case, a precise working plan must be formulated and periodically updated following annual reports and relevant assessments.

A budget - to be reviewed and agreed on an annual basis by the Executive Committee - is allocated to each working group for periodical meetings and related activities.

17. Certification programmes (updated on 21/02/2020)

Certification programmes - approved by the Executive Committee - are organized by ESHRE to provide professionals in reproductive medicine and science with a qualified certification assuring competence to perform a task.

Each certification programme is coordinated by a steering committee that organizes the structure and requirements of the group, as well as the rules, application requirements and modalities governing the certification programme. A term of 2 + 2 years - in line with ESHRE policy - is considered normal apart from exceptional circumstances approved by the Executive Committee.

All current certification programmes are described on the ESHRE website:

- ESHRE certification for embryologists – see <https://www.eshre.eu/Accreditation-and-Certification/Certification-for-embryologists>
- ESHRE Certification for Reproductive Endoscopic Surgeons- see <https://www.eshre.eu/Accreditation-and-Certification/ECRES>
- ESHRE Certification of ART Nurses and Midwives – see <https://www.eshre.eu/Accreditation-and-Certification/Nurses-Midwives-Certification>
- ESHRE/EBCOG European Fellowship in Reproductive Medicine – see <https://www.eshre.eu/Accreditation-and-Certification/Center-accreditation-of-subspecialist-training/Fellowship-Examination>
- ESHRE/EBCOG Centre accreditation of subspecialist training programme in Reproductive Medicine – see <https://www.eshre.eu/Accreditation-and-Certification/Center-accreditation-of-subspecialist-training>
- ESHRE ART Centre Certification for good clinical practice - see <https://www.eshre.eu/Accreditation-and-Certification/ART-Centre-Certification>

18. Conflict of Interests (COI) / Declaration of Interest (DOI) policy (updated on 21/02/2020)

18.1 Definitions

A conflict of interest (COI) is a conflict between personal interests and the commitment of an individual to fulfil their official responsibilities towards ESHRE in a position of trust and responsibility.

18.2 Why do we need to disclose COI?

In order to achieve the highest standards of ethics and integrity with the aim to protect the Society and its members from potential harm. (This is in keeping with principles of good governance and includes accountability, honesty and leadership prevailing over personal interest).

18.3 Who needs to submit a Declaration of Interest (DOI)?

- Executive Committee members, including the ex officio members
- All other committee members
- Special Interest Group Coordinators, Junior/Senior Deputies, Basic or Clinical Science Coordinators, International Advisors
- Working Group Coordinators and members
- Consortia Chairs and Steering Committee members
- Editors-in-Chief, Deputy Editors and Associate Editors

The Executive Committee will not nominate or appoint anyone to any committee/group (or other official duties/positions) without the nominee having submitted a full DOI.

18.4 List of potential COIs

- Paid or unpaid consultancy (in the fields relevant to the activities of the Society)
- Editorship in field-related international journals
- Employment by a commercial company in the fields relevant to the activities of the Society
- Financial (personal) reimbursement (travel/hotel expenses) from commercial companies
- Grants or grants pending from commercial companies
- National or international political mandates

- Officer or board member of other international societies, organisations or journals in related fields of interest
- Participation in commercially sponsored trials (personal or institutional)
- Patents (planned, pending or issued)
- Payment for lectures or similar educational events (e.g. webinars)
- Payment for manuscript preparation
- Royalties (in the fields relevant to the activities of the Society)
- Stock/stock options or other ownership interests (in the fields relevant to the activities of the Society)
- If in doubt, all interests should be declared for scrutiny and peer review.

This list also applies to spouses/partners.

Participation as a speaker or session chair in a company/industry sponsored session/symposium at the Annual Meeting is not allowed for all ESHRE office holders.

A DOI should be submitted at the time of appointment of an officer and later on any changes should be notified. All the relevant officers will be reminded on an annual basis to declare potential interests.

18.5 DOI Review

The chair of any ESHRE approved committee or group is responsible for review of the DOI documents submitted by individual members. In case of any potential COI the chair (of that committee or group) should inform the Executive Committee.

Individuals can appeal against the conclusions/recommendations of a DOI review and the final decision is by the Executive Committee. This appeal should be submitted in writing to the Chair of ESHRE.

19. Annual Meetings (updated on 21/02/2020)

19.1 Introduction

In order to meet its aim to create a platform for the presentation and discussion of all aspects of reproductive medicine and science, the Society organises an Annual Meeting. The organisation of the Annual Meeting is primarily the responsibility of

the Executive Committee. The Executive Committee will supervise the overall organisation of the Annual Meeting, and as such has the right:

- to assign special and well-defined duties to one or more persons,
- to take any decision with regard to the practical organisation of the meeting,
- to have an insight in the income and expenditure account of the meeting.

The general organisation will be the responsibility of the Central Office in co-operation with the Local Organising Committee. The Central Office will be responsible for the overall coordination and organisation of the event. This implies the following duties:

- site inspection
- budgeting and accounting
- coordinate the organisation of the scientific programme
 - ensure the availability of meeting rooms & technical facilities
 - prepare meetings of the Scientific Committee
 - invite speakers and arrange their travel and lodging
 - handle all administrative tasks in the process of abstract selection
 - prepare the final programme
- coordinate the organisation of the technical exhibit
 - ensure the availability of adequate exhibition space
 - coordinate the distribution of stands
 - coordinate technical set-up with the congress centre and/or local sub-contractors
- handle all other forms of sponsorship
- handle pre- and on-site registrations
- ensure the promotion of the meeting

The financial responsibility of the Annual Meeting rests with the Society. This means that the Central Office has to be in control of the expenditure and income accounts. No decisions that affect the financial balance of the organisation of the meeting can be made without the knowledge of the Central Office.

19.2 Venue selection

The Executive Committee adopted the general principle that no Annual Meeting would be organised outside Europe (*see below "Europe as defined by ESHRE"*).

Each year the Annual Meeting will be held in a different European country on the basis of reasonable regional distribution. The Executive Committee will decide where the Annual Meeting will be held. Written applications for the organisation of the Annual Meeting by individual members (or other parties such as convention bureaus or congress centres) will be considered and need to be accompanied by information regarding the available congress facilities as outlined in the "Request for Proposal" (RFP) application form.

Relevant applications will be followed by a site-visit upon which an assessment will be made of the available facilities. This report will then be submitted to the Executive Committee on the basis of which a decision will then be made.

19.3 Date selection

The Annual Meeting will be held end of June, beginning of July of each year.

16.4 Registration fees

Special low registration fees will be offered to student and allied professional members of the Society.

Registrations are defined as early, standard and late, and are categorized as follows:

- Non-member of ESHRE (fee charged to individuals who are not a member of ESHRE)
- Member of ESHRE (fee charged to individuals who subscribed to an "Ordinary Membership", which is applicable to holders of a doctoral/postgraduate degree or equivalent scientific accomplishment (i.e. MD, PhD, M.Sc.)
- Allied professional and student Member of ESHRE (fee charged to individuals who subscribed to an "Allied professional and student membership", which is applicable to nurses / midwives, laboratory technicians / clinical embryologists (BSc level), counsellors / psychologists / social workers,

undergraduate, graduate and medical students, residents & research trainees)

The above-mentioned registration fees are applicable to anyone who wishes to participate in the main programme of the Annual Meeting. Additional registration fees will be charged to individuals wanting to attend a Precongress Course. While the fees for the Main Programme and the Precongress Courses will differ, the same categories (i.e. early, standard, late, non-member, member, allied professional and student Member of ESHRE) will be applicable.

19.5 Language

There will be no simultaneous translations. The official language is English for all Annual Meetings, and all presentations will be in English.

19.6 Structure of the Annual Meeting

Each Annual Meeting will be held in the course of 4 days:

- Sunday – Precongress courses
- Monday – Main programme
- Tuesday – Main programme
- Wednesday – Main programme

19.7 Scientific programme

Invited sessions

The Scientific Committee - chaired by the Chair of ESHRE - will consist of the three ESHRE Chairs, the Special Interest Group Committee Chair, the Special Interest Group Coordinators, the Editors-in-Chief of the *Human Reproduction* Journals, and any other member(s) as the Executive Committee sees fit to include.

Every ESHRE member will be asked to propose sessions, comprising two titles for lectures + names of speakers.

The Scientific Committee will convene at least once a year to work out the final invited programme. A reasonable distribution of popularity and interest of topics should be made in the structure and content.

As a rule, there should be no more than 2 invited speakers per session. Invited speakers at the Annual Meeting (and all other scientific meetings organized by ESHRE) should be asked to declare interests by means of a DOI form as required by EACCME (as part of the CME requirements) and in the second slide of their presentation. Generally speaking, invited speakers are offered travel and accommodation, and free registration to the Annual Meeting and its social programme. There will be no honoraria.

An invited speaker should be limited to an appearance every three years.

Members of the Executive Committee – as well as members of the Scientific Committee – should not be an invited speaker at the Annual Meeting during the course of their term of office, unless with the approval of the Scientific Committee. This rule is not applicable for Precongress Courses.

As a rule, each invited lecture will be limited to 20 minutes + 10 minutes discussion; except keynote lectures (30 minutes / speaker; no Q&A) and debates.

Invited exchange sessions – based on a Memorandum of Understanding - with (inter)national societies are considered on an annual, biennial or other specific schedule, including but not exclusive:

- ALMER (Asociacion Latinoamericana de Medicina Reproductiva)
- ASPIRE (Asia Pacific Initiative on Reproduction)
- ASRM (American Society for Reproductive Medicine)
- CARM (Chinese Association for Reproductive Medicine)
- CSRМ (Chinese Society for Reproductive Medicine)
- Cochrane
- FSA (Fertility Society of Australia)
- IFS (Indian Fertility Society)
- ISAR (Indian Society for Assisted Reproduction)

Selected oral communication sessions

In addition to invited sessions, approximately 230 slots will be used to accommodate selected oral communication sessions. The sessions will consist of presentations that have been selected following an abstract submission and selection procedure.

Poster presentations

Abstracts that are not selected for oral presentation can be referred to the posters and will be included in the selection of abstracts that have been submitted for poster presentation only. As a rule, a total of 800 posters are selected. By default, all poster presenters have to submit an electronic poster version.

Abstract submission, abstract selection and selected oral presentations

The abstracts for the Annual Meeting can be submitted by each individual who wants to report his/her research or clinical work. The following applies:

- Abstracts can only be submitted online. Abstracts submitted in any other way will be completely ignored.
- Abstracts must be submitted no later than the fixed deadline (normally speaking before 1 February of the year in which the Annual Meeting is held; i.e. the abstract submission system closes just before midnight on 31 January Central European Time).
- Each presenting author can only submit one abstract.
- By default, the corresponding author will also be the presenting author in case the abstract is accepted for oral or poster presentation. Abstracts should only be submitted if the corresponding author plans to attend the Annual Meeting.
- It is not allowed to change the corresponding/presenting author, nor is it allowed to make changes to the list of authors, the list of affiliations or the abstract itself after the corresponding/presenting author has received the outcome of the reviewing process. Authors should make sure that all the details are correct before submitting an abstract.
- At submission, the content of the abstracts should be original, de novo material that has not been accepted for publication at the time of submission.

- Abstracts should be submitted in English only

Instructions for authors can be found on the relevant website portal

The abstracts will be reviewed (i.e. scored) by a designated number of reviewers with the relevant expertise who will cover - each according to his/her speciality - all fields and covering a relevant geographical spread. SIG Coordinators will be consulted for the composition of the reviewers' list within their own field of interest. Thus, SIG Coordinators will be asked to check the reviewers' name lists every year and can add or remove names ensuring a sufficiently large pool of reviewers within their own field of interest.

The selection process will be arranged as follows:

Stage 1 - Pre-screening

SIG Steering Committee members provide pre-screening review for their special interest/topic category. The pre-screeners' task will consist in reading through all abstracts in their own specific topic category, in order to assure that abstracts are designated to the correct topic category and re-allocate abstracts to another topic category when needed.

Stage 2 - Review

Abstracts are then distributed among designated reviewers, who will score the abstracts. The reviewers will judge only "blind" abstracts (i.e. abstracts that have no names of authors or institutes mentioned) neither will any references to grants be shown to the reviewers. The abstracts are divided among the reviewers in such a way that each abstract is reviewed by four (4) different reviewers.

An online system is set up to score the abstracts. The scores will be given by means of a visual analogue scale (VAS) with a scale going from "0" = "very poor" to "100" = "excellent".

At the end of the review (scoring) process, all abstract scores will be standardized. In other words, a Z-score (standardized score) will be calculated to standardize the scores per reviewer (Z-score = abstracts score – the average score of all the scores of a reviewer, divided by the standard deviation of all the reviewers' scores).

Stage 3 – Programme planning

SIG Coordinators and SIG Deputies will be assigned as Programme Planners (2 Programme Planners per topic in total) whose task it will be to allocate abstracts to the relevant, pre-defined sessions. The number of pre-defined session and presentation slots are based on the number of abstracts submitted per topic after they have been pre-screened. The allocation of abstracts to the available slots is based on the Z-scores that are given to the abstracts. Subsequently, the abstracts will be ranked by score – from high to low score – in order to facilitate the selection and allocation to the sessions. In other words, the ranking order of the abstracts determines their selection for the programme (e.g. if 10 slots are available for topic X, then the top 10 ranking abstracts in that topic category will be allocated to these 10 slots). As such, the final scores cannot be overruled in any way by the Programme Planners. Only in exceptional circumstances - whereby the Programme Planners judge that it is imperative to overrule the standardized score that resulted from the review process (i.e. select a lower scoring abstract over a higher scoring abstract and thus ensuring its place in the programme) a Programme Planner can advise the SIG Committee Chairs to accept a lower scoring abstract for the programme for (a) specific reason(s). The Scientific Committee will take the final decision in such exceptional cases.

Stage 4 - Post-programme planning by the Scientific Committee

After the scoring procedure has been concluded and the abstracts have been allocated to the available sessions/time slots, a “post-programme planning meeting” is arranged. During that “post-programme planning meeting” all the sessions will be screened again by the Scientific Committee with the aim to detect possible problems (e.g. to avoid overlap of presentations covering similar topics, to review exceptional cases whereby lower scoring abstracts have been selected etc.).

The Scientific Committee will also decide the session chairs to be invited.

Once the abstracts have been allocated to the selected oral communication sessions, the remaining abstracts – provided that the authors agreed – will be referred to the posters. This will be the case for the top scoring 800 abstracts within that pool of abstracts.

Abstracts that are not selected for either poster or oral presentation will be rejected.

In the case of scientific fraud or failure to deliver the presentation, without previous notice, the author will be banned from presenting at the Annual Meeting for two years.

19.8 Company Symposia and Corporate Theatres

The following is applicable for all Company Symposia and Corporate Theatres. Companies who organise a Company Symposium or Corporate Theatre will be responsible for the scientific content of that Company Symposium or Corporate Theatre; i.e. companies are free to choose the title, lectures, speakers and chairs of their symposium/theatre to the exclusion of all ESHRE office holders. Companies will take on the costs (travel and hotel) for speakers and chairs.

The meeting room assigned to the Company Symposia will be equipped with a set-up used for the ESHRE sessions. Additional audio-visual equipment, decoration etc. will be covered by the organising company. A time slot of 1 hour and 15 minutes will be allocated to all Company Symposia and 1 hour will be allocated to Corporate Theatres. Only one time slot per company is allowed. Announcements – be it in print or electronic - of the meeting will mention that there will be Company Symposia or Corporate Theatres, but the title, lectures and speakers will not be mentioned within the official scientific programme. All Company Symposia and Corporate Theatres will be announced in a designated webpage. Hence companies will be responsible to promote their own symposium. The abstracts of the sponsored symposia will not be included in the official abstract book.

Further instructions and standard operating procedures related to the organisation of Company Symposia and Corporate Theatres are posted on the ESHRE website.

19.9 Awards

Each year awards will be offered for the best presentations. All but Pre-selected candidates for the Poster Awards, will only be considered if they submit an extended abstract. All members of the Award Committees will receive copies of the extended abstracts to prepare the final selection of the award winners. The names of the award-winners will be made public at the Annual Meeting, during a dedicated moment (ideally during the Networking event).

At each Annual Meeting the following Awards are presented:

- Basic Science Award for Oral Presentation
- Clinical Science Award for Oral Presentation
- Basic Science Award for Poster Presentation
- Clinical Science Award for Poster Presentation
- Fertility Society of Australia Exchange Award
- Nurses and Midwives Award

Each Award Committee will consist of 5 to 7 (maximum) nominated members.

A scoring system is applicable for all the Award Committees to make the evaluation more objective and similar for each Award Committee. The scoring system is part of the Annual Meeting standard operating procedures.

Each Award Committee Chair should be given instructions and scoring sheets (including date, time, name of the author, session, location as well as the full title of the presentation and the scoring table) to be distributed to all committee members.

19.10 Behaviour during the sessions - Recordings of sessions

Generally speaking, any form of behaviour by the audience that may disturb or disrupt presentations cannot be tolerated. It is the session Chairs' responsibility to ensure that such behaviour is noted and reported. Session Chairs will be instructed to pay special attention to disrespectful behaviour such as (non-exhaustive):

- Flashing lights
- Camera clicks
- Obstructive view caused by raised iPads, mobile phones or other devices
- Talking loudly and making other disturbing noises
- Camera tripods blocking access and exit

Taking photographs or making film recordings of the scientific sessions is not forbidden but should be done discretely without disturbing speakers or members of the audience.

Recordings by members of the press will be handled by the press officer and is part of the media policy.

As far as the Company Symposia and Corporate Theatres are concerned, sponsors maintain the right to decide if they want to allow recordings to be made.

19.11 Social activities

The social programme usually includes the following:

- Opening Ceremony & Welcome Reception on Sunday
- Speaker's Dinner on Monday
- Charity Run on Monday
- Networking Event on Tuesday
- Closing Reception on Wednesday

It was also agreed that the Chair-elect should be the Master of Ceremony at the Opening Ceremony.

19.12 Exhibit and sponsorship

A commercial exhibition will be arranged at each Annual Meeting and as such a dedicated exhibit area will be a necessary prerequisite at each selected congress venue. Congress centres that do not offer such spaces, will be automatically excluded from any bidding process.

Apart from the exhibit, commercial companies will also be offered various sponsorship opportunities.

Contacts with commercial companies will be made primarily by the Central Office that will also manage and oversee the logistic organisation of the exhibit (with the possible aid of subcontractors such as stand building companies and other relevant suppliers)

19.13 Other practical considerations and additional stipulations

- The Local Organising Committee is composed of local ESHRE members; maximum 6 and minimum 3 individuals. The responsibility of this committee is to assist and advise the Central Office in matters that are specifically local, and primarily related to the organisation of social activities.

- A so-called National Committee will be composed with a maximum of 30 local ESHRE members, whose task mainly consists in chairing sessions.
- Accommodation and travel will be the responsibility of an officially appointed (local) agency (such as a destination management company, congress organising company or travel agent) to deal with hotel bookings, travel arrangements and possibly the social programme of the congress. All the other practical arrangements will be the responsibility of the Central Office that has the right to assign special tasks to individuals or partners (local or international) if necessary.

20. Publications (updated on 21/02/2020)

20.1 Introduction

The Society will ensure the publication of scientific journals as part of its aim to create a platform for exchange of information, discussion and debate. The Society is also committed to inform its membership by means of a newsletter.

20.2 Human Reproduction Journals

Four scientific journals are published:

- *Human Reproduction (HR)*
- *Human Reproduction Update (HRU)*
- *Molecular Human Reproduction (MHR)*
- *HROpen*

Matters related to the publication of these journals are handled by the Publications Committee and reported back to the Executive Committee who will take all formal decisions. The Executive Committee will appoint an Editor-in-Chief and Deputy Editors for each journal. Would-be Editors-in-Chief would have to be available (i.e. would need to have sufficient time to work on the journal) and should have no conflicts of interest with either commercial companies or with other societies.

All Editors-in-Chief and Deputy-editors are engaged following an agreed contract with the Society.

20.3 Editors-in-Chief

Term of Office and Selection Procedure

The Editors-in-Chief will be appointed for a term of 3 years (unless under specific circumstances it would be decided to have a shorter/longer term of office), with the possibility of renewal for one further (and final) term of three years

Editors-in-Chief are selected as follows:

- A Selection Committee consisting of the three ESHRE Chairs, the four current Editors-in-Chief (EIC) and Managing Editor of *Human Reproduction* are responsible for the pre-selection.
- After having served the journals for 6 years (2 x 3 years, unless it should be agreed under specific circumstances that the terms of office should be shorter or longer) the current EIC's should step down from their position. Neither of them can apply to become the new EIC for any other HR journal (or for that matter the same HR journal), immediately after the end of the 6 years' term.
- However, it could be possible for past EIC's to apply for the vacant EIC positions in case a period of at least 3 years is in between the end of their last term and the start of a new term.
- Candidates can only apply for one of the four vacant EIC positions.

The vacancies will be advertised in the *HR* journals and on the ESHRE website. As such, suitable candidates could be interviewed and then a final selection could be made to be ratified by the Executive Committee.

The Selection Committee will review, evaluate and rate all applications in order to recruit the best/most appropriate candidate for the job. In other words, the Selection Committee will make a first selection (short list), which will then be submitted to the Executive Committee.

The Selection Committee will use the following criteria when selecting the candidates:

- Editorial Experience
- Leadership Experience
- Ability to collaborate
- Strength of CV
- Statement of Vision

The following rating scale will be used:

- 5 = Exceptional
- 4 = Better than average
- 3 = Capable/average
- 2 = Poor
- 1 = Not acceptable

Once the first selection has been made, the candidates who will have been retained (short-listed), will be invited for an interview. The Selection Committee will take the interviews and will select two candidates: one preferred candidate + one back-up.

Tasks & Duties

The Editors-in-Chief have the freedom to choose Associate Editors (AE's) and will inform the Executive Committee about new appointments or other changes.

The Editors-in-Chief shall - in consultation with the Society and the Publisher, and subject to the Society's approval - determine the scope of the subject matter to be covered by each journal.

The Editors-in-Chief shall use their best endeavours to ensure that all contributions submitted to the Publisher for publication in the journal:

- are of good quality, relevant and in good English;
- are original, have not already been published in whole or substantial part, and do not infringe the copyright or other property rights of any other person;
- do not contain plagiarism or any scandalous, libellous, obscene, unlawful or otherwise objectionable material; and
- conform to the Instructions to Authors

In the case of a serious breach of rules, the Editor-in-Chief shall notify the Publisher and ESHRE Executive Committee.

The Editor-in-Chief shall undertake to pass to another editor of the journal for selection of referees, editorial changes, and decision any manuscripts for which he or she has, or could be perceived to have, a conflict of interest.

The Society or the Publisher shall have the right at their sole discretion at any time to decline to publish the whole or any part of any contribution submitted for publication in the journal.

The Editor-in-Chief shall make all reasonable efforts to process submissions quickly.

The Editor-in-Chief shall report in person at the Publications Committee meetings thence to the ESHRE Executive Committee on the performance and progress of the journal and shall normally attend the Annual Meeting of the Society.

The Editor-in-Chief shall act as an independent contractor for, and shall not be an employee of the Society. He will receive an honorarium and expense budget as agreed upon in the contract.

The Editors-in-chief have to inform the Society if there are conflicting interests, going back no longer than 5 years.

20.4 Deputy Editors

The Society, in consultation with the Editors-in-Chief, may appoint Deputy Editors as deemed necessary in the performance of their duties.

20.5 Associate Editors

For each journal there are a given number of Associate Editors. Associate Editors will be proposed by the Editors-in-Chief (after consultation with the Managing Editors and members of the Publications Committee).

20.6 Publisher

An official publishing house is appointed by the Executive Committee. The collaboration with the publisher will be subject to a formal contract approved by the ESHRE Executive Committee and signed by the Chair.

20.7 Editorial Office

The Editorial Office manages all editorial activities related to intake, refereeing and publication of manuscripts submitted for the journals. The Editorial Office is composed of a Managing Editor, supported by Assistant Managing Editors and additional administrative staff as deemed necessary.

20.8 Publication of ESHRE-related papers in Human Reproduction Journals

Papers considered appropriate for publication as so called 'ESHRE papers' include: guidelines, position papers, consensus papers, recommendation documents, and data and monitoring papers.

All ESHRE papers will be submitted for publication in *HROpen*, following the procedures described below. All articles published in *HROpen* will be published under an Open Access license.

The Executive Committee itself can also commission papers/documents and assign this task to the relevant Special Interest Group(s), Consortium or other groups.

Annual data collection and data monitoring papers

The annual data collection and data monitoring papers produced by ESHRE Consortia groups (such as EIM or PGT Consortium) result directly from the Consortia activities and there is therefore no need to ask for the explicit approval from the Executive Committee to write them. These papers do not need to go through normal peer review and can be published in the ESHRE Pages of *HROpen*. However, the paper should be sent in to the ESHRE Central Office for notification before submission. The authorship must be stated as per the following example: "The ESHRE xxxx Consortium", with the name of the individual authors listed thereafter. For citation purposes, the name of the working group should be used. Individuals or centres

contributing with data should be listed as “collaborators” or as “contributors” (see definition below) in an appendix.

ESHRE guidelines and good practice recommendations

Before the initiation of a guideline or recommendation document approval from the Executive Committee should be obtained by means of an application form (available in the manual for guideline development). There will be no guarantee of publication, even if an approval of the project as such was received initially from the Executive Committee.

ESHRE guidelines and good practice recommendations will be made public on the ESHRE website for a period of 1 or 1.5 month allowing members to submit comments. When the document has been reviewed and approved in its final version by the Executive Committee, the ESHRE office will upload the paper to the *HROpen* online submission and peer review system.

The authorship of ESHRE guidelines and good practice recommendations must be stated as per the following example: “The ESHRE Guideline Group on xxxxx” or “The ESHRE Working Group xxxxx”, resp , with the name of the individual authors listed thereafter. For citation purposes, the name of the guideline group should be used. Individuals contributing with data should be listed as “collaborators” or as “contributors” (see definition below) in an appendix.

Other ESHRE papers

Before the initiation of a position paper, consensus paper, or other ESHRE paper approval from the Executive Committee should be obtained. There will be no guarantee of publication, even if an approval of the project as such was received initially from the Executive Committee. Proposals to initiate such a paper should contain the following parts: title of the paper; name of the applying Working group; full name of corresponding author; co-authors full names; background; aims and objectives; requested resources; proposed submission time.

Depending on the type of paper the Executive Committee will assign three reviewers from the members of the Executive Committee itself, and/or by external reviewers, depending upon the topic. The ESHRE chair, chair elect or past chair will collect comments and correspond with the first author.

When the paper has been reviewed and approved in its final version by the Executive Committee, the ESHRE office will notify the authors and the *HROpen* editorial office. The authors can then upload the paper to the *HROpen* online submission and peer review system.

For Position papers and consensus papers , the authorship must be stated as per the following example: “The ESHRE Working Group xxxxx”, with the name of the individual authors listed thereafter. For citation purposes, the name of the working group should be used.

Definitions of authorship according to PubMed

- An 'author' is listed in the by-line of the article immediately after the *working group and will be searchable in PubMed.*
- A 'collaborator' will not be listed on the by-line but will be searchable in PubMed.
- A 'contributor' will not be listed on the by-line and will not be searchable in PubMed; they will be listed in the Appendix of the article PDF.

Ordinary submission

Research papers (scientific studies and reviews) sponsored by ESHRE do not have to be approved by the Executive Committee for publication but should go through normal submission and peer review process. ESHRE-sponsored studies are strongly encouraged to be submitted first to an ESHRE journal. They will not be published in the ESHRE Pages section of the journal. In all instances, ESHRE has to be recognized as sponsor of the study.

Peer reviewed papers being published with the name of ESHRE in it and/or produced by ESHRE related groups (Special Interest Groups, etc.) should be sent to the ESHRE office for notification before submission.

Joint Publications

Joint/simultaneous publications are only allowed if the respective societies and journals are involved from the very beginning with the appointment of a project manager.

20.8 Newsletter “Focus on Reproduction”

A newsletter, entitled *Focus on Reproduction*, is published in electronic format (web-format and app-format). The Executive Committee can appoint (a) free-lance subcontractor(s) or (a) free-lance writer(s) (subject to contractual agreement) to

commission articles and contributions in close consultation with the Communications Committee and the Editorial Board.

The Editorial Board is composed as follows:

- An Editor-in-Chief
- The three ESHRE Chairs
- One Executive Committee member
- Two Junior Members (to be appointed by the Executive Committee at the recommendation of the Communications Committee)
- One or two members of staff from the Central Office's communications team

The Immediate Past-chair and the two junior members of the Editorial Board are mandated to review articles.

21. Media Policies (updated on 21/02/2020)

21.1. Third Party Media Policy

By means of the ESHRE media policy, ESHRE aims to protect its good reputation and identity by for example avoiding misuse of ESHRE's Intellectual Property.

For this purpose, the ESHRE media policy sets forth rules and regulations regarding:

- ESHRE's Intellectual Property and the use thereof by Third Parties;
- The organization of media/public relations events by Third Parties (including press briefings) which are – directly or indirectly – related to an ESHRE Event;
- The release of Public Communications by Third Parties which are – directly or indirectly – related to an ESHRE Event.

This media policy shall exclusively apply to Third Parties and their representatives. A specific media policy shall be foreseen for journalists who have received press accreditation in accordance with the criteria as set out in the media policy for journalists.

21.2. ESHRE media policy: Journalists

The requirements made in this ESHRE media policy apply to all journalists attending an ESHRE event, including the ESHRE Annual Meeting, and/or making use of materials provided by ESHRE. Journalists are welcome to cover ESHRE events, including the Annual Meeting and Campus courses, and the aim of this policy is to ensure an appropriate working environment for accredited journalists attending any ESHRE event. ESHRE aims to provide a reliable source of press material and comment in reproductive medicine such that journalists can work with confidence in ESHRE as a reference point.

The ESHRE logo is the property of ESHRE and is protected by trademark. It should not be used, reproduced or associated with any event, article, website or press release without the prior approval of ESHRE. Approval will not be granted in cases which are considered commercial in aim, or which appear to imply endorsement from ESHRE. Please contact the press office for any request concerning the use of the ESHRE logo: press@eshre.eu.

ESHRE does not make its press database available to anyone or any organisation.

21.3. Social Media Policy

Social media has changed the way ESHRE communicates, with new opportunities to engage with its members, employees and the world at large. ESHRE's communications aim in social media is to confirm its position as a reference point in reproductive science and medicine and to create a community of ART professionals and stakeholders who can share information and expertise in good faith and trust.

More specifically, this social media policy is designed to:

- Protect ESHRE's good reputation and identity as well as ESHRE's intellectual property
- Help prevent disclosure of ESHRE's confidential and proprietary business information through the use of social media
- Clarify the role of ESHRE Community Managers, so that official ESHRE communications are clearly identified and understood as such
- Clarify the parameters for unofficial or personal communications through social media, so that these communications are not misunderstood or misconstrued as official ESHRE communications.

22. Clinical Evidence-based Practice Guidelines and Good Practice Recommendations (updated on 21/02/2020)

22.1. Definitions

Clinical Evidence-based Practice Guidelines (also referred to as “Guidelines”)

Clinical Evidence-based Practice Guidelines are defined as “systematically developed statements to assist care providers and patient decisions about appropriate health care for specific clinical circumstances” [*Committee on Clinical Practice Guidelines IoM (1992) Guidelines for clinical practice: from development to use. National Academy Press, Washington DC*]. Clinical guidelines are intended as neither cookbook nor textbook but should be helpful in everyday clinical medical decision-making about appropriate and effective care.

Good Practice Recommendations (also referred to as “Recommendations”)

In contrast to Clinical practice (evidence-based) guidelines, Good Practice Recommendations are more applicable in areas where there is an opportunity to reduce uncertainty and improve quality of care, but scientific evidence is absent or limited.

Manuals for the development of Clinical Evidence-Based Practice Guidelines and Good Practice Recommendations have been designed to give structure and to unify the methodology of these guidance documents. An updated version of the Manual can be found on the relevant ESHRE website .

Any proposal to develop a Guideline or Recommendation should first be approved by the Executive Committee of ESHRE following a formal submission by means of an application form by one or more Special Interest Groups. Through this application form the following specifications need to be addressed:

- Proposed title
- Guideline or Recommendations for good practice
- Proposed (clinical) problem
- The relevance of the proposed clinical problem (e.g. volume, costs and patient impact)
- Main outcome(s) to be addressed by the proposed guideline/
Recommendations for good practice
- Indication of actual practice variation

- Expected benefit(s) from the proposed guideline/ Recommendations for good practice development and implementation
- Indication of the size and strength of the evidence for the proposed topic
- Other comments: (in case of a Recommendations for good practice document, the methodology, schedule and costs for the project should be clarified)
- Existing guidelines within the field of the proposed topic
- Overlap with other ESHRE documents

The composition of the Guideline Development Groups (GDG) or Good Practice Recommendation (GPR) Working Groups will have to be ratified by the Executive Committee. Simultaneous membership of more than 2 active GDG or GPR WGs is not allowed. The recommendation is that each SIG is represented by 1 member in the case of multi-SIG (i.e. three or more SIGs) projects. The ExCo has the right to recommend/suggest modifications of the Working Group and, in the case of multi-SIG documents, to designate the leading SIG.

23. Miscellaneous (updated on 21/02/2020)

23.1. Third party requests for the (financial) support of live educational activities. (updated on 21/02/2020)

The general philosophy is that a certain limited amount of money might be available to sponsor educational activities that are not initiated from within ESHRE. The criteria according to which the Executive Committee will decide to sponsor/endorse or not and to what extent, are summarized below:

- Per calendar year no more than 15,000 Euros will be available for this purpose. This amount could be adapted following annual budget reviews;
- In principle the organizing body should be a legally established society and/or a non-profit organization. A request should be sent at least 6 months prior to date of the planned activity, and ESHRE should be offered to contribute in the planning of the scientific programme;
- The amount assigned will be from the earmarked budget for this purpose during the year in which the activity is planned;
- The amount of sponsoring per activity should not exceed 5,000 Euros. This amount could be adapted following annual budget reviews;
- The topic for which a sponsor request is made has to deal with one or more aspects within the field of reproductive biology or medicine;

- It needs to be substantiated why it is of interest to ESHRE;
- The requested amount should be specified for a designated purpose;
- Any activity that interferes with current or future ESHRE activities shall not receive sponsoring. In practice, there should be a clear statement of “no conflict of interest”;
- Sponsoring should be limited to facilitating activities that otherwise would not be feasible, and for which there are great difficulties to obtain funding elsewhere;
- Primarily ESHRE will support its representatives who may serve as speakers;
- After the activity has taken place, ESHRE should receive a brief report on how the donated amount was spent, documented with proof of expenditure.

23.2. Committee/Business meetings (updated on 21/02/2020)

As a rule, committee/business meetings should be held in Brussels since most members would need to come from different countries across Europe. In case there would be any special reason (e.g. when most participants would come from one particular country, or when meetings can be held in conjunction with other meetings), the meeting could be held elsewhere.

Travel costs for committee/business meetings should be reasonable and in line with the aims and purposes for which such meetings are organised and for the contribution of its participants in such meetings. Short meetings or short presentations at meetings are better dealt with by conference calls or other virtual ways of communication.

23.3. Relationship with other legally recognised not-for-profit organisations / societies (updated on 21/02/2020)

Generally, ESHRE will maintain friendly relations with other Societies considering the principle of good ethical behaviour and the interests of the Society. Such societies or organisations should have legal recognition and should be able to submit bylaws. A Memorandum of Understanding will be agreed with each society for a specific meeting.

In case there are requests to promote events or meetings by other societies/organisations these can be added to the website (non-ESHRE) events calendar after approval of the ESHRE Chairs. Requests to circulate/disseminate research surveys should be handled by the relevant Special Interest Group(s). If the Special Interest Group(s) endorse(s) the study, a mailing can be conducted.

23.4. Europe as defined by ESHRE (updated on 21/02/2020)

The following countries were defined as “belonging to” the Council of Europe.

1. Albania	25. Lithuania
2. Andorra	26. Luxembourg
3. Armenia	27. Malta
4. Austria	28. Moldova (Republic of)
5. Azerbaijan	29. Monaco
6. Belgium	30. Montenegro
7. Bosnia and Herzegovina	31. North Macedonia
8. Bulgaria	32. Norway
9. Croatia	33. Poland
10. Cyprus	34. Portugal
11. Czech Republic	35. Romania
12. Denmark	36. Russian Federation
13. Estonia	37. San Marino
14. Finland	38. Serbia
15. France	39. Slovak Republic
16. Georgia	40. Slovenia
17. Germany	41. Spain
18. Greece	42. Sweden
19. Hungary	43. Switzerland
20. Iceland	44. The Netherlands
21. Ireland	45. Turkey
22. Italy	46. Ukraine
23. Latvia	47. United Kingdom
24. Liechtenstein	