



# OPERATING RULES FOR EUROELSO WORKING GROUPS

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The general objective of a EuroELSO Working Group (WG) should be to cover a specific area of knowledge (topic) related to ECLS, implementing international multidisciplinary collaboration in clinical, research, and educational activities.

## **CREATION**

- Proposals for WG creation would need to include:
  - Why the topic is important.
  - Why a working group should be established to cover the topic.
  - Main objectives.
  - Specific activities.
  - CV of the candidate for chair and why they should lead the WG.
  - Core group:
    - Chair: should be a member of the Steering Committee or work in close collaboration with a member of the Steering Committee. ECLS expertise (accredited via CV) is indispensable.
    - At least one member of the EuroELSO Scientific Committee should be included in this core group.
- The proposal should be presented at a Steering Committee meeting. The creation document should be sent to the EuroELSO secretariat at least one week prior to the meeting.
- The candidate for chair or the representative of the Steering Committee presents the proposal at the meeting.
- The proposal should receive at least  $\frac{3}{4}$  positive votes for approval.

## **GENERAL ACTIVITIES OF A WORKING GROUP**

- Coordinate/lead/support research activities.
- Keep guidelines updated.
- Participate in EuroELSO Annual Congress.
- Educational activities: webinar, podcasts, workshops, lectures, sessions, simulation-based courses, journal clubs.
- Promote multidisciplinary collaborations (e.g. rehabilitators, microbiologists, engineers...).
- Establish links with other scientific/medical societies related with the topic.
- Explore non-profit partnerships with Industry stakeholders.

## **GENERAL STRUCTURE**

- Chair:
  - ECLS expert accredited via CV.



- Should be a member of the Steering Committee or work in close collaboration with a member of the Steering Committee.
- Tasks:
  - Coordinates and oversees all group activities.
  - Maintains communication with the EuroELSO Steering Committee.
  - Determines the frequency, content, and format (virtual vs. in-person) of working group meetings.
  - Acts as the representative of EuroELSO in engagements with other related societies and entities, in conjunction with the EuroELSO President.
  - Assesses the contributions and participation of working group members during the annual year-end meeting.
  - Plans and executes working group activities during the EuroELSO Congress, in collaboration with members of the Scientific Committee.
  - Reviews and evaluates candidates for inclusion in the group.
  - Suggests research projects, courses, and webinars.
  - Presents the WG activities in the Steering Committee meeting at the EuroELSO annual Congress.
- Exceptionally, a working group may have two chairs. This should be specifically approved by the Steering Committee. In case of divergencies, a third vote from the Scientific Committee member would decide.
- Scientific Committee member:
  - Links with the Scientific Committee.
  - Collaborates with all the chair's activities.
- WG member:
  - Attends at least one working group meeting per year.
  - Actively engages in working group activities such as congresses, courses, webinars, and research initiatives.
  - Suggests research projects, courses, webinars, and other scientific activities.
  - Receives an annual certificate confirming membership in the group.
  - Must either be an individual member of ELSO or work at an ELSO Center.

## **METHODOLOGY**

- The WG will convene either virtually or in person, with a minimum frequency of once a year. The WG chair will have the authority to decide whether to increase the frequency of meetings, with a maximum of four per year. Additionally, the WG chair will determine the format of the meetings (virtual or in person).
- Specific goals for the year will be established during the first WG meeting of the year.
- Throughout the year, the WG is expected to accomplish the following:
  - Participation in the annual EuroELSO Congress.
  - Organize at least one webinar, podcast, or journal club.
  - Update guidelines in alignment with the latest evidence.
  - Maintain at least one active research project.
  - Maintain multidisciplinary nature of the members including:
    - Adult ECLS experts.
    - Pediatrics/neonates ECLS experts.
    - Perfusionists and ICU nurses, experts in ECLS.



- Microbiologists.
- Infectious diseases specialists.
- Pharmacologists.
- Each project (research, webinar, course, meeting) should have clearly defined objectives, with specific goals to be achieved during the year.
- During the last WG meeting of the year, the established goals for the year will be assessed.
- During this final WG meeting of the year, each WG member should present a dossier detailing their work over the past year.
- In the Steering Committee meeting during the Annual EuroELSO Congress, the chair of the group will present the group's accomplishments for the year. Approval to continue WG tasks will require at least  $\frac{3}{4}$  positive votes from the SC members.

### **BUDGET**

- At the Steering Committee meeting during the annual EuroELSO Congress, the WG chair should present a detailed proposal for the next year.
- Allocation of funds:
  - Fellowship grants.
  - Expenses related to working group on-site meetings.
  - Educational activities.
  - Research grants.
- **Limit: Dependent by the annual balance of EuroELSO. Defined by the Steering Committee in the last meeting of the previous year.**

### **EVALUATION**

- The WG will be evaluated at the Steering Committee meeting during the annual EuroELSO Congress. At least  $\frac{3}{4}$  positive votes are needed.
- At the last WG meeting of the year, each WG member should present a dossier with the activities performed during the year. The chair and the Scientific Committee member would evaluate this performance.