

ERBP

I. General

The bylaws of European Renal Best Practice (ERBP) must be in agreement and accordance with the ERA-EDTA Constitution, Statutes and Policies/Regulations. These bylaws have been jointly developed by ERA-EDTA and ERBP and have been accepted by both the ERA-EDTA Council and the ERBP Advisory Board.

II. Objectives

ERBP has the following specific objectives:

1. Create internal working groups or guideline development groups for specific tasks;
2. Offer guidance to the European nephrological community (as well as in countries bordering Europe and the Mediterranean Sea), in particular to the other ERA-EDTA Committees for the creation of guideline documents or assisting other ERA-EDTA Committees in this matter;
3. Screen the existing literature for material which may lead to the development of new recommendations or the update of existing ones, define research recommendations based on the gaps of evidence and clarify the quality of evidence, and its presence or absence, to its readership;
4. Disseminate the generated documents and recommendations by publishing full and summary versions, presentations at meetings, displays on websites, email blasts and by encouraging the translation of such documents into languages other than English;
5. Stimulate implementation by distributing CME questions and questionnaires and organising quizzes, audits and CME courses.

III. Resources and accounting

III.1 Resources

The finance to enable ERBP to fulfill its objectives is obtained from ERA-EDTA resources.

III.2 Accounting

Financial support of ERBP activities is based on a yearly budget (calendar year), which must be included in the annual ERA-EDTA budget and approved by ERA-EDTA Council.

No direct industry support (sponsorship) will be sought by ERBP.

ERA-EDTA will present a procura to the Chair of ERBP for the financial management of the budget. The finances are to be managed by ERBP in agreement with ERA-EDTA's standards and its status as a Charity registered in England and Wales. They are to be applied only to the ERBP Advisory Board's and ERBP's own objectives.

The proper management of the financial affairs of ERBP is under the final responsibility of the Chair. He/she shall manage the ERBP account, draw up balance sheets and circulate them regularly to the Advisory Board members.

III.3 Auditing

The President, Secretary-Treasurer and Council of ERA-EDTA and eventual external Auditors nominated by the ERA-EDTA Council have a right to inspection regarding the management and bookkeeping of ERBP. To this end, a request will be addressed to the ERBP Chair.

III.4 Approval

The ERBP Chair will submit a financial report for the concluded financial year and a proposal for the coming financial year to the President, the Clinical Nephrology Governance Chair/Chair of the Registry and Secretary-Treasurer of ERA-EDTA, who in turn will present the report to the ERA-EDTA Council for approval. This should preferably be done at the meeting(s) of the ERA-EDTA Council in which these respective budgets are discussed/approved.

IV. ERBP Advisory Board

IV.1 Composition

The usual and maximum number of members is 15. Every effort should be made to maintain this number of Advisory Board members. Once the quorum of 15 members has been reached, new members can only be added by replacing other members after their withdrawal/end of term. The composition of the group should be geographically balanced among European countries and regions (including countries bordering Europe and the Mediterranean Sea).

Advisory Board members are non-nephrologists as well as nephrologists (guideline development methodologists, epidemiologists, nurses, patients, ethical advisor, etc.). There should be at least 1 member from each of the following categories: a paediatric nephrologist, a patient, a nurse and the managing director of the ERA-EDTA Registry. Non-members may be asked for ad hoc advice about specific matters.

The ERA-EDTA President, Secretary-Treasurer and the Clinical Nephrology Governance Chair/Chair of the Registry are ex-officio members and they cannot cover any other role within the board during their term.

Industry representatives/employees cannot be ERBP Advisory Board members. More specifically:

1. Any person receiving salaries and/or payments on a regular basis directly by industry and working directly for industry will not be involved, directly or indirectly, in any ERBP activity, will not participate in ERBP meetings, production of papers and/or written recommendations;
2. A person receiving a salary (or part of his/her salary) or a regular payment from a company as a result of the company having purchased the property of the medical centre or University where this person works, and who is active as a professional specialist physician or who is directly involved in patients' treatments may participate in ERBP activity. However, they will not be involved in any ERBP activities that may be affected or influenced, directly or indirectly, by their personal professional industry-dependent work.

IV.2 Election

1. Those wishing to apply for membership should submit their candidacies on the [ERBP candidate application form](#) in response to an open call sent to all ERA-EDTA Full Members (categories A and B), once the board has declared an open position;
2. Candidates should be Full ERA-EDTA members (categories A and B). Exceptions to this rule are only permitted for non-nephrologists;
3. New members will be selected based on their scientific achievements, past experience and publication record in clinical epidemiology also including their involvement in boards aimed at developing guidelines. Eligible candidates are active in the field of nephrology and related areas, guideline development or methodology. A candidate could also be a nephrology patient or a person whose expertise is considered relevant for ERBP for any other reason;
4. Chair and Vice-Chair candidates must be current members of the ERBP Advisory Board and have served on the board for a minimum of 2 years. He/she must submit a written request to the current Chair at least 5 weeks prior to the meeting in which the elections are held;
5. All ERBP Advisory Board members are elected by the current Advisory Board and must have their position confirmed by the ERA-EDTA Council.

IV.3 Terms and rotation

Membership ends with voluntary resignation, by exclusion due to serious and well-founded reasons or by natural rotation due to the end of their term.

1. Voluntary resignation from the ERBP Advisory Board is possible at any time but must be communicated in writing to the Chair and does not absolve the resignee from the fulfillment of commitments made up to the date of resignation;
2. The exclusion of a member from the ERBP may be exercised because of violation of ERBP duties or the provisions of the present regulations and/or ERA-EDTA regulations, or if the member does not participate in 2 consecutive meetings without a valid reason. The decision to exclude a member can be taken either by the ERBP Advisory Board or the ERA-EDTA Council by a majority vote;
3. The term of the Advisory Board members is 3 years and can be renewed for a further 3 year term only. If a decision must be made regarding who will remain or leave the board, then this will be made by secret ballot upon a proposal by the Chair. Priority to remain on the board will be decided by the Chair based on the willingness of the person to remain, the role of the person within the board as well as the board membership seniority. According to the tasks of the board at the time, and after a proposal made by the Chair and a majority vote of the board, the outgoing members do not have to be replaced by new ones, provided that the number of board members still remains around the usual and maximum number of 15;
4. The term of the Chair and Vice-Chair is three years, in addition to any time already spent on the Advisory Board as a member. This position can however be held by the same person for another three year term. In case of voluntary resignation by the Chair and Vice-Chair, the announcement of their intention must be made at least 3 months in advance. If a successor to the Chair cannot be elected and confirmed in time, the Vice-Chair will take on the role of Chair in the interim period until a new Chair is elected. This interim period, however, must not exceed a period of 6 months. If the ERBP Advisory Board is not able to elect a new Chair, the ERA-EDTA Council will appoint one;
5. As far as the President, the Secretary-Treasurer of ERA-EDTA and the Clinical Nephrology Governance Chair/Chair of the Registry are concerned, the term of office is according to their mandate within the Council. Once their mandate is finished, they can apply for a position in the Advisory Board as a member as soon as there is an open call;
6. Once an Advisory Board member has ended his/her term, they can only re-apply for a position on the board after observing a minimum break of three years. The only exception to this rule is for the ex-officio members, Chair and Vice-Chair, who may apply for ordinary Advisory Board membership at the next open call;

7. A departing ERBP Advisory Board member will receive a diploma for their term on the ERBP Advisory Board. For more information, one should refer to the appropriate section in the "[General Rules for ERA-EDTA Committees](#)".

IV.4 Rights and Duties

IV.4.1 Ordinary Advisory Board members

1. Every Advisory Board member has the following rights:
 - a. To be informed of the activities of ERBP by email;
 - b. To participate in the regular ERBP Advisory Board meetings;
 - c. To publish in scientific journals and to present at scientific meetings under the logo of ERBP, if the content is produced as the result of the activities of ERBP;
 - d. To stand for election as Chair or Vice-Chair.
2. Duties of Members:
 - a. When ERBP decides to generate guidelines, position statements, or any other documents, Advisory Board members will be invited to contribute to these endeavors, as a coordinator or as a contributor. Likewise they may be asked to give oral presentations on behalf of ERBP at meetings. Once they have agreed to do so, and once appointed, they should submit their contributions within the given timeline. The content should correspond to the philosophy of ERBP. The coordinators should regularly inform the Advisory Board of their progress. At least once a year, each member should update the Advisory Board on their allotted topics and the need to generate new guidance documents;
 - b. All Advisory Board members must regularly fill in and update their online DoI form.

IV.4.2 Chair and Vice-Chair

The Chair:

1. Must be an ERBP Advisory Board member. He/She manages the general affairs of the Advisory Board and represents it with regard to external affairs. He/she must regularly report these affairs (e.g. financial report), to the ERBP Advisory Board at the board meetings. He/she will keep and regularly update lists of the Advisory Board members;
2. Will regularly inform the ERA-EDTA Council about eventual WGs, and their duties, accomplishments, during the ERBP annual report (Spring Council). For all other Council meetings it will be the Clinical Nephrology Governance Chair/Chair of the Registry who will make a report to the Council on behalf of ERBP. The Clinical Nephrology Governance Chair/Chair of the Registry is the representative within the Council of ERBP. The Chair must therefore share any plans/presentation with the Clinical Nephrology Governance Chair/Chair of the Registry before they are presented to the ERA-EDTA Council.

The Vice-Chair:

Must be an ERBP Advisory Board member with proven expertise and training in evidence-based medicine and guideline development methodology. He/she must support the Chair in directing the methodological affairs of ERBP. More specifically, the Vice-Chair, after consultation with and with the agreement of the Chair, is responsible for managing the production and methodological quality of the guidance produced by ERBP. The Vice-Chair will develop and supervise a training programme for fellows in line with logistical and financial possibilities and supervise the guideline development groups of ERBP.

IV.5 Advisory Board meetings

1. The regular Advisory Board meetings are held at least once a year, possibly during the annual ERA-EDTA Congress;
2. The Chair is in charge of the agenda, the venue and the official invitation, which must be sent to all members at least 4 weeks prior to the event;
3. Proposals to the agenda are to be submitted to the Chair in writing at least 24 hours before the date of the Advisory Board meeting; the agenda may also be modified at the meeting itself. In this case the modification has to be confirmed by a simple majority of the Members present;
4. The Chair leads the Advisory Board Meeting; if the Chair cannot attend the meeting, the Advisory Board Meeting shall be chaired by the Vice-Chair or, if also not present, by the current President of ERA-EDTA;
5. All decisions of the ERBP Advisory Board, except the decision regarding the dissolution of ERBP, require a simple majority. In case of a tie, the Chair or in his/her absence the Vice-Chair has the casting vote;
6. For well defined questions, such as the election of candidates or dissolution of ERBP, in addition to the votes cast during the Advisory Board meeting, postal votes can be cast by those members who are unable to attend the meeting. Postal votes will only be valid if sent in double envelopes, on a specified form, and addressed to the Chair before the Advisory Board Meeting. Electronic voting is also possible, provided that anonymity and security features are taken into consideration. The final decision to subject a decision to a postal/electronic vote will be made by the Chair;
7. All activities, discussions and presentations of the Advisory Board and all resolutions made during the Advisory Board meetings have to be recorded in written minutes. To this end, secretarial assistance is offered by ERA-EDTA. The minutes are collected, communicated to all ERBP Advisory Board members and filed by the Chair and kept on

behalf of the Chair by the ERA-EDTA Headquarters. Upon request to the Chair, the ERA-EDTA Council can view the minutes;

8. For the rules regarding the reimbursement policy for ERBP Advisory Board members who participate in face-to-face meetings, for example organized at the time of the annual ERA-EDTA Congress and at the SEID (if any is organised), one must refer to the "[General Rules for ERA-EDTA Committees](#)".

V. Output and visibility

V.1 Output

A part from the rules regarding this matter highlighted in the "[General Rules for ERA-EDTA Committees](#)", with regard to publication of guidelines, the final version, approved by the Council, must be circulated to ERA-EDTA members for comments before it is published. The output of ERBP will be published in ERA-EDTA journals, if accepted. Dual publication would be possible when a guideline is a collaborative effort of different groups and different specialities; sole publication in another journal would also be acceptable in this case, but not recommended.

Any publication or report of ERBP must clearly mention the fact that ERBP is a body of ERA-EDTA (this must also be clearly stated in the ERBP section of the ERA-EDTA website). The sentence approved by Council related to this matter is: *"This article (to be adapted accordingly) was written by (to be adapted accordingly) on behalf of ERBP which is an official body of the ERA-EDTA (European Renal Association – European Dialysis and Transplant Association)."*

V.2 Guidelines and DoI

It is essential that the DoI of all the authors of any ERBP publication, including guidelines, is very visible at the beginning of the document. If the materials are printed, the DoIs must also be present, again at the beginning of the document, and cannot simply be mentioned through a link.

V.3 CME Activity

All CME Activity of ERBP, if any is organised, must be approved first of all by the ERBP Advisory Board and then by the Council. It must be done by using the ERBP budget regularly approved by the Council. The evaluation of the activity itself will be done by the Council.

V.4 ERBP and the annual ERA-EDTA Congress

ERBP activities should be presented every year in a public session or sessions during the annual ERA-EDTA Congress. The format of the presentations will be determined by the

Chair of the Congress Scientific Committee, approved by the Council but suggested by the ERBP Advisory Board.

VI. Dissolution of the ERBP

1. The voluntary dissolution of the ERBP can only be decided by an extraordinary Advisory Board meeting organized exclusively for this purpose; a two thirds majority is necessary for the dissolution, or by a decision made by the ERA-EDTA Council;
2. If the decision is made by the ERBP Advisory Board, it must be confirmed by the ERA-EDTA Council;
3. The dissolution is effective from the day after the ERA-EDTA Council approves it;
4. A forced dissolution may be decided by the ERA-EDTA Council during a Council meeting, if no reports of activities have been presented to the ERA-EDTA Council over a three year period.

Last approval by the ERA-EDTA Council done at the Council meeting held in Athens (Greece), October 10-12, 2019.