



EUROPEAN FEDERATION OF CLINICAL CHEMISTRY
AND LABORATORY MEDICINE

— THE —

EFLM PROCEDURE MANUAL

what you need to know for a systematic
approach to EFLM activities



PROCEDURE MANUAL OF THE EUROPEAN FEDERATION OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE (EFLM)

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This document is the Procedure Manual (PM) of the European Federation of Clinical Chemistry and Laboratory Medicine (EFLM).

It includes information on how to carry out EFLM activities, lines of responsibility and interactions within the EFLM and between the EFLM and other organizations. It is intended as a guide to instruct new EFLM officers in the procedures to be followed in carrying out their duties and to update information on the operating procedures for present EFLM officers.

PM is a flexible and practical document and is not meant to be a replacement for the EFLM Articles of Association, which have precedence. The procedures defined here can be altered or deleted and new ones added, as seen fit by the EFLM Executive Board (EB), for the efficient administration of the EFLM.

It first considers the EB, which is elected by the General Meeting (GM), and which oversees the operations of the EFLM between GM meetings. Next to be described are the characteristics of the Committees (C), whose Chairs report to the EB, as well as those of the Working Groups (WG), Task Groups (TG), Task Forces (TF) and Task and Finish Groups (TFG) that exist to carry out specific functions.

Many of the items included have been contributed by EFLM officers and heads of functional units, who have given their time to this effort and to the advancement of EFLM and its mission.

All contributors deserve EFLM thanks.

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1. General Meeting (GM)

The GM, the governing body of EFLM, is composed of a nominated representative, who is entitled to vote on behalf of each of the EFLM Full Member Societies. The GM usually convenes at least once every two years, preferably connected to the EuroMedLab congress.

The following decisions are reserved to the GM:

1. Amend the Articles of Association;
2. Appoint and dismiss the Board Members;
3. Where necessary, appoint and dismiss the auditors and set their remuneration, if any;
4. Grant discharge to the Board Members;
5. Approve the budget and accounts;
6. Voluntarily dissolve the Association;
7. Admit or expel full, provisional, affiliated and co-opted members.

Resolutions are approved by simple majority among the votes of the members present or represented. Abstentions and blank or spoiled votes are not considered in the calculation of majorities.

The agenda of the biennial GM should list at least the following matters:

- Opening and welcome
- Apologies for absence
- Approval of the minutes of previous GM
- Matters arising from the minutes not otherwise considered
- President's report
- Treasurer's report
- Elimination of EFLM Members for non payment of dues
- Reports from EFLM C Chairs
- IFCC Representative's report
- Election of members of the EB
- Any other business to be notified before the meeting
- General discussion
- Date and place of next meeting

1.1. Voting procedures

1.1.01 The EFLM President will take the chair for votes taken at the GM, unless he/she has a conflict of interest or is indisposed. In such circumstances, the Past President or, in his/her absence, the EB Secretary shall take the chair, according to the resolution of the GM.

1.1.02 The chair will propose the names of two persons as tellers. The tellers should be independent persons with no potential conflicts of interest, who are neither National Representatives (NR) nor are from the country of any of the candidates to be voted upon at the GM. A separate table should be available where tellers are able to receive and count votes.

1.1.03 Voting members at the GM are the formal representatives of Full Members. To vote at the GM, National Societies (NS) have to be in good standing with the membership fee paid of the year before that of the GM.

1.1.04 Each Full Member of good standing shall have one vote. No person shall cast votes on behalf of more than one Member.

1.1.05 The name of the representative authorised to vote must be notified in writing to the EFLM Office within the deadline indicated on the letter communicating the voting process or on site to the EFLM Secretary before the beginning of the GM. The EFLM Secretary, through the EFLM Office, will provide a list of members in good standing giving the name

of the voting person (NR, NS President or alternate). The voters will be presented with appropriate ballot papers at the time of registration at GM.

1.1.06 The NR is the only person entitled to vote at the GM. If the NR cannot attend the GM, the NS President, if different, is the alternate. Failing either of these, the NS may nominate a substitute. Any substitute (except for the NS President) must be identified in advance to the EFLM Office. If a NS cannot have representation at the GM, they may vote by proxy. The proxy can be placed with the EFLM President or can be held by any Full Member of the EFLM. At the time of registration, an identification document will be required and confirmed by the EFLM Secretary. Any proxy can register only one vote. A candidate for positions of the EB cannot be a proxy.

1.1.07 Voting for the EB members is by secret ballot. Other votes taken at the GM will be by secret ballot only if decided by the GM.

1.1.08 NR or their alternates are personally asked to deliver their votes on behalf of their NS. The voting person should represent the wish of the Board of his/her NS and not his/her own personal point of view.

1.1.09 Election of EB members:

The GM will be informed that the President becomes the Past President and the President-Elect becomes the President; these changes in office are not subject to voting. The President-Elect will be elected first, followed by the Secretary, Treasurer, and the two Members at Large.

If there is one nominee only for an EB position, voting will be by acclamation.

As there are two Members at Large, each position is voted upon independently of the other, this means that in voting representatives must indicate only one preference on the voting slip. After voting for the first Member at Large, the remaining candidates will participate in a further ballot for the other position as Member at Large.

Elected candidates must receive at least 50% of the votes cast. If no candidate receives more than 50% of the vote on the first ballot, the candidate receiving the smallest number of votes is eliminated and the voting is repeated.

This process continues until one candidate has received more than 50% of the votes cast. In the event of a tie between two candidates, the election is repeated between those candidates. Should this lead to a further tie, then the Chairman of the GM has a casting vote.

Before any new ballot, the person presiding over the voting procedure of the GM may ask each candidate, or in their absence each proposer, to confirm that they wish to continue in the ballot.

2. Membership Categories

EFLM has 5 types of memberships:

- Full Members
- Provisional Members
- Affiliate Members
- Co-opted Members
- Corporate Members

Full Members: Full membership is open to any IFCC member, person or Clinical Chemistry and Laboratory Medicine Association from a European country or another Association active in the field of Laboratory Medicine that is approved as such by the Executive Board, acting by a simple majority of votes. Full Members:

- pay an annual registration fee;

	<ul style="list-style-type: none"> ▪ have voting rights at the EFLM GM; ▪ can be invited to nominate full and corresponding members to EFLM WGs; ▪ have access to all official EFLM communications.
Provisional Members:	<p>Provisional membership is open to any person or Clinical Chemistry and Laboratory Medicine Association that has joined EFLM and has applied for becoming a member of IFCC but is not yet a member of it; the said person or Association becomes a full member if it becomes an IFCC member within a term of three years.</p> <p>Provisional members:</p> <ul style="list-style-type: none"> ▪ pay no fees; ▪ have no voting rights or eligibility to delegate full or corresponding members into EFLM WGs.
Affiliate Members:	<p>Affiliate membership is open to any Clinical Chemistry and Laboratory Medicine Association from a European country or another Association active in the field of Laboratory Medicine that is not eligible for IFCC Full membership. Affiliate members:</p> <ul style="list-style-type: none"> ▪ pay 50% of the regular membership fee and have an observer status in EFLM; ▪ have no voting rights at the EFLM GM; ▪ can only delegate corresponding members (not full members) into EFLM WGs.
Co-opted:	<p>Co-opted membership is open to any Clinical Chemistry and Laboratory Medicine Association from a European country or another Association active in the field of Laboratory Medicine co-opted by full members in order to develop or strengthen links at European level. Co-opted members:</p> <ul style="list-style-type: none"> ▪ have no voting rights at the EFLM GM, ▪ do not pay any membership fee, ▪ can only participate in EFLM affairs within the specified remit for their co-option.
Corporate Members:	<p>Corporate membership is open to companies, corporate entities or research establishments concerned with the field of clinical laboratory practice.</p> <p>Corporate members:</p> <ul style="list-style-type: none"> ▪ pay an annual membership fee; ▪ have no voting rights at the EFLM GM; <p>can delegate Experts/Consultants into EFLM functional units (excluding the Executive Board).</p>

2.1. How to become an EFLM Member

2.1.1. Full and Affiliate Members

To become a member, a written request from a NS or Association is needed. The following relevant documentation in English has to be attached to the request:

- 1) The Society's or Association's rules and Articles of Association
- 2) The Society's or Association's type of membership and total number of members
- 3) The composition of the Society's or Association's EB
- 4) A document issued by an official national authority stating the recognition of the organization as a legal entity.

The request will be first evaluated by the EB and, if considered appropriate, a ballot between the EFLM Members will be issued.

If approved, the Society/Association will receive a welcome letter by the EFLM President together with a form to collect the contact details.

2.1.2. Corporate Members

To become a member, the Company needs to fill in the specific application form for Corporate Members indicating the contact details, the company's profile and the annual turnover in the field of clinical laboratory practice.

The request will be first evaluated by the EB and, if considered appropriate, a ballot between the EFLM Members will be issued.

If approved, the Company will receive a welcome letter by the EFLM President.

3. Annual Membership Fees

3.1. Full/Affiliate Membership

The annual membership fees are fixed by the EFLM EB and confirmed by the GM.

The membership fees are based on the number of registered members of each NS/Association.

There are 4 different categories of fees for Full Member NS/Association:

Category	Number of members	Annual fee
I	>1000	950 EUR
II	500 – 999	600 EUR
III	250 – 499	300 EUR
IV	<250	150 EUR

Affiliate Members pay 50% of the regular membership fee, while Provisional Members pay no fees.

At the beginning of the fiscal year, NS/Association will receive an invoice from the EFLM Treasurer for the actual annual fee to be paid to the EFLM account. Bank charges for currency exchange and bank transfer are at the expense of the NS/Association.

For a new NS/Association notified as "EFLM Member" during the year, the first membership fee will be proportional to the number of months of its membership in that year.

Any NS/Association not paying the annual fee by the end of the year is excluded from active participation in EFLM activities. To vote at the GM or to send nominations, NS/Associations have to be in good standing with the membership fee of the year before the one of the GM or the call for nominations.

3.2. Corporate Membership

The annual membership fees are fixed by the EFLM EB and confirmed by the GM.

The membership fees are based on the the annual turnover of the Company in the field of clinical laboratory practice.

There are 4 different categories of fees for Corporate Members based on the annual turnover in the field of Laboratory Medicine:

Up to	US \$ 3 Million	1000,00 €
Up to	US \$ 20 Million	2000,00 €
Up to	US \$ 100 Million	3000,00 €

Up to	US \$ 400 Million	4000,00 €
Up to	US \$ 600 Million	5000,00 €
More than	US \$ 600 Million	6000,00 €

At the beginning of the fiscal year, Companies will receive an invoice from the EFLM Treasurer for the actual annual fee to be paid to the EFLM account. Bank charges for currency exchange and bank transfer are at the expense of the Company.

For a new Company notified as “EFLM Member” during the year, the first membership fee will be proportional to the number of months of its membership in that year.

Any Company not paying the annual fee by the end of the year is excluded from active participation in EFLM activities.

4. EFLM Functional Units and Officers Positions

EFLM functional units are the following:

- Executive Board (EB)
- Committees (C)
- Working Groups (WG)
- Task Forces (TF)
- Task and Finish Groups (TFG)
- Task Groups (TG)

Inside C and WG, positions are as follows:

- Chair
- Full Member
- Young Scientist Member (WG only)
- Corresponding Member (WG only)
- Expert/Consultant (WG/TG only)

Position descriptions

- **Chair:** Chairs are responsible of the outcome of their functional unit. C Chairs are directly responsible to the EB, while WG/TFG/TG Chairs are responsible to the Chair of the functional units they belong to. Except for TFG/TG Chairs, the Chair travel expenditure when attending C or WG meetings are covered by EFLM under specific budget lines. TFG/TGs do not necessarily have a budget allocation from EFLM funds.
C Chairs are directly identified and appointed by the EB, without a call for nomination process. For a new WG/TFG/TGs, the Chair, usually the proposer of the project, is identified by the C Chair and proposed to the EB (the proposal must include the CV of the candidate). If the TFG/TG is located within a WG, the chair of the WG together with C-chair propose the chair. In case of WG/TG Chair’s replacement at the end of the term of office, the former WG/TG chair makes a proposal to be discussed with the C Chair (and with the WG Chair whenever the TG is within a WG); the agreed proposal is then sent to the EB by the C Chair along with the CV of the candidate for final EB endorsement. In any case, the appointment of WG/TFG/TG Chairs must be endorsed by the EB.
The assessment of the WG/TFG/TG Chairs performance is done by the EB during the last EB meeting of the year and the reconfirmation of the term of office is based on activity reports for the two last years.
The assessment of the C Chairs performance is done by the EB usually 3/4 months before the expiration date and is based on the biannual activity reports that they have to submit upon request of the EB.
- **Full Member:** Full Members are supposed to be active in all meetings and activities of corresponding C/WG/TFG/TG. They deliver measurable outcome in accordance with the terms of reference (ToR) of the functional units. Full Members are directly responsible to the Chair of the functional unit they belong to. Travel expenditure of WG Full Members

when attending meetings are covered by EFLM using specific budget lines under the responsibility of the WG Chair. While, travel expenditure of C/TGF/TG Member are only covered provided there is a specific budget allocation from EFLM or external funds.

C Members are the Chairs of those WGs/TGs within the C. WG Full Members are selected by the WG Chair, in agreement with the C Chair, among those candidates submitted by NS/Associations as a result of a call for nomination process. The procedure for selection and appointment of WG members is detailed under item 7.2.

TFG/TG membership is by invitation of the TFG/TG Chair, after consultation with the C Chair and the WG Chair if the TFG/TG is located within a WG. The procedure for appointment of TFG/TG members is detailed under item 8 and 9, respectively.

- *Young Scientist Member (WG only)*: Young Scientist Members have to be less than 40 yrs. of age as of 1st January 20XX of the Term of Office's starting year. They should be active in all meetings and activities of the WG. They should deliver measurable outcome in accordance with the WG ToR. Young Scientist Members directly respond to the WG Chair. Their travel expenditure when attending WG meetings are covered by EFLM using specific budget lines under the responsibility of the WG Chair. Young Scientists Members are selected by the WG Chair, in agreement with the C Chair, among those candidates submitted by NS/Associations as a result of a call for nomination process. The Young Scientist Member inside a WG can be from the same country of the WG Chair or one of Full Members. Their appointment has to be notified to the EB.
- *Corresponding Member (WG only)*: Corresponding Members are entitled to receive all documentations regarding the activities of the WG and can offer opinions and comments. Ideally, corresponding members should provide links between EFLM and their NS/Associations. WG Chairs are encouraged to involve Corresponding Members as much as possible in all WG activities. Although Corresponding Members may undertake specific tasks within the WG, their performance should not be evaluated by WG Chair, but by their NS/Association and their terms should not be terminated due to the inactivity. Corresponding Members can attend WG meetings, but at their own expenses. Corresponding Member can be from the same Country of the Chair, Full Members or Young Scientist Members (max one Corresponding Member per each National Society). For Corresponding Member whose terms of office (2 years) is expiring, the EFLM Office will send an information to NS/Associations asking NS if the nomination shall be renewed. The limit of max 3 terms of office is not applied to Corresponding Members (after the third term, the numbering will continue to have a picture of the timing in EFLM).
- *Expert/Consultant (WG/TG only)*: To achieve significant outcome, Experts/Consultants on a specific topic can be invited to join WGs/TGs upon invitation by the WG/TG Chair. Their invitation needs to be approved by the C Chair on the basis of the perceived contribution of the Expert/Consultant to the work of the WG/TG. Their appointment has to be notified to the EB. When attending WG/TG meetings, Experts/Consultants are not financially supported by EFLM. The rule of the geographical distribution is not applicable to selection of Experts/Consultants.

Duplication of roles

In principle, individuals covering official positions as EFLM Officers in the EB or in C/WG should preferably have no more than one role. In exceptional circumstances and for a defined period of time, the EB can approve the contemporary appointment of the same individual in an additional position.

Country representation

Only EFLM Members are entitled for membership in EFLM functional units. As an exception, WG/TFG/TG members can be from a non-EFLM member society on the basis of a specific signed agreement. In this case, reimbursement of their travel expenses should then be handled according to the agreement.

Geographical distribution of individuals and number of already involved EFLM Officers per country should be taken into account during the selection (maximum one Full Member per country and none from an already represented country; the Young Scientist Member inside a WG can be from the same country of the WG Chair or one of Full Members). Corresponding Member can be from the same Country of the Chair, Full Members or Young Scientist Members (max one Corresponding Member per each National Society). The rule of geographical distribution applies also to the composition of the Executive Board: maximum one officer per country.

Gender equality & non-discrimination

EFLM is striving for gender equality in the composition of each EFLM functional unit. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited.

Terms of office

The term of office for any EFLM position is two years, starting from January 1. For C/WG/TG Chairs and Members (Full and Young), providing that the activity of the officer is judged satisfactory, re-appointments will be offered for a maximum of two more consecutive terms (i.e., four years) after recommendation from the EB for C Chairs and C/WG/TG Chair for the other functional units. The extension is endorsed in writing to the officer (cc the NR/President of the NS which the officer belongs to) by the EFLM office. The responsibility for evaluation of officers' activity is hierarchical: i.e. the WG/TFG/TG Chair for its Members, the C Chair for WG/TFG/TG Chairs and EB for C Chairs.

Any outgoing EB Members may be re-elected. Nevertheless, no one may exercise one or more than one function as member of the Board during more than four consecutive terms, i.e. for more than four times two years. Periods during which somebody is a substitute of a vacant function and periods during which somebody is Past President are not taken into consideration for the calculation of the maximum of eight years during which somebody may be member of the Board.

The terms of office of WG/TFG/TG members appointed by other organizations in case of joint functional units shall be defined by the non-EFLM organization.

A Chair of a WG cannot become a member of the same WG, after finishing her/his 3 terms of office, but is free to join the WG as a Corresponding member or Expert Consultant, if invited by the WG Chair.

Exceptions:

1. WG/TG member can become a Chair after already being for 6 years in the WG/TG as a member (Full or Young members), if appointed by EB.
2. Corresponding members or Young Scientists can become Full members and/or Chairs of the same WG for 3 more terms, even after serving already for 3 terms in his/her previous role.

Non-active / Non-respondent EFLM Officers

Chairs, Full Members and Young Scientist Members of EFLM functional units are supposed to be actively involved in solving assigned tasks and proactively offer their capacities to improve EFLM outputs. In the case that a Full Member or a Young Scientist Member is repeatedly (at least three times) not responding to the functional unit Chair requests or is not proactively involved in the functional unit tasks for a prolonged period of time (at least 6 months without a valid reason), the functional unit Chair can propose the cancellation of the membership of this member to the EB. EB will decide if the reasons for the membership cancellation are logic and appropriately sound. The same rule applies also to functional unit Chairs if these are not respondent to the EB requests or towards their functional unit members.

In addition, for an efficient and timely service and work of the functional units, including the Executive Board, in case of consultation it is mandatory to indicate in each communication the

expected deadline to receive the feedback for the specific posed issue indicating that in case of non-reply, the issue will be considered as “approved”.

C composition - Refer to item 6.

WG composition - Refer to item 7.

TFG and TG composition - Refer to item 8 and 9.

5. Executive Board (EB)

5.1 EB composition and responsibilities

EFLM EB members are elected by the GM. The positions, and corresponding terms of office, are:

- President 2 years (+ 2 years as President-Elect and 2 years as Past President)
- Past President 2 years (+ 2 years as President and 2 years as President-Elect)
- President-Elect 2 years (+ 2 years as President and 2 year as Past President)
- Secretary 2 years (re-elections for a maximum of two “2-year” terms)
- Treasurer 2 years (re-elections for a maximum of two “2-year” terms)
- Member at large 2 years (re-elections for a maximum of two “2-year” terms)
- Member at large 2 years (re-elections for a maximum of two “2-year” terms).

The EB has the management responsibility for all aspects of the EFLM activities and should work to fulfill EFLM goals as expressed in the EFLM Articles of Association and in the Strategic Plan.

The EB has a primary responsibility in the following activities:

- To represent laboratory medicine as the profession at European level to political, professional, scientific, and other bodies, including patients’ organizations;
- To represent and engage IFCC activities in Europe;
- To deliver the following specific objectives:
 - representing laboratory medicine to the European Commission (EC) and the European Parliament;
 - representing laboratory medicine to other pan-European and sub-regional scientific or medical organizations;
 - liaising with patients, caregivers and clinical service users to ensure that laboratory medicine services meet their needs;
 - promoting EFLM activities;
 - disseminating the results of EFLM activities worldwide;
 - liaising and collaborating with IFCC and its constituent Divisions;
 - liaising with NS/Associations;
 - promoting co-operation between professional societies in different European countries;
 - liaising and collaborating with in vitro diagnostic (IVD) manufacturers and their European organization(s) (e.g., MedTech Europe).

General responsibilities and tasks of the EB are as follows:

- oversight and coordination of all EFLM activities;
- approval of new projects;
- appointment of C Chairs;
- endorsement of WG/TFG/TG Chairs;
- drafting and monitoring EFLM Strategic Plans;
- setting the annual budget and support fund raising for the work of EFLM;
- producing the Annual Report and reporting to the GM.

5.2 Call for nominations for EB members

The EFLM President shall issue a call for nominations 6 months in advance to the GM held before the end of the terms of office of the EB members. This will be in the form of a letter to be sent to the NR of EFLM Members Full Member NSs, distributed by the EFLM Office together with the application form. Only Full Member NS can nominate members of the EB.

The letter shall specifically:

- state the positions for which candidates are being sought;
- the criteria for eligibility to serve on the EB in specific positions;
- discuss the eligibility of existing EB members for continued service on the EB;
- outline of the election procedure;
- state deadlines for receipt of nominations.

To be valid, a nomination must be received by the announced deadline;

Nominations have to be submitted electronically to the EFLM Office and accompanied by:

- Letter from the candidate explaining why she/he wants to take the position;
- Letter from the NS/Association listing the reason/s of the nomination;
- Curriculum vitae of the candidate (including relevant publications and activities in the discipline of laboratory medicine).

Six weeks before the deadline for nominations, the EFLM Office should send out a reminder notice. Only in the case when no application is received for a position, the deadline can be postponed only for that specific position.

Two weeks after the deadline, the EFLM President will send a communication to the NR of the EFLM Members presenting the nominees for each position. Information about the voting process has to be included in the communication along with the curriculum vitae of each nominee.

EFLM Members not in good standing with the membership fee cannot send nominations.

The procedure for voting the EB Members is detailed in the paragraph "1.1.09. Election of EB members".

5.3 Preterm resignation of an EB member

In the event an EB member is unable to complete his or her term of office, an Advisor is appointed to the board by the EB until the end of the financial year. A EB member resigns by sending an official letter to the EB, which then sends an acknowledgement of receipt to the author of the resignation letter and carries out the formalities of disclosure required by the law within the month.

5.4 EB meetings

At least two face-to-face EB meetings shall be held each calendar year. The quorum for the EB is four members. Meetings can be also held electronically via teleconferences or videoconferences. Face-to-face meetings should preferably be organized in easily accessible and economic locations and, when possible, in conjunction with major international conferences. EB members are entitled for reimbursement of their expenses related to the EB meetings, according to the rules of EFLM (see paragraph 17.5 Reimbursement of expenses).

The C Chairs are requested to be present at least at one face-to-face EB meeting per year (usually at the budget meeting, which is the last of the year) to report to the EB, to be informed of future EFLM plans/activities, and to comment on possible involvement of their C in the various activities of the EFLM.

According to the MoU between IFCC and EFLM, minutes of IFCC and EFLM EB meetings will be exchanged within one month from approval.

5.5 Procedure for the revision and/or approval of incoming requests and proposals

Queries and requests for feedback (papers for approval, specific requests, new projects, etc.) should be sent to EFLM office (eflm@eflm.eu). EFLM office shall forward a request to the EFLM EB Secretary and President, who shall then decide on a case-by-case basis to whom the request shall be addressed (and inform the EB members about it). The nominated individual(s) within the EB should then be responsible to consider and thoroughly review the request and suggest to the EB proposals for further actions. Depending on the particular issue and required expertise, an external “reviewer” could also be asked for opinion.

5.6 Regional representation of EFLM in the IFCC EB

The individual representing EFLM is selected among the EB members according to the agreed electoral process of EFLM. EFLM representative in the IFCC EB will represent the policy and actions of the Region. Procedure for the election of the European Regional Federation Representative to the IFCC EB:

First step - Internal decision by EFLM

- 1) the EFLM EB recommends a member of the EFLM EB to its Members (NS/Associations) to be elected as the person who will represent EFLM in the IFCC EB*.
- 2) EFLM NS/Associations endorse the nomination,

Second step – Official election to IFCC EB

- 3) once endorsed, the person shall be officially nominated to IFCC by his/her NS/Association,
- 4) IFCC organizes a ballot to have the formal approval of all IFCC members in Europe.

*The period in the IFCC EB is 3 years. If, in this period, the terms in office in the EFLM EB runs out, the person will be appointed as an “observer” in the EFLM EB for the remaining period.

The Regional Representative in the IFCC EB, being an official IFCC EB Member, is funded by IFCC when attending IFCC EB Meeting.

5.7 Relationship with other Associations and Societies

EFLM may formalize collaboration with another legal entity by signing the Memorandum of Understanding (MoU). Proposals for new MoU should be submitted to the EB for consideration and approval. Every new edition of MoU which is based on a standard template (e.g. MoU for EFLM Academy, EFLM Postgraduate Course, EFLMLabX, etc.) is also a subject to the EB consideration and approval.

Upon EB approval, MoU is signed by both parties. On behalf of EFLM, MoU is signed by the President.

If existing MoU needs to be renewed, the proposal for renewal and/or any particular changes to the MoU shall also be submitted to the EB for consideration and approval. Upon EB approval, MoU is signed.

The EB shall always be informed whenever a MoU has been officially signed by both parties, and this information will be delivered by the EFLM office.

EFLM office keeps records of all MoUs and informs the EB 6 months before the expiration date of the MoU.

5.8. EFLM Past Presidents

EFLM Past Presidents, that are no longer members of the EB, nor are active as EFLM Officers in other functional units, shall be invited to EuroMedLab and their expenses will be covered by the EFLM if they are not already involved as Congress Speakers. The possible participation of the former EFLM Presidents to the speaker’s dinner shall be proposed to the IFCC by the EFLM representatives of the EuroMedLab Congress Organizing Committee.

6. Committees (C)

Committees, as functional units of the EFLM, must work in accordance with their ToR. Specific ToR for each C are developed by, and under the responsibility of, the C Chair. ToR and any changes of them must be notified to and approved by the EB.

As currently, EFLM has five C:

- Education & Training (C-ET)
- Profession (C-P)
- Communication (C-C)
- Quality and Regulations (C-QR)
- Science (C-S)

Each C has a Chair and Full Members. C Full Members are the Chairs of the WGs/TGs belonging to the C. Young Scientist Member and Corresponding Members are not foreseen for C.

C are responsible for:

- general oversight and monitoring of the activities of WGs/TGs within the C and to avoid duplication of activities between the different WGs/TGs;
- liaising with NS/Associations and involving them in the work of WGs/TGs;
- liaison with relevant IFCC Divisions and C in order to harmonize and complement ongoing work elsewhere and to avoid duplication of efforts;
- collaboration with relevant professional groups in the field of laboratory medicine;
- collaboration with relevant groups of IVD manufacturers;
- report to the EB on the activities of WGs/TGs within the C (by December 31st of each year) and contributing reports to the EFLM Annual Report and Newsletters.

C Chairs are responsible for:

- monitoring the outcomes of the WG/TG within their C and reporting them to the EB for endorsement;
- reporting the outcomes of the WG/TG within their C on occasion of the GMs;
- approving WG ToR in accordance with the overall strategic and activity plan of EFLM;
- evaluating and approving new project proposals related to their ToR;
- when necessary, seek for nominations through the EFLM Office;
- checking EFLM acknowledgements in the authorship of any publication coming from EFLM WGs/TGs;
- ensuring that outcomes arising from one WG/TG must not be transferred to the work of another non-EFLM group or organization without EFLM permission;
- budget planning and raising funds for their activities (in consultation with and by approval of the EB).

C should meet face-to-face at least once per year. In between, electronic communications are preferred. Face-to-face meetings should preferably be organized in easily accessible and economic locations and, when possible, in conjunction with major international conferences. C members are entitled for reimbursement provided there is a specific budget allocation from EFLM funds.

Detailed actions of the C to fulfil their remit will be set out each January in the activity plan for the C, which must be submitted to, and approved by, the EB before being put into operation. The Chair of each C must attend a minimum of one EB meeting each year to report on activities and agree the work programme for the C as set out in the activity plan. They may also attend other EB meetings at the invitation of the EFLM President. Individual activity plans for C will be included in the overall EFLM Strategic Plan, which is approved every two years by the GM. Minutes of all C meetings or reports have to be sent to the EFLM EB Secretary (cc EFLM Office) to be considered at EB meetings. C reports must be sent to the EB well in advance before the EB meeting (C Chair will be informed about the deadline in the invitation to the meeting).

C Chairs will report on their work in an Annual Report submitted by the end of each calendar year to EFLM EB Secretary, which will be included in the EFLM Annual Report.

6.1. C membership

Chairs of the WG and of TFG/TG (the latter only if located within a C), are automatically co-opted as Full Members of the C which they are responsible to.

7. Working Groups (WG)

WG are established under a specific C. The WG proposal (see section 10) should outline a clear plan on the scope of the project and a clear and specific statement of deliverables. The creation of a new WG has to be approved by the C Chair and endorsed by the EB. EB is also responsible to dissolve WGs.

WG, such as each functional unit of the EFLM, must work in accordance with their ToR. Specific ToR for each WG are developed by the WG Chair. WG ToR and any changes of them must be approved by the C Chair and notified to the EB.

Each WG works under the supervision of a WG Chair who directly reports to the corresponding C Chair.

Each WG has a Chair person, 3 or 4 Full Members, 1 Young Scientist Member (less than 40 yrs. of age as of 1st January 20XX of the Term of Office's starting year) and a number of Corresponding Members (maximum one per country and none from an already represented country). If special projects need more than 4 full members, a specific request from the WG Chair, in agreement with the corresponding C Chair, clearly explaining the reason, has to be addressed to the EB for approval.

Nomination and appointment procedures are detailed in sections 7.1 and 7.2.

WG Chair and Full Members are expected to carry out the tasks and activities of EFLM and deliver measurable outcomes in accordance with the agreed ToR of their WG.

WG are responsible for:

- carrying out the professional activities of the relevant C;
- publishing and disseminating the results of their work;
- collaboration with relevant professional groups/associations within and outside of the scope of profession;
- collaboration with relevant groups of IVD manufacturers.

WG Chairs are responsible for:

- defining WG ToR in accordance with the overall Strategic Plan of EFLM and with ToR of the relevant C to which they belong to;
- budget planning and raising funds for their activities (in consultation with the C Chair);
- monitoring the outcomes of the WG and the one of TG/TFG within their WG and reporting them to the C Chair.

WG should meet as necessary and as approved by the C Chair. Electronic communications are recommended. To optimize the WG financial resources, face-to-face meetings should preferably be one day long and organized in easily accessible and economic locations. The budget will usually cover one face-to-face meeting each year (travel and the strict necessary number of nights to attend the WG meeting, usually an overnight stay).

To stimulate a WG to get together at EuroMedLab and hold the major meeting of the year during that congress, the following extra facilities are available:

- the Congress Organizing Committee offers free congress registration.
- the Congress Organizing Committee offers a meeting room which will be scheduled by EFLM in consultation with WG Chair.

- EFLM can reimburse a maximum of 3-night accommodation (WG budget permitting and up to the decision of WG Chair).

The WG can also hold further shorter meetings (for example 2-4 hours) during other scientific events of the year, but these additional meetings will not be reimbursed by EFLM.

WG Chair, Full and Young Scientist Members are entitled for reimbursement of their expenses related to the participation to WG meetings, according to the rules of EFLM (see paragraph 17.5 Reimbursement of expenses) and upon instructions of the WG Chair. Travel expenses for Corresponding Members and Expert Consultants attending WG meetings are not reimbursed by EFLM.

WG Chairs are expected to send their meeting minutes to the C Chair, not later than 1 month after the WG meeting.

7.1 WG membership

The C Chair shall issue a call for nominations at least 5 months in advance the expiry date of a position. This will be in the form of a letter to be sent to the NR of EFLM Members by the EFLM Office together with the proper application form.

The letter shall specifically:

- report the ToR of the relevant WG and the positions for which candidates are being sought;
- include the criteria for eligibility to serve for the specific position;
- outline the selection procedure;
- state deadlines for receipt of nominations.

To be valid, a nomination must:

- be received by the announced date by a EFLM Member in good standing with the membership fee;
- include the name and signature of the NR making the nomination;
- include the name and signature of the nominee, indicating his/her acceptance of the nomination for the specific position;
- contain a one-page curriculum vitae, in English, of the nominee that underlines the qualifications and prior experience and publications in the relevant WG area.

Six weeks before the deadline for nominations, the EFLM Office should send out a reminder notice. Only in the case of none application is received for a position, it is possible to postpone the deadline.

7.2 Procedure for selection and appointment of WG members

Soon after the deadline, the EFLM Office will prepare a folder containing the full documentation of applications received to be sent to Chairs of C and of respective WG together with a ranking table. The Chairs of C and WG will discuss the documentation taking into consideration factors such as expertise of the candidates, previous experience within the EFLM, geographic distribution and number of already involved EFLM Officers per country. Then, they will select candidate(s) to be notified to the EB.

An official letter of appointment on behalf of the C Chair will be sent by the EFLM Office to the selected officers. Regrets letters will be sent to the NR of the unsuccessful nominations, offering a Corresponding Member position provided there are no other WG Members from the same country.

7.3 Procedure for WG evaluation

The activity of WG shall be evaluated on annual basis comparing outcomes and plans and according to the criteria listed below:

- Publication of at least 1 publication (in the form of opinion paper, guidelines or recommendations) per year
- Present a note of WG activities in at least 1 EFLM Newsletter per year

The WG will also be evaluated concerning:

- Organization of courses, conferences or workshops promoting the WG activity
- Organization of scientific session during an official EFLM meeting, even outside the EFLM
- Submission of at EU grant proposals

8. Task and Finish Groups (TFG)

TFG may be established under a specific C, WG or directly in e.g. a TF. TFG are assembled for a very specific task or project. They last for a defined and limited period of time (no more than two years). The TFG proposal has to outline a clear plan on the scope of the project and a clear and specific statement of deliverables. The EB is responsible to approve and dissolve TFGs. TFG will be disbanded when their work has been completed. Sometimes, after reaching the goal, the TFG can be converted into a WG or a TG, providing that a specific project proposal is submitted and approved by the C Chair.

If the TFG is under a C, the TGF Chair is co-opted as C Member.

TFG are expected to operate virtually by e-mail or teleconferences or, alternatively, raise their own funds if they wish to hold meetings or attend conferences. In this case, once a TFG project is approved, a contract needs to be signed by the Treasurer with the sponsor(s) securing external funding. Funds raised have to be submitted to the EFLM Treasurer for management as integral part of the financial governance arrangements. In very specific cases, TFG activity can be funded by the EFLM.

8.1 Procedure for appointment of TFG Members

TFG membership is by invitation of the TFG Chair, after consultation with the C Chair and the WG Chair if the TFG is located in a WG. Members have to be notified to the EB. The size of the TFG membership is flexible as it depends on the scope of the project. More than 1 member from the same country is allowed.

9. Task Groups (TG)

TG are formed under the WG, C or directly in e.g. a TF and are responsible to the WG Chair/C-Chair/TF Chair. TGs is usually formed if there is a need to manage or deal with some specific tasks that need sustainability and longer time (than 2 years) to be completed. The TG proposal has to outline a clear plan on the scope of the project and a clear and specific statement of deliverables. The EB is responsible to approve and dissolve TGs.

If the TG is under a C, the TG Chair is co-opted as C Member.

TGs are expected to operate virtually by e-mail or teleconferences or, alternatively, raise their own funds if they wish to hold meetings or attend conferences. In this case, once a TG project is approved, a contract needs to be signed by the Treasurer with the sponsor(s) securing external funding. Funds raised have to be submitted to the EFLM Treasurer for management as integral part of the financial governance arrangements. In very specific cases, TG activity can be funded by the EFLM.

9.1 Procedure for appointment of TG Members

TG membership is by invitation of the TG Chair, after consultation with the C Chair and the WG Chair if the TG is located in a WG. Members have to be notified to the EB. The size of the TG membership is flexible as it depends on the scope of the project. More than 1 member from the same country is allowed.

10. Task Forces (TF) – established outside the frame of a Strategic Conference

The EB can decide to establish an EFLM Task Force (TF) dealing with a specific topic of high current relevance. The proposal to establish a TF can also be presented to the EB by an EFLM Officer or external individual. In both cases the proposal must outline a clear plan on the scope of the project and a clear and specific statement of deliverables. The EB is responsible to approve and dissolve TFs. TFs directly report to the EB being formed directly under the responsibility of the EB.

The term of office for any TF position is two years, with a possibility for one additional 2-year re-appointment. TFs are disbanded when the work is completed (its maximum duration is four years). After reaching the goal, a TF can be converted into a WG or a TG, in such case under the responsibility of a specific EFLM Committee, providing that the related project proposal is submitted and approved by the EB.

TFs are expected to operate virtually by e-mail or teleconferences or, alternatively, raise their own funds if they wish to hold meetings or attend conferences (see chapter 17.1 Fund raising for further information). In very specific circumstances, the TF activities can be funded by EFLM.

10.1 Procedure for appointment of TF Chair and Members

The Chair is appointed by the EB on the basis of required skills, knowledge, competences and proven expertise in the field of the TF. No call for nominations is necessary but can be performed if a proper Chair is not found.

TF membership is by invitation of the TF Chair. The size of the TF membership is flexible as it depends on the scope of the project. More than 1 member from the same country is allowed. Members from Associations outside Europe can be accepted. Appointment of TF Members must be notified and approved by the EB.

11. Proposals for New Projects

11.1. Establishing a new functional unit

In order to establish a new functional unit, a project proposal has to be developed for providing a detailed description of the project. This should include:

- a working title for the project;
- a description of the project, including necessary background on why the issue is significant for the profession and an outline of what is to be done;
- a definition of the aims of the project and the steps to be undertaken to achieve those aims;
- users or beneficiaries of the product that is expected to result from the project (whether the product is a document, an educational programme, etc.);
- identification of the existing EFLM C or WG that may undertake the project or whether a new unit would be created;
- identification of European or international organizations, which might be appropriate partners in the project;
- an assessment of the priority of the project and a time-scale for its completion from the date of approval, if given;
- costs of the project, including financial costs for travels and other goods or services to be purchased, and the time to be invested by the proposers and their collaborators; any likelihood of interest of IVD manufacturers in the project, which might lead to industry contributions;
- names and contact details of those proposing the project;
- names and contact details of other experts in the area, who could referee the proposal if this is deemed necessary.

Project proposals have to be sent to the EFLM Office. EFLM Office shall, in agreement with the EB Secretary and President, forward it to the responsible C Chair who should then send out the proposal to two reviewers (who are independent and do not work in the same institution of the proposers). Proposal (decision and further actions) and reviews should be then sent to the EB for consideration.

The proposal will be then discussed at EB level and will be evaluated in relation to the overall interest, expertise and goals of EFLM. Proposals which are clear and demonstrate both feasibility and substantial benefits for EFLM will be evaluated and, if approved, implemented most quickly. Final decision is the responsibility of the EB.

11.2. Proposing a collaboration with IVD industry

Functional unit eager to raise money from companies for their activities should inform the respective C Chair who will then inform the EB on the on-going negotiation between the functional unit chair and the company(ies). Once the amount of the sponsorship is defined, the functional unit chair will inform the EFLM Office (cc the respective C Chair). A formal agreement will be prepared by the EFLM Office to be signed by the EFLM President and the EFLM Treasurer. Afterwards, the EFLM Office will issue the related invoice. The EB can also directly approach companies to ask for sponsorships on specific EFLM projects (see also paragraph 17.1 “Fund raising”).

11.3. Applying to external funding

To avoid duplication of activities within EFLM, Cs and/or WGs which are preparing the application to an open call for EU funds (or any other call with a peer-reviewed process for evaluating the applications) and are planning to include EFLM as an official partner, need to fill in the EFLM Project Proposal form and submit it to the EB for consideration. Only after EB approval, functional units will be allowed to submit their project applications, always mentioning the partnership with EFLM.

12. EFLM Congress

Every two years, in alternating years, the EFLM organizes in collaboration with IFCC (every odd year) the EuroMedLab congress. Specific guidelines regulate all the organizational and financial aspects of this congress. The call for bids procedure and the selection of the host city are detailed in the guidelines.

13. EFLM Meetings

The term ‘EFLM Meetings’ refers to all scientific or educational events organized by or in cooperation with EFLM. The aim of such meetings is offering to European Specialists in Laboratory Medicine several possibilities for personal continuous professional development (CPD). Types of EFLM meetings as well as their format and frequency are described in the document: Guidelines for EFLM meetings, prepared by the EFLM C-ET and its WG on Congresses and Postgraduate Education (WG-CPE), downloadable from the EFLM website.

Full Members, Young Scientists Members and Chairs of EFLM Working Groups are entitled to a 50% reduction of whatever fee applies to events organized by EFLM. This opportunity does not apply to EFLM events organized in cooperation with third parties (for example: the EuroMedLab Congresses, jointly organized with IFCC).

14. EFLM Strategic Conference

The EFLM Strategic Conference is a specialized conference organized preferably biannually, usually initiated under the coordination of the President-Elect and managed by the EB. The first edition was held in Milan (IT) in 2014.

The general goal of this Conference is to focus on an important aspect in laboratory medicine in which some strategic actions/measures should be taken.

Lectures and contributions presented at the Conferences are published in a special issue of the official EFLM Scientific Journal.

A Scientific Program Committee (SPC), nominated by the EFLM EB, is devoted to Conference organization.

The Organizing Committee should find appropriate incomes to permit the EFLM Strategic Conference to be self-financed. In exceptional circumstances, if the costs of running a Conference exceed the income of the event, the EFLM EB can decide to cancel it (if the timing permits the cancellation) or to finance the loss with a dedicated budget.

An outcome of each Conference could be the creation of an EFLM Task Force (TF) dealing with the main topics of the Conference through the creation of a number of TFG. TFG are structured as described under the item 8 of this PM. In order to keep this TF integrated within the EFLM, the TF is managed by a specific Steering Committee (SC) including the Conference Chair(s) and key people identified by the SC Chairs and proposed to the EB for final approval. The TF SC should coordinate, monitor and promote the specific activities carried out under each TFG belonging to the TF. The TF SC should report directly to the EFLM EB. It is expected that the TF SC meets once per year to update and monitor specific TFG activities. This should preferably be done in conjunction (e.g., just before) the EB meeting, so that an update to the EFLM EB can be provided in real time.

TFG Chairs are proposed by the TF SC and endorsed by the EFLM EB. TFG membership should be by invitation of the TFG Chair, after consultation with the TF SC. There is no limitation in membership size and international participation is recommended, also on behalf of other organizations.

15. Awards, bursaries and grants

15.1 Awards

EFLM promotes six distinguished awards to scientists and clinicians working in laboratory medicine or related disciplines:

- EFLM Award for Scientific Achievements in Laboratory Medicine - sponsored by Roche
- EFLM Award for Achievements in Advancing Laboratory Medicine in Europe - sponsored by Roche
- EFLM Award for Excellence in Outcomes Research in Laboratory Medicine - sponsored by Abbott Diagnostics
- EFLM Award for Excellence in Performance Specifications Research - sponsored by Abbott Diagnostics
- EFLM Walter Guder Preanalytical Award - sponsored by Becton Dickinson
- EFLM Cardiac Marker Award - sponsored by HyTest
- EFLM Academy Award

15.1.1. EFLM Award for Scientific Achievements in Laboratory Medicine - sponsored by Roche

This award has been created to honor an individual who has made important scientific contributions and innovations within the field of Clinical Chemistry and Laboratory Medicine.

The EFLM award is granted for excellent work in basic, translational or clinical research to promote diagnostic medicine. It appreciates significant research contributions that advance the field in biochemical and molecular analytics and methods, digitalization, new diagnostic strategies, health technology assessment etc.

The award is given on the occasion of the EuroMedLab congress. The award will be announced and handed over* during the Congress Opening Ceremony (*or on occasion of the Speakers' dinner).

Entry Criteria:

- the nominated individual must be from a NS/Association full member of the EFLM and fulfilling the criteria and purpose of this award;
- none of the officers of the EFLM EB are eligible for the award during their term of office;
- the nominated individual does not have to be nominated in the same year for any other EFLM or IFCC award.

Submission procedure:

EFLM encourages nominations of individuals from a country different from that of the nominating society. Applications must be submitted by a NS/Association full member of the EFLM and must be accompanied by:

- a statement of the reasons for the nomination, highlighting the accomplishments of the proposed individual;
- a statement that the individual was not nominated in the same year for any other EFLM or IFCC award;
- a curriculum vitae of the nominee, including a bibliography demonstrating the accomplishments related to the purpose of the award.

Preferably, the nominated individual not be aware that a nomination has been made.

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office. Nominations should be solicited at least 6 months prior to the congress and the deadline for nominations should be not less than 4 months before the congress.

Selection and notification of decision:

- nominations will be judged by an Award Committee composed of the EFLM Past President (to act as Committee Chair) and the two EB Members-at-Large;
- the Award Committee shall select the best candidate from the received nominations and propose the nominee to the EB for final approval;
- the successful nominee will be informed on the decision at least 2 months before the award ceremony;
- the sponsor shall not have influence on the selection of the recipient of the award.

The award is financially supported by Roche Diagnostics with an amount of 5,000 Euros. The sponsor will also cover winner's expenses to attend the EuroMedLab Congress: registration, travel (economy fare) and reasonable accommodation.

15.1.2. EFLM Award for Achievements in Advancing Laboratory Medicine in Europe - sponsored by Roche

This award has been created to recognize an individual who has made important contributions to advance the profession of Clinical Chemistry and Laboratory Medicine in Europe and to enhance the visibility of the discipline within diagnostic and therapeutic medicine. Such outstanding work includes e.g. the promotion of interoperable programs between EFLM member societies, professional development, dissemination and teaching, increasing the visibility of Laboratory Medicine or the harmonization of training curricula of the different professions within Clinical Chemistry and Laboratory Medicine. The nominee's role and contributions should be well-recognized and shall be demonstrated regarding their sustained impact to the profession.

The award is given on the occasion of the EuroMedLab congress. The award will be announced and handed over* during the Congress Opening Ceremony (*or on occasion of the Speakers' dinner).

Entry Criteria:

- the nominated individual must be from a NS/Association full member of the EFLM and fulfilling the criteria and purpose of this award;
- none of the officers of the EFLM EB are eligible for the award during their term of office;
- the nominated individual does not have to be nominated in the same year for any other EFLM or IFCC award.

Submission procedure:

EFLM encourages nominations of individuals from a country different from that of the nominating society. Applications must be submitted by a NS/Association full member of the EFLM and must be accompanied by:

- a statement of the reasons for the nomination, highlighting the accomplishments of the proposed individual;
- a statement that the individual was not nominated in the same year for any other EFLM or IFCC award;
- a curriculum vitae of the nominee, including a bibliography demonstrating the accomplishments related to the purpose of the award.

Preferably, the nominated individual not be aware that a nomination has been made.

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office. Nominations should be solicited at least 6 months prior to the congress and the deadline for nominations should be not less than 4 months before the congress.

Selection and notification of decision:

- nominations will be judged by an Award Committee composed of the EFLM Past President (to act as Committee Chair) and the two EB Members-at-Large;
- the Award Committee shall select the best candidate from the received nominations and propose the nominee to the EB for final approval;
- the successful nominee will be informed on the decision at least 2 months before the award ceremony;
- the sponsor shall not have influence on the selection of the recipient of the award.

The award is financially supported by Roche Diagnostics with an amount of 5,000 Euros. The sponsor will also cover winner's expenses to attend the EuroMedLab Congress: registration, travel (economy fare) and reasonable accommodation.

15.1.3. EFLM Award for Excellence in Outcomes Research in Laboratory Medicine - sponsored by Abbott

The Award is given to the best published paper, as judged by an independent panel of experts, which demonstrates improved clinical and/or economic outcomes of an in vitro diagnostic test or better management of laboratory/test data.

The award is given on the occasion of the EuroMedLab congress. The award will be announced and handed over* during the Congress Opening Ceremony (*or on occasion of the Speakers' dinner).

Entry Criteria:

- the submitting author must be the first author of the paper and from a NS/Association full member of the EFLM. The author is limited to one submission;
- entries must be published studies demonstrating improved clinical and/or economic outcomes of an in vitro diagnostic test or better management of laboratory/test data. Only original research articles are eligible;
- entries must have been published or finally accepted for publication between the year of the award and the previous full calendar year.
- entries must be published in English in a peer-reviewed medical, scientific or health economics journal.
- all authors of the publication have to agree on the submission of the paper for the Award and to the conditions of entry.

Submission Procedure:

Applications must be submitted by the first author of the paper and must be accompanied by:

- a reprint of the publication or (in case of publications in press) a manuscript copy and a copy of the editor's letter stating the final acceptance for publication;
- a short bio sketch of the submitting author;
- a document proving membership to an NS/Association full member of the EFLM;
- a statement signed by all authors of the publication allowing the submission of the paper for the award and acknowledging to the conditions of entry.

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office 4 months before the designated congress.

Selection and notification of decision:

- applications will be judged by an Award Committee composed of the C-S Chair (to act as Award Committee Chair) and 3 members appointed by the C-S Chair. The Award Committee should include experts in clinical medicine, evidence-based medicine, health economics, and clinical laboratory science. Members of the Award Committee should declare any potential conflicts of interest and should be selected from countries other than that of the applicants;
- applications will be screened for eligibility and relevance to the aims and objectives of the award. Eligible applications will be critically appraised using objective assessment criteria for quality and internal and external validity and impact on clinical practice. The Award Committee will rank the applications and present its recommendations with reasoning to the EFLM EB for endorsement;
- the successful applicant will be informed on the decision at least two months before the award ceremony;
- the sponsor shall not have influence on the selection of the recipient of the award.

The award is financially supported by Abbott Diagnostics with an amount of 5,000 Euros. The sponsor will also cover winner's expenses to attend the EuroMedLab Congress: registration, travel (economy fare) and reasonable accommodation. The Award will be presented to the first author, who is responsible for division of the award among his/her co-authors.

15.1.4. EFLM Award for Excellence in Performance Specifications Research - sponsored by Abbott

The Award is given to the best published paper, as judged by an independent panel of experts, which demonstrates an important and novel contribution to the theory or practical application of performance specifications.

The award is given on the occasion of the EuroMedLab congress. The award will be announced and handed over* during the Congress Opening Ceremony (*or on occasion of the Speakers' dinner).

Entry Criteria:

- the submitting author must be the first author of the paper and from a NS/Association full member of the EFLM. The author is limited to one submission;
- entries must be published studies demonstrating an important and novel contribution to the theory or practical application of performance specifications. Only original research articles are eligible;
- entries must have been published or finally accepted for publication between the year of the award and the previous full calendar year;
- entries must be published in English in a peer-reviewed medical, scientific or health economics journal;
- all authors of the publication have to agree on the submission of the paper for the Award and to the conditions of entry.

Submission Procedure:

Applications must be submitted by the first author of the paper and must be accompanied by:

- a reprint of the publication or (in case of publications in press) a manuscript copy and a copy of the editor's letter stating the final acceptance for publication;
- a short bio sketch of the submitting author;

- a document proving membership to NS/Association full member of the EFLM;
- a statement signed by all authors of the publication allowing the submission of the paper for the award and acknowledging to the conditions of entry;

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office 4 months before the designated congress.

Selection and notification of decision:

- applications will be judged by an Award Committee composed of the C-S Chair (to act as Award Committee Chair) and 3 members appointed by the C-S Chair. The Award Committee should include experts in clinical medicine, evidence-based medicine, health economics, and clinical laboratory science. Members of the Award Committee should declare any potential conflicts of interest and should be selected from countries other than that of the applicants.
- applications will be screened for eligibility and relevance to the aims and objectives of the award. Eligible applications will be critically appraised using objective assessment criteria for quality and internal and external validity and impact on clinical practice. The Award Committee will rank the applications and present its recommendations with reasoning to the EFLM EB for endorsement.
 - the successful applicant will be informed on the decision at least two months before the award ceremony;
 - the sponsor shall not have influence on the selection of the recipient of the award.

The award is financially supported by Abbott Diagnostics with an amount of 5,000 Euros. The sponsor will also cover winner's expenses to attend the EuroMedLab Congress: registration, travel (economy fare) and reasonable accommodation. The Award will be presented to the first author, who is responsible for division of the award among his/her co-authors.

15.1.5. EFLM Walter Guder Preanalytical Award - sponsored by BD

The EFLM Walter Guder Preanalytical Award is granted to a young scientist for remarkable scientific work in the field of preanalytical phase.

The award is given on the occasion of the EFLM Preanalytical Phase Conference.

Entry Criteria:

- applicants must be young scientists (less than 40 yrs. of age as of 1st January 20XX of the year when the award is given);
- the submitting author must be the first author of the paper and from NS/Association full member of the EFLM. The author is limited to one submission;
- entries must be published studies demonstrating an important and novel contribution to the advancement of the preanalytical phase. Only original research articles are eligible;
- entries must have been published or finally accepted for publication between the year of the award and the previous full calendar year;
- entries must be published in English in a peer-reviewed medical, scientific or health economics journal;
- all authors of the publication have to agree on the submission of the paper for the Award and to the conditions of entry.

Submission Procedure:

Applications must be submitted by the first author of the paper and must be accompanied by:

- a reprint of the publication or (in case of publications in press) a manuscript copy and a copy of the editor's letter stating the final acceptance for publication;
- a short bio sketch of the submitting author;
- a document proving membership to NS/Association full member of the EFLM;
- copy of the ID proving the age of the applicant;
- a statement signed by all authors of the publication allowing the submission of the paper for the award and acknowledging to the conditions of entry;

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office 4 months before the designated congress.

Selection and notification of decision:

- applications will be judged by an Award Committee composed of the C-S Chair (to act as Award Committee Chair) and 3 members appointed by the C-S Chair. The Award Committee should include experts in preanalytical phase. Members of the Award Committee should declare any potential conflicts of interest and should be selected, whenever possible, from countries other than that of the applicants;
- applications will be screened for eligibility and relevance to the aims and objectives of the award. Eligible applications will be critically appraised using objective assessment criteria for quality and internal and external validity and impact on clinical practice. The Award Committee will rank the applications and present its recommendations with reasoning to the EFLM EB for endorsement;
- the successful applicant will be informed on the decision at least two months before the award ceremony;
- the sponsor shall not have influence on the selection of the recipient of the award.

The award is financially supported by BD with an amount of 5,000 Euros. The sponsor will also cover winner's expenses to attend the EFLM Preanalytical Phase Conference: registration, travel (economy fare) and reasonable accommodation. The Award will be presented to the first author, who is responsible for division of the award among his/her co-authors.

15.1.6. EFLM Cardiac Marker Award - sponsored by HyTest

The EFLM Cardiac Marker Award is granted to a young scientist for remarkable scientific work in the field of cardiovascular diseases. Award is financially supported by HyTest.

The award is given on the occasion of the EuroMedLab congress. The award will be announced and handed over* during the Congress Opening Ceremony (*or on occasion of the Speakers' dinner).

Entry Criteria:

- applicants must be young scientists (less than 40 yrs. of age as of 1st January 20XX of the year when the award is given);
- the submitting author must be the first author of the paper and from NS/Association full member of the EFLM. The author is limited to one submission;
- entries must be published studies demonstrating remarkable scientific work in the field of cardiovascular diseases. Only original research articles are eligible;
- entries must have been published or finally accepted for publication between the year of the award and the previous full calendar year;
- entries must be published in English in a peer-reviewed medical, scientific or health economics journal;
- all authors of the publication have to agree on the submission of the paper for the Award and to the conditions of entry.

Submission Procedure:

Applications must be submitted by the first author of the paper and must be accompanied by:

- a reprint of the publication or (in case of publications in press) a manuscript copy and a copy of the editor's letter stating the final acceptance for publication;
- a short bio sketch of the submitting author;
- a document proving membership to NS/Association full member of the EFLM;
- copy of the ID proving the age of the applicant;
- a statement signed by all authors of the publication allowing the submission of the paper for the award and acknowledging to the conditions of entry;

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office 4 months before the designated congress.

Selection and notification of decision:

- applications will be judged by an Award Committee composed of the C-S Chair (to act as Award Committee Chair) and 3 members appointed by the C-S Chair. The Award Committee shall include experts in cardiac markers. Members of the Award Committee should declare any potential conflicts of interest and should be selected, whenever possible, from countries other than that of the applicants.

- Applications will be screened for eligibility and relevance to the aims and objectives of the award. Eligible applications will be critically appraised using objective assessment criteria for quality and internal and external validity and impact on clinical practice. The Award Committee will rank the applications and present its recommendations with reasoning to the EFLM EB for endorsement.
- the successful applicant will be informed on the decision at least two months before the award ceremony;
- the sponsor shall not have influence on the selection of the recipient of the award.

The award is financially supported by HyTest with an amount of 5,000 Euros. The sponsor will also cover winner's expenses to attend the EuroMedLab Congress: registration, travel (economy fare) and reasonable accommodation. The Award will be presented to the first author, who is responsible for division of the award among his/her co-authors.

15.1.7. EFLM Academy award

The EFLM Academy award is granted annually to the extraordinary individuals who have made substantial contribution to the education in laboratory medicine in Europe.

The award shall be given on the occasion of the EuroMedLab congress. Since the award is granted annually, two subsequent awards, for the past two years, shall be given at each EuroMedLab. The awards will be announced and handed over* during the Congress Opening Ceremony (*or on occasion of the Speakers' dinner).

Entry Criteria:

The the nominated individual:

- must be from a NS which is a Full member of EFLM,
- must be the member of the EFLM Academy, for at least the last 3 years,
- must be the leading author or editor or chair of the educational project (eligible are various high quality educational materials, like educational papers, handbooks, books or book chapters, online educational resources, educational courses and workshops) which has been launched within the past 5 years,
- must not be nominated in the same year for any other EFLM award,
- none of the officers of the EFLM Executive Board are eligible for the award during their term of office.

Submission procedure:

Individuals may be nominated for the EFLM Academy Award by either:

- their own National Society, or
- by any other EFLM member society (Full, Affiliate or Provisional) from a country different from the country of the nominee.

Applications must be accompanied by:

- a statement of the reasons for the nomination, highlighting the accomplishments of the proposed individual;
- a statement that the individual was not nominated in the same year for any other EFLM award;
- a detailed description of the accomplishments related to the purpose of the award;
- the documents/links/references providing the evidence of the educational activity and contribution (leaflets, promotional materials, book covers, etc.)
- a short curriculum vitae of the nominee.

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office. The call for Nominations shall be announced on 1st November each year and the deadline for nominations is 15th of December.

Selection and notification of decision:

- EFLM office will check if the applicant is a member of the EFLM Academy.
- Nominations will be judged by an Award Committee composed of the Chair of the EFLM Committee for Education and Training (to act as Chair of the Award Committee), the Chair of the EFLM Committee for Science and one Executive Board Member (the nomination of the

Executive Board member is at the discretion of the EFLM President). Members of the Award Committee including the Chair should declare any potential conflicts of interest and in case a replacement should be found by the EFLM EB.

- The Award committee is responsible for defining the evaluation criteria as well the minimum extent of fulfilment of the criteria required for granting the award.
- The Award Committee shall select the best candidate from the received nominations and propose the nominee to the EB for final approval. Although consideration shall be given both to national and European projects, the preference shall be given to the most outstanding European projects, which are aimed to a wide international audience.
- The awarded nominee and all the list of other nominated projects (with a short description of each project) shall be published in the EFLM Newsletter (the other nominees shall be listed according to the alphabetic order of their country).
- The award winner shall receive a trophy and a certificate. As a token of appreciation, the award winner will receive a free registration to the next EuroMedLab, a coverage of the travel (economy fare) and accommodation expenses to attend the EuroMedLab Congress.

15.2 Bursaries

15.2.1 Bursaries for EFLM events

EFLM has established a bursary programme to encourage participation of young scientists to the main EFLM congresses and conferences (such as for example: the EuroMedLab Congress and the EFLM Strategic Conference).

At the beginning of each year, the EFLM EB agreed on the EFLM events benefiting of the EFLM bursary programme.

For each event the EFLM EB will decide on:

- a) the number of bursaries,
- b) what is included in the bursary (travel, accommodation, registration fee) and/or
- c) the sum of money per event.

The amount of each bursary shall suffice to cover expenses of the registration for the congress, travel and accommodation. If the registration fee is waived by the congress organizers, the amount will be reduced accordingly.

The panel in charge of the evaluation of the bursary's applications is composed of the at least three members of the C-ET including the Chair.

Eligible candidates must come from an EFLM Member Society and meet the following criteria:

1. Young participants (less than 40 yrs. of age as of 1st January 20XX of the year when the event is held)
2. Be an EFLM Academy Members in order with the payment of the annual fee
3. Having a poster abstract accepted as First Author (if there is the possibility to submit and abstract)

15.2.2 EFLM Scholarship Programme in memory of Prof. Vic Blaton

The "EFLM Scholarship Programme in memory of Prof. Vic Blaton" is addressed to a defined group of EFLM National Societies selected according to UN and World bank classification criteria. This EFLM initiative is dedicated to the memory of Prof. Vic Blaton, a pioneer of the Profession especially committed to help and support the non-developed and developing countries in Europe to reach professional and educational standards of the Western countries in the European Community at times of big political and economic changes.

A series of free opportunity is decided by the EFLM EB on biennial basis:

- a) which event,
- b) number of bursaries,
- c) what is included in the bursary (travel, accommodation, registration fee) and/or
- d) the sum of money per event.

The list of free opportunity as well as the list of eligible candidates is described in the initiative' s brochure accessible [by clicking here](#).

The panel in charge of the evaluation of the bursary's applications is composed of the at least three members of the C-ET including the Chair.

15.2.3 EFLM Bursaries for EFLMLabX

EFLM has also established a bursary programme to support Specialists of Laboratory Medicine attending experience abroad via EFLMLabX, the professional Exchange initiative of EFLM. This programme is addressed to EFLM Academy Members.

The bursary will cover travel, accommodation and a daily fee during the training up to a fixed allocated amount decided by the EB on a biennial basis.

The criteria for the evaluation of EFLMLabX bursaries applications are based on the following points: priority (first time applicant), age of the applicant, country of the applicant, duration of the training, motivation letter and reference/support letter from the head of the department/laboratory of the applicant.

The panel in charge of the evaluation of the bursary's applications is composed of the at least three members of the C-ET including the Chair.

15.2.4 Criteria for the evaluation of bursaries applications for events

The evaluation process of the applications for EFLM bursaries to attend an educational event consists of two different levels of evaluation as follows:

- the evaluation of the abstract submitted for the EFLM event;
- the evaluation of the CV.

Names of authors at the abstract should be black out for the evaluation (double blind evaluation). The EFLM Office will prepare a file containing the abstracts (only one per applicant) without the indication of the authorship. To each abstract will be assigned an ID number.

Applications must be submitted through the proper application form (downloadable from the EFLM website) and accompanied by the following documentation:

1. Copy of the ID or passport,
2. Document proving the membership to the NS/Association full member of the EFLM,
3. Notification of poster acceptance (*when applicable*).

Applications for each bursary should be sent to the EFLM office at: eflm@eflm.eu. Applicants will be notified about the acceptance/rejection preferably before the deadline for early registration.

Reimbursements are made upon presentation of original receipts up to the maximum allocated amount and has to be submitted on the proper EFLM claim form.

if the number of applications exceed the number of available bursaries:

- applicants who already benefited of an EFLM bursaries are excluded from the evaluation process;
- max one bursary per country will be allocated to the candidate with the best score among the applicants from the same country.

According to the EFLM Transparency Policy, all bursaries applicants' names, evaluation ranking and reasons for that ranking will be made available to every bursary applicant.

15.3. Grants

15.3.1 EFLM Scientific Research Grant

The EFLM Scientific Research Grant has been established to promote science and facilitate research in laboratory medicine in Europe.

Two grants of the maximum amount of € 10.000 each, are awarded each year, one for an applicant coming from a country enjoying "Vic Blaton" scholarship program and the other for an applicant coming from any other country in Europe.

Entry Criteria:

- the applicant must be from a NS which is a Full member of EFLM,
- the applicant must be the member of the EFLM Academy,
- EFLM Executive Board members are not eligible to apply for the grant during their term of office.

Applicants are requested to fill in the following forms:

1. EFLM scientific research grant application,
2. Scientific and professional experience of the applicant,
3. Study budget (Excel document).

Applicants must submit a detailed budget of the study with a list of all required reagents or consumables, necessary to perform their study. It is the responsibility of the applicant to ensure that allocated funds are sufficient to allow completion of the study. If additional funds are needed, a letter of support from a third party is provided that confirms that the rest of the budget shall be covered by that third party.

Applications must be accompanied by:

1. Statement of the EFLM National Society which is a Full member of EFLM with a confirmation that the applicant is a member of that NS,
2. Invoices which were used to produce the budget.

The responsibility of the selected applicant is to publish the findings of the study in an international (preferably) or national peer-reviewed journal, within two years, after receiving the grant. In case this requirement is not fulfilled by the selected applicant, he/she shall be automatically disqualified from all future applications for any other EFLM award, bursary or grant within the next five years. Selected applicants can apply for this grant only once.

Applications and all supporting documents must be written in English and submitted electronically to the EFLM Office. The call for Nominations shall be announced on 1st December each year and the deadline for nominations is the end of January, next year.

Selection and notification of decision:

- EFLM office will check if the applicant is a member of the EFLM Academy,
- Applications will be judged by a dedicated Committee composed of the Chair of the EFLM Committee for Science (to act as Chair of the Committee, the Chair of the EFLM Committee for Education and Training and one Executive Board Member (the nomination of the Executive Board member is at the discretion of the EFLM President). Members of this Committee including the Chair should declare any potential conflicts of interest and in case a replacement should be found by the EFLM EB.
- the Research Grant Evaluation Committee shall evaluate applications using the EFLM grant application evaluation form,
- the awarded applicants with a short description of their projects shall be published in the EFLM Newsletter,
- EFLM office shall manage the transfer of the money from the EFLM account to the account of the applicant.

16. EFLM Auspices

“Auspices” of the EFLM designates recognition of a professional conference activity of high scientific and/or educational level. EFLM auspices will be automatically granted to selected events where current EB members have been invited. A detailed application procedure is described in the document: Guidelines for EFLM auspices, prepared by the EFLM C-ET and its WG on Congresses and Postgraduate Education (WG-CPE). Guidelines for EFLM auspices are available at EFLM web site.

17. Finance Regulations

EFLM is a non-profit organisation, financed by the annual membership fees of the European NS/Associations for laboratory medicine and by a biannual financial contribution of IFCC as well as by fund raising.

17.1 Fund raising

EFLM Officers are responsible for additional fund raising for distinct activities. After appropriate EB and C Chair approval, funds raised have to be submitted to the EFLM Treasurer for management as integral part of the financial governance arrangements.

EFLM receives sponsorships from companies in various ways, i.e. for:

1. EuroMedLab congress (via IFCC)
2. Congresses and conferences
3. Meetings and symposia
4. Courses
5. Awards
6. Activities of WG, TFG and TG

Any sponsorship is covered by a written agreement signed by the EFLM President and the EFLM Treasurer.

For the item 6 (i.e., activities of WG, TFG and TG) the EB will be informed immediately afterwards an agreement between an EFLM functional unit and an IVD company has been signed by the President. The information will be delivered to the EB by the EFLM President. Moreover, a proportion of the sponsored money shall be allocated to the EFLM office, as overhead costs, for covering expenditure of support of the EFLM office (communication, invoicing, financial administration, etc.). The overhead costs shall be 10%, with maximum of 1,000 Eur for each agreement.

17.2 Annual membership fees

Refer to the section 3. Annual Membership Fees.

17.3 Financial support by IFCC

The EFLM will comply with Belgian law for keeping its accounts and preparing its financial statements. These accounts will be summarized and reviewed annually by an extern accountant. A copy of the audited annual accounts will be made available to IFCC on request.

The sharing deriving from the EuroMedlab Congress is defined by a specific Memorandum of Understanding between IFCC and EFLM which also includes the agreement on the organisation and staffing of the administrative offices of IFCC and EFLM.

Both parties mutually agree that they may seek financial support directly through their own activities as long as this does not directly compromise the ability of each party to raise funds. Fundraising by EFLM may include, but is not restricted to, an annual levy of EFLM Members, or

other funding such as grants from European Union, membership fees or grants from IVD industry or other donations and incomes from educational and other professional activities. Joint fundraising initiatives between IFCC and EFLM may be possible, with the percentage distribution of funds raised agreed in advance.

17.4 Annual EFLM budget

EFLM WGs need to submit to C Chairs their Activity plans and budget proposals for the forthcoming year upon request of the C Chair (usually in October/November each year). C Chairs need to submit the C plan to EB to be handled on the last EB meeting of the year. During this meeting, the Treasurer presents the annual budget for the forthcoming year and gives information about the expected revenues and expenditure for the EB, Cs and WGs.

The fiscal year is from January to December.

This detailed budget allows C Chairs to plan the C and WG activities. C Chairs are responsible to remain within the given limits of the budget line. Exceptional out of budget expenses should be notified in advance to the Treasurer for approval.

17.5 Reimbursement of expenses

Reimbursement of expenses for EFLM activities can be claimed by:

- EB Members,
- C Chair,
- WG Chair/Full Members/Young Scientist Members,
- EFLM delegates in other organizations

Corresponding Members and Expert/Consultants are not financially supported by EFLM.

Financial reimbursements are made from EFLM fund, which is contributed by NS/Association membership fees. Therefore, reimbursement claims have to be kept as low as possible, particularly if other means of defraying part of the expenses are available. Congress registration fees are not refundable unless the EFLM Officer is attending the congress upon request of the EB for a specific reason. During EuroMedLab, EFLM officers benefit from the free congress registration fee, provided a meeting of the EFLM functional unit is organized during the congress. EFLM officers or delegates are requested to use the most economical way of travel, whenever possible. Business tickets and First Class tickets will not be reimbursed. If officers travel Business, First Class or use Open Ticket, the treasurer will estimate the average fare based on the price on the internet and/or by comparison with other officers travelling to the same destination. Reimbursement will be made only if original receipts are sent to the EFLM office (if the officer is claiming an e-ticket only, the claim can be submitted by e-mail). Travelling by own car will be paid at EUR 0.30 per km (however, in this case the total amount cannot be higher than the same route by plane).

Accommodation and meals - The daily cost of subsistence should not exceed Euro 200. In exceptional circumstances the Treasurer may be willing to exceed this limit, but this must be agreed in advance of the meeting on the request of the relevant chair. Please note that incidental expenses such as telephone, bar, dry cleaning, etc are the responsibility of the individual and not of EFLM.

Before the meeting, the WG Chair must give instructions to the WG members for the coverage of expenses (see last paragraph section 7). Claims have to be approved by the Chair of the WG: the WG Chairs are responsible to the C Chair for their decisions. The same hierarchical process applies to TFG/TG provided a budget is allocated to these functional units. If the allocated WG budget is not sufficient to cover WG meeting expenses, WG should request an extension of the budget (providing an explanation for this) to the C Chair who will address the EB the request for extra funds; Requests should be submitted using the dedicated official request form available on the EFLM website (section "Downloads"). EB will consider the request and approve the extra budget as long as all costs are kept within the reasonable limits. The over-expenditures budget will not be approved if the request has not been submitted in advance (before the meeting). Important: the request should always take into consideration other EFLM rules (i.e. number of

refundable nights etc..) which apply in line with the general EFLM reimbursement policy as stated in this section.

The completed expenses claim form with the scanned copies of the receipts must be first sent by e-mail to the EFLM Office and, in case of non electronic receipts (e.g. taxi receipts or other paper receipts), also be sent by regular mail to: EFLM Office, Via C. Farini 81 – 20159 Milano, Italy within 4 weeks after the specific EFLM activity. Claims will be processed by the Treasurer within 2 weeks from the receipt. Failure to submit claims within the 4 week deadline means they will not be processed unless there are exceptional circumstances.

Claims are given by declaring the original receipts and currencies. The necessary conversion will be done by the EFLM Office. Bank charges for the currency conversion are at EFLM cost.

EFLM Past Presidents, that are no longer members of the EB, nor are active EFLM Officers in other functional units, shall be invited to EuroMedLab and their expenses will be covered by the EFLM if they are not already involved as Congress Speakers.

17.6 Reimbursement of expenses for events cancelled due to vis maior

Expenses that arise for events cancelled due to vis maior are reimbursed to EFLM officers only if the refund is not possible from the original provider of the service. The procedure to be followed is:

- all EFLM functional units are first encouraged to ask for a full refund by the service provider (hotel, airline, conference center)
- In case when a service provider does not provide a refund, the EFLM functional units are welcome to submit their request to the EB
- request should contain the description of the event, meeting agenda/program, reasons for cancellation and the specification of non-refundable costs
- For non-refundable costs, EFLM functional units should submit the original request addressed to the service provider and a letter/statement of the service provider (hotel, airline, conference center), declaring their cancellation policy and the decision about this particular expense.

The approval of the reimbursement is at the discretion of the EB and shall be decided on a case by case basis. To claim for reimbursement of expenses for events cancelled due to vis maior, EFLM officers should use a regular EFLM claim form, which is available on the EFLM website.

18. Strategic and Activity Plan

At the beginning of each EB term of office (i.e., every two years), the EB collects information on priorities from EFLM NS/Associations and C Chairs and prepares the Strategic and Activity Plan of EFLM. This document must be approved by the EFLM GM.

19. EFLM publications

EFLM functional units usually publish scientific papers as outcome of their activities. Every publication officially produced by an EFLM functional unit needs to comply with the EFLM publication policy described in this chapter.

IMPORTANT: all EFLM publications should acknowledge the “EFLM affiliation” by stating (in the authorship line) the name of the functional unit under which the work has been done following the example below:

Title of the paper

Author 1, Author 2, Author 3... on behalf of the Working Group “name of the WG”, European Federation of Clinical Chemistry and Laboratory Medicine (EFLM).

19.1 Types of EFLM papers

EFLM publishes the following types of scientific papers:

- EFLM Recommendations/Guidelines (Type 1)
- EFLM Opinion Papers (Type 2)
- EFLM Abstracts/Posters at scientific events (Type 3)

Type 1: EFLM Recommendations/Guidelines

Definition

EFLM Recommendations/Guidelines are produced by EFLM functional units in order to harmonise the educational and scientific development and aspects of practice of clinical chemistry and laboratory medicine.

Process

Type 1 papers must be reviewed and formally approved by the pertinent C Chair and are subject to approval by the EFLM EB.

Once approved by the EB, Type 1 papers must be sent to the EFLM NS/Associations for public consultation to gather comments and suggestions for improvement (this step is mandatory). In case NS/Associations do not respond in time, it will be considered as if they have endorsed the proposed document without any changes. Once the paper is revised in accordance with the suggestions received from NS/Associations during the public consultation, Type 1 papers will be then submitted for final voting by NS/Associations. The voting process is managed by the EFLM office. If endorsed by more than half of EFLM NS/Associations (Full Members), Type 1 papers are considered as officially approved by EFLM NS/Associations and are eligible to be submitted for publication.

During the development of the paper, the EFLM functional unit producing the document may, but is not obliged to, ask for a revision by a third party.

Type 1 papers are mandatory published in the official EFLM Scientific Journal at that time. The submission of these documents to the Journal is under the responsibility of the Chair of the EFLM functional unit producing the paper; the Journal is obliged to publish these documents without undergoing peer-review, providing that they are accompanied with a letter (signed by the EFLM EB Secretary) saying that the paper has been approved by the EB.

Type 1 papers are intended to be definitive statements by the EFLM.

Type 2: Opinion papers

Definition

These include original research and opinion papers presenting an arguable opinion of the EFLM functional units on a wide range of topics reflecting the work such as: surveys, reviews, educational, standardization and management issues.

Process

Type 2 papers must be approved by the pertinent C Chair who then informs the EFLM EB Secretary for notification to the EB members. The paper can be submitted to the EFLM official Scientific Journal or to any other peer reviewed Journal by the Authors themselves. The paper will undergo the usual peer review process. The publication depends on the acceptance by the Journal's Editor-in-Chief.

It is responsibility of the EFLM functional unit Chair to inform the pertinent C Chair and the EFLM Office about the acceptance and publication of the article to permit the update of the EFLM publications'list on the EFLM website.

Type 3: Abstracts/Posters at scientific events

Definition

Abstracts/Posters reflecting the work of the EFLM functional unit can be presented at various scientific events.

Process

Posters must be approved by the pertinent C Chair, prior to submission, who then informs the EFLM EB Secretary for notification to the EB members.

As for every EFLM publications, posters must include in the affiliation the name of the EFLM functional units as part of the author listing.

Summary table of the EFLM publications' process

Type 1 EFLM Guidelines & Recommendations	Type 2 EFLM Opinion Papers	Type 3 EFLM Abstracts/Posters at Scientific Events
<ul style="list-style-type: none">• Revised/Approved by the C Chair (who must check also the inclusion of the EFLM acknowledgement)• C Chair informs the EB Secretary for EB approval• EFLM Office sends the paper to the EFLM NSs to collect comments and, after revision by the Authors according to NSs' comments, again for final approval• Then, submitted by the Authors to CCLM with the letter of the EB Secretary authorizing the publication without peer-review process	<ul style="list-style-type: none">• Revised/Approved by the C Chair (who must check also the inclusion of the EFLM acknowledgement)• The C Chair informs the EB Secretary for EB information only• Submitted by the Authors to any free International Journal without letter of the EB Secretary since the paper will go under the journal's peer-review process	<ul style="list-style-type: none">• Revised/Approved by the C Chair (who must check also the inclusion of the EFLM acknowledgement)• The C Chair informs the EB Secretary for EB information only• Submitted by the Authors to the Scientific Event

As soon as Type 1 and Type 2 papers are published, **the Authors must inform the EFLM Office** for inclusion among EFLM papers and for related promotion to the International Laboratory Community

19.2 Translation of EFLM official documents

EFLM NSs/Associations are eligible to translate official EFLM documents into their local language, publish it in their NS journals and send a link to the PDF of the Translation to EFLM. All links to translations of the recommendation in different languages shall be made available at the EFLM website. Requests of translations by non EFLM NSs/Associations are evaluated by the Functional Unit Chair and then submitted to the EB, which will finally grant or not grant the permission. Acceptance from the Publisher shall also be obtained, when this is needed according to the journal's policy.

Translations and original documents are considered as one reference in different languages, and authors indicated in the translated version must be the same authors of the original document. In the translation there should be a note stating that the document is a translation of the official document. Also, following statement should be inserted into the translation (on the first/front page of the article):

"This is a (insert language name) language translation of the (insert document name). (insert name of organization) prepared this translation with support from (insert name of funding source, if any). The EFLM has not endorsed nor approved the contents of this translation. The official version of the Document is located at www.EFLM.eu. Users should cite this official version when citing the document."

19.3 EFLM Newsletter

The EFLM Newsletter is a bi-monthly open electronic bulletin, called 'EuroLabNews'. The aim of the newsletter is to share and distribute information and news about EFLM and its National Member Societies activities. It also provides a platform for exchanging views and opinions on professional matters of common interest or for bringing international and local events to the attention of a wider audience in Europe and beyond.

There are 6 issues per year. They are free of charge and are issued under the supervision of the Newsletter Editor who collects and assembles the news. The EFLM Newsletter is open for contributions to all EFLM Officers and Members and to partner organisations. Contributions should be sent directly to the Newsletter Editor or through the EFLM Office.

Once the Newsletter is ready and posted on the EFLM website, the EFLM Office will circulate it through the EFLM mass mailing list.

20. EFLM Transparency policy

To ensure trust between its members and officers, the EFLM shall provide full, accurate and timely disclosure of relevant information related to all calls for the elections of candidates for various positions, travel and scientific grants, awards and call for bids to host congresses/conferences.

In particular, this means that the EFLM will make available criteria for deciding the selection with every call for a certain position, grant, award or bid where the selection is made by a group of EFLM officers.

Furthermore, once the decision has been made, the following shall be made available to every applicant and nominating National Society:

- the list of applicants,
- a composition of the assessment committee,
- the successful candidate(s)/venue for the intended position, grant, award or bids, and the elaborated decision (explaining the strengths and qualities of the applicant/venue which made them successful).

21. EFLM surveys

To improve the quality of EFLM surveys, a validation form should be used whenever an EFLM functional unit plans to perform a survey. The validation form is available on the EFLM website. The EFLM functional unit Chair should fill in the validation form and send it to the C Chair for approval who will then inform the EB accordingly. After approval, the survey is entered in the dedicated software by a member of the EFLM function unit proposing the survey and circulated directly by the software or through the EFLM Office.

The invitation to participate in the survey should include the following information about the survey:

- target audience of the survey (laboratories, individuals, national societies, specialists in laboratory medicine, laboratory heads, etc.) and the required number of replies (e.g. one per laboratory, or all laboratory staff, one per national society, or all members of the national society),
- the aim of the survey and how survey results shall be used (to improve the mode of operation of EFLM or its functional units; to publish a paper, to present results at the conference, etc.)

After the survey, the results of the survey and the accompanying analysis should be shared with survey participants within a reasonable timeframe, but not later than 2 months after the survey.

22. EFLM speakers at National and Regional meetings of EFLM NS/Associations

22.1 EFLM EB representation at NS/Associations annual meetings

To maintain and promote active collaboration between EFLM and its Member Societies/Associations, EFLM has established a visiting lecturer programme supporting the representative of the EFLM EB at the NS/Associations annual meetings. EFLM issues an annual invitation (end of September) to NS/Associations to apply to have a representative of the EFLM EB at their meeting. EFLM covers the entire travel and accommodation cost for the EB representative. Applications are sent to EFLM EB Secretary. EFLM EB decides who from EB members shall represent EFLM at the specific NS/Association meeting.

It is advisable that nominated EB member meets with NS/Association EB during the visit. EB member shall negotiate with NS/Association if he/she is, besides EFLM presentation, also expected to give a scientific presentation at the meeting. The topic of the scientific presentation shall be discussed and mutually agreed between the EB member and NS/Association.

22.2 EFLM Speakers Bureau

EFLM has established a pool of EFLM speakers (from EFLM officers) to encourage NS/Associations to engage EFLM speakers at their meetings. These experienced speakers have been selected according to their competence, accomplishments and their commitment to education, by the C-ET.

The list of available EFLM speakers is available at the EFLM website. EFLM speakers can be invited by NS/Associations at any time. The cost of travel and accommodation must be covered by the NS/Associations.

23. Website

The website address of EFLM is www.eflm.eu. It is hosted on the server of the company that provides for the maintenance service. The company has to adopt the due procedures to secure and save data (e.g., firewall and daily back-up of the contents).

The Web Master is in charge of the current website updates. This role is covered by the EFLM Office staff provided the availability of a Content Management System and the support of an IT company.

The C-C Chair (or her/his delegate) acts as Web Editor and is in charge of approving the contents posted on the website.

24. Annual Reports

At the beginning of each year, an Annual Report of the EFLM activities of the previous year is issued. Within the end of the year, each C Chair should prepare a report of the key activity of the C during the year to be included in the EFLM Annual Report. EFLM Annual report is prepared based on those reports. The Annual Report is arranged by the Secretary of the EFLM EB and approved by the EB by the end of January.

After the EFLM Annual Report release, the EFLM Office will circulate the document to NS and all other interested organizations. In addition, the Annual Report is also published on the EFLM Newsletter.

The Annual Report should be structured as follows:

- GM
- EB report
- C reports
- Yearly key activities
- Awards
- Publications

25. EFLM Office

The main duties of the EFLM office are:

- provision of information, advice, and contact details;
- maintenance of database of EFLM NS/Corporate membership, contact details of Presidents, NRs, and EFLM officers involved in EFLM functional units (including their official appointment);
- maintenance of database of EFLM Academy Members;
- maintenance of an archive of EFLM document;
- mass mailings and other communication and promotion activities of EFLM EB approved documents;
- organization and assistance at the EFLM EB meetings, GM and EFLM elections;
- coordination and support to EFLM Officers for functional units activities;
- technical and administrative support at the EFLM booth on occasion of EFLM congresses;
- coordination, support and administration of EFLM financial matters.

26. List of Abbreviations

C	Committee
CCLM	Clinical Chemistry and Laboratory Medicine
C-ET	Committee on Education and Training
C-P	Committee on Profession
C-C	Committee on Communication
C-QR	Committee on Quality and Regulations
C-S	Committee on Science
EB	Executive Board
EC	European Commission
EFLM	European Federation of Clinical Chemistry and Laboratory Medicine
GM	General Meeting
IFCC	International Federation of Clinical Chemistry and Laboratory Medicine
IVD	In Vitro Diagnostics
MoU	Memorandum of Understanding
NR	National Representative
NS	National Society
PM	Procedure Manual
TF	Task Force
TFG	Task and Finish Group
TG	Task Group
ToR	Terms of Reference
WG	Working Group



EUROPEAN FEDERATION OF CLINICAL CHEMISTRY
AND LABORATORY MEDICINE

EFLM STRUCTURE

EFLM GENERAL MEETING (GM)

EFLM EXECUTIVE BOARD (EB)

- European Regulatory Affairs (TF-ERA)
- Green & Sustainable Laboratories (TF-GSL)
- Preparation of Labs for Emergencies (TF-PLE)
- Direct-to-Consumer Testing (TF-DTCT)
- CPECS (TF-CPECS)

Communication Committee (C-C)

- Promotion and Publications (WG-PP)
- European Laboratory Day (TG-ELD)
- Young Scientists (TG-YS)

Education and Training Committee (C-ET)

- Congresses & Postgraduate Education (WG-CPE)
- Laboratory Medicine Credit Points (TG-LMCP)
- Distance e-Learning Education (WG-DE)

Profession Committee (C-P)

- Register (WG-R)
- Ethics (WG-E)
- EFLM Syllabus Course (TG-ESC)
- EFLMLabX (TG-EFLMLabX)

Quality, Standards and Regulations Committee (C-QR)

- Accreditation and ISO/CEN standards (WG-ISO)

Science Committee (C-S)

- Artificial Intelligence (WG-AI)
- Autoimmunity Testing (WG-AT)
- Biological Markers of Diagnosis and Follow-up of Nitrous Oxide Abuse (TFG-BNOA)
- Biological Variation (WG-BV)
- Biological Variation Database (TG-BVD under WG-BV)
- Biomarkers of Mild Traumatic Brain Injury (WG-BmTBI)
- Chronic Kidney Disease (TG-CKD)
- Harmonisation (WG-H)
- Integrated Diagnostics - a New Interdisciplinary Frontier (TG-ID)
- Patient Focused Laboratory Medicine (WG-PFLM)
- Postanalytical Phase (WG-POST)
- Practical Guide to Implement Measurement Uncertainty in Laboratory Medicine (TG-PGIMU)
- Preanalytical Phase (WG-PRE)
- Test Evaluation (WG-TE)
- Performance Specifications Based on Outcome Studies (TG-PSOS under WG-TE)
- Vascular Risk Biomarkers (WG-VRB)
- Urinalysis (TFG-U under C-S)