

TFF, EC and SDC Review 2024-2025

Clean version complete with procedure for Task Force-Initiated Surveys
68th Board Meeting

Bylaws of the Board Section 5.4. “Task Forces”

Clean version complete with guidelines on Task Force-Initiated Surveys

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Task Force Definition

A Task Force (TF) is defined as a group of specialists who bring together their skills and expertise to enable the EADV to influence and advance specific fields of scientific, clinical or educational relevance, to Dermatology and Venereology.

Each TF is concerned with a specific area of scientific, clinical or educational relevance. Task Forces (TFs) are internal to the EADV and can be considered as “centres of excellence”.

Purpose of Task Forces

TFs enable the EADV to influence, promote and develop specialist areas within Dermatology and Venereology, to provide *i)* a mechanism for greater engagement of EADV members in their fields of expertise and *ii)* links to existing subspecialty and other scientific and professional societies.

Function and Role of Task Forces

TFs play an important role in education, information, practice recommendations and communication.

They also provide an advisory role to the EC/Board regarding unmet needs in clinical practice, education and research in, or advocacy for, Dermatology and Venereology.

TFs should promote innovation by stimulating the initiation of projects and proposals.

1. The TF can have the following functions:
 - a. Contribute names to the database of speakers and provide up-to-date topics in the sphere of interest of that TF for potential inclusion in the scientific programmes of the EADV.
 - b. Organize or support scientific sessions within its area of expertise either within the Congresses/Symposia of the EADV or Education Committee courses and/or relevant activities (webinars, online courses, etc.).
 - c. Develop educational materials for specific groups including postgraduates and the general public.
 - d. Contribute to reviewing and/or producing evidence-based guidelines for clinical practice in the area of expertise of a given Task Force, either independently or in collaboration with other relevant organisations (such as sister or subspecialty societies).
 - e. Develop proposals or projects for consideration by the Project Proposal Review Committee (PPRC) or seek funding by other agencies to instigate and conduct studies appropriate to its area of expertise.
 - f. Complete online surveys endorsed by the EADV for epidemiologic or clinical purposes or practice-related trends.
 - g. Prepare position statements and/or provide expert opinion statements on matters related to its area of expertise including and not limited to feedback requested by the European Medicines Agency (EMA) or other third parties.
 - h. Support the PR activities of EADV by deploying the expertise of the TF members to provide advice and input to the Communication Committee as required.
 - i. Provide content for the communication functions of the EADV (based on new studies, discoveries, treatment breakthroughs).
 - j. Conduct any other activities that fulfil the aims of the EADV.
2. Each year, the TF will produce an annual report for the Board that will contain a summary of their activities and proffer evidence of outcomes achieved (including a report of the annual meetings) and present plans/projects for the next year.
A TF may be asked to present its activities at the request of the Task Force Facilitator (TFF), EC or Board.

Establishing a Task Force

1. TFs can be established following a proposal by an individual or individuals, or be created following the invitation of the EC/Board with the aim of covering a specific need in a defined area or field of the specialties of Dermatology and Venereology.
2. In order to establish a TF, a relevant application procedure must be followed. Such a procedure includes the submission of information which comprises and may be not limited to the mission of the proposed TF, the aim(s), strategy plan, as well as the structure and suggested Chairpersons/members of the TF (as per the official form provided with these Task Force Bylaws).
3. The request for the new TF will be submitted to the attention of the TFF, who will review it to ensure compliance with the relevant procedure and with these Bylaws. Once reviewed and confirmed by the TFF, it will be considered by the EC for recommendation to the EADV Board.
4. Each TF will have a duration of four years with a possibility for an additional four-year extension. Further extensions can be requested if an adequate justification of on-going activities is provided. TFs will be notified to apply for extension in sufficient time by the EADV TF Office.
5. The four-year term of each TF will commence following Board approval at the Annual EADV Congress. The first year of operation will be considered completed at the end of the following year's Annual EADV Congress.
6. Duplication with existing TFs should be avoided. If a new TF shares similar areas of expertise with an already established one, then a clear set of distinct aims (and different from those of the existing TF) needs to be provided in order to justify the approval of the new TF.
7. The Board can dissolve a TF at any time. The criteria may include:
 - The TF has fulfilled its purpose and length of duration
 - There has been a lack of communication or measurable and sustainable activity for two years
 - There is a lack of strategy plan/goals in the annual report
 - Failure to fulfil expectations
 - Failing to be integral to the future strategy of the EADV

Task Force Leadership

1. A Chairperson and one or two Co-Chairs will lead and co-ordinate the affairs of each TF.
2. The Chairperson and Co-Chairs will be nominated from amongst the TF members following a consensus decision by all the members.
If several TF members wish to apply for leadership positions in the TF, then an election should be held by TF members.
3. The initial term of office of the Chairperson and the Co-Chairs will be of four years and can be extended by consensus decision of the members of the TF. If after four years, other TF members wish to apply for TF leadership, then an election, based on a majority of votes cast, should be held by TF members. TF Leadership should be confirmed by the Board (approval of the annual TFF report).

4. The Chairperson and the Co-Chairs must be EADV members in good standing and must not be Chairs of other EADV TFs, Working Groups or Committees.
5. Only one Co-Chair can be member from the same country as the Chairperson.
6. The role of the Chairperson is to:
 - a. Organize the meetings of the TF; at least one annual meeting should take place.
 - b. Communicate with members of the TF.
 - c. Set the defined tasks of the TF and co-ordinate their completion.
 - d. Complete the annual report to the EC and Board.
 - e. Communicate with the EADV (TFF, EC, Board, Committees, administrative office, etc.).
7. The role of the Co-Chair(s) is to:
 - a. Assist the Chair in the above tasks
 - b. Undertake a specific project or task based on decision(s) made by the TF or the Chair.
8. If a Chair wishes to step down or is unable to fulfil his/her role, then a Co-Chair will take the lead as acting Chair until a consensus decision or an election by TF members can take place, and shall be considered passed by a majority of votes cast.
If a TF is left with no Chair/Co-Chair, having the TF members failed to reach consensus, the new leadership of the TF should be elected by the Board.
9. Conflict of Interest Disclosure: TF members, chairs and co-chairs should understand that they occupy a position of trust and are expected to act at all times in the best interests of the Academy in good faith and without favour or bias, avoiding even the appearance of using their positions to advance any personal interests. They should not act for personal or third-party gain. TF members, chairs and co-chairs must submit descriptions of all personal and professional circumstances that might create a conflict of interest. A comprehensive disclosure of financial relationships with any commercial concern engaged in producing health care goods or services consumed or used by patients must be indicated on the EADV Conflict of Interest Disclosure Form. TF Chairs are requested to submit an updated Conflict of Interest Disclosure Form within the timeframe set out in the Form.

Task Force Membership

1. The core group of a TF is composed of certified dermatologists-venereologists who are invited to join a specific TF based on their expertise, experience and research/clinical interest related to a specific subject.
2. Any EADV member in good standing can become a member of a TF.
A motivated application letter can be sent directly to the TF Chair who will submit the request to the TF members for approval.
3. Upon invitation, a non-dermatologist/venereologist who has a special expertise or a proven track record in the particular field of a TF and could substantially contribute to its work, can also become a TF member for a one year period without voting rights on official request of a TF Chair to the TFF or can be involved in a specifically designated activity of the TF.
4. Mentorship: TF members can invite residents in dermatology-venereology who are in-training to become “junior members” of the TF. Endorsement by a TF Chair is required. The number of TF junior members cannot be more than 1/5 of the total number of TF members.

Junior members have no voting rights and are not eligible for TF leadership. Once the trainees become certified dermatologists, they can request or be invited to become full members of the TF.

5. A minimum of five members from four different European regions are required to be part of a TF; there is no upper limit.
6. The names of the members and any change of the composition of the TF should be included in the annual report to the TFF/EC/Board.
7. All TF members are expected to be, or encouraged to become, members of the EADV. In detail, members of each TF must follow the below rules, depending on their role:
 - a. TF Chairs and Co-Chairs must be EADV Members, active and in good standing.
 - b. 80% of TF Members must be Members of the EADV, active and in good standing (for each TF).
 - c. A limit of maximum 20% of non-members is set for each TF.

Automatically terminate membership at the EADV Task Forces simultaneously with termination of the EADV membership. Respectively, automatically renew membership at the EADV Task Forces simultaneously with renewal of the EADV membership.

Task Force Facilitator

1. There will be an elected Task Force Facilitator with administrative support to oversee Task Forces (EADV TF Office).
2. The role of TFF is to:
 - a. Review the initial application and the annual report of TFs.
 - b. Compose reports to the EC/Board on the initiation, status and progress of TFs.
 - c. Co-ordinate and mediate the interaction of TFs with EC/Board/Committees.
 - d. Review the content of any material produced by TFs.
 - e. Assess any specific requests by TFs and make requisite proposals to the EC/Board.
3. Term of Office and Election:
 - The TFF is elected by the Board for a four-year term.
 - The EADV TFF shall serve a maximum of one term of office.
 - A TFF-Elect is elected one year prior to the termination of the incumbent TFF, in order to ensure continuity. The TFF and TFF-Elect are expected to work together for one year, following which the TFF-Elect automatically becomes the TFF.

Evaluation of Task Force Productivity

TFs are evaluated based on their performance and their annual report; this is mandatory and should be submitted to the EADV TF Office by 15 January of the following year.

The TF Office will use an evaluation system for monitoring purposes.

The TFF will submit an annual report, including all the TF reports, to the EC and Board for approval. The EADV expects that all TF members and leaders will contribute to the effectiveness of the TF. Task Forces should ensure that they generate productive internal interactions, equality and collegiality and that they collaborate effectively to assure the highest quality, mutually rewarding

functionality and management. The TFF is entitled to assess individual TF performance and/or request an internal TF assessment.

Task Force and Task Force Member Responsibility and Liability

TF members are experts, discharging their tasks within any of the Task Forces in accordance with the highest professional and scientific standards (including peer review methodology).

TF members acknowledge and accept that any materials (such as guidelines or any other contents) delivered by them for publication (such as through the JEADV, the EADV News, the EADV Website or other EADV publication channels) do not undergo any further quality review by the EADV and are under the direct and immediate governance and therefore responsibility and liability of each TF member. The EADV will accept no responsibility or liability in these regards.

Administrative Regulations

These should be concordant with EADV Statutes and Internal Rules except where there are documented, explicit differences.

1. Expenses related to the function of the Task Forces will not be covered by the EADV. Any financial needs that are related to the work or project of Task Forces can be submitted for consideration by the PPRC or the EC.
2. TF meetings are expected to take place at EADV Congresses or Symposia. No administrative support can be provided, but the following can be requested of the EADV TF office without submitting a business plan:
 - One room for up to 20 people
 - Screen, beamer
 - Catering: Coffee, tea, mineral water
 - Maximum time duration of the meeting: two hours

Extra-meeting time or extra-meeting room:

On special and specific written request, the possibility to organize TF meetings of more than 20 people or joint TF meetings can be considered by the TF office; it can only be granted depending on the availability of suitable meeting rooms.

3. The EADV supports the Task Forces with non-financial means (IT assistance, software, survey platforms, online support tools etc.) provided that a cogent written request is made and depending on resource availability at the time of request.

Task Force-Initiated Surveys

1. Task Force-initiated survey definition
A Task Force (TF)-initiated survey is defined as a questionnaire prepared by a TF and addressed to EADV members with the aim to gather data and information deemed relevant to the purpose and goal of the proposing TF.

2. Purpose and function of Task Force-initiated surveys

TF initiated surveys enable engagement of EADV members in their fields of expertise and allow collection of meaningful results from the wide community of EADV members. The questionnaire must have a clear aim and added value both for the proposing TF and for the EADV.

3. Surveys key requirements

- TF initiated surveys must carry a clear goal and provide practical value to EADV mission and strategy. Long questionnaires are discouraged. Experts generally recommend a 15-20 question survey with the answering duration of maximum 15 minutes.
- The TFs requesting a survey must detail how its results are planned to be employed in the frame of TF activities and projects.
- To effectively manage the information flow generated by the distribution of a TF-initiated survey, the involved TF needs to select one or more responsible member(s) from the TF itself. The selected TF member(s) will oversee survey results collection and evaluation in accordance with the declared usage plan and survey aim. Results must be presented during the EADV congress/symposium and/or published in the official publications of the EADV (EADV News, JEADV or JEACP). If results are considered for publication/presentation also outside the EADV community this must be declared in the survey elaboration plan and when published/presented EADV involvement/ownership must be cited.

4. How to submit a Task Force initiated survey for approval and maximum frequency of submission

Submission procedure:

To submit the request for a survey, the TF must follow the process described below:

- A TF should agree on the purpose and full content of the survey during an official TF meeting.
- The aim and main characteristics of the survey must be summarised in the appropriate template (i.e. Survey Submission Template).
- The duly completed template and the full questionnaire must be submitted to the Task Force Facilitator (TFF), who may approve or reject the proposed survey or request structural and content modifications. The TFF may also ask the Executive Committee (EC) for expert support for the assessment of the survey proposal.
- Once approved by the TFF, the survey request will be submitted to the attention of the EC for final approval.

Maximum Frequency:

The EADV Office distributes the approved surveys twice a year: once in June and once in November. To ensure timely deployment, surveys must be submitted to the TFF by 30 November for the June distribution and by 30 June for the November distribution.

Each TF is allowed to launch a survey every two years.

If deemed urgent and there being no other TF willing to carry out the survey within the given timeframe, a special request can be submitted to the EC via the TFF for the approval of distribution outside the timeframes set out above.

*[Original Bylaws March 2015 - Approved by the Board at the 47th Board Meeting
Updated October 2020 - Updates approved by the Board at the 58th Board Meeting]*

Annex 1 – Task Force Application Form

Task Force Application Form

Fill in the Application Form and provide a mission statement, key aims and a strategy plan for what the Task Force expects to achieve. The form provides a framework to give elements and key points needed to evaluate your Task Force. Please return the completed form to the TF office taskforces@eadv.org.

Task Force Name:

Task Force Subject Area:

Name of the Task Force Chair (1 Chair) and contact details:

Name of the Task Force Co-Chair/s (max. 2 Co-Chairs) and contact details:

Proposed Task Force member names and email addresses: (can be inserted in the attached excel file)

** Chair and Co-Chairs must be EADV members.*

The other task force members should be encouraged to become EADV members, if not already.

Mission of Task Force:

- Mission statements

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- Structured description of Task Force, particularly addressing the goals and aims this Task Force wants to achieve

- Proof of failing or unimportant overlap with other established Task Forces/Committees

Background/Rationale of proposal:

- Discussion of background, rationale, and specific needs the Task Force wants to address

- Analysis of status quo

Business Plan:

- Strategy and operation plan

- Specification of time frame

- Other aspects

Your Remarks/Comments:

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Date of submission:

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Your application will be reviewed by the Task Force Facilitator and evaluated by the EC and the EADV Board of the Representatives.

For further information, please refer to the [EADV Task Force Bylaws](#).

Annex 2 – Survey Submission Template

Survey Submission Template

Task Force name: _____

Survey title: _____

Survey management responsible member(s) from the Task Force:

Goal(s) of the survey:

Summary of survey questions:

Survey keywords (list between 2 and 5 keywords, each separated by a comma):

Practical value of the survey for the Task Force and/or for EADV:

Please explain how the Task Force is planning to employ the survey results (name also specific projects/research content in which survey results will be employed and how they will be communicated to the EADV community, and, eventually, elsewhere):
