

To **The Presidents of National Neurological Societies**
CC **To the Institutional Delegates**

October 2019

Dear Professor Csiba,

We are approaching you today regarding the Scientific Panels and their membership. The Scientific Panels are of eminent importance to EAN and it is crucial in the first instance that there is a core of active members who guarantee for the ongoing activity. They must be experts and interested in the relevant projects and tasks.

As per EAN rules one part of the Panel members is nominated by the National Neurological Societies. The other part consists of individual members who may apply directly, based on their field of interest and expertise.

Nomination by the National Societies occurs every 2 years with the possibility of re-nomination. Since the last nomination was done in 2018, the next one will follow in early 2020.

Every National Society can name one national representative, who has special qualifications in the field, and one neurologist in training for each of the 29 Scientific Panels. Kindly note that the number of the Panels changed, since the General Neurology Panel had been dissolved and the Neurotoxicology and Translational Neurology Panels merged into Neuroscience/translational Scientific Panel.

We are sending you enclosed the Scientific Panels' working rules and a file containing information about current Panel members from your country. There are two tables in the sheet, the first one contains names of your current Panel members, and the second one is blank to fill in your nominations. As said it is possible that the current Panel members are re-nominated if they want to continue actively working in the respective Panels. Please also be so kind to assure that the nominated persons agree to actively join the Panel and inform outgoing members of the change.

If there are more experts from your country that want to join a Panel this is possible by becoming [an individual member and applying online](#). Necessary information and assistance are provided via scientific@ean.org.

We appreciate that you may have to discuss the nominations within your executive board. However, we need **to receive your nominations** by

European Academy of Neurology

Breite Gasse 4/7
1070 Vienna, Austria
T +43 1 889 05 03
F +43 1 889 05 03 13
headoffice@ean.org
www.ean.org

UID ATU64517909
ZVR 120490024

Board

Franz Fazekas, Austria
President

Claudio Bassetti, Switzerland
President Elect

Günther Deuschl, Germany
Past President

Marianne de Visser, The Netherlands
Secretary General

Elena Moro, France
Treasurer

Dafin Muresanu, Romania
Chair Communication Committee

Riccardo Soffietti, Italy
Chair Education Committee

Anthony Marson, United Kingdom
Chair Programme Committee

Marie Vidailhet, France
Chair Scientific Committee

Bank Account

IBAN AT38 5400 0000 1400 7652
BIC OBLAAT2L

November 20, 2019 at the latest. The nominations need to be accompanied by the full contact details including e-mail address of the nominated persons.

Please make sure that you will get back to us until the given deadline, to ensure that your Society is represented within the EAN Scientific Panels.

Your assistance with this important update is greatly appreciated, and we thank you in advance for your co-operation!

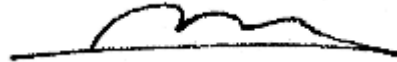
If you do have any questions, please do not hesitate to contact the EAN Head Office.

With best regards,

Yours sincerely,



Claudio Bassetti
EAN President Elect
*Acting temporarily during
the President's illness*



Marie Vidailhet
Scientific Committee Chair

Scientific Panels (SPs) of the European Academy of Neurology

Rules

Tasks of the SPs

- Suggesting educational and congress activities.
- Production of guidelines.
- Production of general statements on scientific and clinical issues if needed.
- Contributing to the collection of data regarding neurological care across Europe and its harmonization.
- Contributing to the activities of the Coordinating Panel on Rare Neurological Diseases.
- Helping to organize research networks in Europe whenever possible.
- Producing a forum for information within the focus of the Panel, incl. news, article of the month, etc.

Members of the SPs

- Every FEAN, full, corresponding and resident individual member with an interest in the special field covered by the SP has the right to become a member of the SPs.
- Applicants should submit a completed application form, CV and where still required their EAN full, corresponding or resident membership application.
- If somebody is already a member in one Panel, he/she does not have to re-send all application material, but only the completed application form.
- Every EAN Full Institutional Member, European National Neurological Society, can name one national representative who has special qualifications in the field, and one neurologist in training to become a member of the SPs.
- Membership duration is unlimited for individual Panel members but members from national societies need to be re-appointed by the national society every two years. Head Office will contact national societies for nominations in January every other year (in even years).
- EFNA can nominate a patient representative to each relevant Panel.
RRFS can nominate its representative to each Scientific Panel.

Management group of the SPs

Each Scientific Panel has its Management group (MG). This MG is the responsible partner of the Scientific Committee. The standard size of the Management group is 3-6 persons with the tasks mentioned below. If there are additional working fields, further Management group members can be appointed.

The MG is led by the Panel co-chairpersons.

Criteria for members of the Management group

- The members of the Management group need to be well-established scientists in the field of the SP. Scientific quality and productivity are therefore a major criterion for the selection of the Management group.
- They need to have the time to realize the projects requested.
- They need to have leadership qualities, which allow them to realize projects within large working groups.
- They shall complete an application form, including their CV with a list of publications, and provide a letter of intent, and a completed Register of Interests form. They should indicate, if they are ready to serve as co-chair of the Panel and MG.
- They must be FEAN, full or resident individual members of EAN.
- Partner Societies' representative can also become a member of the MG, based on the signed MoU.

Detailed tasks of the Management group (and the Panels)

The members of the MG share all tasks, but each member is responsible for a specific part of the activities and will involve the Panel members by using e-mail and web-conferences to realize the tasks. During the EAN annual congress, one face-to-face meeting of the Panel is organised. Organizational and administrative support will be provided from EAN head office in Vienna. At least the following tasks should be assigned on an individual level.

1. Guidelines: Responsibility that a plan regarding the SP-topic is submitted to the SC. Furthermore he/she has to propose experts to develop these GL and to oversee the GL production.
2. Scientific updates: He/she has to take care that the Panel provides at least two news-reports in its field per year. This should cover briefly the new developments. These reports will be published in EAN pages or on the website (t.b. discussed with the editors). The SP should also produce breaking news reports for press releases if needed. The SP will recommend the best article of the month to the SC (reported on the special EAN SP webpage).
3. Congress preparation: He/she organises the preparation of topic/ session suggestions for the annual congress.
4. Rare disease: Two members of the MG (or regular Panel members) can join the Coordinating Panel on Rare Neurological Diseases.
5. The Panel chair forwards a summary of the SP activities to the Scientific Committee (SC) before every EAN congress.

Other educational activities: Identifying suitable and willing individuals for reviewing fellowship applications, participation in educational events outside the congress and question writing for the EBN exam as required.

Selection of the members of the Management group

- The HO will contact the Panels and inform on the call for candidates for the MG. Applicants will have to submit all required documents (see criteria above). In addition, they will have to inform whether they want to serve as chairpersons.
- The HO will collect applications and organise an online secret poll. In this poll the Panel members (excluding the patient representatives; and partner societies' representatives, who are not EAN individual members) will be asked to indicate their three favourite MG members.
- The SC will decide on the final number (3-6) and the names of MG members following the results of this poll. The final approval is done by the EAN Board.
- The SC will propose two persons from the MG, who will serve as chairpersons of the Panel, considering the results of the poll. They will be approved by the EAN Board and appointed by the President.
- As EAN is attempting to strengthen collaboration with subspecialty Societies the agreements also may include the privilege that the subspecialty Society can propose members of the Management group. These members of the Management group will be considered by the Panels and the SC and approved by the EAN Board. MG members nominated by the subspecialty societies will not be included in the above-mentioned vote.
- The duration of the mandate of a member on the MG is limited to a maximum of 6 years (3 x 2 years) in succession. The term of the Chairperson is 2 years, with the possibility of re-election once (2 x 2 years), if the limit of being a member of the MG (max. 6 years) is not exceeded.
- After a 2-year break a past MG member can apply again for any MG position.
- There will be a call for new members of the Management group at other times whenever there are open positions.

