ESPGHAN

RULES AND REGULATIONS

UPDATED AS OF OCTOBER 2026

List of Abbreviations

AGM –	Annual General Meeting
AHP –	Allied Health Professionals
AM –	Annual Meeting
DOI –	Declaration of Potential Conflict of Interest
EPP –	Education Partner Programme
ESPGHAN –	European Society for Paediatric Gastroenterology, Hepatology and Nutrition
FISPGHAN –	Federation of International Paediatric Gastroenterology, Hepatology and Nutrition
GI –	Gastrointestinal/Gastroenterology
GS –	General Secretary
JPGN –	https://onlinelibrary.wiley.com/page/journal/15364801/homepage/productinformation.html
MC –	Management Committee
NASPGHAN –	North American Society for Paediatric Gastroenterology, Hepatology and Nutrition
PAC –	Public Affairs Committee
PGHN –	Paediatric Gastroenterology, Hepatology and Nutrition
SC –	Scientific Committee
SIG –	Special Interest Group/s
UEG –	United European Gastroenterology
WCPGHAN –	World Congress of Paediatric Gastroenterology, Hepatology and Nutrition
WG –	Working Group/s

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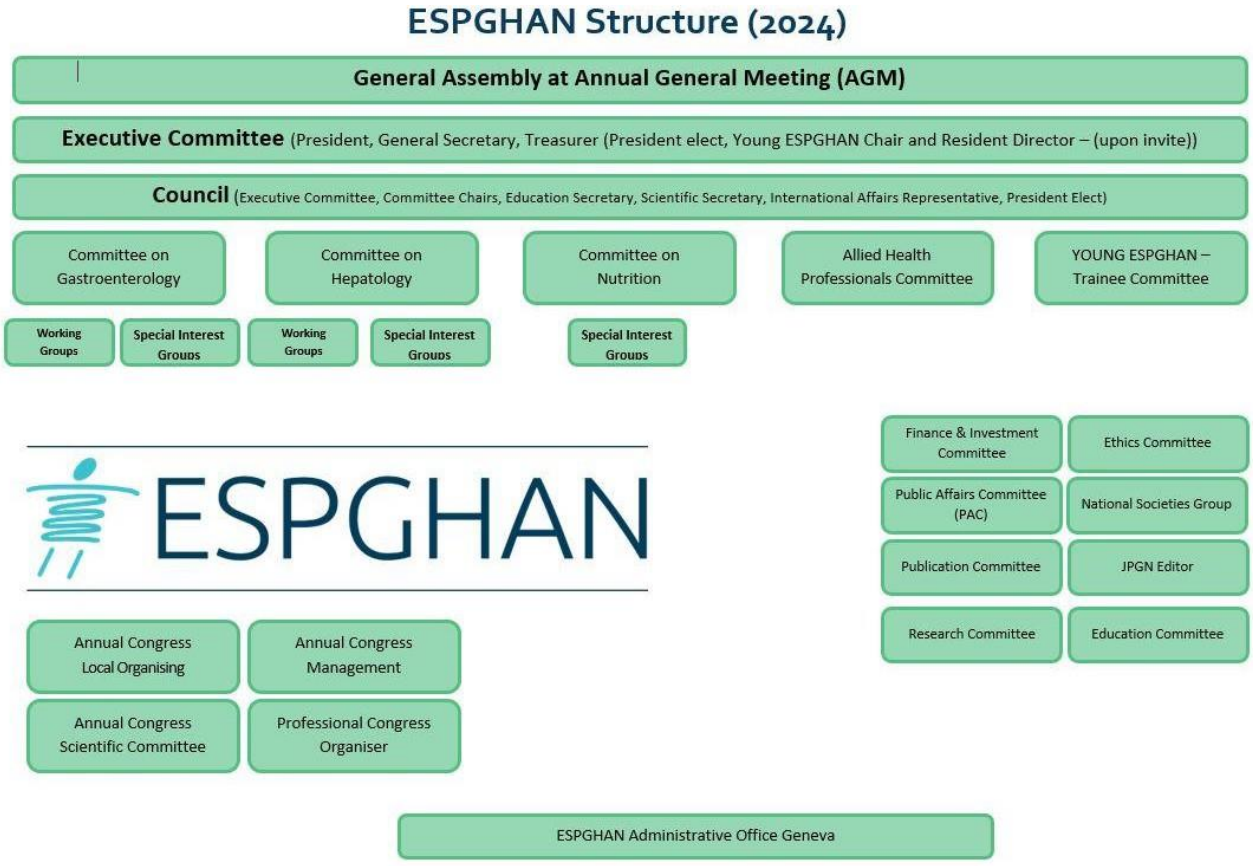
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Article 1 - Object

The present internal rules & regulations (here-after referred to as the "Rules & Regulations") complement the requirements laid down in the Constitution of The European Society for Paediatric Gastroenterology, Hepatology and Nutrition (here-after referred to as the "Society" or ESPGHAN) and provide guidance for the actions of the Society and its bodies. These Rules & Regulations can be modified by a decision of the ESPGHAN Council.

Article 2 – General Structure - Overview Terms - Positions - Important Deadlines



All positions within ESPGHAN run from Annual General Meeting (AGM) to AGM.

		Position	Term in years	Re-Election	Conditions	Nomination / Application Procedure	Voting Rights at Council
Executive Committee	Council	**President**	3 years	not possible	full member, previously served on Council (cannot apply in the AGM to AGM year of stepping down)	Candidates for a Council Position should submit a letter of intent for the position they are applying for including motivation, former roles within ESPGHAN and vision for the future. Proposed in writing to the General Secretary by any five members, who are not serving at that time in the Council by January 7th of the respective year; elected by anonymous electronic ballot of all full ESPGHAN members in good standing. For each position, a supporter can write only one letter of support. Should multiple candidates for the same position have the same sponsor, the letters will be disqualified. The candidates will have two weeks to submit a letter from a different supporter. Please note that, if running for any council position, candidates should refrain from sending promotional emails to all/multiple members until the nomination has been discussed and approved by Council. As a general rule, emails addressing all members of ESPGHAN should only be sent via the Office, after approval of the Executive Committee. For Membership voting on Council positions, candidates will be permitted to submit only five letters of support to be reviewed by the Membership. Voting will take place, in general, for a four week period until 15 days before the AGM. This is applicable for all Council Positions.	yes
		General Secretary	3 years	not possible	previously served on Council		yes
		Treasurer	3 years	3 years	previously served on Council		yes
		Chair of Young ESPGHAN Committee	See below	See below	Upon invite		yes
		Education Secretary **	3 years	not possible			yes
		Scientific Secretary**	3 years	not possible			yes
		International Affairs Representative	3 years	not possible			yes
		Chair of Gastroenterology Committee	3 years	not possible*		Nominated by respective committee and appointment to Council shall be approved by a majority vote of all Full ESPGHAN members in good standing; Committee chairs are to be permitted a three year term on Council and as chair of the committee regardless of committee membership terms; Candidates for committee chairs should be put forward not later than the end of their fourth year of membership in the committee by February 1st of the respective year. In exceptional cases, at the discretion of the Committee, members of the Committee may be considered later than the fourth year Only one term as Committee Chair is permissible. Members who have served as chair on a Committee can re-apply to the role of Committee Member, after a hiatus of 5 years, but cannot re-apply for the role of Committee Chair. *In the case of simultaneous turnover in Chairs from the GI, Nutrition and Hepatology Committees, special dispensation can be made to ensure only one chair steps down at the end of the ESPGHAN societal year, which runs from AGM to AGM. Ideally, only one chair from the GI, Nutrition and Hepatology Committees should step down in one year	yes
		Chair of Hepatology Committee	3 years	not possible*			yes
		Chair of Nutrition Committee	3 years	not possible*			yes
		Chair of Young ESPGHAN Committee	3 years	not possible			yes
		Chair of Allied Health Professionals Committee	3 years	not possible			yes

						of transition. EC and Council will have the responsibility to make this decision, based on the will of the chair and respective Committee to extend their tenure beyond three years. ** Serves as Chair of Education Committee and Research Committee respectively during Council tenure.	
		Chair of the Local Organising Committee	1 year	not possible		Appointed and officially approved by local National Society or equivalent national professional body during bidding process.	no

As a general rule, members of the Council cannot serve in any position and hold a Committee position simultaneously, outside of the Chair role. Exceptions can be made at the discretion of Council.

	Position	member of Council	Term in years	Re-Election	Nomination / Application Procedure
	Ethics Committee Chair	no	3 years	3 years	nominated by respective committee and needs to be approved by Council
	Publication Committee Chair	no	Past President		Past President
	Public Affairs Committee Chair	no	3 years	3 years	nominated by respective committee and needs to be approved by Council
	Finance & Investment Committee Chair	no	Treasurer		Treasurer
Editors	**JPGN/JPGN Reports Editor**	no	5 years	only possible under extraordinary circumstances at the discretion of Council	Proposed in writing to the General Secretary by any five members, who are not serving at that time in the Council by January 7th of the respective year. The Council shall elect an Editor for 5 years after receiving a recommendation from the Publication Committee, and he/she will not be eligible for re-election except under extraordinary circumstances. To ensure a smooth transition, the Editor-in-Chief elect should be elected 12 months prior to the beginning of the new term and serve in the role of EIC elect during this period. In the case of no new nominations, Council shall select a candidate. A supporter can write only one letter of support. Should multiple candidates for the same position have the same sponsor, the letters will be disqualified. The candidates will have two weeks to submit a letter from a different supporter.

Important Deadlines

The ESPGHAN financial year and annual budget runs from January to December.

Recurrent yearly deadlines are as follows:

Date	Deadline
7th of January	All applications for open Council positions need to be received by the Association Administration Office until the 7th of January of the respective year.
1st of February	Committees need to put forward their nominations for committee chairs to be considered for Council position until the 1st of February in the respective years.
12th of September	Proposals for the organisation of ESPGHAN educational events to be held in the upcoming 2 years need to be submitted to the Association Administration Office until the 12th of September each year.

1st of October	Financial requests to be included in the ESPGHAN budget for the upcoming year need to be submitted to the Association Administration Office until the 1st of October each year.
1st of November	The deadline to submit bids to hold Annual Meetings is set to the 1st of November.
31st December	All members actively involved in ESPGHAN, i.e. holding official positions, or applying for a position, societal paper or educational event within ESPGHAN, are required to complete/renew declarations of interest (DOI) on the ESPGHAN website and again annually by the 31st of December of each year. These forms are visible to the public.

Article 3 - Executive Committee (EC)

The Executive Committee (EC) manages the day to day administration of the society and supervises the Association Administration Office. The EC consists of the following persons:

1. The President.
2. The General Secretary.
3. The Treasurer.
4. The President Elect (by invitation).
5. Resident Director (by invitation).
6. Young ESPGHAN Chair (by invitation)

The Resident Director can be invited to participate in the EC meetings as a guest.

The EC holds teleconferences, usually monthly and whenever deemed necessary, and it may hold physical meetings, as determined by the President after consultation with the other EC members.

Roles of EC Members

President

The President is invested with the following tasks:

a. The President acts as the representative of the Society for all legal actions and in all aspects of civil life and financial expenses. He/she can formulate, under the same circumstances, all appeals.
b. The President can delegate another Council member to replace him/her, as determined by Council ruling with a relative majority. Those delegations persist until they are suspended. The President can delegate specific tasks to other members of the Council or the Society but remains responsible for all delegated tasks.
c. The President can reach agreement only with Council's authorization ruling with a relative majority.
d. The term of presidency starts at the end of the annual congress in the year following her/his election as President-Elect.
e. The President presides over all meetings and general assemblies. In case of absence or illness, he/she is replaced by the General Secretary.
f. The President is the signatory, jointly with the Treasurer, of all documents of a financial and legal nature.
g. The President is responsible for the conduct of votes for the position of General Secretary.
h. The President holds a position on the Publication Committee.
i. The President chairs the Management Committee (MC) for the Annual Meeting (AM).
j. The President holds a position in the AM Scientific Committee (SC).
k. The President chairs the Selection Committee of the Distinguished Service Award.
l. The President represents ESPGHAN at the United European Gastroenterology (UEG) medical block.

President Elect:

The President-Elect is invested with the following tasks:

a. Assumes his/her role immediately after the election for one year.
b. During the one-year period, the single most important activity for the President Elect is to observe the Society by working closely with the current presidential officers and key Council members to ensure a smooth transition between Presidents takes place.
c. In addition to any specific tasks the governing documents may assign, it is the responsibility of the President Elect to anticipate what the Council's duties will be for the forthcoming year.
d. Is a non-voting member of the EC (by invitation) and of the Council.

General Secretary

The General Secretary (GS) is invested with the following tasks:

a. The GS is responsible for the conduct of day-to-day ESPGHAN activities. The GS consults with the Council and keeps the Council informed.
b. The GS has an essential and coordinating role between the Council, the members, the committees.
c. The GS is responsible for the smooth functioning of the Association Administration Office including the services provided to the members.

d. The GS is responsible for the conduct of votes for the Council positions, other than for the position of General Secretary itself, for which the President is responsible. The GS will receive nominations and in conjunction with the Association Administration Office will organise the ballot. The GS can delegate this task to another Council Member if there is a conflict of interest.
e. The GS reviews the official reports of the AGM and of Council and, all writings concerning the operation of the Society, including the monthly newsletter, except for those concerning the accountancy.
f. The GS prepares the agenda of the AGM.
g. The GS prepares the agenda of Council Meetings and the logistics of Council Meetings in conjunction with the Association Administration Office.
h. The GS receives the applications for the organisation of Annual Meetings.
i. The GS liaises with the Association Administration Office to collect membership applications and present them to the Council twice a year.
j. In the absence of the President, the GS shall preside at all meetings and shall perform such other duties as may be assigned to him/her by the president or the Council members.
k. The GS is responsible for the coordination of all society publications.
l. The GS holds a position in the MC for the AM.
m. The GS, along with Association Administration Office, will be responsible for storing and archiving all relevant documents.

Treasurer

The Treasurer is invested with the following tasks:

a. The treasurer is responsible for the finances of the Society including the collection of membership subscription fees.
b. The treasurer ensures that the budget is respected and keeps a regular accountancy of all operations carried out.
c. Submits a detailed budget to the Council for the upcoming year Council at the Autumn Meeting, annual accounts of the preceding year Council at the Winter Meeting and year-to-date reports of the ongoing year at the Summer Meeting.
d. Reports at the AGM and requests approval for the budget and annual accounts.
e. The treasurer checks and carries out the financial analysis of all requests from committees and other ESPGHAN related groups.
f. The treasurer carries out any payment and receives any sum due to the Society.
g. The treasurer chairs the Finance & Investment Committee.
h. The treasurer holds a position on the Publication Committee.
i. The treasurer holds a position in the Management Committee for the AM.

Resident Director

The Resident Director is invested with the following tasks:

a. Ensures the society can function administratively from Switzerland
b. Holds signatory authority in Switzerland and will execute, on behalf of ESPGHAN, administrative and/or legal undertakings in Geneva on written request from the Executive Committee.

The Resident Director will form a part of the Executive Committee, upon invite. In the case of invitation to attend Council Meetings, the Resident Director would have non-voting status.

Changes to tasks in all above ESPGHAN EC positions can be approved by the President.

Article 4 - Council

ESPGHAN shall be governed by a Council in accordance with decisions reached by the General Assembly at the AGM. The Council has extended power for the managing and processing of the business of the Society and is authorized to carry out any action which is not reserved to the General Assembly or the President by the Statutes. The Council interprets and applies the Constitution.

In addition to the functions and powers mentioned below, the Council shall also have the power to:

a. Formulate and propose policies for approval at the AGM in order to promote ESPGHAN objectives.
b. Set priorities, adopt pro-active plans and final positions; -.
c. Co-ordinate the work of main committees and groups.

The Council of the Society consists of the following persons:

1. President
2. General Secretary
3. Treasurer
4. President Elect (non-voting)
5. Nine Council members including
    a. Gastroenterology Committee Chair
    b. Hepatology Committee Chair
    c. Nutrition Committee Chair
    d. Young ESPGHAN Committee – Committee for Trainees and Young Investigators Chair
    e. Allied Health Professionals Committee Chair
    f. Education Secretary
    g. Scientific Secretary
    h. International Affairs Representative
    i. Organiser of the next AM (non-voting)

4.1 Roles of Council Members

Education Secretary

The Education Secretary is invested with the following tasks:

a. Coordinate the curriculum from the Committees with the aim of harmonising training requirements for Paediatric Gastroenterology, Hepatology and Nutrition (PGHN). throughout Europe and establishing clearly defined standards of knowledge and skill for tertiary PGHN.
b. The Education Secretary in consultation with the EC is in charge of assembling the educational events / Education Partner Programme (EPP) to be submitted to Council for approval.
c. Be the link person for developing training throughout Europe in collaboration with other Societies.
d. He/she will interact directly with the UEG on educational initiatives and e-learning
e. Will act as Chair of the Education Committee for their tenure on Council.

Scientific Secretary

The Scientific Secretary is invested with the following tasks:

1. The scientific programme for the ESPGHAN AM.
    a. Chair the AM Scientific Committee (SC), the other members being the local organiser and the chairs of the Gastroenterology, Hepatology, Nutrition, Young ESPGHAN and AHP Committees and the President. The President Elect is invited to attend as a non-voting guest. The Scientific Secretary shall coordinate proposals from the local organiser (state of the art lecture), from the Gastroenterology, Hepatology, and Nutrition Committees (keynote lectures, symposia and working group meetings), from Council and from other society members. With the assistance of the congress organiser (PCO), the Scientific Secretary shall obtain suggestions from the local organiser and from the Committees nine months before the meeting, at the latest.
    b. The Scientific Secretary shall submit all proposals to the Council at the Autumn Council meeting.
    c. The Scientific Secretary shall present to the Council, in agreement with the local organiser, the names of the proposed chairpersons for the sessions at the ESPGHAN AM.
    d. The Scientific Secretary shall receive confirmation before the Autumn Council Meeting from the Committee Chairs on the Working Groups (WG) and the Special Interest Groups (SIG) who wish to meet during the ESPGHAN AM.
    e. The Scientific Secretary shall coordinate satellite symposia, review their programmes, encourage that chairs of satellite symposia are not employed by industry.
    f. The Scientific Secretary shall prepare sessions of oral presentations/posters (approved by the Council at the Winter Council meeting) and ensure that adequate room and attention is provided to abstract presentations, without undue interference of other parallel activities.
2. Will act as Chair of the Research Committee for their tenure on Council.
3. Liaise with the PCO to inform them of Council decisions and ensure Compatibility between the programme and venue.
4. Other meetings
    a. Coordinate ESPGHAN's scientific contribution at other meetings to which the Society is invited, based on suggestions from the Committee chairs.

    .

International Affairs Representative

The International Affairs Representative is invested with the following tasks:

a. Be in charge of the development of ESPGHAN's international strategy to be discussed and approved by Council.
b. Prepare the Eastern European Regional School programme together with the local organisers, which includes (but is not limited to):
    i. Working with the local organiser to prepare an application (including a proposed programme and budget) for such events within the ESPGHAN Education Partner Programme.
    ii. Being the ESPGHAN contact person for the local organisers.
c. Be the liaison person in Council for the National Societies.
d. Chair of Public Affairs Committee (PAC)*

*2026-2029 will be a co-chair transition period with the current Chair of PAC to assess workflows and ensure smoother transition for next term of office

Committee Chairs

The Committee chairs are invested with the following tasks:

1. Coordinate all activities planned and completed by the committees and their associated WG's / SIG's.
2. Be the responsible contact person for Council and EC for all matters concerning the respective committee.
3. Attend Council meetings and provide reports on behalf of the committee.
4. Attend the SC meetings for the annual meetings.

4.2 Council Meetings

The Council will convene at least three times per year:

Winter Council Meeting (2nd Weekend in February)				
day 1 - Thursday	08:30 - 18:00	10.5h	Abstract Selection Meeting / SC Meeting	SC, PCO, Association Administration Office
day 2 – Friday	07:00 - 09:30	2,5h	MC Meeting	EC, Scientific Secretary, Local Organiser, PCO, Office
day 2 – Friday	10:00 - 18:00	8h	Strategy Day*	EC, Council, WG/SIG Chairs, Opinion Leaders e.g. Past Presidents, PCO, Association Administration Office
day 3 – Saturday	08:00 - 18:00	10h	Council Meeting	EC, Council, PCO, Association Administration Office
day 4 – Sunday	08:00 - 14:00	6h	Council Meeting	EC, Council, Association Administration Office
			** Every third year to be held by President Elect*	
Summer Council Meeting (May, before Annual Meeting, venue of Annual Meeting)				
day 1 - Tuesday	08:00 - 18:00	10h	Council Meeting	EC, Council, Association Administration Office
Autumn Council Meeting (October, before UEG Week, city/venue of UEG Week)				
day 1 - Friday	08:00 - 13:00	5h	SC Meeting	SC, PCO, Association Administration Office
day 1 - Friday	14:00 - 19:00	5h	Council Meeting	EC, Council, PCO, Association Administration Office
day 2 - Saturday	08:00 - 18:00	10h	Council Meeting	EC, Council, Association Administration Office

Other Council meetings may be convened at the request of the President of the Society, including Council transition meetings when new Council members have been elected and ad hoc online meetings.

Logistics and Organisation

The Winter Council Meeting is usually held in Geneva, but can be changed at the discretion of Council. The Summer Council Meeting is held at the venue of the AM and the Autumn Council Meeting is held in conjunction with the UEGW. The meeting room, hotel and all other logistics are organised by the Association Administration Office, in conjunction with the GS.

Logistics for all Geneva based meetings are organised by Geneva Head Office.

Refund of Expenses

Winter Council Meeting:

The Society will cover the costs of flight (economy fare), hotel and meals for the Council members and guests from the evening before the meeting takes place until the morning of the day following the meeting. Should the total costs be less expensive for a member to fly home on the Sunday rather than the Saturday, the Society will cover the extra night at the hotel.

Summer Council Meeting:

Meeting room, hotel and all other logistics are organised by the Association Administration Office in conjunction with the PCO. The Society will cover the registration fee, costs of flight (economy fare) and hotel for the Council members from the evening before the Council meeting takes place until the morning of the day following the end of the AM.

Autumn Council Meeting:

Should the Council member be an invited guest to the UEGW, the UEGW will cover the travel, registration and hotel costs. If not, the Society will cover the costs of flight (economy fare), hotel and meals for the Council members and guests from the evening before the meeting takes place until the morning of the day following the meeting. Should the total costs be less expensive for a member to fly home on the Sunday rather than the Saturday, the Society will cover the extra night at the hotel.

UEG Week:

Should any Council Member be interested in attending UEG Week in its entirety, ESPGHAN will cover the costs of registration, hotel costs and meals for the duration of the week. This reimbursement is subject to the Council Member attending the entire scientific programme schedule during the Congress.

Attendance of Council/Committee Meetings

The term of Office of Council members who do not attend two consecutive meetings will have their Council member/Committee member status rescinded by the President. In cases of exceptional circumstances, the case will be assessed and will be at the discretion of the President.

The Council Meetings should focus on the topics as detailed below:

	Winter (February)			Summer (May/June)			Autumn (October)		
FOCUS	**previous year**	**reports**		**current year**	**reports**		**upcoming year**	**reports**	
		oral	**written**		**oral**	**written**		**oral**	**written**
finances	> year to date budget	yes	No	> year to date budget > financial report on previous year	yes yes	 No	> year to date budget > budget outlook upcoming year	yes Yes	No No
education	> EPP report on previous year > report on non EPP events from previous year > e-learning report on previous year	yes yes yes	yes yes yes	> year to date EPP > year to date e-learning	yes no	no no	> outlook EPP upcoming year > discussion on suggested non EPP events > outlook e-learning	yes Yes Yes	no no no
committees	> committee end of year reports	yes	yes	> committee progress year up to date	yes	No	> committee outlook upcoming year	Yes	no
constitution	> if applicable			> if applicable			> if applicable	Yes	no
Annual Meeting	> report on previous year's Annual Meeting > update upcoming one(s) > bids for future congresses (if applicable)	yes yes yes	no	> update current one > update upcoming one(s)	yes yes	 no	> update upcoming one(s)	Yes Yes	no no
Society Management	> applications for positions within ESPGHAN > DSA Award Applications > R&R Update (if applicable) > Ad Hoc Topics	yes yes yes yes	 yes	> update on membership applications > review AGM agenda > DSA Award Winner > R&R Update (if applicable) > Ad Hoc Topics	yes yes yes yes yes	 No	> update on membership applications > upcoming available ESPGHAN positions > R&R Update (if applicable) > Ad Hoc Topics	 Yes Yes	no no no no
Society Publications	> update	yes	yes	> update	yes	No	> update	Yes	no
Public Affairs	> report on previous year > outlook upcoming year	yes yes	 yes	> report on previous year > outlook upcoming year	yes yes	no No	> progress report year to date	no	No
JPGN/JPGN Reports	> report on previous year	yes	yes		No	No		no	no
International Affairs rep.	> report on previous year	yes	yes	> progress report year to date	yes	no	> Summary on progress & outlook upcoming year	yes	no

written reports (annual report)	End of year reports: GIC, NUT, HEP, AHP, Young, Education Secretary , Scientific Secretary, International Affairs Rep., JPGN/JPGN Reports, Publications, PAC								

Written reports for all Council Meetings need to be submitted to the Association Administration Office at the latest two weeks prior to the respective Council meeting.

4.3 Expenses and Rules for Financial Compensation

Council members, as well as any other member of the Society, cannot receive any salary as a compensation for their work within the Society, with the exception of the Liaison Officer role which is a paid service role due to the nature of the tasks involved. Reimbursement of expenses is possible on the production of acceptable invoices. As a general rule, only economy fares will be refunded, and officers are asked to look for the cheapest possible fare. Travel Expenses for the attendance of meetings related to one's role within ESPGHAN will generally be refunded up to the following maximum amounts*:

Travel Refund	
Attendees within same country**	300,00
Europe	500,00
Middle East	700,00
USA / Canada East Coast	1.500,00
USA / Canada Midwest	1.500,00
USA / Canada West Coast	2.000,00
Asia	2.000,00
Australia	2.000,00
North Africa	1.000,00
Central and South Africa	1.500,00
South America	1.500,00

*Any increase beyond the specified amount will only be granted if the booking was made at least one month in advance of the event, and after notifying the Treasurer.
**No travel refunds and accommodation costs covered for local attendees living at the city of the meeting.

Claims need to be submitted within 30 days after the meeting in order to be refunded. All members holding a position within ESPGHAN need to submit their annual Declaration of Interest form in order to be eligible to receive refunds for expenses related to their position.
ESPGHAN meetings need to be registered with the Association Administration Office prior to the meeting in order for expenses to be covered by ESPGHAN. Expenses for travelling to non-ESPGHAN meetings related to one's role within ESPGHAN need to be announced to the office prior to the meeting.

Article 5 - Committees

The standing Committees of ESPGHAN are those who are represented in Council, with each Chair serving their term of office on both eh Committee and in Council. All committees will act in accordance with the Missions and Rules set out for each respective Committee. Members cannot sit on more than one Committee except in the case of designated representative roles.

5.1 Standing Committees of ESPGHAN – Gastroenterology, Hepatology, Nutrition, Young ESPGHAN, Allied Health Professional

Mission

The Committees on **Gastroenterology / Hepatology / Nutrition Committees** aim to promote child health by:

a) Writing and publishing authoritative commentaries of clinical and scientific relevance on pertinent questions in the area of Paediatric Gastroenterology, Hepatology and Nutrition (PGHN).
b) Providing advice on matters related to PGHN to ESPGHAN and other scientific societies, regulatory bodies, non-governmental organisations, industry and other interested parties.
c) Contributing to the exchange of scientific information, and to promote high quality research and training in paediatric gastroenterology, by organising workshops and scientific meetings, training courses, and other suitable approaches;
d) Providing guidance on teaching in PGHN, on the organisation of practice in care and education, practical approaches to diagnosis and treatment and other questions of relevance.

The **Young ESPGHAN Committee** aims to:

a. Contribute to the exchange of scientific information, and to promote high quality research and training in PGHN, by organising workshops, scientific meetings, training courses and disseminating any other suitable resources and opportunities for trainee members in collaboration with the education committee.
b. To represent the interests of trainees within the Council and society.
c. Provide advice on matters related to trainees and training within the fields of PGHN to ESPGHAN in liaison with the education secretary.
d. Shortlist and propose to the Council trainee representatives in the ESPGHAN scientific committees (Gastroenterology, Hepatology, Nutrition) as well as in the ESPGHAN education committee as necessary. These trainee representatives should actively participate in the activities of the relevant committees and report annually to the trainee committee.
e. Work closely with the education committee to improve training and organize and participate in educational resources and events.
f. Contribute where appropriate and encourage suitable trainee members to be involved with WG's.

The **AHP Committee** aims at promoting high quality practice in the field of PGHN by:

a. Contributing to the exchange of scientific information and promoting high quality research and training in PGHN, through the organisation of workshops, scientific meetings, training courses and any other suitable approaches and resources identified for AHP's.
b. Providing advice on matters related to Allied Health within the field of PGHN to ESPGHAN and other scientific societies, regulatory bodies, non -governmental organizations, industry and other interested parties.
c. Contribute to writing and publishing authoritative commentaries of clinical and scientific relevance on pertinent questions in the area of PGHN.
d. Shortlisting and proposing AHP members to the Chairs of the ESPGHAN Committees of Gastroenterology, Hepatology, Nutrition and Education for their selection as AHP representative, every three years. AHP representatives will contribute and be actively involved in the work of the Committees and where appropriate identify expert AHP members to be involved with specific ESPGHAN working groups.

The strength and authority of the ESPGHAN Committees depend on their unbiased and independent decision making. The comments and actions of the Committee are led only by scientific arguments and by its best understanding of the interests of children.

The Committees are part of ESPGHAN and are answerable to the Council of the Society with regard to its membership, publications and other activities. The rules and standing orders of ESPGHAN, and its Council, supersede all the Committees might wish to impose. The Committees aim at close interaction with the other activities, the other Committees, Council, and the membership of ESPGHAN.

Committee Members

The Gastroenterology/Hepatology/Nutrition Committees are composed of a chairperson, a secretary and up to ten additional members, i. e. a total of up to twelve members.

The Allied Health Professional Committee (AHP) and the Young ESPGHAN Committee each propose one member to be approved by voting (majority decision) of all other members of the Committee.

Open positions on the committee need to be advertised to all members via the monthly electronic newsletter five months before the term of office commences and at least twice. Candidates for appointment as new members of the Gastro/Hepatology/Nutrition Committees should be full ESPGHAN members and are required to submit a CV (incl. a list of scientific publications) to the Committee, in addition to completing the ESPGHAN DOI form. For AHP and Young ESPGHAN Committees, the candidates should be AHP and Trainee members respectively.
Individuals considered for appointment will be chosen by the committees and proposed to the Council of ESPGHAN by the acting chair of the committee. Appointments of all Committee members need to be confirmed by the ESPGHAN Council.

For the Committee of Gastroenterology; The Committee will consist of a minimum of six core members plus one representative of AHP and one representative of Young ESPGHAN.

Up to four positions will be open to the Working/Special Interest Groups for direct representation on the Committee. Applications from nominees of WG/SIGs must be accompanied by a letter of support from the chair of the WG/SIG (or if the WG/SIG chair is applying, from another member of the WG/SIG) confirming the nomination has occurred by consensus of the members of the WG/SIG. Serving GIC members will vote on these applications based on importance and priority for WG/SIG to have direct representation. If no consensus is found, the positions will be eligible for an open call to all ESPGHAN members.

Officers and members of the Committee are required to submit a written declaration on potential conflicts of interest upon application to the Committee and again at the beginning of every calendar year, and to declare any potential new conflicts of interest as they may arise. These written declarations will be kept by the Association Administration Office for reference.

For Young ESPGHAN Committee: The Young ESPGHAN (YE)Committee is composed of a core committee of up to eight members: a chairperson, a secretary and up to six additional members. The Young ESPGHAN Committee also includes the three representatives in the gastroenterology, hepatology and nutrition committees. These three members represent Young ESPGHAN within the Gastroenterology, Hepatology and Nutrition Committees, and are selected in collaboration with the respective Committee Chair. They are expected to fulfil their role in their respective committee and report back to YE. They are also invited to attend virtual and face to face meetings organised by YE. These three members cannot be elected as chair of Young ESPGHAN.

In collaboration with the Association Administration Office, the Young ESPGHAN Committee will keep a register of trainees and the length of their membership and will remind trainee members of the term of their membership.

For AHP Committee: The AHP Committee is composed of a chairperson, a secretary and six additional members, i.e. a total of up to eight members. The Committee members should represent the three disciplines of PGHN and should be multi-professional. Additional Committee members may be required, as AHP membership within ESPGHAN increases, after approval from Council.

All members of the committee have full voting rights within the Committee.

The Committees may, on an ad hoc basis, call on the services of experts in particular areas. These experts would not become full members of the Committee.

The members of the Committee and all ad hoc experts involved in the activities of the Committee are obliged to respect full confidentiality of discussions and all written material exchanged. No material and no oral information shall be distributed outside of the committee membership unless expressively agreed to by the chairperson.

Manuscripts will be regarded as strictly confidential until accepted for publication, unless expressively agreed otherwise by the chairperson.

Chairpersons and Secretaries
The chairpersons of the Committees are nominated by the Committees, approved by the Council of ESPGHAN and confirmed by ballot by the ESPGHAN membership for a period of three years and will represent the committee as a Council member. A re-election after the three years is not possible. Council may grant an extension to the term in extreme circumstances.

Nominations need to be announced to the Association Administration Office until the 1st of February of the respective year in order to be put forward to the Council during the Winter Council Meeting. Candidates for committee chairs should be put forward not later than until the end of their fourth year of membership in the committee. Exceptions to this rule can be made at the

discretion of Council. The online ballot should usually be open for 4 weeks until 15 days before the next AGM, with the new Council members announced during that AGM.

The chairperson will carry final responsibility for all decisions and actions of the committee. The chairperson will act as the spokesperson of the Committee in interactions with third parties, unless agreed otherwise. Although the Committee will generally act based on consensus or majority decision, in exceptional circumstances the chairperson's action might need to be taken.

After consultation with the Committee, the Chairperson proposes to the ESPGHAN Council a secretary to be appointed for a period of three years. The secretary will act as the vice-chairperson and take over the chairperson's function in the event that the chair is unable to fulfil her/his duties, until the chair can resume her/ his responsibilities, or a new chairperson is appointed.

The secretary will keep minutes and other relevant records of the activities of the Committee and, at the end of his/her term of office, hand these documents over to the next secretary. Copies should be sent to the Association Administration Office for archiving purposes. The Secretary will support the Chairperson to produce all relevant reports as outlined in Article 4.2 to be lodged with the Association Administration Office.

Officer Terms
The term of office for all committee members is three years and runs from AGM to AGM. Every officer can be re-elected once. This means that the maximum term of each individual officer is six years.

If the chair or secretary reaches a period of 6 years membership in the committee during their mandate, they should continue as chair or secretary until the three-year term of the respective position ends. The chairperson and the secretary will stay in office until their successors have been appointed, even if their term has expired, unless the EC nominates an interim officer.

If an officer has stepped down for a period of three years, he/she may postulate again. An officer that has to step down from one committee can postulate to become an officer in another committee.

For AHP and Young ESPGHAN representatives the term of office is generally limited to three years max to facilitate more rapid turn-over and exposure of more AHP and Young ESPGHAN members to this position. If no replacement can be found after three years an exceptional re-election is possible.

Meetings
The committees will usually meet three times per year, with one of these meetings to be held at the Annual Meeting. The secretary will be responsible for sending out invitations, a proposal for the agenda, and for writing minutes. The minutes will be approved at the following Committee meeting and signed as a true record upon approval. The costs of the meetings and attendance will be covered from the budget allocated by the Council to the Committees. Failure to attend two consecutive meetings in full will constitute a breach of Committee responsibilities and as such, the membership of the Committee should be revoked. Exceptions can be considered, and the outcome will be determined by a Committee vote.

Finances
The Committees will accept support and sponsorship only on the condition that the Code of Conduct is adhered to.
The committees are asked to submit their planned annual budget for the upcoming year until the 1st of October of the preceding year. The finances of the Committee will be administered by the treasurer of ESPGHAN together with the Association Administration Office. The treasurer of ESPGHAN together with the Association Administration Office will provide a report on the Committee’s finances on an annual basis.

Reporting
Please see article 4.2

Article 6 –Working Groups & Special Interest Groups

6.1 Working Groups

A “working group” (WG) should be a forum of interactive discussion among ESPGHAN-members on a specific topic. A WG may also invite a limited number of non-ESPGHAN members where appropriate to support the goals and work of the WG.

The demand for creation should consist of a letter send by a “coordinating ESPGHAN-member” to the relevant Committee who should recommend the WG to Council for final approval.

The demand for the creation of a WG to the Committee should contain a plan of action:

1. Aim and objective of the WG
2. Methodology to be used.
3. Timeframe for WG to achieve the goal.
4. Expected number of members in the WG.
5. Expected number of meetings per year (meetings outside the AM are possible).
6. Reporting arrangements to Council.
7. Expected outcome.
8. Communication of outcome through the relevant Committee by preference by publication in JPGN/JPGN Reports as detailed in the dedicated section.
9. All financial costs must be agreed in advance and will be financed via the relevant committee allowance.

The timeframe of a specific WG to achieve the “expected outcome” should ideally be restricted, and usually be no longer than three years, with a maximum of five years.

Reporting

The coordinator should provide an annual written report to the relevant Committee chair, by September at the latest in the year preceding the ESPGHAN AM.
Within the framework of this document, the coordinator should also confirm if the WG would like to meet during the ESPGHAN AM. If the coordinator fails to do so, the WG will be considered as “not meeting during the next AM”

Outcomes

Based on the report, the Committee chair will decide on whether the WG is productive or not, and reports to the Council at the Autumn Meeting (during UEG Week) about the progression of each of its WG’s. The Committee Chair will advise Council and decide whether the WG should continue or not. If the WG is considered to be active, the Committee chair will inform the Scientific Secretary before the Autumn Council Meeting (during UEG Week) on the WG applications to meet at the AM. The final choice of the WG’s at the AM is the responsibility of the Scientific Secretary.

6.2 Special Interest Groups

Special Interest Groups (SIG) address topics and issues that require work that extends for periods lasting longer than three years. Any ESPGHAN member with an interest in the respective topic may join a SIG.

- A SIG will be proposed by one or more interested members to the Committee to which the topic is related. The Committee will review the proposal and provide a suggestion to Council for decision.
- The SIG will have a Coordinator or a Steering Committee.
- The SIG will report to the relevant Committee.
- Several project based WG’s may operate within a SIG.
- The SIG may establish relations with external bodies, with the agreement of the relevant Committee and of the Council.
- The SIG may develop educational activities, in agreement with the Education Secretary and the Council.
- The SIG may contribute to the Scientific Program of the AM (through the relevant Committee Chair).
- The SIG coordinator should provide an annual written report to the relevant Committee chair, by September at the latest in the year preceding the ESPGHAN AM. Within the framework of this document, the coordinator should also confirm if

the SIG would like to meet during the ESPGHAN AM. If the coordinator fails to do so, the SIG will be considered as "not meeting during the next AM".

- Based on the report, the Committee chair will determine on whether the SIG is productive or not, and reports to the Council at the Autumn Meeting (during UEG Week) about the progression of each of its SIGs. The Committee Chair will advise Council and decide whether the SIGs should continue or not. If the SIG is considered to be active, the Committee chair will inform the Scientific Secretary before the Autumn Council Meeting (during UEG Week) on the SIG application to meet at the AM.

Article 7 – Working Groups/Special Interest Group General Rules and Guidelines

Structure:

1. The Gastroenterology, Nutrition and Hepatology Committees will retain to have 'Working group's (WGs) and/or 'Special Interest Group's (SIGs). WGs are a forum of interactive discussion and are limited in time. SIGs are independent of time and they comprise a broader group of participants.
2. Members of the WGs/ SIGs must be members of ESPGHAN.
3. All WGs/SIGs should have terms of reference. They should be subject to an annual review process by the respective Committee under which they are functioning before January 1 (Nutrition and Hepatology) and 15th August (Gastroenterology) of each year. This will be facilitated by the annual report (financial and scientific report).
4. All WGs and SIGs decide on their own structure but must have at least a chair and secretary. Larger WGs/SIGs could consider the formation of a core 'active group'. WG's and SIG's cannot be chaired by members of the ESPGHAN Council.
5. All WG/SIG chairs and secretaries must step down after a maximum of six years (three years with potential re-election for a further term). WG chairs and secretaries may be elected by the WGs and SIGs themselves, after which the elected nominee will be proposed to, and ratified by, the respective Committee for formal appointment. Each annual report should contain the names, dates of entry, possible re-election and mandatory exit. Exceptions to prolong terms of WG/SIG chairs and secretaries are at the discretion of the Council, upon recommendation by the respective Committee chair.
6. All WGs/SIGs must have an open component, such as an open meeting at the annual conference. Non-Members may join these open meetings but will have no voting rights and will be encouraged to become ESPGHAN members.
7. Non-members may also be permitted to participate on a specific project, based on the contribution of specialist skills\knowledge, if cleared by the chair and the secretary of the WG/ SIG.
8. Proposals for new WGs and SIGs should be sent to the secretary of the respective Committee under which they propose to function (and copied to the administrative office). The respective Committee will then decide to recommend or not recommend the proposal to council at the next respective council meeting for final approval.
9. Specific for Gastroenterology Committee (GIC): The chair (or secretary) for each WG/SIG will be expected to attend, as well as present on and discuss the past and future activities or requests of the group, at the annual strategy day in September each year. Other committees will have the freedom to organise any practical collaborations with the WG/SIG (such as invitation of the chair to a Strategy Day).
10. Specific for Gastroenterology Committee (GIC): Unless there is a representative of the WG/ SIG in the GIC, every WG/ SIG will have a responsible GIC member who will be the liaison between the GIC and the WG/SIG. The annual report should be sent to that responsible GIC member, the GIC Chair, the GIC Secretary, and the Association Administration Office before the 15th August.
11. After each annual ESPGHAN meeting, the website content of the WG/ SIG should be updated with new chairs, secretaries and members, as appropriate.

12. **Working Group and Special Interest Group Budget Applications**

    All SIGs and council approved WGs will receive €6,000 as an operational budget per year.

    Specific for GI Committee: budgets to be discussed during the annual GIC Strategy Day.

    The following should not be included in Group applications for budgets and should adhere to the societal application processes as highlighted in Rules and Regulations.

    This refers, but is not limited to:

    - Guidelines and position papers
    - Networking Grants

- Educational Events
- Large Research proposals

13. **Creation of New WG/SIG Procedures**

For the creation of a new group, a written request must be sent to the Chair of the respective Committee. The Committee will then assess the relevance of the group in accordance with the current needs and demands within ESPGHAN. The request will then be brought to Council for further discussion and a final decision on the formation of the group. In the case of a positive Council decision, the newly formed group will be designated a room for the inaugural meeting during the Annual Meeting within the first year, with no further funding allocated. Upon assessment of the group's activity/functionality within their first year by the respective Committee, further funding may be granted.

Article 8 – Other Committees

The function of the Committees not part of Council is to advise ESPGHAN on all matters within the scope of their mandate.
The Committees work on referrals from any member, officer, committee member via their Secretary and also to proactively identify issues and priorities.
They meet on an ad hoc basis but at least once a year, preferably at the AM, and report, in writing to the Council.

8.1 Ethics Committee

Function and purpose

The Ethics Committee is to advise ESPGHAN on all matters pertaining to the ethical aspects and implications of the ESPGHAN constitution, and its scientific, educational and advocacy activities (for example conflicts of interest, relations between ESPGHAN members and external organisations). The Committee will work on referrals from any member, officer, committee member via the Secretary. It will meet ad hoc but at least once a year and report, in writing, to the Council.

The Ethics Committee's function and purpose are:

- To advise the membership through the Council on all ethical issues relating to the field of PGHN.
- To consider specific ethical issues raised by the members of ESPGHAN or at the request of the Council.
- To prepare position statements on ethical issues on behalf of the society.
- To initiate and inform debate on ethical issues within the society.
- To liaise with outside agencies at the request of the Council.

Members, Chairpersons and Terms

The Committee is composed of a chairperson and four additional members (to include one representative from AHP Committee and one representative from the Young ESPGHAN Committee), i.e. a total of up to five members.

The Allied Health Professional Committee (AHP) and the Young ESPGHAN Committee each propose one member to be approved by voting (majority decision) of all other members of the Committee.

Open positions on the Ethics Committee need to be advertised to members at least 5 months before the term of office commences and at least twice. Candidates for appointment as members of the Ethics Committee are required to submit an expression of interest and a supporting statement to the chair of the Ethics Committee and submission of a DOI form. The Individuals considered for appointment will be chosen by the committee and proposed to the Council of ESPGHAN by the acting chair of the committee. Appointments of all Committee members need to be confirmed by the ESPGHAN Council.

Officers and members of the Ethics Committee are required to submit a written declaration on potential conflicts of interest upon application to the committee and again at the beginning of every calendar year, and to declare any potential new conflicts of interest as they may arise. These written declarations will be kept by the Association Administration Office for reference.

The term of office for all Committee members is three years and runs from AGM to AGM. Every officer can be re-elected once for an additional term of three years. This means that the maximum term of each individual officer is six years.

The chairperson of the Ethics Committee is nominated by the Committee and approved by the Council of ESPGHAN.

The chair shall have tenure for three years commencing from the date of election.

Nominations need to be announced to the Association Administration Office until the 1st of February of the respective year in order to be put forward to the Council during the Winter Council Meeting.

The chair shall have authority to invite or co-opt other members of the society or individuals outside the society to advise the committee on specific issues within their field of expertise.
Additional members may also be co-opted such as to recognise the broad representative balance of specialist interests of the society. Co-opted members will normally serve a term of three years, renewable for a single further term of three years by agreement with the chair.

8.2 Finance and Investment Committee

Function and purpose

This Committee has the following tasks:

- To be informed of as well as comment on the annual financial report of the Treasurer (except the Home Secretary, who advises on aspects of Swiss Law). These comments must be presented to Council by the Treasurer in his/her report.
- To be informed of the overall financial situation of the Society.
- To advise the Treasurer about general plans for investment of financial assets which are not required for the daily activity of the Society.
- To review financial matters as requested by the executive, Council or members.

Members, Chairpersons and Terms

- The Finance and Investment Committee is composed of:
- The Treasurer (chairs the Committee).
- The Home Secretary upon invite (Task description/mandate is outlined in the ESPGHAN Constitution)
- The Past Treasurer.

The committee shall have the power to invite advisors if considered necessary.
Additional members may also be co-opted such as to recognise the broad representative balance of specialist interests of the society.

8.3 Public Affairs Committee (PAC)

The PAC coordinates the relations between ESPGHAN and public structures, international agencies, other scientific societies and any other stakeholder, with the aim to raise awareness and to contribute to the solution of problems related to PGHN.

Function and Purpose

Raising awareness among the public and relevant organisations of issues and challenges in the area of PGHN, in particular on child health, clinical practice and research. This is facilitated by interacting with:

- Medical and health journalists and international media outlets
- The European Commission, European Parliament and EU agencies
- International agencies and organisations operating in the healthcare space e.g. WHO, CODEX ALIMENTARIUS
- Patient Associations and other professional and scientific organisations

These interactions will always be discussed with and performed in agreement with the ESPGHAN EC.

Members

The committee will consist of thirteen* core members including;

- Committee Chair (acts as representative to UEG also)
- Secretary

- The ESPGHAN representative to the European Medicines Agency
- The ESPGHAN International Affairs Representative as co-Chair**
- Up to 2 representatives from the ESPGHAN-related Patient and Parent Association
- One representative from the ESPGHAN Committees (GIC, Hepatology, Young ESPGHAN, AHP, Nutrition) to act as liaison with the respective European institutions for each speciality and to represent the interests of each Committee.
- 2 additional members selected by the Committee after an open call to membership

*Chair position will transition to International Affairs Representative from 2029 onwards, reducing the number of

Committee members to the standard 12 members

**2026-2029 will be a co-chair transition period with the current Chair of PAC to assess workflows and ensure smoother transition for next term of office. After the transition period, the International Affairs Representative will be the Chair proper.

Individuals with a particular expertise may be invited to participate on an "ad hoc" basis.

The secretary (acts as deputy chair), will be elected by the Committee members and need to be approved by Council. The tenure of

membership shall be three years from the date of election.

Meetings

The PAC has face to face meetings at least twice a year, with one at the AM. If necessary, the Chair may convene additional meetings during the year. Moreover, the PAC organises at least two teleconferences a year.

8.4 Publication Committee and Joint ESPGHAN-NASPGHAN Publication Committee

The ESPGHAN Publication Committee includes the ESPGHAN Past President, the President, the Executive Treasurer and the Editor-in-Chief. The Joint Publication Committee is a joint committee with NASPGHAN. It includes, from ESPGHAN the Publication Committee. The Joint Publication Committee is co-chaired by the two Past Presidents of ESPGHAN and NASPGHAN. It meets once a year on the occasion of the JPGN strategy day.

Function and Purpose

Its function is to:

- Define JPGN/JPGN Reports editorial policy in collaboration with the NASPGHAN publication committee.
- Define JPGN/JPGN Reports strategy in collaboration with the NASPGHAN publication committee.
- Approve the financial report from the ESPGHAN JPGN/JPGN Reports Editorial Office.
- Maintain relations with counterparts in the NASPGHAN Publication Committee.
- Maintain relations with the Publisher.
- Review applications and propose/recommend the name of the new Editor to the Council.
- Oversee the renewal of the JPGN/JPGN Reports publisher contract in collaboration with the NASPGHAN publication committee and present its recommendation to the ESPGHAN Council for approval.

Meetings

It meets at least once a year during the ESPGHAN AM together with a representative from the Publisher, and the NASPGHAN Editor-in-Chief if available.

8.5 ESPGHAN Education Committee

The overall aim of the Education Committee (EduCom) is to support ESPGHAN's aims with regards to education. This includes but is not limited to the support of the Syllabus update, assembling the educational events and web-based learning.

Function and Purpose:

The aim of EduCom is to advise, organize and facilitate the work on the educational activities within ESPGHAN coordinated by the education secretary including:

- Overview and pre-selection of educational activities upon their application
- Syllabus renewal/updates

- ESPGHAN education document maintenance and update
- Coordination and creation web-based learning including microsite and ESPGHAN passport
- Evaluation of educational activities
- Coordination of ESPGHAN training completion certificate
- Coordination of educational activities with other societies (eg. UEG)
- Other educational activities proposed by EduCom or Council and approved by Council

Members

The committee will consist of eight core members including:

- ESPGHAN Education Secretary (Chair, Council member)
- Gastroenterology Committee representative (proposed by GIC)
- Hepatology Committee representative (proposed by HepCom)
- Nutrition Committee representative (proposed by CoN)
- Young ESPGHAN representative (proposed by Young ESPGHAN)
- Allied Health Professional Committee representative (Proposed by AHP Committee)
- Additional 2 members selected by the Education secretary/EduCom after an open call to all members for application
- The Education Secretary is a Council position elected by all ESPGHAN members for a period of 3 years and will serve as Chair of Committee during this tenure. The Chair position cannot be extended beyond the tenure on Council.

Committee appointed members are elected for a term of 3 years and can be re-elected if still within the terms of their Committee tenure.

Non-committee appointed members can extend for an additional term but must be re-elected by the Education Committee.

Meetings

EduCom will meet once per year on the day prior to the ESPGHAN Annual meeting; all other meetings will be organized as a teleconference. Other face to face meeting will be organized only if necessary and only after approval by the Council.

8.6 ESPGHAN Research Committee

The overall aim of the research committee (ResCom) is to support ESPGHAN's aims with regards to research and science. This includes but is not limited to the administration of research grants, awards, and other funding streams.

Function and Purpose:

The aim of the ResCom is to advise and support ESPGHAN with the distribution of funding streams in respect to research. Specific tasks include, but are not limited to the following

- Administration of ESPGHAN grants (i.e. research grants, networking grants, fellowships) including the organisation of a fair, objective, and transparent peer review process.
- Oversee funding streams and propose adjustments according to need, uptake and overall ESPGHAN strategy
- Ensure adequate accountability of ESPGHAN grant holders, such as provision of progress reports
- Support representation and publication of research activities during annual meetings as well as to the wider public
- Where appropriate liaise with other societies and/or funding bodies to improve and support ESPGHAN's strategy on research and science

Members

The committee will consist of 10 core members including:

- ESPGHAN Scientific Secretary (Chair, Council member)
- Gastroenterology Committee representative (proposed by GIC)
- Hepatology Committee representative (proposed by HepCom)
- Nutrition Committee representative (proposed by CoN)
- Young ESPGHAN representative (proposed by YEC)
- Additional 5 members to be selected by the Scientific Secretary/ResCom after an open call to all members for application

The Scientific Secretary is a Council position elected by all ESPGHAN members for a period of 3 years and will serve as Chair of Committee during this tenure. The Chair position cannot be extended beyond the tenure on Council.

Committee appointed members are elected for a term of 3 years and can be re-elected if still within the terms of their Committee tenure.

Non-committee appointed members can extend for an additional term but must be re-elected by the Scientific Committee.

Meetings

ResCom will meet once per year on the day prior to ESPGHAN Annual meeting. All additional meetings will be organized as a teleconference as required. Any additional face to face meeting will be organized only if necessary and only after approval by the Council.

Finances and reporting for all Committees

Finances

All committees are asked to submit their planned annual budget for the upcoming year until the 1st of October of the preceding year. The finances of the committees will be administered by the treasurer of ESPGHAN together with the Association Administration Office. The treasurer of ESPGHAN together with the Association Administration Office will provide a report on the committee's finances on an annual basis. The budget for research grants and awards will not form part of the Committee Budget.

Reporting

Please see Article 4.2

8.7 ESPGHAN Liaison Officer

In addition to the Committees of ESPGHAN, the role of Liaison Officer will be formally attached to the ESPGHAN Office and will function based on the requirement and tasks allocated by the Council and Executive Committee. This role is a paid service post.

- **Function and Purpose:**
- **The Liaison Officer will** execute determined priorities and action plan including project management as defined by the EC / Council, including
- Developing relationships with external stakeholders
- Participating in broader EU projects
- Collaborating via regular attendance to specific meetings, liaison with respective officials, organising participation of Society members & bodies;

The position has a regular, non-voting, seat in the Public Affairs Committee and liaises between PAC and the standing committees and the Council;

A monthly report on progress/ongoing tasks will be submitted to the ESPGHAN Executive Committee and updates will be provided to Council by way of presentation at least once per year.

Expenses for travel and subsistence will be covered in accordance with the limits set out in the ESPGHAN Rules and Regulations. It is understood that all industry-related payments will cease for the duration of the Mandate.

Term Of Office

The post will be held for an initial period of 2 years, with possibility of extension based on Council approval.

Selection Process

An open call will be announced to members in the relevant Newsletter and applicants will be required to submit a letter of intent and current C.V. Applications will be reviewed by the Executive Committee. Successful applicants will be selected based on the criteria set out in the open call, which will be dependent on the needs of the society at the timing of writing, and final approval will be required at Council.

Article 9 - Society Meetings & Meetings Registry

All ESPGHAN Society Meetings (i.e. EC Meetings, Council Meetings, Committee Meetings, Sub-Committee Meetings, Face-to-Face Meetings for Society Publications etc.) need to be registered with the ESPGHAN Administration management Office. An according meeting registration form is made available on the ESPGHAN website. A list of all registered upcoming meetings will be published on the website.

Travel expenses and other refunds will only be applicable to pre-registered meetings.

Article 10 – Affiliated Societies and ESPGHAN Representatives

Endorsement of non-ESPGHAN events

This article concerns the organisation of scientific meetings initiated by members and International meetings under the Aegis of ESPGHAN or using the ESPGHAN logo.

No party, organization or society, foreign to ESPGHAN is allowed to use the ESPGHAN brand name or the ESPGHAN Logo for the organization of scientific meetings, educational materials or e-learning projects unless approved by the Council. Prior to any endorsement the Council will review the Scientific or Educational content and may request changes prior to agreeing endorsement. Any use of the ESPGHAN logo, independent of the ESPGHAN website, in conjunction with commercial interest is strictly prohibited.

1. All projects for scientific meetings under the aegis of ESPGHAN, and initiated by members, must be addressed to the Scientific Secretary at least nine months before the proposed event.

2. The program is proposed by the organisers.

3. Financial issues
    a. To advertise meetings, insert links in the website, announce initiatives in the newsletter costs money and time to the Society. As both parties (organiser and ESPGHAN) become involved in the promotion and success of meetings it is reasonable that the Society may also have some benefit of the financial result of each endorsed meeting.
    b. Therefore, for meetings from members' initiative, Council has approved that following acceptance of applications a fee proportional to the size of the expected meeting should be applied:
        i. Meetings of expected attendance of less than five hundred participants: **Fee:** ten x Regular registration cost (minimum €2,000)
        ii. Meetings of expected attendance of more than five hundred participants: **Fee:** fifteen x Regular registration cost

4. For International meetings by other societies the ESPGHAN logo can be used only if ESPGHAN is involved in the organisation of that meeting, is part of the scientific committee of the meeting and Council has approved.

5. Meetings organized primarily for commercial reasons, e.g. meetings organised by professional congress organizers without supervision and control of a reputable non-profit medical or scientific society, will not be endorsed by ESPGHAN.

6. The Scientific Secretary and relevant Committee Chairman (if appropriate) will make a recommendation to Council, based on the information provided, to be validated.

7. The Council will refuse the label ESPGHAN if the above conditions are not respected.

8. Requests of support pertaining to initiatives not event-related can be requested to the ESPGHAN Office, who will delegate to either the Education or Research Committees of ESPGHAN depending on the nature of the initiative, who will assess the relevance and quality of the project. If the project is deemed to be of sufficient scientific or educational quality, the project can be supported with the ESPGHAN logo, after approval of Council.

Promotion of non ESPGHAN events and non ESPGHAN endorsed events on ESPGHAN communication channels
ESPGHAN does not market any non-ESPGHAN or non-ESPGHAN endorsed events on its website except the World Congress and the UEG-Week, unless approved by Council.

Endorsement of non-ESPGHAN publications
ESPGHAN does not endorse or promote non-ESPGHAN publications on any of the society's communication channels, unless related to UEG or FISPGHAN or upon Council approval.

FISPGHAN and World Congress
ESPGHAN is a founding and full member of Federation of International Societies for Paediatric Gastroenterology, Hepatology and Nutrition (FISPGHAN). According to FISPGHAN bylaws it is represented in the FISPGHAN Council by the President and by another member (the Past President if not decided differently).

ESPGHAN contributes to the FISPGHAN budget with an annual fee of currently USD 5,000.-.

ESPGHAN is represented in the SC of the FISPGHAN Congress by representatives from the GI Committee (two, one for endoscopy), Hepatology Committee and Nutrition Committee, and by a member designated to coordinate the presence of ESPGHAN in the WG's.

ESPGHAN Representatives
The Council will appoint representatives of the Society to other organisations as deemed necessary, which may include the UEG, ECCO, EAP, CODEX ALIMENTARIUS, CESP, WHO, and others.

The Society will consider refunding reasonable expenses (economy transport, registration fees and accommodation as required for the appropriate level of representation) to these representatives unless their expenses can be covered from other sources. UEG representatives will be refunded for attending UEG meetings from the UEG.

National Societies
ESPGHAN does not endorse or conduct meetings in collaboration with National Societies. Individual ESPGHAN members can be contacted directly and participate in sessions about ESPGHAN recommendations or guidelines at the initiative of the organisers but will not represent officially ESPGHAN. Therefore, ESPGHAN logo or name must not be used to advertise those events.

ESPGHAN will agree to share public documents, namely guidelines, position papers or Advice guides to any society interested in diffusing these materials among their members. However, translation of any of this material must be provided by that Society, translation should be validated by a National Scientific Society of that country and should bear the special disclaimer stating that the document is based on ESPGHAN guidelines but that ESPGHAN has no responsibility for any mistake occurring during the process of translation and adaptation.

Political Statements
The ESPGHAN council will remain neutral in all political matters and other affairs outside the remit of PGHAN. The ESPGHAN Council will refrain from political statements and actions that are not related to the contents of the statutes of the association.

Article 11 - Finances & Annual Budget

The treasurer together with the Association Administration Office will assemble the annual budgets.
All budget requests from committees / sub-committees / officers have to be submitted until the 1st of October of the preceding year. Budget requests need to be submitted by the chairs or editors of the respective committees, sub-committees or editorial boards.
The proposed annual budget will be discussed and approved during the Autumn Council Meeting. Exceptions to these rules are at the discretion of the EC. Allocated annual funds for committees that are not spent on the respective activity within the respective year cannot be used for any other activities within the respective year and cannot be transferred to the following year.
The treasurer controls all financial transactions carried out in relation to ESPGHAN.

An annual audit of the finances of the previous year will be contracted to an external audit company and the results will be presented to the Council during the Summer Council Meeting.
The annual budget of the current year and the financial audit of the previous year will be presented to the membership during the AGM.
As part of the budget overview process, contracts with key suppliers should be reviewed after five years of continuous service, with an open call to ensure best practice and to gauge the market for further efficiencies/innovations.

Article 12 - Members

Membership procedures for admission to ESPGHAN

Applications for all categories of membership as defined in the Constitution should be made in writing to the GS by 31st of March or 30th of September. Any applicant to be considered for membership must have an active clinical and/or research interest in PGHN. The proposal should be supported in writing by a full or emeritus ESPGHAN member who is not serving at that time on the Council. Alternatively, For AHP Membership applications, the letter of support can be written by an established AHP Member and for Corresponding Membership the letter of support can be written by an established Corresponding Member. Each proposal shall be accompanied by the curriculum vitae and list of publications and a meaningful documentation of clinical work in PGHN to an extent as defined by the constitution.

The Council will have the duty to consider the applications, and to give to the membership details of those candidates whom they recommend for membership. The membership has the final decision over the admission of a member by electronic ballot, without having to justify any refusal.

Membership Criteria
Full Member:
Full Members should have a significant track record in PGHN, have at least five years full time post-training experience/employment and must practice/reside within Europe*. Full Members in good standing (i.e. having paid their dues) have voting rights at the Annual General Meeting (AGM) and are eligible for functions within the governing bodies of ESPGHAN such as Council and Committees (unless positions are specific to representation of Trainee or Allied Health Professional Members). The option to apply for Full Membership is open for all other Membership categories, upon request, provided that the above criteria are met.. Transitions from other member types to Full Member will be subject to the same member voting procedure as all other applications.
Trainee Member: Trainee members shall be members with less than five years' experience in PGHN and must practice/reside within Europe*; trainee membership lasts up to five years; after that period, to remain in the Society, trainee members should automatically transition to full membership (upon payment of full membership fee). An age limit for applicants of forty years old will be applicable. Special dispensation will be given for applicants who began their training at a later stage.
AHP Member: Allied Health Professional (AHP) Members shall be members of medically related professions allied to PGHN and must practice/reside within Europe*. This shall include, but not be limited to nurses, dietitians, researchers and another affiliated profession. AHP members in good standing (i.e. having paid their dues) have voting rights at the Annual General Meeting (AGM).
Corresponding Members: Corresponding members may belong to other FISPGHAN-related societies and/or have an extensive background in Paediatric gastroenterology, hepatology, or nutrition, and/or related allied health profession. Corresponding Members shall fulfil the criteria of the respective Membership category but reside/practice outside Europe*. Corresponding members may apply to the respective membership categories highlighted above, if they change residence/practice to a European country*.
Emeritus Members: Emeritus membership is optional and available to members in good standing who have retired from active practice. They will be entitled to complimentary membership of the Society but will not have voting rights. Members may apply to become emeritus members in writing to the Secretary.
*Within the structures of ESPGHAN, Europe will be defined as per the European Region list of the World Health Organisation: https://www.euro.who.int/en/countries

Membership Fees

The membership fee amount is determined by the Council and approved by the members at the Annual General Meeting (AGM). The deadline for the payment of fees is the 31st December of the respective year. Members applying before March 31 shall be asked to pay their membership fees at the beginning of July once their membership gets active. Those applying before September 30 shall be asked to pay their fees before the end of the respective year (31st December) once their membership gets active. Reminders for unpaid fees shall be sent out one and half months before the AM, and again two months before the end of the year. This applies to all members regardless of the date their membership became active. Members who risk being barred from the Society (those owing three+ years of membership fees) will be sent individual letters signed by the President warning them of the situation and asking them to pay. Members who persist in not paying their annual fees will be debarred from the Society if agreed by Council. If a debarred Member wishes to re-join the society, all previous outstanding dues will need to be settled.

Annual membership fees are as follows:

i. Full Membership including JPGN: € 150.
ii. Full Membership from Group B including JPGN: € 120.
(information on Group B available on http://www.who.int/hinari/eligibility/en/).
iii. Allied-Health Professional Membership including JPGN online: € 60.
iv. Trainee Membership including JPGN: € 60.
v. Corresponding Membership including JPGN : €60.
vi. Emeritus Membership not including JPGN: No Charge (optional JPGN access € 45).
vii. Special Cases requiring reduced fees will be reviewed by the Treasurer when necessary.

Half Term membership fees are currently as follows:

i. Full Membership including JPGN: € 75.
ii. Full Membership Group B including JPGN: € 60.
iii. AHP Membership including JPGN: € 30.
iv. Trainee Membership including JPGN: € 30.
v. Corresponding Membership including JPGN: € 30.
vi. Emeritus Membership not including JPGN: no charge (optional JPGN access € 25).

Article 13 – Annual Meeting

ESPGHAN AM's are organised at the initiative of ESPGHAN and approved by the AGM. The overall programme will be arranged by the organiser of the next meeting together with the Scientific Committee and in consultation with the Executive Council and the Council.

The venue selection will be determined by Council, based on a pre-screened list of venues capable of hosting the congress, taking into account transport hubs, accommodation and venue size. The selected destination for the congress will be announced to members at each AGM, apart from when the venue will be open for member bids to hosts. The venues will rotate for three consecutive years in accordance with the pre-selected list, with the fourth year in this cycle open for the member bidding process.

The role of Local Organising Committees is currently under review, and will be clarified before the end of 2026.

13.1 Bidding for Organisation of the Annual Congress

Proposals for organising the annual scientific meeting and the local organiser should be made in writing, to the congress organising Office (PCO) by the 1st of November following a call for proposals for a specific year published by the society. The application should be approved by the relevant national society. An agreement between the LOC Chair and the local/national society in relation to the 10% surplus payment must be included as part of the application process. The PCO will screen applications based on venue size, accessibility to both the venue city and the venue itself, hotel rooms available etc. in an application form provided by the PCO. Only applicants deemed appropriate will be contacted to bid. A shortlist of potential destinations shall be given to the GS by the 7th of January. All bids will be handled and assessed by the PCO and the assessment and suggestions will be provided to Council and voted by ESPGHAN members at the AGM.

13.2 Reimbursement of Faculty Members during the ESPGHAN AM

ESPGHAN will invite speakers to present state-of-the-art lectures, keynote lectures and presentations at Post Graduate Courses and Symposia. Financial support will be provided from the AM budget as detailed below and the following rules apply:

Travel Expenses for Invited Speakers - AM & AHP or Postgraduate Courses

Refund of travel expenses as detailed below:

Country	Max. travel refund for economy flight
Local speakers*	300,00 €
Europe	500,00 €
Middle East	700,00 €
US/Canada East Coast	1.500,00 €
US/Canada Midwest	1.500,00 €
US/Canada West Coast	2.000,00 €
Asia	2.000,00 €
Australia/New Zealand	2.000,00 €
North Africa	1.000,00 €
Central & South Africa	1.500,00 €

*No travel refunds and accommodation costs covered for local speakers living at the congress city destination.

Keynote and State of the art Speakers from overseas (outside Europe) will be reimbursed for an economy or business class flight up to 3.000 € max.

In order to receive a refund of travel expenses claims need to be submitted to ESPGHAN within thirty days of the event.

Additional Financial Support - Invited Speakers – AM, AHP and Post Graduate Course

- Complimentary registration to the respective course and the AM.
- Up to three nights' accommodation (single occupancy) at the headquarters hotel.
- Invitation to the President's Dinner.

Additional Financial Support - Invited Speakers - AM & AHP or Postgraduate Courses

- Complimentary registration to the respective course and the AM.
- Up to four nights' accommodation (single occupancy) in the headquarters hotel.
- Invitation to the Presidents' Dinner.

Financial Support - Chairpersons – Annual Meetings

- No travel expenses are refunded.
- No complimentary registration to the AM.
- No accommodation at headquarters hotel.
- Invitation to the President's Dinner.

Financial Support - Chairpersons – AHP or Postgraduate Courses

- No travel expenses are refunded.
- Complimentary registration to the respective course.
- No accommodation at headquarters hotel.
- Invitation to the President's Dinner.

Financial Support – Learning Zone Tutors –
One session

- No travel expenses are refunded
- Complimentary registration to the Annual Meeting
- Two (2) night accommodation (single occupancy) in the headquarters hotel
- Invitation to the President's Dinner

Two Sessions

- Travel expenses
- Complimentary registration to the Annual Meeting
- Three nights' accommodation (single occupancy) in the headquarters hotel
- Invitation to the President's Dinner

Financial Support - Clinical Cases

- Complimentary registration to the AM.
- Invitation to the President's Dinner.

Financial Support - Parents and Patients Association Symposium

Speakers:

- Invitation to the Welcome/Opening reception
- No travel expenses are refunded
- No complimentary registration to the AM

Patient & Parent associations:

- complimentary registrations to the AM for booth attendees
- Invitation to the Welcome/Opening reception.
- No travel or accommodation included

(Other benefits will include free exhibitor space for up to four people)

Financial Support – NASPGHAN JPGN/JPGN Reports Editor:

- Complimentary registration to the Annual Meeting
- Invitation to the Presidents Dinner

Financial Support – NASPGHAN President:

- Complimentary registration to the Annual Meeting
- Invitation to the Presidents Dinner

Financial Support – FISPGHAN President:

- Complimentary registration to the Annual Meeting
- Invitation to the Presidents Dinner

Financial Support – LASPGHAN President:

- Complimentary registration to the Annual Meeting
- Invitation to the Presidents Dinner

Financial Support – APPSPGHAN President:

- Complimentary registration to the Annual Meeting
- Invitation to the Presidents Dinner

Financial Support – Council Members:

- Travel Expenses up to EUR 500.- (economy flights).
- Complimentary registration to the AM.
- Accommodation for all nights (double occupancy) at headquarters hotel.
- Invitation to the President's Dinner.
- One invitation to the Members' Dinner.

Financial Support - Local Organizing Committee (LOC):

- Ten complimentary registrations (for those who are not speakers).
- Ten invitations to the President's Dinner.

Financial Support - LOC Chair of the following AM:

- Complimentary registration to the preceding AM.

- Invitation to the President's Dinner.
- One Invitation to the Members' Dinner.

13.3 Organisation of Symposia at the Annual Congress

At AM's, up to twelve symposia can take place.

The GI Committee will select the topics of five-six symposia, the Committee of Nutrition will select (one-three) and the Committee of Hepatology will select (one-three). The three committees will select and propose to the AM SC preferred topics from the suggestions of the ESPGHAN members. Council may also suggest topics for Symposia to the AM SC.

Members who would like to propose a symposium should send a letter or an e-mail to the chairman of the committee to which the topic is related, at least eleven months before the AM. The committees will select the topics and propose two chairpersons for each symposium, primarily based on the indications of the members putting forth the proposals. The list of symposia, as proposed by the committees will be considered by the AM SC and be given final approval by the ESPGHAN Council at the Autumn Council Meeting. Official invitations to speakers will be sent after the Autumn Council Meeting by the congress organiser of the AM.

The selected chairs of each symposium will interact, in cooperation with the AM SC, in order to determine the scientific program. Two hours will be allowed for each symposium.

Satellite Symposia

The programme of a satellite symposium must be of general scientific content. The satellite symposium programme must be submitted to the organisers in advance of the event and approved by ESPGHAN (ESPGHAN president or a Council member assigned by the President, preferably the chair of the scientific committee).
The chairperson of the satellite symposium should not be employed by or otherwise dependent on the sponsoring company but be a health care professional or academician not employed by a company related to the symposium. This includes former or retired employees. The chairperson has a responsibility to oversee that the messages and conclusions presented during the symposium are based on available scientific data. The sponsor should inform the chairperson(s) of this responsibility. In addition, the holder of a satellite symposium and the chairperson are jointly responsible for adhering to the assigned time slot of the symposium.

13.4 Rules for the Organisation of AHP & Postgraduate Courses in Connection with the Annual Congress

AHP and Postgraduate Courses organised during the AM should follow the following rules:

- They should take place in the same venue as the AM.
- The scientific programme needs to be confirmed by the SC, EduCom and the Council.
- The budget needs to be confirmed by the MC.
- The logistics (e.g. meeting rooms, AV, registration) will be handled by the PCO of the AM if no other agreements have been taken.

As a general rule, speakers for the post graduate courses should aim to have a 50/50 balance of speakers from the main programme and unique speakers. This will be dependent on topic and choice of speakers and will be reviewed upon submission of the respective programmes.

Article 14- Relationship with Industry

1. ESPGHAN accepts support from outside sources including industry, for educational, scientific and professional activities. Such support is subject to the principals outlined in this document.
2. ESPGHAN will not explicitly endorse any product or company.
3. The ESPGHAN logo may not be used in a way that indicates or suggests ESPGHAN endorsement of a particular product, brand or company or of a company's policies unless explicit consent is given by ESPGHAN.

4. ESPGHAN is responsible for deciding on its own educational, scientific and professional objectives, priorities and contents.
5. ESPGHAN is responsible for appointing any persons or organisations that may influence or evaluate its activities.
6. Any educational and scientific activity receiving commercial/industry support must have a clear and explicitly stated purpose in keeping with the Mission of ESPGHAN (article 3 of the Constitution) and be documented.
7. Acceptance by ESPGHAN of an unrestricted grant from industry does not imply that ESPGHAN will use its influence to support the company's interests beyond the specific arrangement itself.
8. ESPGHAN must sign an agreement defining the relationship, its duration and the responsibilities of the respective parties.

Article 15 - Education Partner Programme

The ESPGHAN Education Partner Programme (EPP) was launched in 2015. Based on the 2015 and updated 2023 ESPGHAN Code of Conduct, the EPP has been developed and implemented to ensure the on-going evolution of an up-to-date, independent, high quality educational programme for health care professionals. The dedicated support and financial commitment from our founding partners helps in enhancing support for ESPGHAN's educational activities.

EPP Main Goals

- The main goals of the partnership are to further develop and foster sustainable and trustworthy relationships between ESPGHAN and its key industry partners, who invest in and support public good and public trust.
- ESPGHAN aims to secure educational grants to support ESPGHAN's EPP activities such as Summer Schools, International Schools, Young Investigators Forum and Master Classes, with the aim to provide activities that are of high value to participating health care professionals and support best standards of paediatric health and medicine.
- It is the objective of ESPGHAN to deliver educational activities under conditions that protect the credibility and integrity of both ESPGHAN and its key industry partners.

Collaboration between ESPGHAN and EPP Partners

Within the programme all EPP partners will be treated equally and transparently. Although the EPP will be affiliated to specific educational activities, no EPP partner will be permitted to control or influence the choice of organisers, the meeting venue, the content of programs, and the selection of the speakers and delegates or of candidates to receive educational support in the form of journal subscriptions or society membership.
Each EPP partner will pay to ESPGHAN an educational grant of €50.000 per EPP year. EPP partners will be invoiced by ESPGHAN before the end of the first month of the EPP year with a requirement of payment within one calendar month.

Meetings

ESPGHAN will hold two EPP Meetings per year with all EPP Partners. The first meeting will be held in late September and the second will be held in February.

Article 16 - Rules for the Organisation of ESPGHAN Educational Events

Finances

The Education Partner Programme provides the financial framework to organise educational events. The annual EPP budget will be decided during the Autumn Council Meeting. The ESPGHAN Council will decide which events should be included in the upcoming Education Partner Programme. In order to qualify for EPP the course chair needs to submit an event application to the Association Administration Office until the 12th of September of the preceding year. The course chairs will be informed on the approval of their application after the Autumn Council Meeting. Non-EPP events may be funded by ESPGHAN, pending Council approval.

The financial handling of all ESPGHAN educational events is supervised by the ESPGHAN treasurer and handled by the Association Administration Office. Any income generated from ESPGHAN educational events must be paid to ESPGHAN and all expenses related to ESPGHAN educational events will be paid directly by ESPGHAN. Any surplus generated by an ESPGHAN educational event will remain within the ESPGHAN Budget.

ESPGHAN reserves the right to hold other Educational Events outside of the EPP. This may be in collaboration with one or all EPP Partners and/or other sponsors. These Educational Events must follow the ESPGHAN educational activities Code of Conduct. These additional events will be funded outside of EPP and the sources of funding will be acknowledged at the events. All payments and contractual agreements between additional sponsors relating to educational events must be made directly through, and handled by, the Administrative Office, and not through the local organiser.

For all ESPGHAN events, budgets for social/networking events should not exceed 10% of the entire budget allocated. Exceptions require Treasurer pre-approval. Course chairs can also apply to additional non-commercial/ public funding sources (e.g. UEG training support).

Scientific Programme

The scientific programme will be drafted by the course chair / organiser and approved by Council. It is expected that a programme/syllabus put together by the faculty will be available for distribution to all participants at the time of the course.

Faculty and Course Chair

- Each event should consist of five to seven Faculty members that are ESPGHAN Members.
- Faculty should not receive any honorarium for their teaching activities, nor should the organisers for their efforts.
- Faculty should be transparent about financial relationships that could potentially influence educational activities.
- ***Exclusive to the Young Investigator Forum***: Faculty is fixed at four ESPGHAN Members, including Faculty Chair. Faculty Members can serve for a term of three years with an option of one extension (Max. six years). Open positions will be advertised in the ESPGHAN Newsletter and website, and new members will be chosen by the existing faculty. Faculty Chairs are chosen from within the existing faculty, and can serve one term of three years. Chair candidacies should be put forward no later than the fourth year of their second term.

Venue

- Each Venue should be preferably within one hour driving distance from the airport.
- It should be hospital or university-based lecture halls, or Hotel based conference rooms, preferably in a residential environment in order to facilitate close relations between delegates and faculty members.
- Venues located within industry facilities related to infant food, medical food, or pharmaceutical or medical device companies should be avoided.

Cooperation with a Destination Management Company (DMC)

A DMC must be appointed should the number of participants exceed 50 (excluding faculty). In case of a cooperation the tasks of the DMC will include but are not limited to:

- Research appropriate venue, hotel and social programme
- Draft a detailed and reliable cost break down for all services included
- Provide a detailed contract/agreement to the ESPGHAN Office
- Work closely with the PM and the LOC on any financial and organizational aspect

The DMC must agree to running all supplier contracts past the ESPGHAN Office for approval.

Language

All ESPGHAN Educational Events are held in English.

Event Application

In order to apply for an ESPGHAN Educational Event the Course Chair needs to be an ESPGHAN Full Member.

- The Course Chair needs to be elected and approved by Committee/National Society/Working Group/SIG/YIF Faculty.
- The application process requires an application prior to each planned ESPGHAN Educational Event by the Course Chair before the 12th of September each year.
- The application needs to be submitted together with the application form, including a preliminary budget and programme draft.
- The application will be reviewed by the EC and presented to the Council during the Autumn Council Meeting. After final approval by the Council, the Course Chair will be notified by the Association Administration Office about Educational Event approval and Budget given by the ESPGHAN Council.

- Ad hoc applications are generally not accepted, and all planned educational Events need to be submitted with the respective application and documents. Rare exceptions can be made, after consultancy with the treasurer.
- As a general rule, the following schools will take place annually: three x GI events (in addition to one endoscopy course and one IBD course), two x Nutrition events, two x Hepatology events, one x Young Investigator Forum, one x Eastern European School, one x Mentorship Programme and one x AHP event. To ensure the representation of each WG/SIG, additional courses may be granted upon Council approval.
- Cost structures for application of budget will be as follows:
  - the Summer Schools of Gastroenterology, Nutrition, Hepatology/Transplantation, Monothematic Conference Hepatology (annually), Masterclass IBD (annually), Endoscopy Masterclass or Summer School (annually) – up to €50.000
  - for all other meetings the standard budget is up to 35k
  Exceptions to this rule can only be asked for on specific grounds (such as related to length and/or number of participants) and are solely at the discretion of the Executive Committee.
- Registration fees for Members will be: €200-€400 min/max. Young and AHP Members will be €100-€200 min/max.
- Exceptions require a detailed explanation and Treasurer approval. Local Organisers should consider a lower fee for ESPGHAN Members in comparison to Non-Members, when constructing the budgets for events.

If the number of applications exceed budget, events will be selected and scored on criteria including (but not limited to):

- Topic/educational/scientific content (quality, relevance, demand).
- Accessibility of city/country (close to international airports).
- Venue (cost, location within airport transfer distance).
- Overall costs (including catering, social programme etc.).

Attendance of events by Members and Non-Members

- ESPGHAN Members may attend two courses throughout the Educational Year. Any applications exceeding two events will be delegated to the EC for approval.
- The course chair will dictate the requirements for applicants. These may include a letter of support or recommendation, a letter of motivation for attendance or an abstract submission to ensure the target audience is adhered to.
- Priority for attendance at events will be given to ESPGHAN Members.
- Travel expenses will be reimbursed up to 300€ for Summer Schools, Young Investigator Forum, Eastern Summer Schools and Young ESPGHAN Mentorship Programme.
- For other educational events travel expenses will not be covered. However, if budget allows, attendees from lower income countries can be reimbursed. Justification must be included in the application process and approved by the Council.
- For Non-Members, priority will be given to European Delegates (incl. Israel and Turkey).
- Non-Members are limited to one event. If a non-member would like to attend future events, they must apply and be accepted as an ESPGHAN Member. One more event can be allowed during the process if an application has already been submitted.
- A member who subscribed but did not attend without justification will be banned from attending other courses.

Reporting

It is the responsibility of the Education Secretary to report on all educational events at Council Meetings (See Article 4.2). Information for reports will be made available via the Association Administration Office and the Course Chair. Event reports will be available on the website in a designated event area. It is the responsibility of the Organiser of the event to ensure evaluation forms are submitted within two weeks, post event.

PIBD Congress Organisation

Overview

ESPGHAN will support and endorse the organisation of the PIBD Congress 2025*. This International meeting aims to provide an opportunity to focus on new insights, controversial issues, and the future directions of paediatric IBD (PIBD) pathogenesis and management. The meeting seeks to attract renowned paediatric gastroenterologists, scientists, nurses, dietitians, surgeons, and all those who care for children and young people with IBD clinically or through research.

*Future congresses to be discussed after final outcome 2025 review.

Responsibilities

The Paediatric IBD Porto Special Interest Group will be responsible for:

- Review and selection of venue/local organiser for respective congress years
- Formulation of the Scientific Programme
- Allocation and selection of speakers/faculty
- Main point of contact for Local Organiser

Local Organiser and Professional Congress Organiser (PCO) will be responsible for:

- Selection of venue and PCO for organisation of congress (incl. accommodation management)
- Budget allocation in collaboration with selected PCO
- Industry exhibition and support management in collaboration with selected PCO
- Social events
- General information on congress for dissemination to attendees/marketing

ESPGHAN Office will be responsible for:

- Overview on operational progress
- Assistance with dissemination of information
- Administration assistance with communications including online meeting set-up

Budget

The Local Organiser and PCO will be responsible for the formulation of the budget. The budget should reflect a positive balance with regular reports to be submitted to the ESPGHAN Treasurer for information. Any changes in budget should be communicated to, and approved by, the ESPGHAN Treasurer before implementation.

In the case of a positive outcome, the profit will be split between the society and the Local Organiser, with 10% allocation given to the Local Organiser and the remaining 90% to be retained by ESPGHAN.

In the case of a negative budget, the deficit will be covered by ESPGHAN. In this case, the Paediatric IBD Porto SIG and ESPGHAN EC will hold a meeting to discuss the deficit, and how to negate the impact by reviewing the need for the IBD Masterclass in the same, or proceeding, calendar year, and may result in further SIG budget restrictions.

The EC will review the financial outcomes of the PIBD congress, and if deemed unsustainable financially, will have the authority to remove the financial support of ESPGHAN for future congresses.

Article 17 - Rules for Societal Publications

Societal publications are written by ESPGHAN Committees, or by Working groups / Special Interest groups (WGs/SIGs), after approval of a proposal by Council (see below). They are published in the name of ESPGHAN. In accordance with the ESPGHAN Code of Conduct, Societal Publications should focus on scientific, clinical or public health issues, not on commercial products or services. All Societal publications should be published in JPGN and are posted on the ESPGHAN website. When other organisations are involved in the development of a societal publication, JPGN should be the preferred option. If the manuscript is not intended for publication in JPGN, there must be a prior agreement—before writing begins, at the Council proposal phase—between the involved parties and the respective Editors-in-Chief to allow for either simultaneous publication in JPGN and the other journal, or for the publication of a summary version in JPGN. Any subsequent updates or follow-up publications on the same topic must be published in JPGN.

WGs/SIGs) may also develop manuscripts that report on their work/research, reviews of current information, opinions or positions. Such manuscripts are not considered “Societal Papers” and may be published under the responsibility of the authors, generally in the JPGN, but will not be posted on the ESPGHAN website. A disclaimer must be added to the publication stating that “Although this paper is produced by the ESPGHAN WG/SIG XXX it does not necessarily represent ESPGHAN policy and is not endorsed by ESPGHAN”. Authors of non-societal papers must inform the Council about the manuscript and specify in which journal it will be published. This should be presented to the Council as a part of the report of the Committee chair.

Definitions

ESPGHAN Guideline:

An ***ESPGHAN Guideline*** is a comprehensive document that addresses specific clinical research questions and must be based on a robust methodological framework for evaluating the quality of evidence and the strength of recommendations, preferably utilizing the GRADE (Grading of Recommendations, Assessment, Development, and Evaluation) approach..

ESPGHAN Guidelines are published on behalf of the Society, in the JPGN, are listed on the ESPGHAN website, and include the ESPGHAN name in the title. These represent the official position of ESPGHAN and are published after a detailed peer review and approval by ESPGHAN Council.

ESPGHAN Guidelines include the following disclaimer: ***"ESPGHAN is not responsible for the practices of physicians and provides Guidelines as indicators of best practice only. Diagnosis and treatment are at the discretion of the health care provider".***

Proposals for a Guideline

Committees/WGs/SIGs intending to produce a Guideline should submit a proposal (see submission forms on the website) to the ESPGHAN Secretary, who will coordinate a review of the proposal by Council. Proposals of a WG/SIG should first be reviewed by the respective Committee Chair who may involve the Committee.

Guidelines developed using a robust methodology—preferably the GRADE approach—aim to address key clinical questions that healthcare professionals and their patients face in everyday practice. These questions are formulated to yield clear, actionable recommendations, with an emphasis on clinically meaningful outcomes. They are structured using the PICO format, which defines the Population, Intervention, Comparator, and Outcome. A proposal for a Guideline should clearly outline the topic and specify the corresponding PICO questions.. All proposed collaborators should upload a current declaration of interests (DOI) on the ESPGHAN website. The ESPGHAN office will check on the completeness of the DOIs so that they are available for Council review.

The Council's response to the request to develop a guideline will be within two weeks. This may include recommendations on refinement of the PICO questions or the involvement of other groups. The Council will evaluate the possibility of supporting the writing group with dedicated funding to ensure adherence to the robust methodology , or alternatively, by providing appropriate technical support for its implementation (see below).

Proposals for all societal papers will have a timeframe of two years from acceptance as a societal paper to submission for publication. If two years have expired and the paper has not been submitted for publication, Council will review the progress and circumstances and decide whether to continue with the paper's development or terminate the proposal.

Topics addressed

ESPGHAN guidelines should address pertinent topics of high relevance for clinical practice, policy or research and should aim to arrive at conclusions that are helpful for practice. They should not focus on or promote commercial products or services and should avoid citing commercial brand names. A mere repetition of previously published information will usually not justify the publication of a Societal paper.

Authorship and Recognition of Contributors

The selection of involved professionals should be based on their qualifications and expertise in the field addressed. A balanced composition regarding areas of expertise, gender, and geographical representation is recommended. The involvement of Patient and Parent Groups is expected. If such involvement is not feasible, this must be clearly justified.

The number of individually named authors should normally be limited to ten. All other members who have made substantial contributions to the development of the guideline should receive appropriate recognition through collective authorship under the

designation **“ESPGHAN Guideline Development Group.”**
The group name should be included in the publication byline, and the names of all eligible contributors should be listed individually in the manuscript or an appropriately linked appendix, with their contributions clearly specified. This arrangement should be agreed upon with the publishing journal to ensure that contributors are appropriately indexed and individually searchable in PubMed/MEDLINE as collaborators, in accordance with the journal's policies and ICMJE recommendations.
Authorship and contributor roles should be agreed upon at the beginning of the guideline development process and confirmed before submission.

Methodology

ESPGHAN has adopted a rigorous methodology for assessing the quality of evidence and formulating the strength of recommendations, with a preference for using the GRADE approach in the development of its guidelines. This approach is developed through a systematic process involving clinically relevant questions, expert panels, and evidence-based recommendations. Guidelines are updated regularly by a multidisciplinary panel of experts. The use of a robust methodology in the development of practice guidelines reflects ESPGHAN’s clear commitment to enhancing the overall quality of its guidelines and ensuring they are rigorous, transparent, and evidence-based.

Review process

The manuscript, once agreed upon and approved by the lead authors / GDG as well as the respective Committee/SIG/WG, should be submitted as a Societal paper on the JPGN platform. The General Secretary (GS) invites at least two anonymous reviewers who are experts in the field but have not been involved in the development of the respective manuscript. The JPGN Editor in Chief is included as co-Editor in the platform. The reviews are shared with the authors who revise the manuscript.

The revised manuscript is then submitted to the original external reviewers and for Council review* on the JPGN platform. Council review is limited to experts in the relevant field selected from the Council by the GS. The President and President-Elect also participate in the review.. This will be applicable also for joint documents published elsewhere. Council should aim to complete the process within two weeks. No response from a Council member will be regarded as acceptance.

If any Council member votes for "major concerns raised" or "reject", a discussion will be held (usually by telephone) to resolve the issue involving Council members who have not abstained. In the case of continuing disagreement, the President, GS and JPGN Editor in chief will make a final decision. If the authors disagree with the review decision, they can submit the manuscript to another journal, but not as an ESPGHAN document i.e. the name ESPGHAN may not appear in the title.

When the manuscript is "approved" the manuscript is forwarded for publication, only after the Office has ensured that all DOI s are uploaded on the ESPGHAN website.

*In the case of a need for rapid review/publication (breaking research, hot topics, emergency information, outbreaks etc.), a fast-track review process can be requested.

Review of Joint ESPGHAN-NASPGHAN Societal papers

The ESPGHAN and NASPGHAN editors take turns as lead to coordinate the review of joint papers on the JPGN platform. The review process is similar and simultaneous for both societies (4 reviewers). All comments are forwarded to the authors for revision. According to NASPGHAN protocol, a joint publication will be advertised on the ESPGHAN and NASPGHAN websites for membership consultation after acceptance by Council.

Recommendations for Authors
ESPGHAN encourages the author group to take into account the following considerations:

- To notify Council if a certain guideline might be appropriate for public dissemination and if so, to provide a shortened, easily digestible summary of the main points to be adopted
- Authors are encouraged to consider practical aspects in lower income countries where guideline recommendations may not be applicable

The above points will be at the discretion of the authors, and preferences should be indicated on the application forms for societal papers.

Approval and Funding of Societal Papers
Each proposal for a societal paper, regardless of whether it originates from a Committee, Special Interest Group (SIG), Working Group (WG), or another group within ESPGHAN, must first be approved by the relevant Committee (GIC, CoN, or HepCom). Subsequently, the proposal must be approved by the ESPGHAN Council.

Clinical Practice Guidelines
ESPGHAN will provide methodological and financial support for the development of evidence-based clinical practice guidelines using a robust and transparent methodology, preferably the GRADE approach. Such support may include the involvement of qualified methodologists, systematic literature reviews, evidence assessment, and other activities essential to guideline development.
The allocation and amount of funding must be approved by the ESPGHAN Council, following a proposal from the responsible Committee and submission of an appropriate budget.

Position Papers

Position papers, including expert consensus documents that do not follow a formal evidence-based guideline development methodology, are expected to be developed without additional financial support from ESPGHAN.

ESPGHAN will not routinely provide funding for the preparation of position papers. Any exceptional request for financial support must be specifically justified and approved by the ESPGHAN Council before any expenses are incurred.

The classification of a societal paper as a clinical practice guideline or position paper must be established at the time of the initial proposal and approval.

Article 18 – JPGN – JPGN Reports

The Society will edit two journals by an elected representative in order to further the purpose of the Society, i.e., the general policy of the Journals shall be decided by the Council. The Council shall elect an Editor for five years and he/she will not be eligible for re-election except under extraordinary circumstances. To ensure a smooth transition, the Editor-in-Chief should be elected 12 months prior to the beginning of the new term and serve in the role of EIC elect during this period.

1. A candidate for an Editor may be proposed to the Council in writing to the General Secretary the 7th of January in the year of electing an Editor.
2. Members of the Society will be elected by the Council in agreement with the Editor for the Editorial Board, which will meet annually at the time of the AGM.
3. The Editor shall attend the Council meeting once a year.
4. The Journal of the Society may be shared on equal terms with other society/ies who have the same purpose. Under such circumstances the editorial boards should meet annually.

The following rules apply:

1. The Editor in chief is informed every year before the Winter Strategy Day about the allocated budget received from ESPGHAN and the publisher
2. The Editor in chief is entitled to administer directly the allocated budget received from ESPGHAN and the publisher. This will include payments/reimbursements made to the Editor in Chief and the Associate Editorial board for reviewing duties throughout the year.
3. Income to the Editorial Office is composed of an annual amount from the publisher stated in the contract and an allowance from ESPGHAN.
4. The Editor-in-Chief position is based on application after a specific call from the Society. The Editor is assisted by the Managing Editor. The Managing Editor is responsible for all technical aspects and day to day activities within the journal.
5. The Editor in Chief must present a technical report to Council. the financial report will be prepared by the Office and shared with the Editor in Chief and the Council through the Treasurer. Requests for revision of the allowance must be justified prior to the presentation of the annual budget by the Treasurer at the Winter Council meeting. The annual budget of the Society will include the approved allowance.
6. The allocated budget as mentioned above shall be used at the discretion of the Editor in Chief for all relevant expenses of the Journal, except for the following:
    a. Annual Strategy Meeting of the Publication Committee, which is covered by the publisher;
    b. Attendance to the annual ESPGHAN Strategy day and Winter Council meeting for annual report, covered by the ESPGHAN Council budget.

All ESPGHAN Officers (members of the Committees, of the WGs, SIGs), including trainee members, are expected to carry out at least two reviews for JPGN per annum if requested. Each year, in January, ESPGHAN Officers will be formally notified of this responsibility.

Article 19 - Awards and Grants

Please Note: Awards and Grants are given only to ESPGHAN Members except awards relating to the Annual Meeting.

19.1 Charlotte Anderson Travel Grant

Purpose and scope: The Travel Grant is intended to support Young Investigators who wish to travel and visit another unit either for the purposes of learning a new technique, carrying out a short project or observing a different system at work. The Grant will be presented at the ESPGHAN AM every year.

Amount: Up to €5,000

Specifications: The grant will help cover travel and accommodation costs within host European countries. This award will not cover attendance at courses / schools / symposia or conferences

Eligibility:

- The applicant must be an ESPGHAN Member in good standing (any type).
- The applicant should be a young investigator / clinician with less than ten years in the sub-speciality
- Applicant supervisors of institute to be visited must an ESPGHAN Member in good standing
- The project is to be carried out within Europe.
- The exchange project must be completed within one year after the date of approval

Application:

Complete application must be sent to ESPGHAN office and the following will apply:

1. A letter of intent including a brief description of the planned project / visit
2. Confirmation letter issued by the visited Institution and signed by the supervisor in the visited centre. This should confirm the dates and aims of the visit
3. A current CV
4. The application form must be completed and signed by the applicant

Deadline: December 31 of the year preceding that of the Grant (This deadline can be extended with the accord of the Council).

Selection criteria:

ESPGHAN wishes to promote the learning of any techniques / expertise not available in the "home" institution. Examples include: an exchange visit to acquire specific diagnostic / therapeutic endoscopy skills, to learn a relevant laboratory technique, to learn how to set up / provide a specific service model (e.g. impedance, manometry, national registry or biobank).

Selection Process:

- The process is coordinated by the ESPGHAN Scientific Secretary
- ESPGHAN Research Committee will review the applications independently. Applications will be considered at the Winter Council Meeting of the Society and the Grant will be awarded following this Meeting.
- The applicant will receive notification no later than eight weeks after application deadline

Reporting and disbursement of the fund:

Within one year after having received the award, successful applicants are required to provide:

1. A detailed written report on the achievements made, signed by the supervisor of the visited institution
2. A statement on the use of finances addressed to ESPGHAN Treasurer incl. all relevant receipts

Funds will only be released after the receipt of the above-mentioned report and financial statement incl. copies of the according receipts. Exceptions to this rule are at the discretion or the treasurer.

19.2 ESPGHAN International Exchange Grant

Purpose and scope: This grant is to support the sharing of knowledge and expertise amongst ESPGHAN members, which are not available in the applicant's country of practice and aims to stimulate collaborations.

Placements are to be carried out within Europe. All grants are limited to a 12-month duration from the time of approval.
Up to eight grants per year will be available.

Amount: up to €3.000

Specification: The grant will help cover travel and accommodation costs within host European countries. This award will not cover attendance at courses / schools / symposia or conferences.

Eligibility

- The applicant must be an ESPGHAN Member in good standing (any type)
- The applicant should be a young investigator / clinician with less than ten years in the sub-speciality
- Applicant supervisors of both institutions ("home" and institute to be visited) must ESPGHAN Members in good standing
- The project is to be carried out within Europe.
- The exchange project must be completed within one year after the date of approval

Application

Complete application must be sent to ESPGHAN office and the following will apply:

1. Confirmation letter issued by the visited Institution and co-signed by supervisors of home and visited centres. This should confirm the dates and aims of the visit.
2. A letter of intent including a brief description of the planned project / visit and likely benefit to the applicant and/or host institution.
3. A current CV

Deadline: Applications can be made throughout the year

Selection Criteria

ESPGHAN wishes to promote the learning of any techniques / expertise not available in the home institution. Examples include: an exchange visit to acquire specific diagnostic / therapeutic endoscopy skills, to learn a relevant laboratory technique, to learn how to set up / provide a specific service model (e.g. impedance, manometry, national registry or biobank).

Selection Process

- The process is coordinated by the Scientific Secretary
- ESPGHAN Research Committee will review the applications independently
- The applicant will receive notification no later than six weeks after receipt of application

Reporting and disbursement of the fund:

- Within one month:
    1. Completion of, a one-page summary of the exchange and its achievements signed by the supervisor of the host institution
    2. A statement on the use of finances addressed to ESPGHAN Treasurer incl. all relevant receipts
- Funds will only be released after the receipt of the above-mentioned report and financial statement incl. copies of the according receipts. Exceptions to this rule are at the discretion or the treasurer.

19.3 Research & Networking Grants

Purpose and scope: The Research and Networking grants are intended to support research activities and networking among centres at an international level. Funding should be utilised within 3 years once approved, with an option of 1 years extension upon request and if approved by the Treasurer and Scientific Secretary. The ESPGHAN Networking and Research/Networking Grant is subject to an open, international call and the information is disseminated via our Newsletter, website, and social media channels to ensure as wide a target audience as possible. The grants are then peer reviewed by the members of the ESPGHAN research committee which consists of international experts in the field of paediatric Gastroenterology, Hepatology and Nutrition, with individualised, anonymous scoring systems utilised to ensure a fair and thorough award process. It is the committee's prerogative to request international experts in specific fields to assist the review process.

Specifications:

- The funding provision is for five projects maximum per year.
- The funding of the project will be handled through the main applicant's Institution.
- Selected applicants will be required to complete and sign the agreement letter as well as to provide administrative and financial details of all collaborating centres.
- The money will be transferred only to accounts of academic or hospital centres, not to private accounts.
- The networking grant funds cannot be used to pay salaries for more than 10% of the total budget (EUR 5.000). However, if necessary, no more than 3 different centres participating in the project can ask for the amount of 10% of the budget for personnel. In other words, no more than 15.000 of the 50.000 can be used to pay salaries. The funding

can be extended over two years but annual reports on activity are required to be made in writing to the relevant AGM of ESPGHAN by the main applicant.
- In the event of a publication arising from the research carried out as part of this grant, ESPGHAN should be credited with the following sentence: "This work was supported by an ESPGHAN Networking Grant".
- It is understood that the funds will be returned if the conditions above are not adhered to.

Amount: up to a maximum of €50,000

Eligibility:

1. The main applicant should be an ESPGHAN Member.
2. Collaboration must involve more than one country
3. Collaboration between at least two ESPGHAN members located in different centres (*Non-ESPGHAN members may form part of the proposed network, but only in collaboration with ESPGHAN members*).

Selection criteria: The nature of the networking between the centres can range from interactive educational events, clinical networks, etc., and should be aimed at promoting clinical excellence and the furtherance of knowledge. We urge members to be innovative, interdisciplinary and inclusive at an international level. Proposals that are relevant to, or arise from, ESPGHAN activities, e.g. validation of guidelines, clinical networks for testing treatment regimens/disease management, etc., will be particularly welcomed.

Each project will be assessed against the following criteria:

- Collaboration involves more than one country
- Collaboration between two or more ESPGHAN members in different centres
- *Confirmation that application for funding of this, or a similar, project has not been made to another*
- A budget is submitted by the main applicant that includes details for each collaborating centre
- Project's relevance to ESPGHAN
- Applicant´s scientific merits
- Applicant´s organisational merits
- Originality of the project
- Feasibility of the project
- Preference will be given to first time institutions.

Selection process:

The process is coordinated by the Scientific Secretary

The proposal will be evaluated by ESPGHAN Research Committee, and a decision will be made by October 30th each year.

Application:

Complete application must be sent to ESPGHAN office and the following will apply:

1. Completed and signed application form
2. Current CV (maximum of three pages A4) of the main applicant
3. A description of the networking project (up to three sides of A4) detailing the aims, methods, plan of work, and division of labour within and between the collaborating centres
4. An explanation of the value of the work and its relevance to ESPGHAN
5. A summary of the project in lay terms (one paragraph)
6. *A proposed budget including a detailed description of the grant coordination and distribution amongst centres (type of costs, amounts and timeframe)*
7. A letter from the main applicant's finance officer confirming they are willing to administer the project budget
8. A letter from the Institution Director or similar Officer that the facilities required for the work are available in the Institution
9. The names and contact details of two referees who the applicant feels can assess the proposal

Deadline: Application must be uploaded to the ESPGHAN Website before 31 July each year.

Reporting and disbursement of the fund:

- The funding of the project will be handled through the main applicant's Institution, such as:
    - The money will be transferred with the following modality: 30% at the beginning, 50% at the end of the first year after providing a report on the progress of the study, and 20% at the end.

    - The funding will be provided by ESPGHAN only on receipt of the respective invoices (Any transfer of funds will require a prior request with a detailed description of the budget items, including how the money will be distributed among centres).
- The main applicant will provide a final written report to the ESPGHAN Secretary and a final budget statement to the ESPGHAN Treasurer within three months of the completion of the project.
- The funding can be extended over two years at the discretion of the ESPGHAN Treasurer.

19.4 ESPGHAN Annual Meeting Young Investigator Awards (YIA)

Purpose and scope: The ESPGHAN Annual Meeting Young Investigator Award is intended to support expenses for Young Investigators (including AHP, Trainees, Scientists) who have had an abstract accepted for presentation at the ESPGHAN Annual Meeting.

Specification: The grant will help cover the travel, Visa application and accommodation costs within host meetings countries. Costs than can also be covered by this grant include congress registration up to Early bird fee; registration to PIBD, Postgraduate and AHP courses taking place during ESPGHAN Annual Meeting. All listed costs will be covered up to the value of the award.

Amount: up to €1,000

Eligibility:

- The applicant should be a young investigator / clinician and Trainee, Corresponding or AHP member with less than ten years in the sub-speciality:
    - Medically qualified applicants should be in a training position, i.e. have not qualified in PGHN, nor have achieved a staff position
    - Applicants should not be well-established funded researchers
    - Full ESPGHAN members are not eligible for this award
    - Non-members at the time of application can be eligible for award if membership has been applied for within 4 weeks of award notification
- The applicant should be the first (main) presenter of the abstract selected
- The applicant should be supported by a Full or Corresponding member of the Society or senior member of a FISPGHAN Society when this is not feasible
  In the case of AHP applicants, support letters can be submitted from senior AHP Members.

Application:
Complete application must be submitted at the time of abstract submission and the following will apply:

1. Completed application form
2. Support letter from an ESPGHAN member (or senior FISPGHAN affiliated society member)
3. Proof of abstract selection for presentation, confirming applicant as first (main) presenter
4. Applicant current CV

Deadline: application deadline will be set at least 1 month prior to the AM and announced on ESPGHAN website and ESPGHAN newsletter.

Selection Criteria:
Selection for award will be based on the following parameters:
- Abstract score
- membership or application for membership status at time of award

Selection Process:

- The process is coordinated by the ESPGHAN Scientific Secretary, and the budget is approved by the ESPGHAN Treasurer
- ESPGHAN Research Committee will review the applications independently
- The applicant will receive notification no later than 2 weeks after application deadline to allow early birds applications to the ESPGHAN Annual Meeting.

Award amounts of €1.000 per person, up to 150 awards (€100k allocated to first time applicants, €50k allocation for those applying for a second time).

Reporting and disbursement of the fund:
Funds will only be released after

1. Signature of YIA register list at ESPGHAN booth during the Annual Meeting
2. The financial statement incl. copies of the according receipts are sent to ESPGHAN office and approved by ESPGHAN Treasurer

19.5 UEG Week Young Investigator Award

Purpose and Scope
The UEG Young Investigator Award is intended to support expenses for Young Investigators who are ESPGHAN Trainees or AHP members and who have had an abstract accepted for presentation at UEG Week.

Specification: The award can be used to cover registration, Visa application, accommodation at the conference and /or return transport to the conference, up to the value of the award.

Amount: up to €1,000

Eligibility:

- The applicant should be a young investigator / clinician with less than ten years in the sub-speciality:
    - Medically qualified applicants should be in a training position, i.e. have not qualified in PGHN, nor have achieved a staff position;
    - Applicants should not be well established funded researchers
    - Full ESPGHAN members are not eligible for this award
- The applicant should have received less than 3 ESPGHAN awards in the past
- The applicant should be the first (main) presenter of the abstract selected
- The applicant should be supported by full member in good standing (i.e. without any outstanding dues) of the Society. In the case of AHP applicants, support letters can be submitted from AHP Members in good standing.

Application:
Complete application must be sent to ESPGHAN office and the following will apply:

1. Completed and signed application form
2. Support letter from an ESPGHAN member in a good standing (or AHP member in good standing for AHP applicants)
3. Proof of abstract selection for presentation, confirming applicant as first (main) presenter
4. Applicant current CV

Deadline: application deadline will be set at least 2 months prior to the UEG Week and announced on ESPGHAN website and in the ESPGHAN Newsletter

Selection Criteria: Those who have received one or two awards previously or who live from regions close to the conference may receive a reduced award due to lower travel costs. In case the number of applications exceeds the number of awards available, the treasurer may at his/her discretion either select from those applications that fulfil all criteria on a first come first serve basis (but may give priority to applicants that are in particular need e.g. from low-income countries), or may adjust funding to maximise attendance.

Selection Process:

- The process is coordinated by the Scientific Secretary
- ESPGHAN Research Committee will review the applications independently.
- The applicant will receive notification no later than 2 weeks after application deadline

Reporting and disbursement of the fund:
Funds will only be released after

- The financial statement incl. copies of the according receipts are sent to ESPGHAN office and approved by ESPGHAN Treasurer
- Proof of attendance and poster presentation at UEG week.

19.6 Distinguished Service Award

Purpose and scope

The Distinguished Service Award aims to recognize an individual who has given a major contribution to the development of paediatric gastroenterology, hepatology or nutrition. The award can be recognized as a whole life accomplishment or celebrate a major recent achievement. The field may be basic science or clinical work.

Specifications: The award is given every year with no obligation to alternate the award between the three sub-specialties. No more than one award per year will be given.

Eligibility

- Nominees should be put forward by 5 ESPGHAN members through a letter of recommendation signed by each supporting member
- Nominees should be ESPGHAN members in a good standing at the time of nomination.
- Nominations can be submitted by any ESPGHAN member.

Nomination:

- A call for nominations will be advertised on the website and in the ESPGHAN Newsletter by November each year. The following documents should be sent to the ESPGHAN Office:
    - Letter(s) of recommendation (maximum 2 pages) with support from five ESPGHAN members outside of the Council and the Selection Committee, including the reasons for nomination and the specific achievements of the nominee.

Deadline: Nominations of potential awardees will be made by ESPGHAN members and sent to ESPGHAN office by December 31st each year

Selection Process

- The selection Committee consists of 9 members, including the following:

1. President (Chair of Selection Committee)
2. Secretary
3. Education Secretary
4. Chairs of the three Committees of Gastroenterology, Hepatology and Nutrition, or deputies nominated by the respective chairs
5. Three members, outside of the Council and the Committees, one selected by each Committee for three years

Members will not participate in the evaluation of an applicant if they work at the same institution as an applicant or have an obvious conflict of interest.

- The nominations will be reviewed by this Selection Committee.
- Each member of the Selection Committee is asked to score all applications and to submit the scores to the ESPGHAN Office (unless otherwise decided).
- Scores will be compiled, and the results be made available to all members of the Selection Committee prior to a phone conference of the Selection Committee where the strengths and weaknesses of applications considered worthy for the award will be discussed, and consensus on the selection will be sought. If consensus cannot be achieved, a majority decision will be taken. The selection should commence after the winter Council meeting, where the nominees will be discussed and approved.
- Deadline for finalisation of scoring will be March 31st

Those nominations considered worthy but not selected will be retained for consideration in the successive award selection procedures for three years, inclusive of the year of submission (three years of consideration in total).

Selection criteria:

The following will be reviewed for all nominations:

- Outstanding scientific achievements related to paediatric gastroenterology and/or hepatology, and/or nutrition, usually documented by the candidate's publication and citation record.
- Outstanding contributions to the standards, practice and training in the fields of paediatric gastroenterology and/or hepatology and/or nutrition.
- Outstanding contributions to ESPGHAN as a society
- Personal integrity

Award recognition:

- The recipient will be honoured by the President during the Presidents Dinner at the AM with a medal, certificate, and recognition in JPGN/JPGN Reports.
- Expenses will be provided to assist with attending the AM, including accommodation, complimentary registration and economy travel costs.

19.7 ESPGHAN Conference Awards

Purpose and Scope:

John Harries Award: Awarded to the best GI research presented at the ESPGHAN AM.
Jean Rey Award: Awarded to the best Nutrition research presented at the ESPGHAN AM
Alex Mowat Award: Awarded to the best Hepatology research presented at the ESPGHAN AM

Specification: Awards will be given to the best abstracts presented at the ESPGHAN Annual Meeting and will be presented to the prize winner at the Closing ceremony.

Amount: €2.500 per prize

Eligibility

- Presentation of an abstract at the ESPGHAN Annual Meeting
- Prizes are open to both Members and Non-Members

Selection Process

- Identification by the ESPGHAN scientific Committee, of 15 highest scored abstracts to be presented at the Annual Meeting
- Review of highest scored abstract is carried out by the respective Committees during the Annual Meeting
- The chair or the secretary of the relevant Committee reports to Council and the ESPGHAN Office on the best abstract after the morning sessions on the final day (Saturday) of the AM at the latest.

Selection Criteria:
The respective Committees will assess the abstracts against the following criteria:

- clinical/scientific input
- methods
- results
- conclusions
- presentation

Recognition of prize winners
Winners will be announced and presented with a certificate at the closing ceremony of the respective Annual Meeting.

19.8 ESPGHAN Endoscopy Fellowship Grant

Purpose and scope: The Fellowship is intended to facilitate an improvement in paediatric endoscopy training both for those starting their endoscopy careers and for those wishing to learn and practice more advanced techniques. There will be two different levels of fellowships:
a. 3 months duration (up to 3 available grants)
b. 6 months duration (up to 2 available grants)

Amount: Up to €5,000 for 3 months (€1000 to institution, €4000 to individual for living costs)
Up to €10.000 for 6 months (€2000 to institution, €8000 to individual for living costs).

Specifications: The grant will help cover travel and accommodation costs within host European countries. A contribution to the host institution will be given as outlined above. Training program will be constructed in accordance with the level of expertise of the applicant for both 3- and 6-month courses.

Eligibility:

- The applicant must be an ESPGHAN Member in good standing (any type) with at least a basic level of experience in

endoscopy
- Beginners with an interest in furthering paediatric endoscopy skills are welcome to apply
- Fully trained practicing paediatric endoscopists are welcome to apply
- The fellowship is to be carried out at one of the ESPGHAN allocated training centres.

Application:
Complete application must be sent to ESPGHAN office and the following will apply:

1. The applicant must submit a letter of support from 2 senior paediatric gastroenterologists – 1 from the institute of the applicant and 1 from the National Society of the country in which the applicant is training
2. A letter of intent/motivation for undertaking the project
3. A full and current CV including endoscopy portfolio and experience at the time of application

Deadline: 30 September each respective year.

Selection criteria:
ESPGHAN wishes to promote the learning of any techniques / expertise related to paediatric endoscopy. Applicants must hold a license to practice in their host country and to obtain a license where their host centre is located, or the application will be considered invalid.

Selection Process:
- The process is coordinated by the ESPGHAN Endoscopy Special Interest Group (SIG)
- ESPGHAN Endoscopy SIG will review the applications independently based on current experience levels and expertise
- The applicant will receive notification no later than four weeks after application deadline.

Reporting and disbursement of the fund:
A research or audit project will be undertaken by each successful Applicant during their Fellowship and it is expected that this will form an abstract to be submitted to the next ESPGHAN Annual Meeting following the Fellowship. This can be planned in advance of the Fellowship or designed once the Fellowship has commenced.

Payment modality:
3 Month Course: Payments will be made in 3 monthly instalments at the beginning of each respective month of the fellowship. Upon completion, a report on the outcomes of the fellowship must be submitted by both the fellow and the supervisor of the host centre. Upon receipt, the funds for the centre will be released.
6 Month Course: 50% of the funds will be released at the beginning of the fellowship, with the remaining funds disbursed after 3 months and upon receipt of a short progress report signed by a supervisor/mentor. Upon completion, a report on the outcomes of the fellowship must be submitted by both the fellow and the supervisor of the host centre. Upon receipt, the funds for the centre will be released.

Recipients of the Fellowship must not be bound by any contract involving salary with the destination service during the entire fellowship. A declaration of honour will be requested.

Training centres
a. Training will be provided in European and Israel centres only.
b. Following expressions of interest from Training Centres, the assessment of their training potential will be made by the Endoscopy SIG, particularly in respect to:
i. expertise of the staff
ii. training experience of the trainers (e.g. attendance at a Training the Trainers Course)
ii. level of care provided and equipment available
iii. number and type of endoscopic procedures occurring in the Centre
Investigation by the Chair and the small panel of other members of the ESPGHAN endoscopy group into the institution/country's legal requirements will be a necessity prior to hands on training.

19.9 AHP Award

Purpose and scope
The AHP Travel Grant aims to support an experienced ESPGHAN Allied Health Professional Member in good standing who wishes to visit another unit within Europe* for the purpose of observation of a practice not available in his/her institution, participate in

a short project/audit or observe an extended role of an AHP e.g. endoscopy nurse , dietetic led nutrition, coeliac etc clinics, Multi-Disciplinary Team PN practice, Neonatal nursing/dietetic practice, research nursing/dietetic roles, Speech and Language advanced techniques (VFS,FIES).

Amount

Up to EUR 5000

Specifications

The grant will cover travel and accommodation within the host country. It will not cover attendance at courses/conferences/schools.

Each awardee will be announced at the ESPGHAN Annual Meeting and he/she will report back at the ESPGHAN AHP course once the project/audit/visit is completed.

There will be one application per year.

Eligibility

- The applicant must be AHP ESPGHAN member in good standing.
- The applicant must be currently working in clinical/ research paediatrics Gastroenterology or Hepatology and Nutrition with a minimum 3 years' experience in the respective field.
- The applicant's supervisor of institute to be visited must be an ESPGHAN member (any type) in good standing.
- The institute to be visited must be within Europe*.
- The visit should be completed within a year after the date of approval.

Application

In order to apply for the AHP Travel Grant, the applicant will need to submit:

- A completed online application form
- A letter of intent including:
    1. *Aim of the visit/audit/project*
    2. *Objectives*
    3. *Interest for the applicant*
    4. *Description of the lack of the resource at the home institute and if applicable, how the proposed visit/project/audit will change or enhance practice in applicants home institute*
- An up to date CV
- A letter of support from the home supervisor
- A letter of support from visiting institute supervisor (ESPGHAN members)

Deadline

Application deadline 31st March each year.

Selection criteria

All complete applications will be reviewed and scored by the AHP committee against the following criteria:

1. Innovation and originality of the proposed visit/audit/project (score 1-5)
2. Relevance of proposed visit/audit/project to applicant's current role (score 1-5)
3. Benefit of the proposed visit/audit/project to ESPGHAN (score 1-5)
4. Likelihood of the proposed project resulting in a change in practice in home institute (score 0-1)
5. Previous ESPGHAN awards (score 0-1)

Selection process

Applicants' eligibility and application documents will be checked by the Office.

All complete applications will be reviewed and scored by the AHP committee against the above listed criteria.

The applicant with the highest score will be selected by the AHP Committee and then approved by the ESPGHAN Treasurer and Council.

All applicants should be notified by the ESPGHAN Office within 8 weeks after the application deadline.

Reporting and disbursement of the fund

- The Grant will be disbursed 3 months after the visit/audit/project completion and according to the following modalities:
    1. *Up to 50% at the start of the visit/audit/project, upon reception of signed expense claim forms, related receipts and progress report by the ESPGHAN Office*
    2. *Remaining amount at the end of the visit/audit/project, upon reception of signed expense claim forms, related receipts and progress report by the ESPGHAN Office*
- A final progress report will be provided by the Awardee within 3 months after the visit/audit/project completion and will

be uploaded on the ESPGHAN website. The final report should include the following:

1. *Aim of the exchange*
2. *Description of the project/audit/observation period*
3. *How has the exchange been positive for the applicant's career?*
4. *Has the exchange been positive for the home institution?*

Article 20 – Website

The ESPGHAN website will be used as an information centre for Society members as well as non-members. The responsibility for keeping the website content up to date lies with the website editor together with the Association Management Office under supervision by Council, who work closely with the service provider that provides the technical service and expertise to maintain the website.

The public zone of the website shall contain:

1. The mission statement of ESPGHAN.
2. The constitution of the Society.
3. Rules and Regulations.
4. Contact details of the Society Council members and of the Association Administration Office.
5. Information on benefits of membership, and how to become a member of the Society.
6. Information on scientific meetings and educational events.
7. Society publications, Guidelines and position papers.
8. Information on Committees, WG's, SIG's.
9. Information on ESPGHAN Awards.
10. A link to the JPGN/JPGN Reports website.
11. A link to the e-Learning activities.
12. Information and link to the official AM website.
13. A link to other societies including FISPGHAN and UEG.
14. Other items as determined by EC.

The member's only zone of the website will allow members:

1. To pay their membership fees online.
2. To view newsletters.
3. To view past AGM minutes and related documents.
4. To search for other members, contact details via a directory (with member's permission).
5. Access other items as determined by the EC.
6. View access to inventory of published and proposed guidelines and position papers.

The Council and Committee Members only zone will allow members to:

1. To access working documents and agendas for council/committee meetings.