



## REGULATIONS FOR A PERMANENT SCIENTIFIC COMMITTEE

### OBJECTIVE

- 1 The European Federation for Societies of Hand Therapy (EFSHT) organises scientific meetings with or without the cooperation and support of third parties such as the Federation of the Societies for Surgery of the Hand (FESSH). In order to handle the scientific affairs of these meetings the Executive Committee of the EFSHT installs a Scientific Committee with a permanent character, which is called The Permanent Scientific Committee.

### COMMITTEE

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  - a. The Permanent Scientific Committee has a minimum of three members.
  - b. The Permanent Scientific Committee consists of individual members of the member countries of the European Federation for Societies of Hand Therapy.
  - c. Every member country is allowed only one individual member at a time to participate in the Permanent Scientific Committee.
  - d. New members of the Permanent Scientific Committee are elected by the Permanent Scientific Committee. After their election they present their curriculae to the Executive Committee.
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  - a. The Permanent Scientific Committee appoints one of their members as chairman. The chairman represents the Permanent Scientific Committee and acts as intermediary between the Permanent Scientific Committee and the Executive Committee.
  - b. The president of the Executive Committee acts as a contact person for the Permanent Scientific Committee.

### RESPONSIBILITIES

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  - a. The Permanent Scientific Committee is responsible for reviewing all the submitted material concerning the scientific meetings of the EFSHT. This material may concern presentations in writing (posters), oral presentations (papers, workshops) or visual presentations (films/video).
  - b. The Permanent Scientific Committee is responsible for the selection and acceptance / non acceptance of the submitted material.
  - c. The Permanent Scientific Committee develops and updates criteria and a standard by which the submitted material has to be reviewed. The standard as well as the criteria will be published on the official website of the EFSHT.

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d. The Permanent Scientific Committee develops and updates criteria by which both research presentations and clinical presentations as well as their abstracts have to be presented. These criteria will be published on the official website of the EFSHT.

e. Criteria and standard as mentioned in the paragraphs c. and d. of this article are presented to the Council of the EFSHT for approval before publishing. The same applies to the updates of any criterium and/or standard.

#### ARCHIVES

5. For correspondence the Permanent Scientific Committee is obliged to use the official stationary of the EFSHT and to follow instructions with regard to the lay-out of documents. Copies of this correspondence are sent to the Secretary General of the EFSHT for official archiving.

6. The Permanent Scientific Committee keeps record of submitted material and the selection procedure. After a scientific meeting has taken place these records are destructed.

#### FINANCES

7. The Permanent Scientific Committee is allowed a limited budget and keeps a yearly financial record of their activities. Each year, before the first of December, this record is sent to the Treasurer of the EFSHT along with a next year's financial budget proposal. This proposal has to be approved by the Executive Committee.

#### DIFFERENCES

8. In case of a difference of opinion with regard to these regulations only the Executive Committee of the EFSHT is entitled to create a solution.