



EAAP

European Federation of Animal Science

DRAFT REVISION

February – March 2019

HANDBOOK FOR PRESIDENTS OF COMMISSIONS

PURPOSE

The purpose of this document is to facilitate activities and management of the EAAP Commissions. It contains duties and responsibilities of Presidents of Commissions, selected parts from the EAAP Statute and Bylaw related to the work of Commissions and Guidelines for Preparing and Conducting Sessions of Study Commissions at the Annual Meetings of EAAP.

CONTENT

1. Duties and responsibilities of Presidents and officers of Commissions
2. Selected parts of the EAAP Basic Documents
 - a) Statute
3. Guidelines for Preparing and Conducting Sessions of Study Commission at the Annual Meetings
4. Guidelines for Organization of Business Meetings
5. Procedure for the Leroy Award
6. EAAP Sponsoring Code of Practice
7. Key points of the Letter of Agreement for Hosting the Annual Meeting



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1. DUTIES AND RESPONSIBILITIES OF PRESIDENTS AND OFFICERS OF COMMISSIONS

The President and the officers of the Commissions are expected to

- a) attend Annual Meetings of the EAAP;
- b) attend sessions of their related Commissions;
- c) organise the Commission meetings;
- d) supporting activities in their respective fields.

The President is responsible for

- a) convening and chairing meetings of the Management Board;
- b) convening and chairing Commission meetings;
- c) ensuring that decisions of the Management Board and Commissions are in accordance with the EAAP Statute, Bylaw and the Strategic Plan;
- d) participation at meetings of the Scientific Committee;
- e) scientific programme at the annual meeting
- f) scientific coordination of EAAP activities in specific fields

The President and officers of the Commissions are responsible for the activities of each Commission and for deriving and delivering the future programme for the annual meetings (and not only annual meetings). Their responsibilities are

- 1) To derive the future programme by seeking the views of the
 - a) Organisations with interests in Livestock Production
 - b) Annual meeting delegates attending the Commission meetings
 - c) Other Commissions through the activities of the Scientific Committee.
- 2) To agree to undertake responsibility for organising sessions and to inform and update the Scientific Committee of the proposals for 'their' sessions.
- 3) To seek financial support for sessions according to the agreed procedures for the EAAP Foundation
- 4) To nominate a Chair for each of their sessions and to inform the Chair of their responsibilities (see later). **Nevertheless the ultimate responsibility for organising that Session rests with the Commission President.** The President must liaise with the Commission contact and Chairs and ensure that progress is being made in organising the session.
- 5) To nominate a Commission contact(s) for



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- a) Wageningen Academic Publishers for producing the Book of Abstracts
 - b) Scientific Committee and the Local Organising Committee
- 6) To agree the Invited Speakers with the Session Chair and inform the Scientific Committee and Wageningen Academic Publishers of their names. It is the responsibility of the President of the Commission to issue the invitation and to liaise with the EAAP secretariat and the Chair of the Scientific Committee in offering any financial support for the speaker.
 - 7) To liaise with the session Chairs and Wageningen Academic Publishers in organising the programme of offered theatre and poster presentations.
 - 8) To inform the Scientific Committee and EAAP Secretariat by the end of the annual meeting of the prizewinners associated with the programme of that Commission. For joint sessions it is the responsibility of the organising Commission to agree a nomination.
 - 9) To provide reports of the sessions in accordance with the timetable to
 - a) The Chair of the Scientific Committee
 - b) The Editor of EAAP News
 - c) Newsletter

Accommodation / Meals & Travel Expenses

During the Annual Session

Accommodation and meal expenses are to be covered by participating members.

Travel expenses shall be the responsibility of members of the Scientific Committee.

EAAP covers the payment of the registration, all the Members must registered for free through the website following the link for the exemption sent by the Secretariat.

During the spring meeting

Accommodation and meal expenses shall be covered by EAAP.

Travel expenses shall be the responsibility of members of the the Scientific Committee.

Attendance at Scientific sessions

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- Members of the Scientific Committee have an obligation to attend Scientific session regularly either in person or via other communication avenues. In the event a member cannot attend, he/she should advise the President in advance of the session where possible.
- Members' attendance at Scientific meetings will be recorded in the minutes.
- Members have an obligation to participate at the conference call meetings, if and when convened by the President.

Agenda of Scientific Sessions

- The President of the Scientific Committee in consultation with the Secretary General and the Secretary of the Scientific Committee, shall be responsible for development of the agenda for Scientific sessions and this will be circulated by President of the Scientific Committee two weeks prior to that session acknowledging that from time to time particular issues warrant late distribution of papers relating to an individual issue. The agenda may be circulated by electronic or other means.
- Incomplete items will remain on the agenda until the President directs that they are to be removed.
- Members have the right to raise issues not included on the agenda under 'Other Business' in the session.
- With the agreement of members at the meeting, the President may alter the order of issues addressed from that proposed in the agenda.
- A report on action taken will be prepared by the President of the Scientific Committee for each meeting and listed on the agenda.

Relevant appointments

- The Presidents of the Commissions have an obligation to send by the end of January the list of invited speakers to be supported by EAAP, name of the exempted Secretaries (one each Commission), the list of invited speakers, and the proposed speakers for the ASAS, ADSA, ALPA and CSAS exchange programmes
- Send by the end of May the Terms of office of the Commissions Members
- Announce the positions for election of the vacant post until May and stimulate persons whom might have the profile and who might be interested.
- Attend the Business meeting during the annual Meeting and the elections.

Relations with working groups

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- Commissions may set up working groups for the study of special fields, nominate Chairpersons and appoint members. Those working groups should complete and enlarge the duties of the Commissions. The role of working groups should be enhanced mainly to implement new disciplines within the EAAP activities.
- Commissions management board can change members of the working groups for relevant and justified reasons. Commissions can close the groups, as stated in the by-laws, for relevant reasons.
- Each Commissions should monitor and supervise the activities of its working groups. The chair of each the working groups within the specific Commission is member of the management board of that Commission. Each Commission should present the activities of the working groups at the business meetings and to the Council, either directly or through the Vice-President for Science.

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2.a EXTRACT FROM THE EAAP STATUTE

OBJECT

The object of the EAAP is promoting ever better economic and organisational conditions for animal production, inter alia through the active collaboration among national organisations that are Ordinary Members of the Association, in the fields of scientific research, experimentation, animal husbandry and technical assistance. (Article 1)

In pursuit of its objects, the Association may appoint commissions to study specific problems of particular scientific or technical or practical importance for animal production. (Article 2)

COMMISSIONS

The Commissions shall, either independently or jointly with other Commissions, deal with specific matters of a scientific or technical nature having to do with animal production. They may be given special assignments.

The Commissions and their subsidiary organs shall be convened by the respective presidents through the good offices of the host country to the annual meeting.

Commissions shall normally hold their meetings at the same time as such annual meetings. (Article 17)

2.b EXTRACT FROM THE BYLAW

VIII. SCIENTIFIC COMMITTEE

1. There shall be a Scientific Committee composed of the Presidents of the Commissions and chaired by one of the Vice-Presidents of the Council entitled the Vice-President Scientific.
 2. The Scientific Committee shall:
 - a) monitor and co-ordinate the scientific programmes of sessions of Commissions, Working Groups and Special Committees;
 - b) approve reports of such for submission to the Council and the General Assembly;
 - c) co-operate with the host organizations in the preparation of the EAAP Annual Meetings and any other scientific sessions, symposia and workshops held under the aegis of EAAP.
 - d) Propose persons for the award of the A.M. Leroy fellowship and other scientific awards
 3. Meetings of the Scientific Committee shall normally be held at the same time and place on occasion of the Annual Meeting of EAAP.
 4. The Vice President Science in agreement with the President may convene an extraordinary meeting of the Scientific Committee.
 5. The Vice President Science or his/her nominee shall chair meetings of the Scientific Committee.
 6. Meetings of the Scientific Committee shall be held in private. No stranger is admitted to the sessions.
 7. The Vice President Science may invite guests or experts to participate in a Committee meeting. Such participants can act only in a consultative capacity. The attendance of guests or experts shall be limited to the specific agenda item.
 8. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the Vice President Science in his/her capacity as Chairperson of the meeting of the Scientific Programme Committee shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.
 9. He/she shall also rule on points of order and have complete control over the proceedings of the meetings.
 10. He/she may propose:
 - a) the limitation of the time to be allowed to speakers;
 - b) the suspension or adjournment of the meeting; and
 - c) closure of the debate.
- He/she may nominate a member of the Committee to chair the meeting. A person nominated to chair the meeting shall have the same powers and duties as the Vice President Science.

Language



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11. The English language will be used as the working language at all Committee meetings. All reports and documents will be produced in English only, if not otherwise decided by the Council.

Agenda

12. The provisional agenda for an ordinary meeting of the Committee shall include items the inclusion of which may have been decided upon by the Council; items decided upon by the Vice President Scientific; items requested by any president of the Commissions.

13. The first item of any ordinary session shall be the approval of the agenda.

Voting

14. There shall be no voting at the meetings of the Scientific Committee.

15. The President of the Committee or his/her nominee chairing the meeting shall summarize the discussion and formulate conclusions for submission to the Council and propose it to the meeting for unanimous approval

16. If the Chairperson's summing up is not approved by consensus, his/her submission to the Council should include all views expressed at the meeting.

. X. COMMISSIONS

1. Any Commission shall, either independently or jointly with other Commissions, deal with specific matters of a scientific or technical nature having to do with animal production as provided for in Article 17 of the EAAP Constitution.

2. The Study Commissions are drivers of the scientific initiatives of EAAP by representing the views and aspirations of animal scientists in Europe. This includes

- Developing and contributing to the Strategic Plan as it relates to the future scientific activities of EAAP
- Providing the ideas for the sessions of the annual meetings and supporting the organisation of these meetings
- Being the focal point for their discipline/species in Europe by supporting network(s) across EAAP member countries.
- Incorporating industry as a key stakeholder in EAAP activities.
- Providing proposals for Working Groups to consider transversal/emerging issues and Task Forces to deal with specific short-term issues.
- Organising ad hoc meetings and workshops outside the frame work of the annual meeting
- Seeking funds to support their activities



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3. Eleven Study Commissions established by the General Assembly shall deal with basic disciplines (animal genetics, animal nutrition, animal health and welfare, animal physiology and livestock farming systems) and species (cattle, pigs, sheep and goat and horse).
4. Each individual member is entitled to register as a member of any of the Commissions.
5. Each Commission shall be managed by a Commission Management Board composed of the President, the Vice-Presidents and Secretaries. Larger Commissions may have more members of the Board, subject to the approval by the Council.
6. Only persons actually and actively engaged in the science and practice of animal production are eligible as Presidents, Vice-Presidents and Secretaries of the Commissions. Candidates for the post of the president of a commission should be a person who:
 - has conducted well recognized research of proven international scientific merit within the subject area of the commission,
 - is part of the international network of scientists working in the field,
 - has solid knowledge of the relevant industry or industries,
 - is committed to EAAP and its activities,
 - has experience in EAAP meetings and activities,
 - is willing, and able, to cooperate effectively with the Commission, the Scientific Advisory Committee and the Council as well as the Editor in Chief of the Abstracts book and ANIMAL.
7. EAAP Members, Individual Members and the Commission Management Boards have the right to nominate candidates for posts in the Management Board of Commissions. Each Individual Member has the right to apply for nomination in the Commission Management Board.
8. For every post in the Management Board there shall be election of nominees. Elections shall take place at the business meetings of Commissions.
9. Officers of the Commissions hold office for a term of three years. They can be nominated only once for an equal period. Officers of the Commissions who want to be nominated for another three year period shall apply for the nomination, except those nominated by the current Management Board. After the six year period, office holders are eligible for nomination for a different post for another three year period, for a maximum of 12 years in the same Commission.



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10. The sessions of the Commissions are held at the Annual Meeting of EAAP.

11. The duration of each session is jointly fixed by the Council, the Commission Presidents and the Organizing Committee of the host country.

XI COMMISSIONS' WORKING GROUPS

1. Upon approval of the SC and of the Council one or more Commissions may set up Working Groups for the study of special questions, nominate their Chairpersons and appoint their members. Chairpersons of Working Groups are appointed by the Council following nomination by the related Commission. Chairpersons and members of the working groups hold office for a term of three years and can be nominated for an equal period.

2. Working Groups shall meet during the EAAP Annual Meetings. They can meet outside the Annual Meetings if the Commission President approves and if SC and the Secretariat are informed.

3. If the Commission Management Board finds that the working group is not adequately fulfilling its tasks, it may change officers and members of working groups.

4. The Commission shall close the working group

- upon the completion of its tasks and programmes;
- in case of weakened interest for subjects covered by the group;
- for any other reasons decided by the Council

5. The President or Secretary of a Commission shall inform the SC, Council and General Assembly, as appropriate, on conclusions and recommendations adopted by the Study Commission concerned.

6. Each Commission establishes the programme of its future sessions if possible several years in advance in co-ordination with other Commissions to avoid overlapping. Basic discipline Commissions and species Commissions are encouraged to carry out joint sessions for the study of problems of common interest.

7. SC, following Commissions' suggestions, decides on topics and nominates speakers for their sessions.

8. The Council has the right to suggest topics for discussion at Commission sessions.

9. Sessions of Commissions shall be organized according to the "Guidelines for Preparing and Conducting Sessions of Study Commissions at the Annual Meeting of EAAP".

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10. Each Commission will be required to submit an annual report of its activities to the Chair of the SC. The report will be presented to the Council and to the General Assembly for approval.

11. The reports on Study Commissions' activities submitted every year by the Commission President will be published in the official Newsletter of EAAP.

12. The Council shall hold joint sessions with Commissions Presidents and Secretaries on the occasion of the Annual Meeting to review the past experiences and the future work of Commissions.

13. Commission Presidents are requested to suggest to the Editor-in-chief of the official EAAP Journal papers presented in the sessions of their Commissions which are suitable for publication in this Journal. The Editor-in-chief decides, together with Commission Presidents, which of these papers can be published.

14. EAAP will not make any contributions towards the travelling expenses of Commission Presidents and Secretaries. In exceptional cases, and when the financial situation of EAAP permits, the Board may decide that EAAP should pay a part or the whole of the sum.

15. If the Council entrusts a member of a Commission with a special mission the travel expenses and per diem allowances shall be reimbursed by the Association on the same terms as those of the members of the Council.

XII ACROSS COMMISSIONS WORKING GROUPS

1. In pursuit of the objects of the Association, the Council may establish working groups to study specific problems not covered by Study Commissions.

2. For this purpose, it may nominate a convenor to organise early activities of the working group.

3. The Council shall determine terms of reference of each working group and nominate its members and the president on the basis of proposals made by the convenor, EAAP Members, Individual Members, Study Commissions and the Secretariat.

4. Terms of reference of each working group shall include organisation of workshops, publication of books within the EAAP series, dissemination of information and publication of articles and professional papers.



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5. Terms of reference may also include other items related to the pursuit of the EAAP objects, such as participation in internationally funded projects and in activities carried out by other international organisations.
6. Each working group will be required annually for provision of information for the EAAP web site.
7. In the implementation of its programme, each working group shall co-ordinate its activities with the EAAP Study Commissions.
8. Each working group shall be composed of up to six members, president, two vice presidents and a secretary.
9. Members of the working groups are nominated from among residents of the EAAP Member Countries actually and actively engaged in the science and practice of animal production. In nominating members of working groups, the Council shall take into account the equitable geographic distribution and the turn over of members.
10. Presidents are nominated for the term of three years. They can be re-nominated for another three year term. After the expiry of their term of office they may remain members of the working group.
11. Each working group shall elect vice-presidents and secretaries for the term of three years. They may be re-elected for another three years term. After the expiry of their term of office they may remain members of the working group. Terms of office of vice-presidents and secretaries begin upon the ratification of their election by the Council. Secretaries shall be elected from among early career professionals and researchers.
12. Working groups report to the Council and present their activities at the ordinary sessions of the General Assembly.
13. If the Council finds that the working group is not adequately fulfilling its tasks, it may change officers and members of working groups.
14. The Council shall close the working group
 - upon the completion of its tasks and programmes;
 - in case of weakened interest for subjects covered by the group;
 - for any other reasons decided by the Council.
15. Meetings of working groups shall be convened and chaired by presidents or their nominees. Meetings shall be held in conjunction with the EAAP Annual Meetings, other activities organised by the Association and by utilisation of long-distance meeting devices. One meeting a year is required.

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16. If meetings are held in conjunction with the EAAP Annual Meeting, presidents of working groups shall co-operate with the host organisers in making arrangements for the meeting.
17. The existing working groups shall adjust their terms of reference in accordance with this by-laws one year after their approval by the General Assembly.
18. Terms of office of presidents of the existing working groups shall terminate six years after their first nomination. Working groups concerned shall nominate candidates at the latest one year after the approval of these by-laws.

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3. GUIDELINES FOR PREPARING AND CONDUCTING SESSIONS OF STUDY COMMISSIONS AT THE ANNUAL MEETINGS OF EAAP

GENERAL INTRODUCTION

The Study Commissions are drivers of the scientific initiatives of EAAP by representing the views and aspirations of animal scientists in Europe. This includes

- Developing and contributing to the Strategic Plan as it relates to the future scientific activities of EAAP
- Providing the ideas for the sessions of the annual meetings and supporting the organisation of these meetings
- Being the focal point for their discipline/ species in Europe by supporting network(s) across EAAP member countries.
- Incorporating industry as a key stake holder in EAAP activities.
- Providing proposals for Working Groups to consider transversal/emerging issues and Task Forces to deal with specific short-term issues.
- Organising ad hoc meetings and workshops outside the frame work of the annual meeting.
- Seeking funds to support their activities

These guidelines have been drawn up to take account of the changing needs of the Association, particularly in response to the trend for more joint sessions between the Commissions and to ensure that a standard approach is adopted across the different Commissions.

It is the aim of the Scientific Committee of EAAP to improve the scientific quality of the annual meeting and its relevance to the industry and the needs of consumers in Europe. This aim will be achieved by

- encouraging joint sessions between Commissions
- limiting the number of sessions at each annual meeting to those that are sustainable
- ensuring that satellite symposia are properly integrated with the annual meeting
- properly funding the attendance of invited speakers at the annual meetings
- encouraging young scientists to attend and contribute to sessions at the annual meeting

In relation to the Annual Meeting the Commissions will increasingly act as a programme committee through the activities of the Scientific Committee.

The key bodies involved in organising future annual meetings are

- The Commissions
- The Local Organising Committees
- The Scientific Committee
- Session Chairs
- Wageningen Academic Publishers as publishers of the book of abstracts
- Presenters of Theatre and Poster papers

The responsibilities of the above groups are described below. ***An agreed timetable for activities is given in Appendix I. It is vital that this timetable is strictly adhered to.***

RESPONSIBILITIES

Commissions

Commissions

The Commissions comprise registered individual members attending the annual meetings.

The Management Board is composed of a President, and officers of the Commission- Vice presidents (normally 3) and Secretaries (normally 2).

The General Assembly appoints the presidents of the Commissions upon their nomination by the Council and subject to prior consultation of the Commissions themselves.

The Council appoints officers of the Commissions other than Presidents subject to the prior consultation of the Commissions themselves.

The President and the officers of the Commissions are responsible for the activities of each Commission and for deriving and delivering the future programme for the annual meetings.

Their responsibilities are

- 1) 1.To derive the future programme by seeking the views of the
 - a) Organisations with interests in Livestock Production
 - b) Annual meeting delegates attending the Commission meetings
 - c) Other Commissions through the activities of the Scientific Committee.



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- 2) 2. To agree to undertake responsibility for organising sessions and to inform and update the Scientific Committee of the proposals for 'their' sessions. The final version of each session will consist of

- a) The title of session;
- b) Category of the sessions

Theme Sessions are on key topics in animal science and consist of invited and offered papers. *Industry sessions* are led and supported by Industry and comprise invited and offered papers. *Free communications/Bottom-Up* sessions are created from submitted abstracts.

Discovery Sessions are invited single/multiple presentations on hot/emerging topics.

Challenge Sessions are free format (workshop, open committee, round table) to debate important issues, not theatre paper presentation.

Early-career scientist's Sessions deal with matters of particular interest to this group of scientists and offer possibility to young scientists to present results of their research.

Project sessions are based around a project which wants to share its results, often combined with submitted abstracts.

Working Group sessions (WG) are the results of an EAAP working group.

- c) The Commissions and other bodies responsible for organising/ supporting that session
 - d) The Chair of the Session
 - e) Title and authors of Invited Papers
 - f) Title and authors of offered Theatre and Poster paper
 - g) Time table for each paper and for the sessions as such.
- 3) To seek financial support for sessions according to the agreed procedures for the EAAP Foundation
- 4) To nominate a Chair for each of their sessions and to inform the Chair of their responsibilities (see later). **Nevertheless the ultimate responsibility for organising that Session rests with the Commission President.** The President must liaise with the Commission contact and Chairs and ensure that progress is being made in organising the session.
- 5) To nominate a Commission contact(s) for
- a) Wageningen Academic Publishers for producing the Book of Abstracts
 - b) Scientific Committee and the Local Organising Committee
- 6) To agree the Invited Speakers with the Session Chair and inform the Scientific Committee and Wageningen Academic Publishers of their names. It is the responsibility of the

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President of the Commission to issue the invitation and to liaise with the EAAP secretariat in offering any financial support for the speaker.

- 7) To provide EAAP Secretariat and Wageningen Academic Publishers with a brief description of their sessions (up to 200 words) in accordance with the timetable. The summary will be posted on websites (EAAP, Wageningen Academic Publishers, Annual Meeting) to inform potential presenters of the purpose of the sessions.
- 8) To liaise with the session Chairs and Wageningen Academic Publishers in organising the programme of offered theatre and poster presentations.
- 9) To inform the Scientific Committee and EAAP Secretariat by the end of the annual meeting of the prize-winners associated with the programme of that Commission. For joint sessions it is the responsibility of the organising Commission to agree a nomination.
- 10) To provide reports of the sessions in accordance with the timetable to
 - a) The Chair of the Scientific Committee
 - b) The Editor of EAAP News

Local Organising Committees

Representatives of the Local Organising Committee can attend the Scientific Committee starting at the annual meeting 2 years prior to their meeting and then at each meeting subsequently.

In relation to the scientific programme of the meeting their responsibilities are

- 1) To provide the Scientific Committee, 2 years in advance, the proposed theme for the meeting
- 2) To familiarise the Secretary general and President of EAAP with the venue and facilities available and to associated events and meetings.
- 3) To agree with Commissions at the SC meeting 18 months in advance of the annual meeting, the rooms/ lecture halls available for theatre sessions and the audio-visual equipment required in these areas. Normally the equipment will comprise an LCD projector with an associated computer and a slide projector . Audio equipment will include microphones for both Chair and speaker and for joint sessions, a roving microphone(s) for delegate questions.
- 4) To agree with Commissions at the SC meeting 18 months in advance of their annual meeting, the areas for the display of posters. The dimension of the poster board should be at least 1000mm wide by 1600mm long (*this will accommodate the AO paper size of 841mm wide x 1189 mm long, increasingly the standard poster size across Europe*). The areas for poster display must be
 - a) readily accessible by delegates (adjacent to the relevant theatre location or a central location adjacent to reception/ meals area as agreed with the SC)

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- b) well lit so that delegates can see all the posters clearly
- c) arranged with sufficient space to allow easy passage of delegates between the posters
- 5) To provide a Slide/ PowerPoint/ reception room to
 - a) enable presenters to submit their presentations and to view them in advance of the sessions (powerpoint/ 35mm slides).
 - b) ensure that powerpoint and 35 mm slides are loaded prior to start of session
- 6) To provide a desk for the registration of posters to
 - a) instruct presenters where to put their poster
 - b) to provide materials to attach the poster to the boards
 - c) to record the presence/ absence of posters and inform the chairman of the local organising committee of the 'no shows'
- 7) To provide staff for administrative and technical support for
 - a) PowerPoint reception room
 - b) Poster reception
 - c) Lecture theatres and poster rooms
- 8) To provide feedback to the Scientific Committee on the progress of the meeting and to aid planning of subsequent meetings
- 9) To send a reminder to authors of posters to register for participating at the Annual Meeting and to warn them that in the case of "no show" their poster would be eliminated.
- 10) To inform the Chair of the SC of 'no shows' and to eliminate posters of "no show" authors from the poster site.

Scientific Committee

The Scientific Committee comprises the Vice President (Scientific Affairs) as Chair and the President of each Commission. The Presidents may nominate another official of the Commission to attend meetings in their absence. The Committee meets twice yearly – normally in March in Rome and at the Annual Meetings.

Representatives of Local Organising Committees, Chairs of Working Groups, Wageningen Academic Publishers, the Editor of the Book of Abstracts, the Secretary General and Members of Council are invited as necessary to attend the meetings of the Scientific Committee.

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The responsibilities of the Scientific Committee are

- 1) To agree the future programme of annual meetings and satellite symposia in liaison with the Commissions, the Local Organising Committees and Wageningen Academic Publishers. In particular to agree the overall theme for the meeting, the drafts and the final version of the Commission sessions.
- 2) To ensure that the sessions being proposed are sustainable financially and scientifically, annual meetings will comprise top down targeted sessions, bottom up thematic sessions from submitted abstracts to ensure a comprehensive programme and avoid duplication, challenge sessions (developing projects, responding to consultations, round table discussions of contentious issues) and other specific sessions.
- 3) These allocations must include time for a Commission Meeting for each commission. Commissions should aim to minimise b), but instead organise joint sessions with other Commissions. Priority for financial support (see 7 below) will be given to the thematic and joint sessions
- 4) To agree the responsible Commission for organising sessions
- 5) To recommend the agreed programme to Council for their approval.
- 6) To liaise with Commissions, the Local Organising Committees and the EAAP Secretariat in seeking external financial support for the annual meeting sessions.
- 7) To agree priority sessions for EAAP, ASAS and ADSA financial support of invited speakers and to nominate appropriate speakers to the EAAP secretariat (to agree with ASAS and ADSA as relevant).
- 8) To liaise with the EAAP Secretariat, Wageningen Academic Publishers and the Editor of EAAP News in publicising and promoting the future programme

Session Chair

It is essential that the Commissions identify a suitable Chair for each Session. It does not follow that an eminent scientist necessarily makes an ideal chair. What is required is someone who is known to be a reliable administrator, a good organiser and who has the right personality to conduct the meeting so that the maximum response is obtained from the participants. The correct choice of chairman for each session is one of the most important decisions for the responsible Commission.

The responsibilities of Session Chair are

- 1) To plan the structure of the session and its content (see Chapter 3 for instructions / guidelines)
- 2) To identify potential invited speakers and liaise with the Commission contact in agreeing a short list and in accordance with the timetable shown in Appendix 1.



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- 3) To contact invited speakers to confirm their contribution and to inform the Commission contact of any requirement for support. ***(Note: It is the responsibility of the Commission President to formally invite the speaker and, in particular, any offers of support must be agreed with the Secretariat)***
- 4) To review the abstracts submitted for their session and together with the Commission contact to derive the programme of offered Theatre papers and Posters in accordance with the timetable shown in Appendix 1.
- 5) Chairing the session at the meeting to include
 - a) Introducing the session and the speakers
 - b) Ensuring that speakers keep strictly to their time allocation
 - c) Encouraging discussion. The chair should have in reserve at least one question in the event that there are no questions from the audience
 - d) Encouraging the inclusion of the posters in the discussions
 - e) Briefly summarising the main points of the session

Wageningen Academic Publishers in the production of the Book of Abstracts (with the Commission Contact)

Wageningen Academic Publishers is the publisher of the Book of Abstracts. Their responsibilities together with those of the Commission contact in producing the manuscript and in keeping presenters/ delegates informed are

1. Wageningen Academic Publishers to provide all the information necessary for submitting an abstract through their website. This includes the digital abstract form, instructions for submitting abstracts and the latest draft scientific programme.
2. Wageningen Academic Publishers to add to the website, on receipt from the Commission contact, the names of the invited speakers and the brief descriptions of the sessions in order to attract delegates. To provide updates on the submitted abstracts per session to the Commission contacts and the Local Organising Committee.
3. Wageningen Academic Publishers to liaise with the Commission contact and the EAAP Secretariat to ensure that invited speakers, supported young scientists and scholars have submitted an abstract. If there is no response from the author and/or the Commission contact, the Commission President will be responsible for encouraging the invited speaker to submit an abstract.
4. Wageningen Academic Publishers to provide the Commission contact by the 1st April all the abstracts submitted for the sessions for which they are responsible. Also, a

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list of all submitted abstracts per commission and per session will be provided, to enable Commission contacts to check if exchange of abstracts between Commissions is necessary. Abstracts not fitting into the session should either be sent to another session (via the commission contact or via Wageningen Academic Publishers) or indicated for rejection to Wageningen Academic Publishers. In each case Wageningen Academic Publishers should be informed in order to inform the author. Authors can be requested directly for a revision of their abstract. The author should submit a revised abstract, quoting the unique abstract number, to Wageningen Academic Publishers and to the Commission contact. **However, the Commission contact remains responsible for providing the necessary information before the deadline (and for giving instructions to the session chairmen).**

5. The Commission contact to complete and return to Wageningen Academic Publishers the list of abstracts (as an MS-Excel file) by the 1st May. The Commission contact to provide Wageningen Academic Publishers with information on the full programme of each session and comprising:
 - The allocation of abstracts to sessions, format (as poster or theatre) and for the latter, the time reserved for the presentation.
 - A list with rejected abstracts and abstracts forwarded to other commissions.
 - A list with abstracts that need revision
6. Wageningen Academic Publishers to inform each author in Mid May on the acceptance of the abstract and the presentation format. Wageningen Academic Publishers will include information from the Local Organising Committee on registration for the meeting, the dimension of the poster boards and the procedures for slides and power point presentations.
7. Wageningen Academic Publishers to inform presenters of the consequences of 'no shows' and to inform the Commission contact and the Local Organising Committee of presenters who are unable to attend. Those 'no shows' who do not inform Wageningen Academic Publishers within 2 weeks of the date of the meeting will be invoiced by the Local Organising Committee for the cost of their absence
8. Wageningen Academic Publishers, based on all the information provided by the Commissions, the Local Organiser Committee and the EAAP secretariat, to produce the book of abstracts, including preliminary pages, table of contents, all abstracts, author index and, if desired by the local organisers, advertisements.



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MEETING AND SESSION ORGANISATION

The importance of forward planning at least two years ahead has already been stressed in these guidelines and the agreed timetable produced in Appendix 1. Whatever the design of the programme, however, there are some important principles and actions which underpin the successful organisation of the annual meeting.

Theatre Sessions

Each session is normally programmed to last for up to 4 hours (including coffee break). Main considerations in planning are

- The standard unit for presentation will be 15 mins. or multiples of 15 mins to include presentation and immediate discussion. Thus invited papers should be planned to take either 30 or 45 mins and offered papers 15 mins.
- A coffee break of 30 mins should be planned at approximately the mid point
- A major objective within each session must be to encourage discussion and debate. Except for free communications sessions, a minimum allowance of 15 mins should be allowed for an integrating discussion at the end of each session
- Each chair should maintain strict time keeping

For example a session of 4 hrs could consist of

Brief Introduction by Chair

Up to 3 invited papers of 30 / 2 x 45 mins

Coffee break of 30 mins

5 to 7 offered short papers of 15 mins

Final discussion of 15 mins

Free Communications sessions will comprise a series of 15 min papers (to include 3 to 5 mins discussion)

Poster Sessions

Poster presentations have become an important part of the proceedings. Care must therefore be exercised in ensuring that the posters are sited centrally or where appropriate within easy reach of the meeting room. The areas for poster display must be

- readily accessible by delegates (adjacent to the relevant theatre location or a central location adjacent to reception/ meals area as agreed with the SC)

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- well lit so that delegates can see all the posters clearly
- arranged with sufficient space to allow easy passage of delegates between the posters

It is important that time is devoted for poster viewing by the delegates. Also a brief outline of those posters that relate to a session topic could be presented in the theatre session. The Chair or a person nominated by the chair can do this.

Visual Aids Reception

There should be two staff on duty to help delegates to review their presentation and to deliver presentations to the theatre

Theatre Rooms/ Poster Room Staff

There should be at least two members of support staff present throughout the theatre sessions (although this can be reduced to one for the smaller single commission sessions). They must have been briefed by the Local Organising Committee in the operation of the visual aids system, the lighting and the audio system and be competent in their use.

Staff should be available in the poster rooms/ areas at appropriate times to direct presenters to poster boards and to assist them in displaying their posters. They must have sufficient materials (pins/ tape/ Velcro) to hang the posters on the boards.

Appendix 1

Timetable for Scientific Committee planning actions for Annual Meetings

Note: The Scientific Committee normally meets twice yearly; during the annual meeting in August/September and then in April at the venue of the next but one Annual meeting.

Date (X = date of planned meeting)	Action	Who is responsible for action
X - 12 months (at Annual meeting)	Propose Theme for meeting	Local Organising Committee
	Proposals for Satellite meetings	Local Organising Committee
	Proposals for Sessions	Commissions after consulting Country Reps and Business Meeting
	Agree responsible Commissions for organising joint sessions	Scientific Committee
	Agree 1 st draft programme (Draft Session titles and Satellite Symposia)	Scientific Committee
X - 18 months (at April meeting)	Confirm Session Titles	Commissions
	Nominate Chairs of sessions	Commissions
	Confirm Satellite Symposia	Local Organising Committee
	Agree 2 nd draft programme (Session titles, Session Chairs, Satellites)	Scientific Committee
	Inform/ Familiarise Commissions with Conference venue, timings and other events.	Local Organising Committee
X - 12 Months (at Annual Meeting)	Agree priority Sessions for EAAP/ ASAS/ADSA/ALPA/CSAS supported speakers	Scientific Committee
	Agree 3 rd programme	Scientific Committee



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	(Confirmed Session titles, Session Chairs, Satellites)	
	Outline Procedures for Abstracts/ Publication	Wageningen Academic Publishers
	Nominate Commission Contacts for Wageningen Academic Publishers	Commissions
X – 9 months <i>(by 1st January)</i>	List of Invited Speakers to Wageningen Academic Publishers and EAAP Secretariat	Commissions after consulting Chairs of Sessions
	Nominations for supported EAAP/ ASAS speakers to Chair Scientific Committee and EAAP Secretariat	Commissions
	Brief description of session purpose to EAAP (for website) and Wageningen Academic Publishers	Commissions
X – 7 Months <i>(1st March)</i> X – 6 months <i>(April meeting)</i>	Deadline for submission of Abstracts	Authors
	Support for invited speakers agreed and speakers informed	EAAP Rome and ASAS
	Update on progress	Local Organising Committee, Commissions, Wageningen Academic Publishers
	Agree 4 th Draft Programme (Session titles, Session Chairs, Invited Speakers, Satellites) for Brochure and Websites	Scientific Committee
X – 5 months <i>(May 1st)</i>	Final programme of invited and offered papers and posters agreed	Commission Contacts and Wageningen Academic Publishers



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X – 5 Months <i>(May 10th)</i>	Authors Informed of acceptance and format/ time	Wageningen Academic Publishers
X – 4 Months <i>(by 1st June)</i>	Final Version of Programme to Wageningen Academic Publishers and EAAP Secretariat for Book of Abstracts/website.	Local Organising Committee, EAAP Secretariat
X <i>(at Actual Meeting)</i>	Nomination of Theatre and Poster Awards to EAAP Secretariat	Commissions
X + 1 Month	Session Reports to Editor EAAP news	Commissions

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4. GUIDELINES FOR ORGANIZATION OF COMMISSIONS MEETINGS

1. Each Commission shall organise a Business Meeting within the EAAP Annual Meeting.
2. Time and place of the meeting shall be planned within the programme of the Annual Meeting.
3. The meeting shall be convened and chaired by the President of the Commission.
4. Any participant at the Annual Meeting has the right to attend and to speak at the Commission Meeting of any Commission.
5. The Council has the right to nominate its representative to attend Commission Meeting of any Commission. The representative of the Council shall provide an advice on the EAAP Bylaws regulating the procedure of the Commission Meeting.
6. Agenda of the Commission Meeting shall include:
 - Assessment – analysis of the previous sessions (participants, quality of presentations, interest of audience and discussion)
 - Themes for the future sessions
 - Nomination of candidates for officers of the Commission
 - Others
7. Nomination of candidates for officers
Candidates can be nominated by
 - An EAAP Member
 - An individual member can nominate himself/herself as a candidate
 - An individual member can nominate another person as a candidate
 - Management Board can nominate candidates from among eligible members of the Board (the second 3 year term on the same post or third three year term for different post)
8. Officers of the Commissions hold office for a term of three years. They can be nominated only once for an equal period. Officers of the Commissions who want to be nominated for another three year period shall apply for the nomination, except those nominated by the current Management Board. After the six year period, office holders are eligible for nomination for a different post for another three year period, for a maximum of 12 years in the same Commission.
9. The president of the Commission shall inform Vice President Science on results of the voting.
10. Reporting
 - Management Board shall inform the Scientific Committee and the Vice President Science on major conclusions, recommendations and, in case of voting, on the result of voting for candidates for officers of the Commission.
 - The report shall reflect all views expressed at the meeting



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5. PROCEDURE FOR THE LEROY AWARD

- Rationale
 - The Leroy Award is given by a Council decision after the recommendation of the Scientific Committee. There is one LA per year. The rationale is described in the statute and in the by-laws
- Election
 - Each member of the Scientific Committee and Council can propose a candidate. A CV and/or a brief explanation supporting the candidature must be furnished. The deadline for the presentation of the candidatures is set one month before the following SC meeting, usually held in March
 - The members of the SC will discuss at the next meeting about the candidatures
 - The candidates with the highest number of votes by the Scientific Committee members will be the Scientific Committee proposal
 - In case there will be more than one candidate with the same highest number of votes, a ballot vote will be organized or, only in this case and depending on the SC decision, there will be more than one candidate proposed to the Council
 - The Council, at the March meeting, will discuss if to endorse the Scientific Committee proposal. In case the Council will not agree, it will have to be justified and then the Council will invite the SC to propose other candidates
 - The Council will have a formal vote to elect the Leroy award
- Preparation for awarding
 - The President and the Vice-President for Scientific affairs will propose a person to present the LA award recipient at the Plenary Session
- Presentation at the annual conference
 - The President will chair the Plenary ceremony where the LA will be presented
 - The President will introduce the presenter who will call to the podium the awarded person
 - The awarded person will make a plenary lecture (25 minutes of presentation plus 5 for questions and discussion) during the annual conference
- Follow-up
 - The immediate after EAAP Newsletter and the website will report the awarded person

6. EAAP SPONSORING CODE OF PRACTICE

This document is to properly assess the relationship of EAAP with its industrial supporters and any other potential supporters or partners.

Relationships between the EAAP and its industrial supporters or any other potential partners should be based on equal partnership. Both sides must be prepared to move beyond a situation in which the EAAP is the passive recipient of money to one in which the two sides work together on policy development and on practical initiatives in the interests of all EAAP member organisations and individuals.

Each party should remember that successful partnerships are those where both partners gain by making the effort to understand the internal culture and external pressures of the other.

It is understood that industrial partners have to be profitable and have their own commercial agendas to which the EAAP is not obliged to conform. Funding will be declined if its application compromises the independence of the EAAP in any way.

The EAAP will use available funding so long as its independence is not compromised in any way, there is no conflict of interest and as long as the relationship with the funder is totally transparent. Contracts between the parties help in this respect.

The EAAP will not participate in relationships designed to give one company a competitive advantage over another and favours the funding consortia of two or more companies from the same or other industries.

The EAAP accepts funding from its industrial supporters and partners when:

- it believes it will benefit the EAAP's objectives
- it is satisfied that accepting the funds will not include adverse publicity
- the funder does not try to coerce or over-influence EAAP policy either explicitly or implicitly
- There is no conflict of interest or loss of independence.

The EAAP's name may not be used to imply approval or endorsement of any of the funder's products.



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7. SUMMARY OF THE LETTER OF AGREEMENT FOR HOSTING OF THE EAAP ANNUAL MEETING

Location and date

- The location and the date of the conference should be fixed at least two years in advance
- The location and the date must be discussed and agreed with the EAAP Secretariat

Local organizing and scientific committee

- The local organization must create a local organizing and local scientific committees. They are created to provide support of the annual meeting

Providing of rooms and facilities for secretariat and meeting rooms

- The EAAP Secretariat must work locally for about seven days in concomitance with annual meeting and therefore a large room and facilities should be provided by the local organizer.
- During this week, EAAP Secretariat organizes several Council, Scientific Committee and other kind of meetings. The local organizer should provide facilities for those meetings.

Proceedings are published by Wageningen Academic Publishers (WAP), for which exists a long term contract.

- There exists a contract between EAAP and WAP. The contract bonds the local organizers to use WAP for publishing the Book of Abstracts and the Programme Booklet. All existing arrangements between EAAP and WAP must be respected by everyone, including the local organizers who pay for cost of the Book of Abstracts and of the Programme Booklet.

60 free registrations to give to EAAP

- 60 registrations must be given to for free to EAAP for invited speakers, presidents of commissions, council members etc.

Inclusion of Service EAAP Srl

- Service EAAP Srl is the operative business company of EAAP and will be utilised, on behalf of EAAP, for all business activities relative to the organization of the annual meeting

Sponsors

- The sponsors are a great resource for the annual meeting. All sponsors income will go to support the annual meeting budget. The sponsors policy and management must be coordinated between EAAP and the local organizers. EAAP has already a list of sponsors offering support every year or nearly. EAP will furnish the list of sponsors already under contract and/or annually contacted by EAAP. The contacts with all other and new potential sponsors, both local and international, must be coordinated between EAAP and the local organizers to attract them efficiently.

Budget

- Budget is in hands of the local organizers

Payment to fee



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- There is a fixed amount to be paid to EAAP. This is a fixed sum, regardless of the number of participants and regardless of the budget. The sum is the same every year, only increased for the inflation rate.

Law jurisdiction in Rome

- The law jurisdiction for this agreement must stay in Rome.

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