

Regulations of the Knowledge Translation Sub-Committee of EULAR's Health Professionals in Rheumatology (HPR) Committee

1 General Provisions

1.1 Name of the Committee and establishment

The Knowledge Translation Sub-Committee (hereinafter "**Sub-Committee**") has been established by the EULAR Board in accordance with the statutes of EULAR and the by-laws of the Committee.

1.2 Statutes, By-Laws and regulations

The statutes of EULAR, the by-laws of the Committee, and these regulations shall apply to the Sub-Committee. In case of conflict between the provisions of the statutes and the ones of the by-laws, the provisions of the statutes shall prevail; in case of conflict between these regulations and the by-laws, the provisions of the by-laws shall prevail.

1.3 Objectives of the Sub-Committee

The Sub-Committee supports EULAR's and the Committee's objective and aims to optimise communication within the HPR community and between HPRs and other EULAR and public communities, as well as fostering quick and effective implementation of HPR projects into practice. In furtherance of these aims, the Sub-committee has the following objectives:

- a) to reach HPRs through the use of e-mail and social media for sharing information from HPR projects, conferences, meetings of interest and publications to keep HPR community informed and involved in educational, clinical and research activities;

- b) to help HPRs to increase access to information, to interact with colleagues and mentors and leading clinicians/researchers in the field of rheumatology and to encourage knowledge exchange between peers;
- c) to keep HPR clinicians and researchers in the field updated on activities and news of EULAR HPR, as well as any upcoming events, new projects and information that could be considered as useful;
- d) to collaborate with the Scientific and the Education sub-committees and with EULAR Content and Representation Committees in order to promote fast and adequate translation into practice of the most up-to-date research findings and to identify new research questions, resulting from the implementation, as well as educational needs.
- e) to organise a meeting at least every six months to monitor and evaluate tasks, goals and aims, and adjust the contingency plan (see, section 3.3 below).

The Sub-Committee does not pursue gainful or self-help purposes.

2 Members of the Sub-Committee

The members of the Sub-Committee are natural persons. Each member of the HPR Committee, or any other EULAR member may propose candidates. The candidates are evaluated by the HPR Chairmanship, taking into account factors that should be balanced (such as country, gender, professional background, clinical skills, experience, knowledge, educational and scientific excellence). The HPR Committee then nominates the members of the Sub-Committee.

The members of the HPR Chairmanship are inherent members of the Sub-Committee.

The Sub-Committee has up to 12 members.

The members of the Sub-Committee are nominated for a term of 4 years, commencing the first meeting of the Committee held after his/her nomination, whichever comes first. Nomination for a second term is possible by exception.

The members have the right to participate, speak and vote at the meeting of the Sub-Committee.

The members of the Sub-Committee have the obligation to act in compliance with the statutes of EULAR, the by-laws of the Committee, these regulations and any other regulations of EULAR or of the Committee.

3 The Meeting of the Sub-Committee

3.1 Composition

The Meeting of the Sub-Committee is composed of its members and of its leader.

The members of the other HPR Sub-Committees and of the HPR Committee and the members of the Presidency of EULAR have the right to attend the meeting of the Sub-Committee. They have the right to speak and to make proposals at the meeting; they have no right to vote.

The chairperson of the meeting of the Sub-Committee may allow further persons to attend the meeting. They may be invited to discuss and make proposals but have no right to vote.

3.2 Resolutions and quorum

The meeting of the Sub-Committee may pass resolution within the field of its objectives. It passes its resolutions by the simple majority of the votes.

The consent of all members of the Sub-Committee to a proposal is equivalent to a resolution of the Meeting, provided no member of the Sub-Committee requests a meeting and provided such consent is given in writing or by electronic communication means.

No resolutions may be made on proposals relating to items on the agenda that were not duly notified.

3.3 Meetings and convocation

The Meetings of the Sub-Committee can be convened as and when required.

The Meetings of the Committee are, as a rule:

- a) a one-day meeting (noon to noon) between the months of September and February, with a focus on strategic issues in the field of the Committee;
- b) a meeting during the EULAR Congress, with a focus on operational matters.

The leader of the Sub-Committee convenes the meeting of the Sub-Committee, in close cooperation with the HPR Chairmanship. The meeting should be convened at least 20 days in advance by regular mail or by electronic communication means to the last communicated address of the members of the Sub-Committee, together with the agenda of the meeting of the Sub-Committee.

The meetings may also be held, partly or totally, by telephone or video conference or by other means.

The leader of the Sub-Committee takes the chair of the meeting, in his/her absence any member of the Sub-Committee.

The minutes of the meeting of the Sub-Committee must be signed by the chairperson. The minutes must at least mention the resolutions taken.

The HPR Sub-committee members, and the HPR Chairmanship, and the EULAR Board are entitled to receive the minutes by regular mail or by electronic communication means.

4 The Leader

The leader of the Sub-Committee must be a member of that Sub-Committee. The candidates are proposed by the HPR Chairmanship or by the members of the Sub-Committee. The leader is nominated by the Board of EULAR.

The term of the leader is of four years, commencing at the first Meeting of the Committee held after his/her nomination, whichever comes first. Nomination for a second term is possible.

The leader manages the Sub-Committee and reports to the HPR Committee. He/she has the following competences:

- a) overall management of the Sub-Committee;
- b) preparation of the meeting of the Sub-Committee;
- c) propose new initiatives to the HPR Board, as well as promote continuous improvement on the current initiatives;
- d) collaborate with the other HPR Sub-Committees leaders, HPR Committee and all other EULAR Content and Representation Committees;

5 Volunteerism

Neither the leader nor any member of the Sub-Committee may receive a salary.

6 Entry into force and transitory provisions

These By-Laws enter retroactively into force on 1st January 2021.

The Chairmanship of the HPR Committee nominates Members of the Sub-Committee and defines their term of office together with their nomination so that every year approximately one fourth of the term of the Members of the Committee ends.

Glasgow, 13 May 2021

On behalf of the Board of the European Alliance of Associations for Rheumatology



Prof. Iain McInnes
President of the European Alliance of Associations for Rheumatology