

European Board of Transplant Immunology

STATUTES

**European Board of Transplant Immunology (EBTI) of the Division of Transplantation
UEMS Section of Surgery and the EBS
Union Européenne des Médecins Spécialistes**

1. Introduction

In November 2015 a non-binding Memorandum of Understanding was signed between the Union Européenne des Médecins Spécialistes (UEMS) and the European Federation for Immunogenetics (EFI) to create a partnership to promote the quality of medical and scientific practice in the field of Transplantation Immunology. This is to be achieved via a structured high level training scheme and examination in Histocompatibility and Immunogenetics (the European Specialisation in H&I (ESHI) Diploma). The European Board of Transplant Immunology (EBTI) within the Division of Transplantation of the UEMS was created in 2012. This body aims to promote the highest standards of training for transplant immunologists working in the field of H&I. The EBTI operates as part of the Division of Transplantation under the UEMS Section of Surgery and the European Board of Surgery (EBS). The EBTI, a not-for-profit organisation, operates in close collaboration with EFI.

2. Title

The associate section shall be known as the European Board of Transplant Immunology of the Division of Transplantation, Section of Surgery of the European Union of Medical Specialists.

3. Composition

- 3.1 There shall be one, or up to two representative(s) from each member state of the UEMS, nominated by the competent national scientific society in official communication with EFI and the UEMS. In the absence of a recognised national H&I or Immunology Society it would be expected that the National Medical Association or Ministry of Health would nominate a representative. In the absence of any of the above options discussion should be initiated with the EBTI Board to agree an alternative. The representatives must be EFI members. Exceptions would be accepted in countries with no EFI members. The Chair of the national scientific society (or of the above groups) must email both the Secretary of EFI and the Chair of the EBTI Board with their nomination.
- 3.2 The EBTI has a representative from the European Federation for Immunogenetics (EFI) appointed by the EFI Executive Committee. The representative of EFI will be a member of the Executive Committee of the EBTI, present the views of EFI to the Executive Committee and the members of the EBTI and vice versa and forward copies of the documents produced by the EBTI to the EFI Board.

- 3.3 The tenure of each member shall be for 4 years. Members are re-appointed only once. Following completion of their term, the members of the EBTI are responsible for ensuring their succession following consultation with their scientific societies. This is to ensure proper representation of all countries at any given time.
- 3.4 In the event that the member of a certain country is not able to attend a meeting, they may nominate a deputy previously nominated by their scientific society to attend in their place, subject to prior approval of the Chairman of the EBTI. In the event that the EFI representative cannot attend a meeting he/she should be represented by another member of EFI nominated by the EFI Executive Committee.
- 3.5 The EBTI shall elect an Executive Committee from its members, which will include a Chairman, a Vice Chairman, two Secretaries (Senior and Junior) and a Treasurer. The representative of EFI will also be a member of the Executive Committee.
- 3.6 The Chairman and Vice Chairman shall have a tenure of 4 years. The Chairman does not have the right for re-election. The tenure of the Secretaries will be for 4 years, i.e. four years as Junior Secretary and four years as Senior Secretary, Junior also passing automatically to Senior when the Senior retires. The Treasurer shall have tenure of 4 years and shall not be eligible for re-election. The Representative of EFI cannot hold a second post in the Executive Committee of the EBTI.
- 3.7 Election of Executive Officers: The election of the first committee will take place at the first meeting of the EBTI. Subsequently, the following procedure will be followed: the Senior Secretary will notify members of the EBTI of an impending vacancy one year in advance and ask for nominations. All nominations should be proposed and seconded by two members of the EBTI. The Senior Secretary will then arrange a ballot to all members of the EBTI 6 months before the appointment will become active.
- 3.8 The Chairman and Senior Secretary of the EBTI shall attend meetings of the Division of Transplantation of the UEMS and the EBS as ex-officio members. If the Chairman or the Senior Secretary cannot attend the meeting, the Chairman can authorise any other member of the Executive Committee to represent the EBTI.
- 3.9 The EBTI may appoint working groups to prepare draft documents or recommendations on specific topics for consideration by the full EBTI.

4. Objectives

The main objective of the EBTI is to guarantee the best standard of care for transplant patients in Europe by ensuring the highest standards of training in transplantation immunology / Histocompatibility and Immunogenetics (H&I).

5. Accountability

5.1 The EBTI shall report to the UEMS Management Council through the Division of Transplantation, UEMS Section of Surgery and the EBS.

6. Functioning

6.1 The EBTI shall meet in a General Assembly at least once per year and the minutes of the meeting shall be forwarded to the Division of Transplantation (Section of Surgery and the EBS). The date and place of every meeting is to be decided at the end of the previous meeting. The meeting and the examination process will take place during the EFI Conference. Extraordinary meetings can be called by the Executive Committee or following the request of three or more members and approval by the Executive Committee. The EBTI Executive Committee may decide that the EBTI General Assembly will be held remotely by any appropriate means of communication or telecommunication. Members who participate in a remotely organised meeting are considered to be present for the calculation of the quorum and the majority.

6.2 Meetings shall be organised in such a way that will allow the maximum possible number of members to attend and to entail the minimum of expense.

6.3 Meetings may be attended by the Chairman of the Division of Transplantation or the General Secretary of the UEMS or a nominated deputy who shall be a member of the Management Council. Meetings may also be attended by the President of the UEMS Section of Surgery or the President of the EBS or a nominated deputy who is a member of the Executive of the UEMS Section of Surgery. The EBTI should be informed beforehand in all cases.

6.4 The agenda shall consist of subjects proposed by the Executive Committee of the EBTI, the members of the EBTI, the Chairman of the Division of Transplantation, the UEMS Section of Surgery, the EBS or the Secretary General of the UEMS.

6.5 The agenda shall be circulated to the members and the Secretary General of the UEMS, the UEMS Section of Surgery and the EBS and the Executive of the Division of Transplantation at least 1 month before the meeting.

6.6 The minutes of the meetings shall be circulated to all members, the President and Secretary of EFI, the Chairman of the Division of Transplantation, the President and Secretary of the UEMS Section of Surgery, the President of the EBS, the General Secretary of the UEMS and the Management Council of the UEMS within 1 month of the meeting.

7. Financing

7.1 The EBTI is a non-profit organisation and is financed by the fees of the applicants for the two parts of the accreditation process: eligibility and examination. The EBTI is also financed by any legal financial benefits for its contribution to various professional/ scientific activities (i.e. meetings, publications). The EBTI can accept legal public (i.e. EU bodies, national government bodies, professional/ scientific organisations) or private (i.e. gifts, contribution by the commercial sector) contributions/ donations. A financial contribution/ donation to the EBTI can only be accepted under the strict rule that is offered in order to help the EBTI to achieve its objectives and without any obligation of the EBTI towards the body(ies)/ organisation(s)/ person(s) offering the contribution/ donation.

7.2 The EBTI will have a sub-account in the bank account of the Section of Surgery for its finances to maximize transparency and facilitate administration. The Treasurer of the EBTI will keep the books and will have access to the account. The Treasurer will present a

financial report at the EBTI annual meeting and will forward each annual report to the Treasurer of the Section of Surgery of the UEMS and the EBS.

8. Collaboration with other professional societies

8.1 This will be promoted in line with the purpose and objectives of the EBTI to further education and training in transplant immunology / H&I. In particular, due to the clinical importance of transplantation immunology and histocompatibility testing in bone marrow and stem cell transplantation close links with Hematology associations, organisations and scientific societies (e.g. EBMT, EHA, ESH, AABB, ISBT a.o.) shall be established and maintained.