

SCIENTIFIC ADVISORY BOARD (SAB) REGULATIONS

I. SAB mission.

The aim of the SAB is to advise the ERA-EDTA Council to achieve its scientific goals and to improve Research in the nephrology field.

II. SAB structure.

1. Composition and members.

The SAB is composed of 18 Medical Scientists of high reputation, including a Chair (the ERA-EDTA President), a Co-Chair, a Secretary-Coordinator, the Renal Science Chair/Chair of the Administrative Offices, the Clinical Nephrology Governance Chair/Chair of the Registry and the Chair of the Paper Selection Committee (these people are all ex-officio members of SAB, except for the Co-Chair). The Co-Chair cannot be a Council member.

All SAB members must reside in one of the Countries of the ERA-EDTA area (Europe, countries bordering Europe or the Mediterranean Sea) and must be Full ERA-EDTA members (categories A and B).

At least 2 SAB members have to be Council members at the time of their election, this does not include the ex-officio members of SAB.

The final composition of the board should have the following: at least two experts on clinical science, at least two experts on basic and transitional science, at least one young person (possibly less than 45 years of age), at least three women and one member representing Eastern Europe (i.e. including Balkan Countries and Turkey).

Normally no more than two members per country are allowed.

The ex-officio members should not be taken into consideration with regard to the final composition parameters.

So that the above parameters can be fulfilled, the Council has the power to nominate SAB members directly – taking however into consideration the parameters that were used for

the original selection of SAB candidates. This rule will be applied if, after the call, there are not enough candidates for certain specific positions (i.e. women; young persons; experts in a specific field; geographical representation; Council members).

2. Election process.

- a. Chair, Renal Science Chair/Chair of the Administrative Offices, Clinical Nephrology Governance Chair/Chair of the Registry and Chair of the Paper Selection Committee: They follow the election procedure related to their specific role;
- b. Co-Chair: He/She is elected by SAB among the SAB members when necessary, thus when the current Co-Chair must be replaced or when his/her term can be prolonged, or, again, if the current Co-Chair resigns before the end of his/her term;
- c. Secretary-Coordinator: The election process is the same as for the Co-Chair;
- d. Ordinary Board Members.

At least 3 months before the SAB mandate expiration, according to the position available (i.e. area of activity, geographical provenance, gender), under the responsibility of the Co-Chair, an open call is posted on the ERA-EDTA website and email blasts are sent to all ERA-EDTA members (categories A and B). An appropriate online submission form must be used to submit candidatures.

Necessary parameters:

- a. all SAB candidates must be well known and experienced scientists in their field(s) of expertise;
- b. all SAB candidates must be Full ERA-EDTA members (categories A and B) when submitting their application;
- c. all candidates must submit their candidate application form and their 15 most cited and the 15 highest ranked papers;
- d. all candidates must fill in/up-date their DoI;
- e. all the candidates have to mention their own H-Index. This will then be cross checked by using a biometrical institute from a well-known university and adjusted by age.

All SAB candidatures with the relevant documentation will be sent to the SAB Secretariat at the ERA-EDTA Operative Headquarters. They will then be forwarded directly to the ERA-EDTA Secretary-Treasurer who, after verification that all the parameters described above have been applied, will then send them to the ERA-EDTA Council at least 2 weeks prior to the Council Meeting in which the election must take place. During this meeting the Council will appoint the SAB members. The selection of the SAB members must be done by secret vote of the Council: however, if any Council Member is a candidate, he/she must leave the room when the candidates are discussed and elected.

In case of resignation of one or more SAB members during his/her term, the Council has to select the substitutes from the candidatures received for the previous call. No new call will be done or new criteria applied. In this specific case, the newly appointed member/s is/are entitled to be part of the SAB until the end of its original mandate (e.g.: if the leaving SAB member had to carry out its mandate for only 1 year left, he/she will be appointed for only 1 year).

3. Terms.

- a. Chair, Renal Science Chair/Chair of the Administrative Offices, Clinical Nephrology Governance Chair/Chair of the Registry and Chair of the Paper Selection Committee: They follow their term related to their specific role;
- b. Co-Chair: The term of the SAB Co-Chair will be of two years and can be renewed for a maximum of three times (for a final total of maximum 6 years);
- c. Secretary-Coordinator: He/she remains in office for three years which can be renewed by the Council for a maximum amount of another three year term;
- d. Ordinary Members: The mandate is two years and can be renewed for a maximum of three times (for a final total of maximum 6 years).

IMPORTANT. The Co-Chair and Secretary-Coordinator cannot end their terms at the same time: if this happens the Secretary-Coordinator should remain within the SAB for one extra year.

4. Rotation ordinary board members.

Starting from 2012 onwards, the SAB composition will be renewed every 2 years for 5 of its 13 members.

The selection regarding who will remain on the Board will be followed by the Chair, the Co-Chair and the Secretary-Coordinator and be done according to the following:

- a. Voluntary resignation;
- b. Parameters that must be taken into consideration if there are not enough voluntary resignations to reach the requested number of members that must leave the Board:
 - b.1 Participation in the SAB meetings (financially supported by ERA-EDTA);
 - b.2 On-time delivery of evaluation forms.

Only if, after applying the above-mentioned parameters, there is an even number of points for some persons, a secret vote by SAB members must be done to select the persons leaving the SAB (in case of a tie the Co-Chair will have a casting vote).

III. SAB responsibilities.

1. To enhance the integration of existing kidney research in Europe (countries bordering Europe and the Mediterranean Sea) into the ERA-EDTA, in particular basic research (e.g.: physiology, biochemistry, immunology, molecular and cell biology), in order to advance all fields of nephrology;
2. To explore the ways to promote translational research in nephrology by strengthening the collaboration between basic and clinical scientists;
3. To explore avenues of collaboration with existing research bodies (e.g.: EU, EMBO, FEBS, FEPS, EKHA, ISN);
4. To identify potential research collaborations in fields related to nephrology (e.g.: hypertension, diabetes, kidney cancer, nephrolithiasis, and transplant immunology);
5. To explore additional funding possibilities for research at the European Community level.

IV. Specific roles and duties of the Co-Chair and Secretary-Coordinator.

In case of a tie in a vote the SAB Co-Chair has a casting vote.

The Secretary-Coordinator and the Co-chair will be invited to participate to the Council Meetings only if necessary. Normally, however, the Co-chair must participate in the Fall Council. At this meeting he/she will present an annual report of the SAB's activities.

V. SAB specific aims.

SAB is expected, if the following programmes are on-going, according to the Council's decision:

1. to contribute to the development and continuity of the scientific programme in the annual Congress. At least 3 SAB members (with the exception of the Chair who is already an ex-officio member of this committee) should be part of the scientific committee for ERA-EDTA annual Congress. The selection of who should be part must be done by the Chair of the Scientific Committee and approved by the Council. SAB members will rotate their participation as a member of the Scientific Committee of the annual Congress. The SAB members who are part of the Scientific Committee of the annual Congress must then send a short report to the rest of the SAB members after the said Congress;
2. to be involved in the selection of the ERA-EDTA Awards (the full regulations can be found at this [LINK](#));
3. to be involved in the selection of the ERA-EDTA Fellowship programmes (the full regulations can be found at this [LINK](#));
4. to be involved in the evaluation of the research projects of ERA-EDTA committees/bodies (the full regulations can be found at this [LINK](#));
5. to be involved in the evaluation of the Research programme projects (the full regulations can be found at this [LINK](#)).

Upon Council request the SAB can be in charge of any other kind of scientific matters.

VI. SAB operational issues.

ERA-EDTA will provide secretarial support to SAB, furthermore, it will cover the expenses linked to the board meetings held no more than twice a year, possibly during the annual ERA-EDTA Congress and during the Scientific Educational and Interaction Day (SEID) – if any is organised. The expenses covered will include: travel, accommodation and eventual registration for the Board Members; meeting room, AV equipment, catering (specific

details regarding travel/accommodation can be found in the "[General Rules for ERA-EDTA Committees](#)").

SAB is expected to:

1. work in close collaboration with the Council and the SAB Secretariat of the ERA-EDTA Operative Headquarters;
2. have an intense e-mail exchange and no more than two face-to-face meetings each year;
3. regularly report the results of its activity to the Council (through the Chair and/or the Co-Chair).

For the rules regarding the reimbursement policy for SAB Members who participate in the face-to-face meeting organised 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](#)".

VII. Role of the ERA- EDTA Council.

1. Is in charge of the final approval regarding the Young Fellowship Programme and the Research Programme submitted applications;
2. Assigns a budget to the activities and the programmes suggested by the SAB.

VIII. General Rules.

1. CoI. When a SAB member is directly involved with any matter that SAB must judge, he/she cannot participate in the discussion/vote regarding this specific matter and, if it is a face-to-face meeting, must leave the room. He/she however can return to the room and participate in the discussion/vote of the other matters that are presented during the same meeting that, however, must not be related to the item discussed/voted upon in which he/she was directly involved;
2. Diplomas. For this matter one should refer to the appropriate section in the "[General Rules for ERA-EDTA Committees](#)".

Last approval by the ERA-EDTA Council done by email vote on February 13, 2019 (recorded in the minutes of the Council meeting held in London (U.K.), February 21-23, 2019).

