



## **Rules of procedure of the Working Groups of ERO-FDI**

### **Art. 1. Establishment of ERO-FDI Working Groups.**

The Working Groups of ERO-FDI (ERO WG) are established and dissolved by the ERO Plenary Session which specifies the field of activity and tasks of each ERO WG.

### **Art. 2. Membership of ERO WG's.**

1. Candidates for members of ERO WG are nominated by the National Dental Associations that are members of ERO. A candidate must be a member of the nominating National Dental Association. In justified cases the National Dental Association may nominate a person from outside its own membership (e.g. a member of its staff).
2. The nominations for members of ERO WG will be confirmed by the ERO Plenary Session. In justified cases, in the period between the ERO Plenary Sessions nominations for members of ERO WG are temporarily accepted by the ERO Board.
3. The number of members of each ERO WG is limited to 10. Upon a justified request of the ERO WG Chairperson the number of members of ERO WG may be higher.
4. Membership of ERO WG implies a commitment to actively participate in the work of the respective WG and to attend the meetings.
5. Termination of ERO WG membership takes place upon the member's resignation or withdrawal of the nomination by the respective National Dental Association.

### **Art. 3. Chairmanship of ERO WG.**

1. Candidates for the position of a Chairman of ERO WG are nominated by WG members.
2. The nomination for the position of a Chairman of each ERO WG will be confirmed by the ERO Plenary Session.
3. The ERO WG Chairman conducts the activities of the ERO WG and represents the ERO WG.
4. The ERO WG Chairman is responsible in particular to:
  - elaborate the ERO WG work plan;
  - convene and preside the ERO WG meetings;
  - maintain an updated list of the ERO WG members and their contact details;
  - submit reports on ERO WG activities to the ERO Board and ERO Plenary Session.



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5. Termination of ERO WG Chairmanship takes place upon the Chairman's resignation or withdrawal of the nomination by the respective National Dental Association.
6. ERO WG, from among its members, nominates a Vice-chairman who shall represent ERO WG in case of the Chairman's absence.
7. In a situation referred to in item 5, the ERO WG Vice-chairman shall take over the ERO WG chairmanship.

#### **Art. 4. Meetings of ERO WG.**

1. As a principle ERO WG communicate by electronic means (e-mails, tele- and online meetings).
2. Physical ERO WG meetings take place on the occasion of the Plenary Session. Separate ERO WG physical meetings take place when it is necessary and justified. The organisation of such meetings is taken care of by the ERO WG members.
3. Attendance at the ERO WG meetings is limited to the members of the ERO WG and members of the ERO Board, who confirm their participation in advance. Other persons may attend the meeting following on invitation or endorsement of the ERO WG Chairman.

#### **Art. 5. Financial regulations.**

1. ERO WG members are in principle not reimbursed by ERO for the costs they bear related to the works of ERO WG (e.g. travel, accommodation).
2. In justified cases, the expenses referred to in item 1, may be reimbursed by ERO, if they are authorised by the ERO Board.
3. Applications for authorisation are to be submitted to the ERO Board with an estimate of the expenses.
4. Applications for authorised reimbursement of expenses, together with relevant evidence, are to be submitted to the ERO Secretariat at the latest within one month.

**Adopted by the ERO Board on 7 July, 2012  
by virtue of art. 3.8 of the ERO Constitution.**