



Working with children with digestive, nutritional and liver disorders

## British Society of Paediatric Gastroenterology, Hepatology and Nutrition

### Terms of Reference for BSPGHAN Working Groups / Professional Groups

**Working groups (WGs) and Professional Groups (PGs) may be established subject to Council approval with terms of reference to be finalised and agreed by Council. The Chair of the WG will be appointed by Council at creation of the working group if necessary by a confidential vote following an open call for a chair. The appointed Chair will hold office for 3 years and a subsequent Chair will be decided by the membership of the WG subject to agreement by Council. Members of the WG will be selected by the Chair initially. WGs will normally be time limited (maximum 5 years) with any subsequent extension having to be justified and approved by Council.**

The BSPGHAN working groups will be formed of society members only. In rare exceptions a non-member may be asked to attend by invitation when such expertise cannot be provided by any members of the BSPGHAN. Non member attendees at WGs will not be eligible for reimbursement of expenses and will be time limited for a maximum period of 6 months which is non-renewable. The composition of the Groups will usually comprise no more than 6 medical personnel and 4 AHPs.

The Working Group chair must seek permission in writing from the council for non-members to attend Working Group meetings.

### Current WGs / Professional Groups are as follows (September 2024)

#### BSPGHAN Working Groups

- Endoscopy
- Gastroenterology (Subgroups comprise Coeliac, IBD, Motility and EoE WGs)
- Hepatology
- Nutrition
- Pancreatitis
- Research

#### BSPGHAN Professional Groups

- Associate Members
- CSAC
- Education
- PeGHAN
- Trainees

### **Purpose of Working Group:**

- Propose and execute small projects for groups and produce and publish local guidelines and other objectives as agreed by the WG with the agreement of Council. ALL WG are required to submit to Council a detailed plan of aims and objectives on a rolling 5 yearly basis to justify their existence.
- Provide written feedback and appraisal of guidelines, Quality Standards (eg NICE, RCPCH, NHS England) and other documents sent to BSPGHAN for consultation.
- Uphold the aims of the Society which are the advancement of research, clinical excellence and training in paediatric gastroenterology, hepatology and nutrition and ensure that the rules and regulations of the society are adhered to.
- Any such guidelines produced by the WG must be evidence based where possible.
- Evaluate published guidelines by other societies (eg ESPGHAN, NASPGHAN) and provide commentaries on these to facilitate publication on the BSPGHAN website.
- To provide progress reports to the nominated Council member for inclusion in agenda of Council meetings and To prepare annual report each November outlining aims, of WG with timelines and achievements.

### **Working Group Membership will be defined by Chair and will be formed as follows:**

- Chair – elected initially by members of Council following an open call to serve a term of no more than three years. Roles and responsibilities for Chair of Working Group are defined in their Job Description
- Members and roles of the group will be determined by chair as appropriate but must include representatives from
  - PeGHAN
  - Trainee Member
  - Associate Member
- Maximum number of members of a WG will be 10 including the Chair.

Members of the Working Group will usually serve for three years. Vacancies to be advertised to all members asking for nominations to serve on group. Chair of the working group will decide group membership.

### **Working Group Meetings:**

Working Groups to organise:

- Open face to face meeting at the BSPGHAN Annual Meeting (Travelling / subsistence expenses etc for attendance are not reimbursable by the Society for this meeting).
- One or two other face to face meetings throughout the year, Dates and venues to be decided by the group. Any other meetings to be by teleconference / video link etc.
- Teleconferences as required are encouraged. The BSPGHAN Teleconference number which is charged at local rates can be used as follows. Dial 0330 6060182 PIN 737586#
- Maximum budget for all meetings (including travel, room rental and refreshments) will be limited to £2000 pa.

Minutes of **each** meeting will be circulated to the working group members; convenor and BSPGHAN administrator

**Council and other meetings:**

Chair of the working group or their nominated representative (for example Gastroenterology Rep for the Coeliac, IBD, Motility and EoE subgroups) to attend up to 4 council meetings annually. Chair may nominate a deputy to attend council meeting on their behalf.

Working group Chair or other appointed person to sit on other groups as appropriate e.g. Quality Standards; BAPEN; IBD; Research

**Budget:**

Chair will be responsible for submitting budget proposal to Council annually which is subject to approval in advance at each March Council Meeting and will not normally exceed £2000 pa).

Expenses will be reimbursed in accordance with BSPGHAN Expenses Guidelines dated May 2020.

**Handover of Chair**

Chair of the Working group will have designated generic e-mail address that will be handed over to new incoming chair. Outgoing chair to ensure that e-mails with important documents are stored on the e-mail server.

Outgoing chair will handover electronically all-important documents to the incoming Chair and the Convenor using suitable media.