

Education and Training Committee – Paediatric Allergology (ETC-PA)

BYLAWS

The aims for the ETC-PA are the following:

- promote the training programme in Paediatric Allergology (revised April 2003) in European countries
- implement the training programme in Paediatric Allergology
- to obtain representatives from all European countries. Representatives should be endorsed by the National Paediatric Society/National Paediatric Society for Allergology

The role of ETC-PA:

- supervise and monitor training standards
- ensure uniformity
- specify and adjust the training programme
- cooperation with European Board of Paediatrics (EBP) and National Bodies (NB)
- certification of training centres
- advise EBP and NB on recognition of specialists in Paediatric Allergology
- provide appropriate CME (Continuous Medical Education)

Formal structure:

The ETC-PA refers to the Section on Paediatrics, European Academy of Allergy and Clinical Immunology (The Board SP-EAACI)

The National representatives (at least one from each European country) are appointed by the National Paediatric Societies/National Societies for Paediatric Allergology.

The national representatives of ETC-PA (one vote per country) appoint the following:

- The chairman of ETC-PA
- The secretary of ETC-PA who is also the liaison officer in the CESP-subsection on Paediatric Allergology and participates in the meetings of the confederation of European specialists in Paediatrics (CESP) and the European Board of Paediatrics (EBP), usually two annual meetings regarding education in Paediatrics and Paediatric Subspecialties
- The treasurer of ETC- PA

The chairman and secretary are appointed for three year terms, and may serve a maximum of two consecutive periods in each function.

The treasurer is also appointed for three year terms, but may be re-elected more than once.

Annual meetings:

Annual meetings of ETC-PA are held in conjunction with the annual meetings of EAACI.

Ad hoc meetings:

Ad hoc meetings are held when needed in conjunction with other meetings arranged by SP-EAACI.

Announcement of meetings:

At least 1month prior to the meeting via e-mail information by the secretary of ETC-PA.

Minutes from the meetings:

Are sent to the secretary of ETC-PA within 1 month after the meeting.

Proposal for issues to be discussed:

Are sent to the secretary 1 month prior to the meeting.

Meeting agenda:

Should include the following:

- Registration of participants including e-mail address
- Approval of the minutes from the previous meeting
- National reports on the status of education in Paediatric Allergology and other relevant business
- Information regarding CESP/UEMS activities by the liaison officer for Paediatric Allergology in CESP
- Status on implementation of the training programme in Paediatric Allergology in Europe
- Status on the European Training Center Visitation Programme as regards Training Centres in Paediatric Allergology
- Status on accreditation of paediatric subspecialists
- Financial status of ETC-PA and funding strategies
- Any other business

Financial aspects:

The expenses for the national delegates/representatives must be covered by the National Societies/Paediatric Allergology Societies or by the representatives themselves. Expenses due to the participation of the secretary/liaison officer at the CESP/EBP meetings are covered by ETC-PA. Secretarial costs are covered by ETC-PA. Financial status and funding strategies should be discussed yearly during the ETC-PA assembly.

Communication:

Any internal within ETC-PA as well as external communication is conducted via e-mail.

Update of the ETC-PA membership-list:

The national representatives are responsible for information about changes regarding the representative(s) from their own country. This information is sent as soon as possible to the secretary of ETC-PA, who is responsible for continuous update of the list.

Revision of the Bylaws

These Bylaws should be reviewed at least every three years. Any changes must be approved by the ETC-PA assembly by simple majority (one vote per country).