



European Society of  
Gastrointestinal Endoscopy

## ***By-laws***

*(including Committees' Terms of Reference)*

*Revised August 2021*

# 1. Introduction

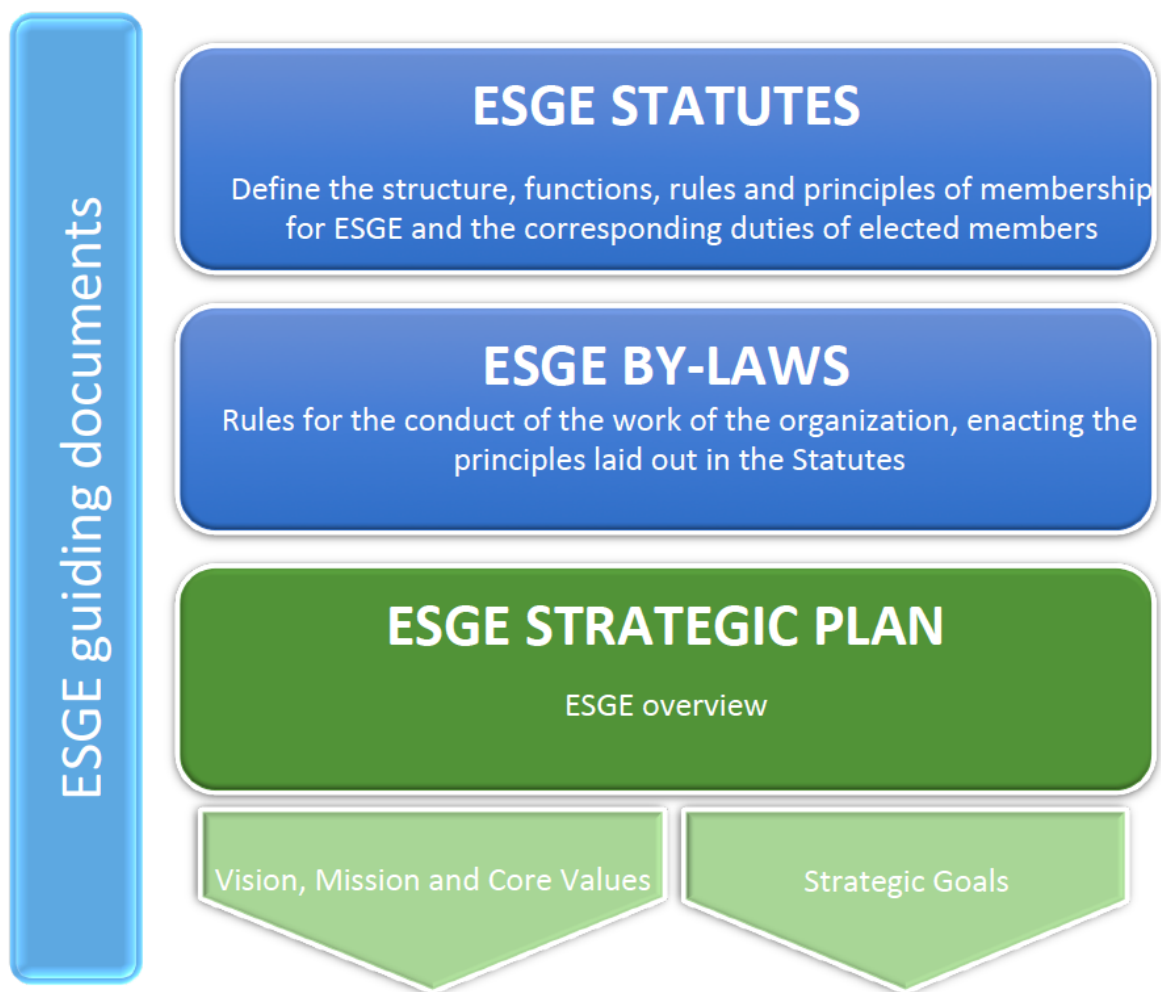
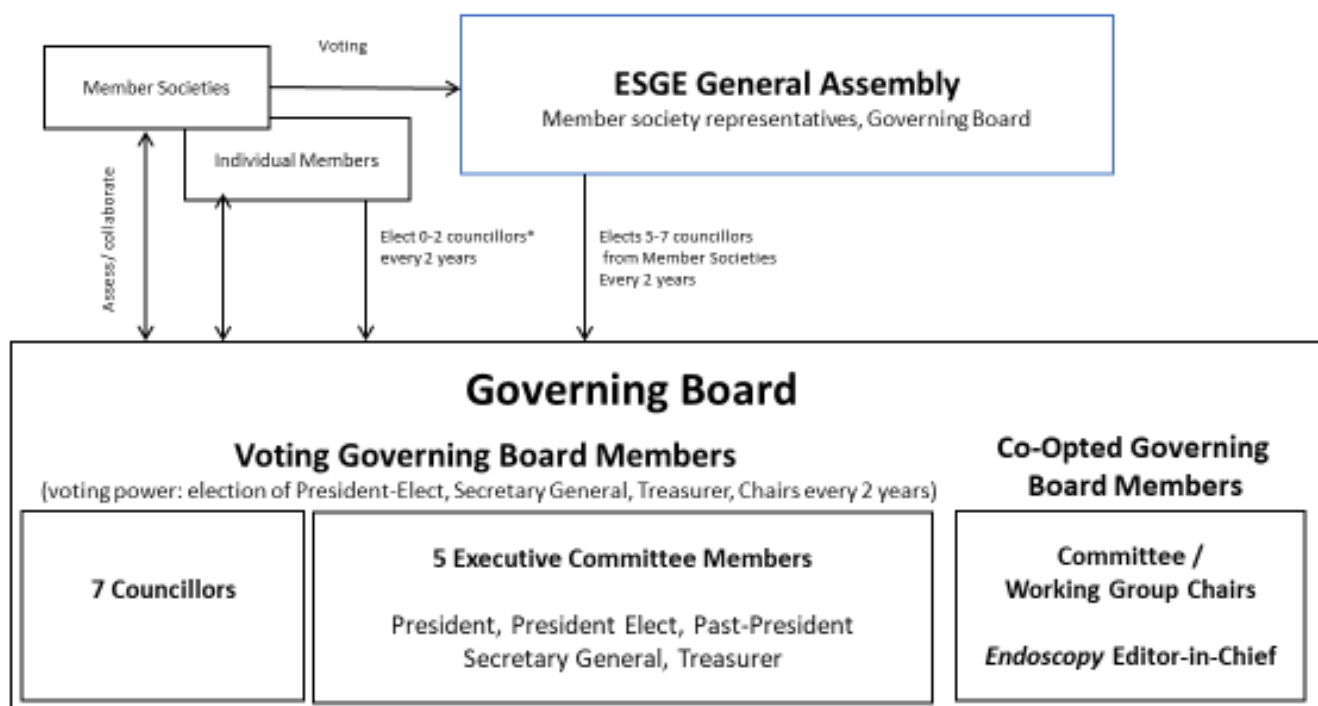


Figure 1. ESGE guiding documents

- The **ESGE Statutes** define the structure, functions, rules and principles of membership for ESGE and the corresponding duties of elected members.
- This document, the **ESGE By-laws**, contains the rules for the conduct of the work of the Society, enacting the principles laid out in the ESGE Statutes. Together with the **Strategic Plan** that provides a brief overview followed by the Vision, Goals and Strategic Aims of ESGE, the By-laws describe the operational life of the Society including the Strategic objectives per committee (Figure 1).
- In contrast to the ESGE Statutes, which any changes require General Assembly approval, changes to the By-laws (and Terms of References (ToRs)) require only Governing Board approval.
- For convenience, the structure of the ESGE By-laws replicates the structure of the ESGE Statutes as much as possible (ie, where existing, the numbering will be similar).
- The ESGE organizational structure (Figure 2) includes Committees and Working Groups:
  - The By-laws include the general concepts and roles for each of the committees and working groups and the ToRs are an addendum to this document and describe the specific structure, role, and responsibility of each committee / working group (**Addendum 1**).
  - The Strategic Plan addresses the overall strategic aims of the Society as well as the specific aims of each committee and working group
  - The election process of committee chairs is described in the ESGE Statutes

# ESGE structure overview



\*Dependent on the number of open positions (Executive Committee elections)

Figure 2. ESGE structure overview

## 2. ESGE affiliations with other societies

### ***United European Gastroenterology (UEG)***

- ESGE is a founding member of UEG.
- ESGE representatives to UEG are nominated by the ESGE Governing Board for the following positions within UEG:
  - Scientific committee member
  - Education committee member
  - Governing council member (Endoscopy representative)
  - Meeting of members (three ESGE representatives)
  - Public Affairs committee member
  - Research committee member
  - Quality of Care task force member
- ESGE representatives on UEG bodies are required to ensure that the ESGE Secretariat receives minutes from UEG meetings, and other documentation pertaining to their position within UEG. Representatives report to the ESGE Governing Board on a regular basis, scheduled by the ESGE Secretary General.
- The ESGE governing board is required to approve the continuation of ESGE representatives on UEG committees for persons leaving the ESGE Governing Board during their UEG committee term.

### ***World Endoscopy Organization (WEO)***

- ESGE is a member of WEO and represents the European Zone.
- The President of ESGE is a member of the WEO Governing Council.
- ESGE provides the nomination from the European Zone for the office of WEO President-Elect.

## ***ESGE representatives on affiliated societies' committees***

- ESGE representatives on the committees of affiliated societies are required to forward committee minutes with an accompanying short report to the ESGE Secretariat.

## **3. Statutes' articles description**

### **Article II – I –Member Societies**

#### ***Section 2. Terms of membership***

- For a society to become an ESGE Member Society, an official application must be made **at least six months** before the next ESGE General Assembly meeting.
- The following documents are required:
  1. Official letter of application
  2. Copy of the Statutes and Articles of the applicant society
  3. Composition details of the Governing Board of the applicant society including names and addresses / emails of the Governing Board members
  4. List of all members of the applicant society
  5. If the applicant society is from the same country as a current ESGE Member Society, a **Letter of agreement** signed by the applicant society and all other ESGE Member Societies from that same country is required. The Letter of agreement should recognize and agree to the ESGE Statutes regarding:
    - (a) Nomination of only one candidate from each country for election as Member Society Councillor (Article III–1, Section 2);
    - (b) Single vote for each country at the General Assembly (Article III–4, Section 2); and
    - (c) Only one Member Society representative from any given country on the ESGE Governing Board (Article III–1, Section 5).
- Applications to become an ESGE Member Society are evaluated by the ESGE Governing Board according to the following considerations:
  - **Number of current ESGE Member Societies from the applicant's country.** Admission to ESGE of an additional national society representing that country's endoscopists should be an exception.
  - **Scope of interest of the applicant society** within the field of GI endoscopy for instance, pediatric endoscopy. The scope of interest of the applicant society should be compatible with and if possible complementary to the scope of interest of the current ESGE member society.
- After assessment of all the above requirements the ESGE Governing Board will decide whether the application should be presented to the ESGE General Assembly for approval.

#### ***Section 4: Annual dues***

- The annual Member Society dues are €350 per year.
- The annual Member Society dues are waived for Member Societies that have recruited more than 20 ESGE Individual Members for the corresponding year through the Dual Membership Programme
- Only Member Societies that have paid their annual dues (or whose annual dues have been waived) are entitled to nominate a candidate for the position of ESGE Member Society Councillor.
- The ESGE membership status of ESGE Member Societies which do not pay their annual dues for two consecutive years despite reminders, will be reviewed by the ESGE Governing Board. Should the

Governing Board recommend termination of their ESGE membership, this point will be itemised at the next ESGE General Assembly for endorsement.

## **Article II – 2 –Individual membership**

### ***Section 1: Eligible person***

- On application, the candidate must provide a *curriculum vitae* (CV) that includes details of medical education, post-doctoral medical training, academic appointments, professional experience, and any scientific publications.
- On application for trainee membership, the candidate must provide a CV and letter from the programme director of their training institution that confirms the candidate's full-time gastrointestinal endoscopy training status and the expected duration of the training.

### ***Section 2: Term of membership***

- Standard individual membership can be maintained as long as dues are paid.
- Trainee membership is generally limited to two years. Exceptions are possible for Member Societies participating in the Dual Membership Programme which has stringent rules on length of training for trainees.
- Individual members are required to renew their membership before January 1 of the year in question. As of January 1, individual membership benefits cease until payment is made. If the membership fee is not paid by May 1 of the year in question, membership will be terminated.

### ***Dual Membership Programme (DMP)***

- ESGE offers a Dual Membership Programme to ESGE Member Societies to enable their own individual members to join ESGE at a reduced rate.
- The annual fee for ESGE Individual Members through the DMP is €150 for the calendar year (January 1 – December 31). If individual members of the member society do not have a subscription to the monthly journal *Endoscopy* via their Member Society, they receive *Endoscopy* via ESGE.
- The annual fee for ESGE Individual Members through the DMP is €80 for the calendar year (January 1 – December 31), if members of the member society have a monthly subscription to *Endoscopy* via the Member Society. ESGE Individual Members through the DMP from these Member Societies do not receive *Endoscopy* via ESGE.
- If the Member Society is responsible for the DMP application and administration, it will receive administration compensation per member.
- ESGE provides each member society with a DMP agreement that is signed by the ESGE President and the representative selected by the member society.
- The DMP agreement can be terminated by either of the contracting parties three months prior to the end of each calendar year, by registered letter and calculated from the date of receipt of the termination letter. Unless either of the contractual parties terminates the contract by registered letter received by September 30, the contract continues thereafter on an annual basis.

### ***Comprehensive Dual Membership (CDMP)***

- CDMP is an all - inclusive package in which all members of cooperating ESGE Member Societies become members of ESGE for the reduced annual fee of €90 per member per year. Members have the full status of ESGE Individual Member and, as such, are eligible for all ESGE membership benefits.
- All DMP benefits are included in the CDMP package (see above).
- For member societies to benefit from this expanded dual membership programme, all members of the cooperating society trained in and practicing GI endoscopy are required to join ESGE. Exceptions may

be made for gastroenterology societies with a clearly defined separate Endoscopy Section. If this is the case, all Endoscopy Section members are required to join ESGE to be eligible for CDMP.

- **Section 4: Annual Individual Membership dues**

Membership category	€ per year
Individual Membership (Standard)	195
Individual Membership (DMP)	150
Individual Membership (Trainee)	90
Individual Membership (CDMP)	90

## Article III – I Governing Board

### **Section 1: Councillor commitments**

- Councillors must be ESGE Individual Members.
- Councillors are expected to participate in ESGE activities. They are required to dedicate the necessary amount of time to this role.
- ESGE Governing Board members and co-opted members are required to attend three out of four face-to-face and/or virtual online meetings per year. In addition, ESGE Governing Board members and co-opted members are required to attend monthly online teleconferences. If a member is unable to attend meetings on a regular basis, their continuation on the board will be reviewed by the Executive committee.
- Each councillor should be involved in at least one committee, working group or initiation of new endeavors after Governing Board approval.
- Each councillor's role and tasks within the organization should not be influenced by his/her country of origin or representation of a particular interest group.
- All Committee chairs (if not councillors) and one representative from the journal *Endoscopy* are co-opted onto the Governing Board as non-voting members.

### **Section 2: Election of Member Society Councillors**

- Every two years, three months prior to the next General Assembly, ESGE will put out a call for Member Society nominations for open positions on the ESGE Governing Board.
- If a Member Society Councillor is presently serving their first term on the ESGE Governing Board, the Member Society that nominated them will be requested to confirm that their present representative is eligible for re-election, whether they will put forward a new nominee, or whether they do not wish to confirm / nominate any representative.
- The deadline for Member Society nominations is two months prior to the upcoming General Assembly.
- ESGE Member Society Councillor elections are performed at the General Assembly using the single transferable vote (STV) system.
- Electronic voting during "virtual" General Assemblies is performed using a secure online voting process.
- Results of General Assembly voting are available shortly after the meeting.

#### ***Section 4: Election and terms of office of Individual Membership Councillors***

- Election of Individual Membership Councillors takes place every two years via an online voting process.
- ESGE calls for nominations from ESGE individual members three months prior to the next General Assembly.
- ESGE Individual Members who have paid their annual membership fees are eligible to nominate one candidate for election as ESGE individual member representative. They may nominate themselves.
- The deadline for nominations by ESGE Individual Members is two months prior to the next General Assembly.
- The voting procedure is undertaken online six weeks prior to the General Assembly and with a two-week deadline. Individual Members receive a unique link that allows them one vote only. Voting is secure and anonymous.
- Election results are announced prior to the next General Assembly.
- The two-year term of an elected Individual Member Councillor begins at the next General Assembly.
- The number of vacant ESGE Councillor positions depends on how many, if any, of the Individual Membership Councillors have been elected to the ESGE Executive Committee at the preceding ESGE Governing Board meeting.

### **Article III – 2 - Executive Committee**

#### ***Section 2: Election***

- Every two years, Governing Board members may apply for the positions of President-Elect, Secretary General and Treasurer, six months before the next General Assembly.
- All Governing Board members can apply except the current President-Elect, President and Past President.
- Applications must include a letter of motivation plus CV and must be received by the Secretary General five months before the next General Assembly. Applicants can apply to more than one position.
- The election process occurs by simple vote during a Governing Board meeting taking place no later than three months before the General Assembly.
- The election process will be done first for the President-Elect, followed by the Secretary General and finally for the Treasurer's position.
- Each candidate is required to give a three-minute presentation. After all applicants' presentations for a specific position, all the non-co-opted Governing Board members are entitled to pose questions and vote. A simple announcement of the elected councillor will be done with the number of votes collected per candidate announced only upon request to the candidate itself by the President.
- In case of the need for a "virtual" Governing Board meeting and election, a secure voting process will be performed online.
- In the case of a tied vote, the President has a decisive second or casting vote

### **Article III – 4 General Assembly**

#### ***Section 4: Agendas and convening rules***

- The Secretary General sends invitations to the ESGE General Assembly to ESGE Member Societies, ESGE Governing Board, ESGE Honorary Members and ESGE Individual Members three months prior to the meeting.
- ESGE Member Societies are required to name both their voting representative and accompanying person(s) attending the ESGE General Assembly.

## Article III – 5 Committees and working groups

### ***Section 1: Constitution and purpose of the committees and working groups***

- The Governing Board may create committees and working groups to develop and implement activities to serve the Society's strategic aims.
- All committee and working group members must be ESGE Individual Members.

ESGE has the following established committees and working groups (in alphabetical order after the Executive Committee).

- Executive Committee
  - Membership Working Group
  - International Affairs Working Group
  - Future of Endoscopy Working Group
  - Social Media Working Group
  - Diversity & Equity Working Group
- Education Committee
  - Curricula Working Group
  - eLearning Working Group
  - Webinars Working Group
- ESGE Young Endoscopists (EYE) Committee
- ESGE Days Scientific Committee
- Guidelines Committee
- Public Advocacy Committee
  - Patient Relations Working Group
  - Public Affairs Working Group
- Quality Improvement Committee
- Research Committee

### ***Section 2: Committee chairperson***

#### ***Nomination and election***

- ESGE calls for chair nominations every two years. As of 2021, these will occur nine months before the General assembly to allow an adequate transition period.
- ESGE Individual Members who have paid their annual membership fees are eligible to put themselves forward for election.
- The voting procedure is undertaken at a Governing Board meeting.
- The term of the elected chair commences at the next General Assembly.
- The elected chair acts as deputy to the current chair prior to the next General Assembly.
- Results are announced immediately after the election.
- Chairs shall serve for a period of two years. They are eligible for re-election by the Governing Board for a maximum of one further term of two years (maximum of 4 years).
- Working group chairs can be appointed by the Executive Committee upon suggestion by the Committee chair.
- Chairs shall serve for a period of two years. They are eligible for reappointment for a maximum of one further term of two years (maximum of 4 years).
- Committee chairs are co-opted to the Governing Board as non-voting members.



### ***Committee/Working group composition***

- The following information pertains to all ESGE committees / working groups.
- A committee may be sub-organized into working groups in charge of specific committee tasks or responsibilities.
- The Committee / Working Group (WG)
  - Includes a list of members in a number to serve the purposes of the committee / WG.
  - The number of members will vary between committees / WGs, dependent upon workload.
  - Members are appointed by the Chair after Executive Committee approval. Committee / WG membership should demonstrate a fair representation across countries, gender and ESGE member societies.
  - Each committee / WG member should have a clear task/role integrated into the committee / WG activities.
  - Each committee / WG member serves for a period of two years. They are eligible for reappointment to the committee / WG for a maximum of one additional term of two years (maximum of 4 years).
  - The EYE committee members and chair should be under 40 years of age at the beginning of their term.
  - All Committee / WG members must:
    - Be ESGE Individual Members
    - Have excellent command of both spoken and written English
    - Have personal commitment and time resources for volunteer work on behalf of ESGE
    - Regularly attend committee / working group meetings
- Meetings
  - Each committee / working group will hold a minimum of one face-to-face meeting per year, preferably at ESGE Days.
  - At least three months' notice of face-to-face meeting dates will be given by the ESGE secretariat.
  - Additional meetings may be held via teleconference / virtual (online).
  - The ESGE Secretariat organizes committee / working group meetings under the direction of the chair.
  - All meetings are minuted and will be available to committee / working group members and the ESGE Governing Board.
- Specifics regarding committee / WG membership and responsibilities are described in the Terms of Reference addendum for each chair and when needed for each Committee / Working Group.

### ***Establishment of new projects***

ESGE Governing Board members and Individual Members may propose new projects.

- a. The ESGE project proposal template (available via the ESGE Secretariat) should be used to present new projects to the Secretary General/Executive Committee via the ESGE secretariat.
- b. In July, during the annual strategic planning Governing Board meeting, new projects will be considered according to the following criteria:
  - i. Relevance/aim/purpose ("why?"/"what for?") within the ESGE structure and strategic plan
  - ii. Expected project structure ("how?"), e.g., if a new working group should be formed under the aegis of an established committee or a stand-alone working group is proposed

- iii. A proposed budget. If external companies (e.g., suppliers) are to be involved, the proposed budget should include two price quotes from proposed suppliers
  - iv. Expected project timeline
- c. After review, the Governing Board decides whether projects should be taken forward. If so, an interim coordinator is nominated and, if appropriate, a working group formed.
- d. Approved projects are required to provide an annual report including a budget to the Governing Board so that ongoing project development and progress can be assessed.

# Addendum 1

## ESGE Committees and Working Groups

### Roles of Chairs and Terms of Reference (ToR)

#### ESGE Executive Committee

##### *Overall responsibilities*

- To coordinate the Society, its committees and working groups
- To assure the implementation of the Strategic Plan and to organize / reassess the Strategic Plan every three years
- To assure the financial sustainability of the Society and its projects
- To organize the ESGE Days and online e-Events
- To select the venues and collaborative societies for ESGE Days
- To oversee the financial components of ESGE Days
- To propose changes to the Statutes to the General Assembly

#### 1. ESGE President

##### *Responsibilities*

- a. To coordinate and chair the Executive Committee meetings, Governing Board meetings (both face to face and online) and annual General Assembly
- b. To report on the overall status of the society to the Executive Committee, Governing Board, and General Assembly
- c. To direct the Secretariat
- d. To coordinate the committees and working groups of the ESGE
- e. To direct and coordinate with the Treasurer all matters pertaining to the two-year ESGE budget and the ESGE Days annual budget. In addition, the President is the point person for all interactions with the ESGE corporate partners, and helps to plan the agenda for the annual Corporate Partners meeting each year
- f. To direct strategic planning for the society, and every two years to lead the development and implementation of a new / updated strategic plan initiative for the society
- g. To be a standing member of the ESGE Scientific Committee
- h. To lead future contract renewal negotiations with *Endoscopy* journal
- i. To chair the ESGE Days (President of the Congress) and e-Events (namely the relation with other Societies and Corporate Partners)
- j. To represent the Society at the WEO Council

#### 2. ESGE Secretary General

##### *Responsibilities*

- a. To prepare all agendas for Executive, Governing Board and General Assembly meetings

- b. To attend weekly executive committee calls, monthly online governing board meetings and quarterly face to face governing board meetings
- c. To attend a weekly call with the President and the director of the ESGE Secretariat
- d. To coordinate and assure the timely reporting of each committee / working groups
- e. To oversee and organize all elections of the society in coordination with the ESGE Secretariat
- f. To organize and oversee communications with Member Societies and Individual Members
- g. To assure regular reporting of ESGE representatives from other organizations / societies (e.g., UEG, WEO committees)
- h. To oversee, with the President, maintenance and editing of ESGE TORs and by-laws
- i. To oversee Travelling-Endoscopy-Programme (TEP) in coordination with the ESGE Education committee chair
- j. To provide editing for the monthly online and print format ESGE newsletters
- k. To chair the General Assembly in the absence of the President
- l. To be the Chairperson of the Membership Working Group and ensure, in coordination with the Chairs of Committees and WGs, the representativeness of ESGE Member Societies and IMs in the life of the Society
- m. To supervise the Social Media Working Group

### **3. ESGE President-Elect**

#### ***Responsibilities***

- a. To attend weekly executive committee calls, monthly online governing board meetings and quarterly face to face governing board meetings
- b. To develop and advance the “Future of Endoscopy” WG
- c. Upon his/her election to propose a list of initiatives/projects to be approved by the Executive and Governing Board for their two-year President-Elect term
- d. To be a standing member of the ESGE Scientific Committee

### **4. ESGE Treasurer**

#### ***Responsibilities\****

- a. To direct and ensure the smooth running of all of ESGE’s finances and financial dealings, including directing in this regard the Secretariat, and to have access to the ESGE bank accounts
- b. To present the financial statements / reports to the Executive Committee, Governing Board, Corporate Partners and General Assembly
- c. To attend weekly executive committee calls, monthly online governing board meetings and quarterly face to face governing board meetings
- d. To prepare and present a two-year society budget and to recommend and guide an appropriate course of action should there be any significant financial discrepancies
- e. To prepare and present a budget for ESGE Days and to recommend and guide an appropriate course of action should there be any significant financial discrepancies
- f. To be familiar with and propose modifications to the ESGE reimbursement policy. To approve any exceptions to the ESGE reimbursement policy
- g. To ensure that all committees, WGs, and the ESGE Secretariat are run according to their proposed/approved budgets

- h. On behalf of ESGE, to sign off on the annual Financial Statements produced by the ESGE tax advisors, all contracts pertaining to expenses for ESGE and ESGE Days, all Industry Grant applications, and on all Hamilton Services invoices
- i. To approve all payments above €800. All invoices to be stamped 'approved' or an email with ESGE treasurer signature. When feasible, to approve invoices within 48 hours

\*NB: ESGE is a French non-profit organization with its seat in France. The ESGE Treasurer is required to adhere to the mandatory rules. The annual financial report of the previous year must be prepared by the treasurer and ESGE's chartered accountant and approved by the tax auditor. Every year, the Treasurer must submit annual financial report to the ESGE Governing Board for approval, after which ESGE General Assembly approval is required.

- **ESGE Past-President**

***Responsibilities***

- a. To attend weekly executive committee calls, monthly online governing board meetings and quarterly face to face governing board meetings
- b. To assist the President on implementing the society's strategic plan and every three years assist the President in developing and implementing an updated / new strategic plan initiative for the Society
- c. To be the Chairperson of the International Affairs WG

- **ESGE committee chairs**

***Responsibilities***

- d. Delivering the strategic aims of that committee or working group based upon the overall Strategic Plan of the Society
- e. Developing and implementing an annual work plan including project(s) management and timelines, budget, and milestones that are aligned with the strategic aims of the committee / working group and the Society
- f. Reporting regularly to the Governing Board and to the General Assembly if requested
- g. Together with the Secretary General and Executive Committee, assuring the review of its Terms of Reference and working processes to assure the accomplishment of the committee / working group strategic aims

## Strategic aims and responsibilities per committee

Committee	Strategic Aims & Responsibilities
<ul style="list-style-type: none"> <li>ESGE Executive Committee                             <div>                                 Working Groups:                                 <ul style="list-style-type: none"> <li>Membership</li> <li>Diversity &amp; Equity</li> <li>International Affairs</li> <li>Future in Endoscopy                                     <ul style="list-style-type: none"> <li>Social Media</li> </ul> </li> </ul> </div> </li> </ul>	<ul style="list-style-type: none"> <li>To coordinate the Society, its committees and working groups</li> <li>To assure the implementation of the Society's Strategic Plan and to organize every three years its review and update</li> <li>To assure the financial sustainability of the Society and its ongoing projects</li> <li>To organize the ESGE Days and e-Events</li> <li>To propose changes to the Statutes to the General Assembly</li> </ul>
<ul style="list-style-type: none"> <li>Membership Working Group</li> </ul>	<ul style="list-style-type: none"> <li>To increase individual membership in ESGE, both through individual membership, the Dual Membership Programme (DMP), and the Comprehensive Dual Membership Programme"</li> <li>To expand, improve and promote ESGE membership benefits</li> </ul>
<ul style="list-style-type: none"> <li>Diversity &amp; Equity Working Group</li> </ul>	<ul style="list-style-type: none"> <li>To ensure adequate representation in all aspects of ESGE activities of underrepresented members of ESGE as defined by gender, race, religion, ethnicity, sexual orientation, gender identity or disability</li> <li>To define and quantify the differences within ESGE activities and member societies</li> <li>To explore issues such as potential disparities in advanced endoscopy training, leadership opportunities, professional compensation and work/life balance within ESGE members</li> <li>To create a culture of diversity with an informative campaign, webinars, a position statement and activities at ESGE Days congresses</li> <li>To promote mentorship and sponsorship by identifying and promoting role models</li> </ul>
<ul style="list-style-type: none"> <li>International Affairs Working Group</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate ESGE-driven training in gastrointestinal endoscopy outside Europe, especially in underdeveloped or underserved areas, such as Africa and the Middle East</li> <li>To identify key areas where to create ESGE training centres outside Europe, such as ESGE-training centres in Africa or the Middle East</li> <li>To identify key tasks for ESGE-driven education and training outside Europe, mainly related to the actual need of care (i.e. according to prevalence of GI diseases)</li> <li>to adapt the existing ESGE clinical guidelines to resource-sensitive settings using the CASCADE methodology</li> <li>To collaborate with other international societies which already have a gastrointestinal endoscopy training programme established outside of Europe (e.g., WEO in Africa)</li> <li>To encourage corporate support for ESGE initiated and coordinated educational and gastrointestinal endoscopy training activities outside of Europe</li> <li>To interact with international societies for shared educational initiatives</li> </ul>
<ul style="list-style-type: none"> <li>Future in Endoscopy Working Group</li> </ul>	<ul style="list-style-type: none"> <li>To deliver perspectives to the Executive committee about the future of the field and the ESGE namely by coordinating every three years the Society's Strategic Plan</li> </ul>

<ul style="list-style-type: none"> <li>• <i>Social Media Working Group</i></li> </ul>	<ul style="list-style-type: none"> <li>• To develop, support, and promote ESGE activities and educational content in worldwide social media</li> <li>• To use social media to augment traditional forums (e.g. e-mail, print) to circulate ESGE-derived updates /alerts/scientific documents</li> <li>• To propose and respond to endoscopy-related topics raised on social media, presenting an authoritative and representative ESGE opinion</li> <li>• To advertise and promote ESGE-delivered and ESGE-endorsed courses via social media.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Education Committee</b></li> </ul> <p><i>Working groups:</i></p> <ul style="list-style-type: none"> <li>• Curricula</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• To organize and promote educational activities (both face to face and online educational activities) aiming to provide knowledge, develop skills and improve the quality of practice of gastrointestinal endoscopy.</li> <li>• To organize the Hands-on-Training and Learning Areas</li> <li>• To collaborate with the Scientific Committee chair coordinating the Post-Graduate Course at ESGE Days</li> <li>• To review, score and recommend applications for ESGE Fellowship Grants (Modules I &amp; II)</li> <li>• To review Travelling Endoscopy Programme (TEP and e-TEP) applications and recommend appropriate sites for TEP / e-TEP to the ESGE Executive Committee and ESGE Governing Board</li> <li>• To supervise the Education working groups</li> <li>• To review ESGE endorsed events applications and recommend to the Executive Committee whether approval should be given.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Curricula Working Group</i></li> </ul>	<ul style="list-style-type: none"> <li>• To develop and publish a curriculum of minimum standards of training for specific advanced gastrointestinal endoscopic procedures that require additional training beyond the core endoscopy curriculum provided in each country</li> </ul>
<ul style="list-style-type: none"> <li>• <i>eLearning Working Group</i></li> </ul>	<ul style="list-style-type: none"> <li>• To develop MyESGEtutor, a series of interactive teaching modules, each one based on ESGE guidelines, including multiple-choice questions, images, videos and a certificate at the completion of the module.</li> <li>• To explore new ways of teaching and learning, through a dedicated digital portal, with continuously updated new material, covering all areas of gastrointestinal endoscopy</li> </ul>
<ul style="list-style-type: none"> <li>• <b>ESGE Young Endoscopists (EYE) Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>• To assist and support young endoscopists highlighting the benefits of the society to the up and coming generation of GI endoscopists</li> <li>• To actively participate in ESGE activities and collaborate with other ESGE committees / working groups to provide the “younger perspective”</li> <li>• To expand ESGE through the ESGE Member Societies’ young member / trainee sections</li> <li>• To create partnerships and promote collaboration with young member / trainee sections of other societies</li> <li>• To organize a scientific session dedicated to young endoscopists “EYE session” at ESGE Days</li> <li>• To plan social activities / EYE Zone at ESGE Days</li> <li>• To organize the “ESGE Days Cup”</li> <li>• To contribute to the ESGE newsletters on a regular basis</li> </ul>

	<ul style="list-style-type: none"> <li>To promote ESGE and share ESGE scientific content through social media channels / social media working group</li> </ul>
<ul style="list-style-type: none"> <li><b>ESGE Days Scientific Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>To develop and implement the scientific content of the ESGE Days congress including coordinating and overseeing the Hands-On Training course and Academic Skills Course with the Chair of the Education Committee</li> <li>To adjudicate on submitted ESGE Days abstracts to different sessions and prizes</li> <li>The live endoscopy demonstration at ESGE Days has two Co-Directors: the host unit representative and an ESGE representative who is appointed by the Executive Committee. The Co-Directors interact with the Scientific Committee chair and Executive Committee</li> <li>To develop the scientific content of ESGE Webinars</li> </ul>
<ul style="list-style-type: none"> <li><b>Guidelines Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>To develop clinical guidelines in the field of gastrointestinal endoscopy</li> <li>To propose topics for new and/or updated ESGE guidelines</li> <li>To pursue multi-disciplinary collaborations to develop clinical guidelines with other medical societies and/or other international endoscopy societies</li> <li>To provide evidence-based scientific input on ESGE policy documents</li> <li>The committee chair is responsible for organizing face-to-face or online GLC sub-committee meetings as required (one meeting per guideline is foreseen)</li> <li>The committee chair ensures that each guideline is peer-reviewed before publication by two independent reviewers, these may be ESGE Governing Board members or external as required by the field of expertise.</li> </ul>
<ul style="list-style-type: none"> <li><b>Quality Improvement Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>To improve the global quality of gastrointestinal endoscopy, the delivery of patient-centered endoscopy services and promote a unifying theme of quality of gastrointestinal endoscopy</li> <li>To assist gastrointestinal endoscopy units and endoscopists in achieving these standards in endoscopic practice</li> <li>To review, consolidate and/or update endoscopy quality and performance measures as high-level evidence becomes available</li> <li>To facilitate the implementation of ESGE QIC aims</li> <li>To disseminate quality and performance measures to ESGE member societies, endoscopy sections of national gastroenterology societies, and ESGE individual members</li> </ul>
<ul style="list-style-type: none"> <li><b>Public Advocacy Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>To promote the role of GI endoscopy and digestive cancer screening in Europe</li> <li>To optimize practice in endoscopy (medical device compliance and reimbursement, GI endoscopy procedure nomenclature)</li> <li>To advocate and lobby for increased funding for research in GI endoscopy</li> </ul>



	<ul style="list-style-type: none"> <li>• To present the patients' view to the ESGE Governing Board on how ESGE's vision to provide optimal patient care can be met</li> <li>• To enhance both scientific education for the patient and gain understanding from a health care professional perspective</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Research Committee</b></li> </ul>	<ul style="list-style-type: none"> <li>• To set priority areas for gastrointestinal endoscopy research</li> <li>• To review, score and recommend for funding, meritorious ESGE Research Grants, Awards and Endorsements</li> <li>• To organize the ESGE Research Den To organize and coordinate the publication of ESGE Technical Reviews after executive committee approval in coordination with the other committee chairs</li> <li>• To provide a framework to support individuals wishing to develop high quality endoscopy research and to support collaborative international endoscopy research</li> </ul>

## ESGE Secretariat

The ESGE Secretariat provides office space with work stations, telephone and fax numbers, email addresses, postal address etc. The secretariat is responsible for filing, archiving and storage of all ESGE documentation.

### Role/Responsibilities

Under the direction of the ESGE Executive Committee, the ESGE Secretariat supports ESGE with the following duties.

- General liaison with partners (including ESGE Member Societies, other medical associations, corporate partners)
- Executive Committee / Governing Board management
- General Assembly meeting management
- Corporate Partners meeting management
- Committee / Working Group management
- Individual Membership management
- Member Society management
- Fellowship grants management
- Society documents management (e.g., guidelines / position statements, quality documents, training documents, etc.)
- UEG Week activities management
- Endorsed events management
- Legalities: coordination of contracts, insurance, domicile, statutes etc.
- Industry grants and fundraising organisation
- Promotion management
- Website management
- ESGE Days management
- Online e-activities management

Under the direction of the ESGE Treasurer, the ESGE Secretariat manages ESGE's finances

- Appointment of and liaison with ESGE's tax advisors
- Maintenance of archives for all ESGE documentation

- Accounts payable and receivable
- Controlling and transfer of reimbursements, controlling and payment of other incoming invoices
- Cash flow control
- Annual issuing of invoices plus reminders to ESGE Member Societies and collection of dues. Regular reporting, presentation, and management of the ESGE annual budget and ESGE Days budget