ESC WORKING GROUPS

Internal Governance
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1 Role of an ESC Working Group and of Nucleus Members

A Working Group is established as an internal Constituent Body of the European Society of Cardiology (ESC) according to the ESC Statutes approved by the General Assembly.

ESC Working Groups are expected to encourage research and teaching, to disseminate knowledge, and to participate in education.

Working Groups must strictly follow the ESC internal governance ruled by its statutes and contribute to the mission statement of the ESC which is: "To reduce the burden of cardiovascular disease in Europe".

1.1 Role of a Working Group

- To design, coordinate, organise and promote scientific research in its sub-specialty.
- To gather and exchange information regarding research and related activities within the Working Group and in the interest to WG members.
- To contribute to the organisation and preparation of the annual ESC Congress, and to participate and support other scientific meetings and symposia.
- To provide appropriate recommendations for the ESC regarding the field of its sub-speciality.
- To organise teaching courses or workshops and to develop educational tools.
- To promote and coordinate research and funding applications in their field of interest
- To recommend the establishment of Task Forces to the ESC Committee for Practice Guidelines (CPG) as well as policy conferences to publish appropriate guidelines or recommendations and to set up study groups to discuss and publish issues of contemporary importance to a given Working Group.
- To hold regular meetings of the Working Groups. A Nucleus Meeting and General Assembly of the Working Group are highly encouraged during the annual ESC Congress. All WG members are invited to attend and participate.

Since March 2007, the ESC Board has agreed to financially support at least one extra nucleus meeting (in addition to the one held during the ESC Congress). The ESC will cover the travel expenses and accommodation for Nucleus Members based on actual original receipts to facilitate attendance to a full day Nucleus meeting or 2 half days meeting when necessary. For more details and to apply, please refer to part 2: ESC Financials Rules.

The ESC Working Group is composed of a Nucleus and of ordinary members.

A mechanism must be put in place every two years within each of the Nucleus of the ESC Working Groups to facilitate the turnover of the Working Groups members who are not Working Groups officers.

Composition of a Nucleus:
The Nucleus of a Working Group is composed of a maximum of 12 members:
- 3 leading positions: a Chairperson, a Vice-Chairperson, a Past-Chairperson
- 1 Treasurer
- 1 Secretary
- 1 Web and Communication Editor
- Up to 6 ordinary nucleus members.

Up to 3 Ex-Officio non-voting Members can be proposed by the Chairperson (see definition, role and rights below).
Up to 2 affiliated non-voting Members can be proposed by the Chairperson (see definition, role and rights below).

1.2 Chairperson - Vice-Chairperson - Past-Chairperson

The Working Group is led by a Chairperson with support from a Vice-Chairperson.

The Chairperson serves for two years and represents the Working Group at official functions of the European Society of Cardiology.

In accordance with the ESC corporate governance rules, it is the responsibility of the Chairperson of each Working Group to ensure transparency and legal oversight towards the ESC.

No financial commitments may be made on behalf of any Working Group, Nucleus, Task Force or Study Group, without the express written approval of the WG Chairperson, Vice-Chairperson and Treasurer in advance of the commitment being made.

At the end of his two-year mandate, the Chairperson becomes Past-Chairperson and remains within the Nucleus for another two years.

The Vice-Chairperson serves for two years and then automatically becomes the Chairperson. The Vice-Chairperson assists the Chairperson and contributes to the good run of the Working Group.

The Past-Chairperson, after two years within the Nucleus, must step down to an ordinary member position for at least two years before re-entering the Nucleus through the election process only.

After 6 years spent at a leading position, a person may not be re-elected to the Chairperson, Vice-Chairperson or Past-Chairperson positions. (cf. Election: Turn over and rules - page 8, part 1.10)

1.3 Treasurer and Secretary

Each Working Group is encouraged to appoint a Secretary and a Treasurer for a 2-year period.

The Treasurer shall supervise the financial affairs of the Working Group in close collaboration with the Working Groups Relation Coordinator, who is an ESC staff dedicated to assist, guide and the ESC Working Groups, and will have to report back to the ESC about the financial matters of the Working Group.

The Secretary shall supervise the organisation of Nucleus meetings, propose the agenda in agreement with the Chairperson and take the minutes of the meeting.

Persons may be re-elected to the Secretary and Treasurer positions for another 2 years (4 years in total) if the total length of his/her mandate in the Nucleus does not exceed 4 consecutive years. After this 4-year period, and if not nominated as Vice-Chairperson, he/she must step down from the Nucleus.

One person may combine those two positions.

1.4 Web and Communication Editor: the primary contact for online communications

A Web and Communication Editor per Working Group needs to be appointed.
1.4.1 **Role of the Web and Communication Editor:**

- To gather content from the Working Group, write articles or ask other members for their contribution.
- To ensure that the Working Group section within the ESC website remains up to date by adding new content on a regular basis.
- To propose new initiatives for the web (recommended readings, testimonials, meeting reports, review of articles...).
- To collect feedback on online matters and relay it to the ESC Specialty Centre - Working Groups office. To gather information (in collaboration with the WG coordinator) on relevant funding opportunities, advertise and disseminate to members.
- To initiate, manage and moderate discussions on social media platforms in respect to the ESC brand and image.

1.4.2 **The main tasks of the Web and Communication Editor is to:**

- Collect scientific content to be published on the Working Group dedicated web pages.
- Ensure regular updates of Working Group’s web pages by providing clear instructions and recommendations to the Working Group Coordinator.
- Provide content for the Working Group e-Newsletters
- Be consulted before any section restructuration, minor content changes (Nucleus updates, all changes related to format...) that may be performed by the ESC Specialty Centre - Working Groups.
- Provide the Working Groups Coordinator with any proposal on specific interactive and online projects to enable submission of the proposed project to the ESC e-Communications team for consideration.

1.4.3 **Web content creation workflow:**

The Communication Account Manager needs to be regularly informed by the Working Group Coordinator about any Working Group’s linked content which can be added to the Working Group’s web section according to the ESC policy. Timelines for the entire process is expected to be optimised as far as quality is ensured.
1.5 The Function of the Nucleus Members

- To assist the Chairperson and Vice-Chairperson as appropriate.
- To elect the Vice-Chairperson based on the list of selected candidates provided by the Nominating Committee.
- To appoint the Secretary and Treasurer among the Working Group Nucleus Members.
- To submit proposals for the scientific sessions of the Working Group during the annual Congress of the ESC.

Ordinary Nucleus members are elected by the ordinary members of the Working Group.

The mandate of a Nucleus member is four years unless a Nucleus member is elected as Vice-Chairperson.

No past member of the Nucleus may be re-elected until serving as an ordinary member for at least 2 years.

The Nucleus of a Working Group will meet at the annual Congress of the European Society of Cardiology and at least on one other occasion each year. Minutes of the Nucleus meetings must be approved by the Working Group Chairperson and sent to the ESC Working Groups Coordinator.

The Nucleus Members have the duty to attend at least one Nucleus meeting per year. Repeated absence of a Nucleus Member may lead to early resignation.

The Chairperson can appoint someone from the Nucleus to act actively as representative of the Working Group, by delegation and within a specific framework. The Chairperson will have to define the role and responsibilities, as well as length of this appointment. The appointed Nucleus Member will have to report on his/her activity and keep his/her leadership aware of any progress, evolution or event that would require the intervention of the Chairperson.

1.6 Nominating committee

The Nominating Committee of a Working Group consists of the Chairperson, Vice-Chairperson, and the Past-Chairperson.

The Nominating Committee shall propose up to three appropriate candidates for the position of Vice-Chairperson. Those candidates are then presented to the Nucleus of the Working Group for voting.

1.7 Ex-officio Members (limited role & mandate)

Up to 3 Ex-Officio Members can be proposed by the Working Group Chairperson. An Ex-Officio Member is a Working Group member temporarily in charge of a topic identified or approved by the Nucleus and representing a very high priority for the scientific, educational, collaborative work, etc. of the Working Group.

The length of mandate is decided by the Nucleus, according to the needs of the specific assignment involved but it cannot exceed 3 consecutive years.

Ex-Officio Members will be invited to participate at Nucleus meetings at which the specific topic under her/his responsibility is discussed. In this case only, her/his travel expenses will be covered by the ESC funding allocated to extra nucleus meetings (up to 10,000 Euros).

Ex-Officio Members cannot vote on any issue even if it is related to the topic under her/his responsibility.
Ex-Officio Members’ performance for the benefit of the Working Group will be specifically recognized and acknowledged if she/he is candidate for election as Nucleus Member.

1.8 Affiliated Members (limited role & mandate)

Up to 2 affiliated Members can be proposed by the Chairperson. An Affiliated Member is a Working Group member in charge of making the link between the Working Group and any other scientific organisation, group, society inside or outside the European Society of Cardiology.

The length of mandate is decided by the Nucleus, according to the needs of the specific assignment required but cannot exceed 2 consecutive years.

Affiliated Members can be invited to participate at Nucleus meetings at the discretion of the Nucleus, during the ESC Congress only. Her/his travel expenses will not be covered by the ESC funding allocated to extra nucleus meetings (up to 10,000 Euros).

Affiliated Members cannot vote on any issue even if it is related to the topic under her/his responsibility.

Affiliated Member’s performance within the Working Group and coming from an ESC Member country will be recognized and acknowledged if she/he is candidate for election as a Nucleus Member.

1.9 Ordinary membership

A member of a National Cardiac Society or a Fellow of the European Society of Cardiology (FESC) can become a member of a Working Group with voting rights and eligibility to hold a Nucleus official position.

Members of an Affiliated Cardiac Society or a non-ESC member country can become member of a Working Group with no voting rights or eligibility to a Nucleus official position.

Potential members must apply to the Chairperson of the Working Group submitting a brief (one page) curriculum vitae including relevant scientific references and filling in the Working Group membership application e-form.

The Chairperson is allowed to present applications from suitable new members to the Nucleus for ratification. Applicants considered unsuitable (as far as formal requirements are concerned) may be rejected by the Chairperson.

If an application is rejected, there is no obligation to give reasons to the applicant.

The number of ordinary members is not limited.

No membership fee is required.

1.10 Elections: turnover and rules

Every two years, elections are arranged by the ESC Specialty Centre - Working Groups office to replace the Nucleus Members who reached their 4 years mandate and have to step down.

1.10.1 Vice-Chairperson election:

A list of candidates for the Vice-Chairperson position is proposed by the Nominating Committee subject to voting by the Nucleus only. The elections are set from January to end of March (election year).
Position of Vice-Chairperson is open to the current Nucleus members and members of the immediate previous Nucleus (except the past Chair).

1.10.2  **Nucleus Member election:**

**Eligibility & Restrictions:**

- Only WGs members whose place of work is in an ESC Members’ country:
- have voting rights (via e-voting and at the WGs General Assembly).
- are eligible to be candidate for a nucleus position or to be voting delegates at the ESC Board elections.
- The list of candidates should be equally representative of the topics/interests represented by the WG.
- One cannot be member of more than one WG Nucleus **or** be a WG Nucleus Member **and** an elected member of an ESC Association Board (unless if co-opted in ex-officio position).

**Quorum, Majority and Procedure:**

To ensure democratic vote, elections must be handled by the ESC Working Groups Coordinator/Officer by electronic voting and results must be formerly presented and accepted by the ESC leadership, in accordance to the ESC policy.

A call for candidate for the election is sent to all Working Group members, with precise information on internal governance (eligibility), deadlines and selection criteria.

20% of a WG membership has to vote for the quorum to be reached.

Null and blank votes are included in the number of votes cast.

The candidates who obtain the majority of votes are elected.

In the event of a tied vote, a second round of voting will take place. In case of a second tied vote, the chair will have the casting vote

Organisational arrangements must be specified in writing by the Working Group in the minutes of the Nucleus meeting. The most important items must be stated, such as membership, election of officers, etc.

The names of the Working Groups officers, the membership of the Nucleus and the ordinary members of a Working Group will be recorded by the ESC Working Group Coordinator.

2  **ESC Legal Status and Corporate Financial Rules**

As a non-profit association, the ESC must report and justify all funding received and spent.

From a fiscal point of view, the ESC is tax registered (VAT and corporate tax). All financial transactions should be reported and taxes should be paid in accordance with local regulations.

The Working Group financial transactions must comply with the ESC policies. They are controlled by the ESC Audit Committee and the ESC external auditors (Ernst and Young) as part of the global ESC consolidated budget validation.

A member of the ESC Audit Committee, elected by the ESC General Assembly, represents the Working Groups.
2.1 ESC corporate financial rules

In accordance with the ESC corporate governance rules, it is the responsibility of the Chairperson of each Working Group to ensure transparency and legal oversight towards the ESC.

No financial commitments may be made on behalf of any Working Group, Nucleus, Task Force or Study Group, without the express written approval of the Chairperson and the Working Group Treasurer in advance of the commitment being made.

All contracts, commitments, or written undertakings of any business nature entered into on behalf of the Working Group, or any constituent part of it, must be reviewed by the ESC Specialty Centre Director, Finance Director and signed by the ESC Chief Executive Officer in order to validate proposed terms and conditions, within 10 working days.

For legal, fiscal and internal control purposes, it is critical and mandatory to have all the activities, assets and liabilities of the Working Group reported within the ESC structure.

In case of non compliance with these obligations, the personal responsibility of the Working Group Chairperson and Treasurer as well as the ESC Board, Specialty Centre Director, Finance Director and Chief Executive Officer could be engaged (penal or civil offence).

**Example:** If a Working Group organises a meeting with the support of an external Professional Congress Organizer (so called PCO) or a hospital/institution, it is mandatory:

- To discuss the project with the ESC Working Group Coordinator who is responsible to provide guidance in respect to the ESC policies

- To have a contract set up with the institution or PCO in advance of the event in order to define financial responsibilities, including VAT and losses/surplus management. The ESC Working Group Coordinator and Procurement Officer must be involved in the process.

- This contract should define roles and responsibilities as well as the legal framework should any issue arise.

- To ensure that the actual financial result of the event (profit or loss) is recorded in the ESC accounting books.

2.2 Working Groups cumulated net results

Working Groups cumulated net results are managed under the responsibility of the European Society of Cardiology (ESC).

These results must imperatively be held in the bank of the ESC in France (Banque Populaire de la Cote-d’Azur).

Working Groups budgets are an integrated part of the ESC consolidated budget. Working Groups annual cumulated results and financial interests are part of the overall ESC cumulated results. Access to cumulated results requires the ESC ESC Chief Executive Officer and Management Group approval.

For special well defined projects supported by a preliminary budget, a financial advance can be made to the bank account of an institution, under the responsibility of the Working Group Treasurer and should be cleared with the original invoices within the agreed time frame, after receipt of the ESC Finance Director’s written approval.
2.3 Expenses

Any reimbursement of expenses should be claimed using the ESC online expense claim system (via MyESC interface). The originals of plane tickets or invoices must be provided. Without the originals of these documents, no reimbursement is possible under French tax legislation.

Whenever a meeting takes place, the place and date of the meeting as well as the list of participants to be refunded should be communicated to the Working Group Coordinator who will ensure proper follow up with the Finance Department.

The Working Groups Coordinator approves standard expenses within authorised limit. In case of delegated representation, prior approval from the Working Group Chairperson and/or Treasurer will be sought by the Working Group Coordinator.

Please note that payments can also be made directly to the 3rd party supplier by the Finance Department at the European Heart House upon request of the Working Group. In this case, an original invoice must be issued to the ESC’s name and address with related purchase order number provided by the Working Group Coordinator.

Invoices should be sent to:

EUROPEAN SOCIETY OF CARDIOLOGY
Finance Department
2035 Route des Colles
Les Templiers – B.P. 179
06903 Sophia-Antipolis Cedex
France

2.4 Revenues: Rules for industry Sponsorship & Grants

Financial support from the industry can take the form of:

2.4.1 Sponsorship

Due to new regulations, a specific project description needs to be created by the Working Groups Coordinator in collaboration with the Chairperson or the Nucleus Member in charge of the related new project. No funds can be raised without a project description, submitted to the EHH Committee of Directors (CODIR) presenting the objective, targeted audience, budget, project milestones, required resources and the industry benefits. Once approved, a feasibility study will be conducted to maximise success of the project and fund raising exercise.

A contract must be established and an invoice will be issued by the Industry Department and sent to industry on behalf of the Working Group.

No invoice can be issued directly by the Working Group.

2.4.2 Unrestricted Grant

Allocation of an unrestricted grant implies that the industry will NOT receive any direct benefit.

In this case, a contract is not mandatory and the ESC does not have the obligation to issue an invoice, but a grant receipt will be provided. A donation letter will be prepared and signed by parties involved. Working Group Chairpersons in relations with the ESC Industry Sales Department have the responsibility to ensure that the Industry/Donator provides the ESC with
a formal donation letter, mentioning the allocated amount, the purpose of the donation and the formal statement that no advantage is being granted in exchange of this amount.

2.5 Book-keeping

The book-keeping is handled by the Finance Department at European Heart House. The amount of cumulated reserves may be communicated on a yearly basis at the occasion of the ESC Congress.

2.6 Financial support for Working Groups Nucleus Meeting (up to 10,000 Euros)

2.6.1 Purpose of the ESC Board allocated funds

An ESC Board decision was made to financially support the organisation of an additional Nucleus meeting outside the annual ESC Congress up to 10,000 Euros per Working Group per fiscal year.

The Working Group is expected to justify the need of a one day meeting to allow exchange and interaction between Nucleus Members.

This amount is allocated to cover all costs including travel expenses (in line with ESC travel policy) generated by such meeting and reimbursement will be made only after the meeting.

This financial support is not automatically renewed and is subject to ESC Board approval in the context of the budget presentation of each fiscal year.

2.6.2 Who may apply?

A request must be formalised in writing, signed and submitted by the Working Group Chairperson to the Working Group Coordinator.

2.6.3 When to apply?

This financial support can only be granted within a given ESC fiscal year, starting on 1st April year N until 31 March year N+1.

For budget planning reason, Working Groups must submit their request before 1 November year N to allow approval by the ESC Board.

2.6.4 How to apply?

The dedicated request form should be filled and submitted to the Working Group Coordinator.

The Working Group Coordinator will record the request in order to make the appropriate follow up in relations to the budget.

Conditions to be fulfilled:

The Working Group Treasurer is expected to provide the balance sheet of the event. Remaining funds can be allocated to organise another meeting within the same fiscal year.

Detailed minutes of the whole meeting must be sent to the Working Group Coordinator within a month after the meeting for archive purposes.

2.6.5 Who is concerned?

All Nucleus Members attending the meeting will have their expenses covered in respect to the ESC travel policy.
One or two non-nucleus experts (such as ex-officio or affiliated Nucleus members) at most may be included if the value of their participation is recognised.

2.6.6 How to get reimbursed?

After the meeting, each participant will have to send his/her expenses claim using the ESC online expense claim system (via MyESC interface). The originals of plane tickets or invoices must be provided at all times.

The ESC will reimburse participants according to allocated funds and in respect of the ESC policies.

2.6.7 ESC Venues

The European Heart House in Sophia Antipolis, France, located 20 minutes from the Nice international airport, has 3 meeting rooms (subject to availability) at no cost which can accommodate the organisation of the Working Group meeting.

Since 2014, the ESC opened offices in Brussels, Belgium. A meeting room (subject to availability) can be allocated at no cost to accommodate the organisation of the Working Group meeting.

Each room at both venues is equipped with audiovisual material. Catering and hotel accommodation can be provided upon request.

Please contact the Working Group Coordinator for more details.

2.7 Financial support for a scientific / educational project (up to 10,000 Euros)

Working Groups can benefit to up to 10,000 Euros per fiscal year for:

- The production of a scientific document that is expected to be submitted to a journal of the ESC family (subject to review by the ESC Committee for Practice Guidelines and the EHJ Editor in Chief) or,

- An educational or research project in line with the ESC Strategy and subject to review & approval.

- For educational & research projects: Approval of the ESC Board will be sought via the Vice-President for Working Groups and Councils.

3 Accountability

The ESC endeavours to respond to Working Groups’ requests within 2 working weeks.

To increase/diversify the pool of volunteers, each volunteer should not be involved in more than 3-4 ESC activities (including WG Nucleus or Board membership, Taskforces, Editorial Boards, Committees and other initiatives).

4 Meeting organisation and corporate branding

4.1 Corporate Identity

Working Groups must ensure proper mention of their name and/or LOGO on events programs, web pages.
The programme must be sent to your Working Group Coordinator/Officer at least 1 month prior the event for approval on the use of Working Group logo.

The ESC Corporate Identity Rules and Regulations are applicable to both ESC & ESC Working Group logo. Please read them carefully to ensure proper usage and respect of the ESC identity.

4.2 Organisation of scientific meetings or symposia

Scientific meetings have different characteristics with regards to their objectives, topics, numbers, types of participants and locations. In general, the following terms have conventionally been used for such meetings: Conference, Workshop, (Scientific) Meeting, Symposium, and Congress.

The designation “European” or “International” may be added with prior consent from the ESC.

There is no general consensus on the use of these terms. A conference may range from a small meeting to a very large meeting involving hundreds or even thousands of participants. In general, the term “workshop” is used in a more unified way characterizing a relatively small meeting, mostly with limited attendance.

By tradition, the ESC applies the term “congress” only for its own annual congress or an ESC Association congress. No Working Group should become directly involved in a non-ESC congress, without prior consent from the ESC.

In any case, any such activities must be in accordance with the ESC financial policy and the local legislation.

The involvement of a Working Group in a scientific meeting can be on several levels:

4.2.1 Sessions during the Congresses of the ESC

The Working Groups are traditionally invited to make proposals for their own sessions during the congresses of the ESC. The selection of sessions and allocation within the time frame is made by the ESC Congress Programme Committee after consultation with the Working Groups. There is no financial remuneration for these activities.

4.2.2 Annual meeting of a Working Group

Any Working Group who is willing to organise its own meeting, will have to go through the ESC Specialty Centre Division, Working Group Office, and inform the Working Group Coordinator at least one year before the expected date of the meeting. The meeting should be budgeted and approved by the ESC Board.

The Nucleus of the Working Group has the full scientific, organisational and financial responsibility of the annual meeting.

Budget: ESC financial and legal procedures apply and must be strictly followed.

The proposed budget for the meeting is expected to be break-even at minimum. The budget has to be submitted and reviewed by the Specialty Centre Director and approved by the ESC Chief Executive Officer and ESC Finance Director.

If the support of an external Professional Congress Organizer (so called PCO) or an institution/hospital is sought, there is an imperative need:

- To discuss the project with the ESC Working Group Coordinator who is responsible to provide guidance in respect to the ESC policies
- To have a contract set up with the institution or PCO in advance of the event in order to define financial responsibilities, including VAT and losses/surplus management. The ESC Working Group Coordinator and Procurement Officer must be involved in the process.

- This contract should define roles and responsibilities as well as the legal framework should any issue arise.

- To ensure that the actual financial result of the event (profit or loss) is recorded in the ESC accounting books.

In this particular instance, the **official sentence to be used in English** is:

> “Meeting organised by” followed by the Working Group logo

It should further be mentioned whether educational grants were received and whether another organisation, for instance a meeting organiser, will be involved.

### 4.2.3 Meeting "co-organised with a Sister Society”

This applies to an institution (University), organisation (Society, Foundation) or any other Working Group wishing to co-organise a meeting with a Working Group.

In this case, the Working Group **shares scientific, organisational and financial responsibility with the co-organiser**.

Sharing terms and conditions (investments, profits & losses) must be defined prior to the meeting by both parties and formalised in a mutual letter of agreement or contract.

The **official sentence to be used in English**, is:

> “Co-organised with/by” followed by the Working Group logo.

### 4.2.4 Endorsement of the scientific programme of a non-ESC meeting

An external institution, organisation or group who organises a meeting, in the area of interest of the Working Group and where the Working Group itself wishes to or has been asked by the organiser of that meeting to be involved in the design of the scientific programme but where the Working Group has no financial responsibility whatsoever (no benefits or losses, no investment).

The whole nucleus must validate the endorsement. By giving its name, the Working Group recognises that this meeting has a high scientific impact on the progress in its own field or may be of great educational value. After careful evaluation of the programme, the Working Group may then grant approval to the meeting, hereby expressing its appreciation of the value of this meeting for the participants. As a counterpart the meeting organiser will be required to give some benefits to the Working Group:

- Discounted registration fee for Working Group members
- Systematic promotional opportunities
- When meetings are industry-sponsored, a Working Group might get a financial return on their endorsement (specifically, in the form of travel grants, young investigator awards, Bursaries, etc.).
The full responsibility lies in the hands of the organisers of this meeting. There will be no financial involvement of the Working Group from the WG to the organisers, but its involvement is purely on an academic and scientific level.

There is no limitation in the number of events a Working Group can endorse during a year, but endorsement must be applied carefully to preserve ESC image and brand.

**How to proceed to endorse a meeting:**

1- The Working Group must review and endorse the scientific programme or content of a meeting as well as related products (CD-Rom, Journal, Promotional items...).

2- A written proof of endorsement request from the Working Group must be provided by the Chairperson to the ESC Vice President. This will be done through a specific form to be completed and sent back to your Working Group Coordinator.

3- Once the ESC Vice President in charge of Working Groups has validated the endorsement, the ESC will advertise the endorsed meeting to its members following the ESC policies, using the different channels of communication (website, newsletter,...)

4- The Working Group’s logo must be inserted in both the meeting web site and printed version of the programme (corporate identity rules must be strictly followed: e.g. no transparent background).

5- The official sentence to be used, in English, is “Scientific Programme endorsed by” followed by the Working Group’s logo.

**4.2.5 Scientific Programme has been jointly organised with a Working Group**

For a scientific programme to qualify as being joint between an ESC Working Group and another society/organisation, at least one Working Group Nucleus member should be appointed within the event scientific committee.

The entire scientific programme has been put together with the active input of an ESC Working Group, the official sentence to be used, in English, is

“Scientific Programme jointly organised with” followed by the Working Group’s logo

**4.2.6 One or more session(s) organised by a Working Group**

For a session to qualify as being joint between an ESC Working Group and another society/organisation, at least one Working Group Nucleus member should be appointed as speaker of the joint session.

One or several sessions of an external meeting/congress were organised (exclusively) by an ESC Working Group, the official sentence to be used, in English, is

“Session organised by ESC Working Group on…”

The use of a Working Group logo is optional, but recommended.

**IMPORTANT NOTE**
It is important to note that the mention “organised under the auspices of the ESC” or any other similar phrasing would not be accepted.

5 Web Sites and Online Tools

As part of the European Society of Cardiology (ESC), and as every other member of the ESC, the Working Groups benefit from web pages accessible through the ESC homepage in a dedicated section.

In their respective sections, Working Groups can host information related to their main activity. Scientific content is valued most by the website visitors.

5.1.1 Online communication

Working Groups benefit from existing ESC online communication tools and channels.

For any inquiry, you may contact:

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