

May 20, 2009

To: Representatives of ESC Working Groups

Rules and regulations for the production of Scientific Documents from Working Groups (WG) using the special allocation by the ESC for WG Scientific Documents –

The ESC recognizes the importance of the WGs as groups of scientists dedicated to the study of particular subsets of cardiology. Therefore one of the duties of the WGs, in addition to participate in all the activities of the ESC, is also to provide scientific documents. In addition to the participation in the ESC Guidelines, WG may produce Position Papers (products of one single WG) or Consensus Documents (products of two or more WG or of one WG and a Council/Association). WG are encouraged to produce scientific documents as the most visible and appreciable sign of their activity. In recognition of this important role of the WGs, and to facilitate the production of the above, the Management Group of the ESC agreed, at the meeting on May 20, on the following:

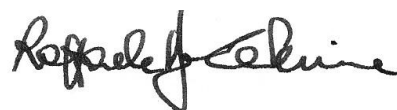
1. WG intending to produce Position Papers or Consensus Documents are encouraged to submit a one/two page written proposal, detailing
 - a. the title of the proposed document,
 - b. the names of participants in the Task Force devoted to its production,
 - c. a tentative structure of the document,
 - d. the time-frame for its production and delivery (not exceeding one year),
 - e. the dates and location of proposed meetings of the Task Force, and
 - f. the journal where the document is being planned for submission.

The proposal has to be addressed to Prof. Raffaele De Caterina, Vice-President of the ESC with mandate for Working Groups and Councils, through Céline Serio at the office for WG (cserio@escardio.org).

2. Prof. De Caterina will review each proposal and discuss it with the President, Prof. Roberto Ferrari, and the President-Elect, Prof. Michel Komajda.
3. A WG should not embark on more than one such project per year.
4. If accepted, the ESC will provide funding **up to a maximum of 10,000 Euros per year** to be used for one or two meeting of the Task Force.
5. The ESC will refund travel and meeting expenses according to the general ESC rules to the participants (address refund requests to Céline Serio for financial review, also preliminarily inquire about other possible expenses connected with the meeting, e.g., teleconferences, audio-visuals, conference room reservations, etc.).
6. The WG receiving such a grant is urged to complete its task within one calendar year from the approval, by submitting a short written report on the activities and the resulting publication(s).
7. The publication achievements will be an important element for judging the activities of WG, and are contingent to the renewal of similar applications in the future. If the proponent WG will not produce the position paper or consensus document for which funding is allocated, it will not be entitled to apply for another grant for the following 2-3 years.



Roberto Ferrari, MD, FESC
ESC President



Raffaele De Caterina, MD, PhD, FESC
ESC Vice-President for WG and Councils

To reduce the burden of cardiovascular disease in Europe

The European Heart House - 2035, Route des Colles - Les Templiers - BP 179 - 06903 Sophia Antipolis Cedex - France
Tel. +33(0)4 92 94 76 00 - Fax. +33-(0)4 92 94 76 01 - Web Site: www.escardio.org

SOCIÉTÉ EUROPÉENNE DE CARDIOLOGIE Association loi 1901 - Déclaration du 08/04/1992 N° 1/10006 J.O. N° 18 du 29/04/1992 - Association agréée de tourisme n°AG.006.00.0002

B O A R D

President

Roberto Ferrari - Italy

Past-President

Kim Fox - United Kingdom

President-Elect

Michel Komajda - France

Vice-Presidents

Raffaele De Caterina - Italy
WG/Councils

Alan G. Fraser - United Kingdom
Associations/External Affairs

Steen D. Kristensen - Denmark
National Societies

Secretary/Treasurer

José Luis Zamorano - Spain

Councillors

Kenneth Dickstein - Norway
Keith A.A. Fox - United Kingdom
Lino Gonçalves - Portugal
Eva Swahn - Sweden
Adam Torbicki - Poland
Johannes Waltenberger
Netherlands

Ex Officio Members

Fausto Pinto
Chairman Congress
Programme Committee
Otto Smiseth
Chairman Education Committee
Alec Vahanian
Chairman Committee
for Practice Guidelines
Thomas Lüscher
Chairman Publications Committee
William Wijns
Chairman Committee for
European Union Relations

John McMurray
President HFA
José Luis Zamorano
President EAE
Josep Brugada Terradellas
President EHRA
David Wood
President EACPR
William Wijns
President EAPCI

Chief Executive ESC

Alan J. Howard - France

Executive Secretary

Barbara Lefèvre - France