

Terms of reference (TOR) for the ESPGHAN National Societies Group (NSG)

1. The purposes and aims of the ESPGHAN NSG.

- To promote and foster common aims and understanding, practices, standards, research and training among the National Societies.
- To assist ESPGHAN in its strategy at National level.
- To assist ESPGHAN in its strategy in Europe and at international level
- To assist in the development of Paediatric Gastroenterology Hepatology and Nutrition in countries where the subspecialty has yet to achieve full status.
- To be a conduit for dialogue between ESPGHAN and National Societies and between the Societies themselves.
- To focus particularly on standards of training in pedGH&N and the development of international collaborative clinical research.

2. Chair and Convenor of the NSG

- The Chair and the Convenor of the NSG will be chosen with electronic ballot from the group
- The Chair should be either the current or the past President of the National Society.
- The Chair will represent the NSG in the Steering Committee of the ESPGHAN NSG and the Convenor will be responsible for the production of minutes and action logs.

3. Membership of the NSG

Core members should be formally nominated by the council of their National society. One core member per National Society is required. There is no limit to the number of core members on NSG but only one per nation is accepted.

- Three categories of membership are recognised:
 - i. those with specific agreed roles (see details re Core members in table 1 below) and duration of service who are entitled to claim for necessary travel expenses in accordance with ESPGHAN rules and regulations
 - ii. any member conscripted to the NSG ad hoc for a specific purpose for a previously defined and agreed time period. Expenses in accordance with ESPGHAN rules and regulations will be paid if called to the NSG by the Chair.
 - iii. non-members of ESPGHAN may be invited as guests for a specific purpose and for a previously defined and agreed time period although, ESPGHAN members should be chosen whenever possible. Since such members are not necessarily subject to ESPGHAN expense rules and regulations, all costs must be agreed in advance.
- Core member's term lasts 3 years. Core members may be re-elected for one more term.
- There will be a regular call to the society for core NSG members announced also on ESPGHAN website.

4. Steering Committee of the ESPGHAN NSG

- The ESPGHAN PAC member for the affairs with the NSs, the Chair of the NSG and the Convenor of the NSG will comprise the Steering Committee of the ESPGHAN NSG.
- The Steering Committee will produce twice yearly Newsletters (in December and in April) to be distributed to the members of the National Societies with information on ESPGHAN activities
- The National Societies Newsletters should be posted also on the ESPGHAN website at the section dedicated to the National Societies
- The Steering Committee will be responsible to set the agenda and ensure that 2 meetings of the NSG are called per year (a face-to-face meeting will be at the ESPGHAN Annual Meeting).
- Meetings should be publicised including on the ESPGHAN website with at least 3 months notice and an agenda disseminated with 2 weeks notice. A quorum of 5 members including all members of the Steering Committee is required.
- Work between meetings will be undertaken by emails and telephone conferences with additional formal NSG meetings in exceptional circumstances agreed by consensus.

5. Work of the NSG

- All members of the NSG will contribute to stakeholder surveys, opinions and comments requested by the ESPGHAN PAC.
- A programme of work will be agreed with an identified timeframe and individual members will take a lead on a particular piece of work
- Drafts will be distributed by email initially and then collectively discussed and either at face to face meeting or by teleconference and rewritten.
- The NSG will not carry out work which overlaps with that of other ESPGHAN working groups and committees, although will aim to facilitate such work if asked to.

Table 1 Steering Committee and NSG members as of 06/05/15

	Steering Committee members	Proposed	Date appointed	Date stand down/ re-elect
1.	Alastair Baker	NSG Chair	May 2016	May 2019
2.	Carem Rubes-Koning	NSG Convenor	May 2016	May 2019
3.	Alexandra Papadopoulou	ESPGHAN Rep for Relations with the National Societies	May 2016	May 2019

Core members (as per 6/5/2015)

J.C. Escher (JCE; The Netherlands); Aydam Karsu (AK; Turkey); Francoise Smets (FS; Belgium); Christian Braegger (CB; Switzerland); Stephan Buderus (SB; Germany); Eleftheria Roma (ER; Greece); Jernej Dolinsek (JD; Slovenia); Michael Wilschanski (Israel).