



## Federation of European Toxicologists and European Societies of Toxicology

### OPERATIONAL GUIDELINES

*(Updated September 2002, January 2004, October 2007, October 2008, Paris 2011, Stockholm 2012, Interlaken 2013, Porto 2015, Athens 2025)*

#### **A. PROCEDURES TO CONDUCT EUROTOX ELECTIONS**

1. The Nomination Committee is responsible for the nomination of candidates for the Executive Committee. The Executive Committee is responsible for the nomination of candidates for the Nomination Committee. The transfer of positions should occur after the conclusion of the annual Business Council meeting.

#### **2. Candidates for the Executive Committee**

- a) For each election the member societies and the delegates of the individual members will be asked to propose candidates to the Nomination Committee. The EUROTOX Secretary-General will invite proposals for candidates from member societies 9 month prior to the election.
- b) Each name proposed must be submitted in writing and supported by a short curriculum vitae (1- 2 pages), including an electronic photograph. The nominations should be submitted to the Secretary-General with a copy to the EUROTOX Past-President before April 1.
- c) The Nomination Committee will select a list from these proposals with up to two candidates (whenever possible) for each position (Vice-President, Secretary-General, Treasurer, and 2 to 6 members).
- d) The candidates should preferably be proposed in pairs from academia, industry, and regulatory agencies, respectively.
- e) The proposal should be balanced, as far as is practically possible and primary consideration will be the expertise and experience of the candidates, but care shall be taken that the overall composition of the Executive Committee reflects, as far as practicable, the geographical distribution of EUROTOX membership as well as the range of fields of interest.
- f) The list of candidates should be sent to the member societies and the delegates of the individual members (by e-mail) before the election. For each candidate, a short curriculum vitae prepared by the Secretariat will be attached.

#### **3. Candidates for the Nomination Committee**

- a) The Nomination Committee will be chaired by the immediate past president for a two-year period and the other members of the Nomination Committee will be elected to serve a three-year term.
- b) For each election the member societies and the delegates of the individual members will be asked to propose up to two names. The proposals should be submitted to the EUROTOX Secretary-General. Using these proposals, the Executive Committee will prepare a list of candidates, two for each vacant position, where there are sufficient candidates.
- c) The names should preferably be proposed in pairs from academia, industry, and regulatory agencies, respectively and the proposal should take account of geography, professional affiliation, and scientific interest.
- d) The list of candidates should be sent (by e-mail) to the member societies and the delegates of the individual members before the election. For each candidate, a short curriculum vitae prepared by the Secretariat will be attached.

#### **4. Candidates for Delegates of Individual Members**

- a) Delegates representing the Individual Members must themselves be Individual Members.
- b) Elections for delegates of Individual Member will be carried out among individual members by calling for candidates.
- c) The nominations should be submitted to the serving delegate of the individual members before April 1.
- d) The list of candidates should be sent to all individual members by e-mail before the election.
- e) The election will take place during the annual face to face meeting scheduled during the EUROTOX congress.
- f) Only individual members attending this meeting may cast a vote.
- g) The candidate with the highest number of votes will serve as delegate. The runner up will serve as deputy.
- h) Delegates are elected for a two-year period, with one possible re-election.

### **B. THE OPERATION OF THE EUROTOX EXECUTIVE COMMITTEE AND ITS SUBCOMMITTEES**

#### **Executive Committee**

1. The Executive Committee will normally meet 3 times per year to conduct its business. The first of these meetings will be held in January or February (at the site of that year's Annual Congress). Thereafter, two meetings will be held at the Annual Congress, one before and one short meeting during or after the Congress (principally to confirm the membership of the various Subcommittees for the following year). To ensure efficient and continuous conduct of its business, decisions required between these meetings will be taken by a Core Executive Committee, comprised of the officers of the Society, namely the President, the Vice President, the immediate Past President, the Secretary-General and the Treasurer. As far as possible, this group will confer by email, telephone, or teleconference. When absolutely necessary, for example to discuss future strategy, the Core Executive Committee will meet face-to face. All proposals made or decisions taken by the Core Executive Committee will be reported and explained to the full Executive Committee at the first opportunity.
2. Executive Committee will also constitute (and dissolve) Subcommittees with the approval of Business Council, as required to attend in detail to specific aspects of its business.
3. The EUROTOX Secretariat shall assist in the execution of the customary duties assigned to officers including the Secretary-General by the Statute and Operational Guidelines.
4. The Secretariat shall work with the organisers of EUROTOX annual meetings, by keeping records of meeting participants, exhibitors and sponsors.
5. The Secretariat shall work under the direction of the Secretary-General. The contract for the Secretariat services should be renewed bi-annually and a simple majority at the core EC should agree on the quarterly rate contracted.
6. A detailed work plan for the Secretariat is contained in the Executive Committee Technical Rules & Practices. Change to the work plan is by simple majority in the Core Executive Committee. The work plan forms the basis for the contract.

#### **Subcommittees**

1. A Subcommittee shall normally consist of 3 to 4 people. In addition, the Executive Committee approves the appointment of the chair who will be a member of the Executive Committee.
2. Every year, as far as possible, one or two of the members shall be replaced. The composition of each Subcommittee will normally be confirmed for the following year at the first meeting of the Executive Committee held after the Business Council meeting.
3. Members are elected for 3-year terms with one possible re-election.
4. New members of a Subcommittee may be proposed to the Executive Committee by Member Societies, by Individual members, by members of Executive Committee and/or by the relevant Subcommittee(s). Members are appointed by Executive Committee and approved by the Business Council.

5. In the nomination of new members, the primary consideration will be the expertise and experience of the candidates but care shall be taken that the overall composition of the Subcommittees reflects, as far as practicable, the geographical distribution of EUROTOX membership as well as the range of fields of interest.
6. Each Subcommittee shall report annually to the Executive Committee the activities and achievements of the past year and the activity plan of the next year. This annual report must be sent to the Secretary-General well in time to allow discussion at the 2nd annual EC meeting and at the Business Council meeting.

#### **Subcommittee member election/re-election and designation of Chairs**

1. The open positions are announced/communicated on homepage annually in autumn in time for consideration of applications by the winter meeting.
2. Subcommittee member election/re-election is performed by the EC during the winter meeting by secret voting.
3. Subcommittee members elected are presented at the BCM.
4. Members are elected for 3-year terms with one possible re-election.
5. Incumbent members of SC's seeking re-election have to state their intention supported by a summary of activities and achievements in the committee.
6. The EC elects the Chair of each SC from the EC members during the winter meeting.

#### **C. ORGANISATION OF EUROTOX CONGRESSES**

1. The annual EUROTOX Congress is hosted by one of the EUROTOX Member Societies.
2. Every year the EUROTOX Executive Committee will call for bids to host the annual EUROTOX congress among all member societies via a written communication from the EUROTOX Secretariat at least 8 months (240 days) prior to the Business Council meeting.
3. Letters of intent (maximum of four pages) must address and comply with all the requirements listed on the bid call and acknowledge Annex 1 - Guidelines for the Organisation of EUROTOX congresses.
4. Letters of intent shall include the legal name and be signed by persons legally authorised to bind the bidder to a contract.
5. Letters of intent must be submitted to the General-Secretary of EUROTOX, for consideration by the Executive Committee four (4) years in advance of the proposed date of the congress.
6. In reviewing the submissions, the Executive Committee considers not only scientific and organisational issues, but also the history of the previous congresses, particularly their geographical distribution.
7. In the event that no submissions are received, the Executive Committee should discuss potential candidates, considering the issues from the previous point, and directly invite the selected EUROTOX Member Society to present its bid at the Business Council meeting.
8. Member societies and the delegate of the individual members will be notified in written communication (via email) about the proposal of the Executive Committee two months prior to the Business Council.
9. The Business Council upon a proposal of the Executive Committee ratifies the final decision on the location of the congress.
10. In the event that more than one bid is deemed to be suitable and meets the requirements the EUROTOX Executive Committee can ask the Business Council to vote.
11. Upon the ratification or voting by Business Council, a contract concerning the organisation of the congress outlining responsibilities and definite milestones should be signed between the selected member society and EUROTOX.

#### **D. EUROTOX SPECIALITY SECTIONS**

1. EUROTOX may authorise the formation of Speciality Sections to further the purposes of the society and to strengthen the activities for its members. The Speciality Sections shall bring together individuals with an interest in the same field to exchange scientific views and stimulate and increase awareness and understanding through specified activities.
2. The Business Council, on the recommendation of the Executive Committee, may approve the formation of a Speciality Section upon written request that a Speciality Section be formed and after reviewing the operational guidelines of the proposed Speciality Section.
3. Speciality Sections shall be regulated according to procedures developed and approved by the Executive Committee.
4. Speciality Sections may be formed in areas of toxicology with enough appeal to ensure long-term activities of interest to a significant number of EUROTOX members.
5. The activities of Speciality Sections include proposals for symposia, workshops and continuing education courses at the annual congresses; arrangement of section meetings and continuing education courses at the annual congresses as well as other symposia and workshops, either separately or jointly with other bodies; keeping of a membership directory, information exchange, including scientific protocols and advanced literature; contributions to the EUROTOX website; creation of Speciality Section awards; and other activities.
6. The Chairperson (or his/her deputy) of each Specialty Section will serve ex officio on the SPC for the annual congresses.
7. Establishment of Speciality Sections shall be initiated by an Interim Organising Committee, which will develop the purposes and objectives of the section, draft operational guidelines and a three-year plan including a proposed budget. The Interim Organising Committee shall ensure that a significant number of EUROTOX members are interested in the concept.
8. The Interim Organising Committee shall propose officers (Chairperson, Secretary, Councillors) to serve on the Speciality Section Committee until elections take place at the first Section meeting. An election committee will nominate future officers.
9. After the inaugural meeting of the Speciality Section, the Committee will communicate to the Executive Committee the results of the election, its membership lists, proposals for congress program activities, and report on the plans and achievements of the section.
10. Each Speciality Section shall report annually to the Executive Committee the activities and achievements of the past year and the activity plan of the next year, including any changes in the officers of the Speciality Section. This annual report must be sent to the Secretary-General well in time to allow discussion in the Business Council meeting.
11. The Executive Committee may allocate additional EUROTOX funds for the use of a Speciality Section; this would be reported to Business Council for endorsement.

#### **SPECIALITY SECTION ELECTION/RE-ELECTION OF OFFICERS**

Individuals interested in serving as Speciality Section Chair or Secretary must fulfil the following criteria:

- (1) Be an individual member of EUROTOX or a member of one of the national or affiliated societies of EUROTOX, (2) have been a member of the specialty section for at least 2 years, and, (3) have been an active participant in the last 2 meetings of the section.

The term of office is for 3 years. Officers are chosen from among active Speciality Section members present in the annual face-to-face meeting and are elected by secret ballot.

#### **E. EUROTOX AWARDS (presented during the EUROTOX congress)**

- **EUROTOX Merit Award**
- **EUROTOX LECTURE**
- **HONORARY MEMBER RECOGNITION**
- **EARLY CAREER AWARDS**
- **SPECIALTY SECTIONS AWARDS**

<b>Award</b>	<b>EUROTOX Merit Award</b>
<b>Recognition</b>	For distinguished career in European toxicology
<b>Selection process and Announcement</b>	<p>Annual call by the Secretary-General at least two months prior to the winter EC meeting preceding the congress.</p> <p>EUROTOX Member societies, EUROTOX Specialty Sections or by at least 3 individual EUROTOX members, can submit nominations.</p> <p>The EUROTOX Executive Committee makes the final selection during the winter EC meeting.</p> <p>The Secretary-General sends a letter to the award recipient inviting him/her to the congress</p>
<b>Award presentation</b>	A crystal award with the recipient's name engraved presented by the EUROTOX President during the Congress opening ceremony
<b>Additional Guidelines</b>	<p>The name of the Merit Award recipient shall not be printed in the EUROTOX congress program.</p> <p>The cost of the congress fee and the congress dinner for the Merit recipient shall be covered by the congress organisation.</p> <p>The cost of the travel and accommodation for the Merit recipient shall be covered by EUROTOX.</p> <p>The EUROTOX Secretariat orders the crystal award and carries it to the congress.</p> <p>The cost of the crystal award is covered by EUROTOX.</p>
<b>Contact Person</b>	EUROTOX Secretary-General

<b>Award</b>	<b>EUROTOX Lecture</b>
<b>Recognition</b>	<p>1. The EUROTOX Lecture aims at recognising scientific excellence in the area of toxicological sciences.</p> <p>2. The EUROTOX Lecture is held at annual EUROTOX congresses by scientists who have made outstanding research contributions to the science of toxicology. Particular emphasis is put on recent research contributions in this field.</p>
<b>Selection process and Announcement</b>	<p>The EUROTOX Secretariat will invite nominations for the award, and the deadline for submission will be published on the Website.</p> <p>Nominations may be submitted by EUROTOX Member Societies, by EUROTOX Speciality Sections, or by at least 3 individual EUROTOX members. The arguments supporting the nomination together with a curriculum vitae of the candidate and a list of 5 to 10 key publications, must be submitted in writing to the Secretary-General.</p> <p>A list of proposals will be prepared by the Secretary-General for consideration by the Executive Committee, which will select the winner.</p> <p>The Secretary-General sends a letter to the winner inviting him/her to the congress</p>
<b>Award presentation</b>	The Awardee holds the EUROTOX Lecture at the congress and is presented with a certificate.
<b>Additional Guidelines</b>	<p>The registration fee, congress dinner, travel and accommodation for the Awardee will be paid by EUROTOX, and expenses should be claimed directly from its treasurer.</p> <p>The EUROTOX Secretariat shall prepare the certificate, signed by the EUROTOX President.</p>
<b>Contact Person</b>	EUROTOX: Secretary-General

<b>Award</b>	<b>Honorary Member Recognition</b>
<b>Recognition</b>	Any person who has rendered distinguished service in the pursuit of the objectives of EUROTOX.
<b>Selection process and Announcement</b>	<p>Executive Committee members submit nominations during the winter EC meeting preceding the congress.</p> <p>The Secretary-General shall send a letter to candidates to inform them about their nomination.</p> <p>The registration fee to receive the recognition will be waived by LOC.</p> <p>The Secretariat shall send a curriculum vitae of the nominated candidate to Business Council delegates (or all national societies) attending the BCM at least two months prior to the meeting.</p> <p>Ratification of the nominated candidate is done during the annual BCM.</p> <p>The certificate is created by the EUROTOX Secretariat and signed by the EUROTOX President.</p>
<b>Award presentation</b>	Framed certificate presented by the EUROTOX President during the Business Council Meeting (once the candidate has been ratified)
<b>Additional Guidelines</b>	<p>An updated list of Honorary Members is available from the Secretary-General or the Treasurer</p> <p>The Local organising Committee (or Secretary-General) shall send an invitation to Honorary Members to attend the annual congress.</p> <p>The Local Organisers Committee (LOC) shall waive the cost of the registration fee to Honorary Members for future congresses.</p>
<b>Contact Person</b>	EUROTOX Secretary-General

<b>Award</b>	<b>Early Career Awards</b>
<b>Recognition</b>	Presented to early career scientist(s) judged to have made the best oral or poster presentation in the various award categories.
<b>Selection process</b>	Eligibility criteria: The first and presenting author must be under 35 years of age as of 31 December of the year of the EUROTOX Congress.
<b>Award Categories and Prize</b>	<ol style="list-style-type: none"> <li>1. EUROTOX Gerhard-Zbinden - For drug-oriented toxicological research. € 1,000 cash + € 1,000 travel/accommodation support (for next congress)</li> <li>2. ECETOC Christa Hennes - For toxicological research into mechanisms and risk assessment. € 1,000 cash + € 1,000 travel/accommodation support (for next congress)</li> <li>3. Alfonso Lostia - For food safety research. € 200 cash (award to last 10 years. Last award in 2030)</li> </ol>
<b>Award presentation</b>	The EUROTOX President presents the awards at the closing ceremony
<b>Additional Guidelines</b>	<p>Only one award per category will be presented.</p> <p>Depending on the quality and at the discretion of the panel of judges, up to two runners-up per category may be designated as "highly recommended" and receive only a certificate.</p> <p>Winners will be invited to attend the closing ceremony to receive their award.</p> <p>The Secretariat will be responsible for confirming the ECETOC representative evaluating the abstract.</p>
<b>Contact Person</b>	EUROTOX: The Treasurer shall be responsible for confirming every year the funds sponsoring each award category.

<b>Award</b>	<b>Specialty Sections Awards</b>
<b>Recognition</b>	Presented to early career scientist(s) judged to have made the best oral or poster presentation in the various award categories.
<b>Selection process</b>	Eligibility criteria: The first and presenting author must be under 35 years of age as of 31 December of the year of the EUROTOX Congress.
<b>Award Categories and Prize</b>	<ol style="list-style-type: none"> <li>1. Carcinogenesis</li> <li>2. EUROTOX Risk Assessment</li> <li>3. Immunotoxicology and Chemical Allergy</li> <li>4. In Vitro and In Silico Toxicology (In2Tox)</li> <li>5. Molecular Toxicology</li> </ol> € 500 cash
<b>Award presentation</b>	The Specialty Sections Chairs present the awards during the Specialty Section meetings at the EUROTOX congress
<b>Additional Guidelines</b>	Only one award per category will be presented.
<b>Contact Person</b>	EUROTOX: The Treasurer shall be responsible for confirming every year the funds sponsoring each award category.

## F. SPONSORING OF SCIENTIFIC MEETINGS

Exceptionally, EUROTOX is prepared to sponsor European meetings, congresses, and workshops related to toxicology if:

- a) the request for sponsorship is submitted to the Executive Committee by an EUROTOX member society or Speciality Section at least six months before the meeting will actually take place.
- b) the request is accompanied by a preliminary program and other information about the meeting/congress/workshop (organising committee, expected number of participants, other sponsors, etc.) and a preliminary budget.

In deciding whether or not to sponsor a meeting Executive Committee will evaluate the following criteria:

- a) the scientific standard of the proposed meeting
- b) whether EUROTOX has contributed to the scientific program in the preparatory stage and/or EUROTOX members are speakers at the meeting

Requests will be reviewed by the Education Subcommittee, with final approval by the Executive Committee.

Such sponsorship may include indirect financial support (e.g. by covering the expenses of a EUROTOX-nominated speaker) or direct support, normally in the form of a grant.

### Guidelines to evaluate requests for EUROTOX financial support

Non-EU Scientific Meetings	EU Scientific Meetings	Student Fellowships
<ul style="list-style-type: none"><li>• Not supported</li><li>• Support International toxicology courses and training via IUTOX annual donation.</li></ul>	<ul style="list-style-type: none"><li>• Set up budget (CP funds) for EU applications, fulfilling requirements outlined in technical document.</li><li>• Evaluation by Education SC.</li><li>• Publication of guidelines on website for transparency.</li></ul>	<ul style="list-style-type: none"><li>• Set up budget (CP funds) to support travel fellowships for students to participate in meetings and training across Europe and internationally.</li><li>• Evaluation by Education SC.</li><li>• Publication of guidelines on website for transparency.</li></ul>

#### **G. REIMBURSEMENT OF DELEGATES OF INDIVIDUAL MEMBERS**

1. Delegates elected to represent Individual Members of EUROTOX can apply for financial support to cover expenses for travel and stay in attending the annual EUROTOX Business Council Meeting (BCM).
2. Requests for reimbursement shall be addressed to the EUROTOX treasurer preferably 3 months before the BCM, but not later than one month after the BCM.
3. Written requests must stipulate the reasons for financial support by EUROTOX.
4. It is mandatory that the delegates of individual members have a formal meeting prior to the BCM. Reimbursements by the EUROTOX treasurer will not be made before having received the minutes of that meeting.
5. To attend these annual meetings the delegates of individual members will be reimbursed for travel expenses and two nights hotel accommodation at most, at rates similar to the invited speakers at the congress. The congress fee is not reimbursable.
6. Travel expenses are limited to the lowest possible airfare or where relevant the reimbursement will be based on first class train transport.
7. The EUROTOX Core Executive Committee group may decide on exceptions to these rules.

#### **H. REIMBURSEMENT OF SUBCOMMITTEE MEMBERS**

1. Each Subcommittee will have at least one face-to-face meeting per year. This meeting must take place at the annual EUROTOX Congress. Throughout the year other Subcommittee meetings should be organised using mail, telephone, fax, E-mail, or other ways of communication. Exceptionally a second face-to-face meeting may be held. This must be organised in a way to minimise costs and must be approved in advance by Executive Committee (or Core Executive Committee).
2. Requests for reimbursement shall be addressed to the EUROTOX treasurer preferably 3 months before the meeting, but not later than one month after the meeting.
3. Written requests must stipulate the reasons for financial support by EUROTOX.
4. To attend the annual Subcommittee meeting its members (not being members of the Executive Committee) will be reimbursed for travel expenses and two nights hotel accommodation at most. The hotel should be a low-budget one (lowest category offered by the congress organisation). The congress fee is not reimbursable.
5. Travel expenses are limited to the lowest possible airfare if the distance is 700 km or more, or if a sea crossing is involved. Otherwise, the reimbursement will be based on first class train transport.
6. The EUROTOX Core Executive Committee may decide on exceptions to these rules.

## **I. REIMBURSEMENT OF SPECIALITY SECTIONS CHAIRS**

1. The Speciality section will have at least one face-to-face meeting per year during the annual EUROTOX Congress. Throughout the year the speciality sections may organise workshops or symposia. These must be organised in a way to minimise costs and must be approved in advance by Executive Committee (or Core Executive Committee).
2. Requests for reimbursement shall be addressed to the EUROTOX treasurer preferably 3 months before the meeting.
3. Written requests must stipulate the reasons for financial support by EUROTOX.
4. To attend the annual speciality section meeting the chairman will be reimbursed for travel expenses and two nights hotel accommodation, at the same level as invited speakers at the congress. The congress fee is not reimbursable.
5. Travel expenses are limited to the lowest possible airfare if the distance is 700 km or more, or if a sea crossing is involved. Otherwise, the reimbursement will be based on first class train transport.
6. The EUROTOX Core Executive Committee may decide on exceptions to these rules.

## **K. SUPPORT FOR NEW EUROTOX REGISTERS**

The establishment of a new EUROTOX register may benefit from the experiences elsewhere. Therefore, the need of some advisory/hand-holding by an experienced EUROTOX officer is well understood and supported as outlined below.

### **Local Support during the creation phase**

EUROTOX, through its Registration Subcommittee is prepared to provide support.

While most of the support in the creation phase may occur electronically (e-mails, teleconferences etc.), there may be a need for a participation of an advisor in a face-to-face discussion. The Registration Subcommittee, upon request shall nominate a suitable person for this advisory role. EUROTOX is prepared to cover the travel expenses for 1 meeting up to EUR 400.00. Incurring local costs (accommodation, meals) are to be covered by the local register.

### **Local Support during early working phase**

While some of the support in this phase may occur electronically (e-mails, teleconferences etc.), there is a likely need for the participation of the advisor in the early local registration meetings. The local register can ask the advisor to participate.

EUROTOX is prepared to cover the travel expenses for up to 2 meetings and up to EUR 400.00 each. Incurring local cost (accommodation, meals) are to be covered by the local register.

## **OPERATIONAL GUIDELINES – ANNEX I: Guidelines for the Organization of EUROTOX congresses**

The applicable guidelines will be available during the call from the EUROTOX Secretariat.

## **OPERATIONAL GUIDELINES – ANNEX II – ERT Guidelines**

The European Registered Toxicologist (ERT) **Guidelines for Registration 2023** are under the primary auspices of the Registration SC. They are updated as needed and approved by the EC. The applicable rules are published on the EUROTOX homepage.