

EHA – Specialized Working Group on XXXX Framework agreement

Main objectives of the Specialized Working Group (SWG):

To support a network of experts in XXX within EHA to contribute to its activities, including, but not limited to:

- promote high-quality science within the EHA community and identify new innovative areas for research through participation in research and clinical studies, as well as organizing Scientific and Business meetings for professionals in the field of defined medical practice and experience;
- advise the EHA Board and European Affairs committee on scientific policies and priorities in research;
- contribute, as a specific and valuable source of expertise, to the EHA Congress program and EHA standalone meetings;
- contribute, as a specific source of evidence-based knowledge and expertise, to EHA Education programs, organizing webinars, developing training programs, drafting articles, etc;
- contribute, as a specific and valuable source of expertise, to the EHA Clinical Practice Guidelines development to produce, preferably evidence-based, Guidelines on hematologic malignancies, as well as on other hematologic diseases, and promote strong collaboration with the EHA-SWGs and other medical societies and associations

To become a platform for collaboration between professionals in a certain area of expertise, including, but not limited to

- invite experts in the field of expertise, including young professionals, to join SWG as members via active recruitment;
- establish a network of professionals who want to share their knowledge and experience through SWG Business and Scientific meeting organization;
- offer talented young scientists and clinicians a vibrant environment to flourish and exchange scientific ideas with colleagues;
- develop mentorship programs for young professionals within EHA.

To produce, translate and disseminate novel knowledge, basic research principles, and treatment with colleagues.

To promote greater interaction and cohesion between SWGs, sibling societies, scientific networks, and specialists in different parts of the world to contribute together to basic science, translational and clinical research.

To establish a network of related specialties that helps to create more efficient and effective patient care through content dissemination

To encourage continuing medical education for hematology professionals as a cornerstone for up-to-date, evidence-based research and treatment.

1. SWG Composition:

To harmonize the work of EHA-SWGs, the structure includes:

- 1 Chair, appointed by the SWG Executive Board
- 1 vice-Chair, appointed by the SWG Executive Board
- 1 Secretary, appointed by the SWG Executive Board
- An SWG Executive Board (SWG EB) of at least 5 members, including the Chair, Vice-chair, and Secretary. SWG EB members are proposed by SWG members and appointed by the SWG EB
- The SWG EB will preferably include at least one Young EHA member.
- SWG members with no limit in numbers.

SWG EB may define a person as a focal point for research, educational, and European Affairs activities.

The terms of the Chair, vice-Chair, and SWG EB members are 3 years with 1 possible reappointment (for a maximum of 3 years). SWG EB members have stacked rotations.

To ensure a transparent and non-biased environment for research, education, and scientific activities, the Chair and Vice-Chair must be neither current representatives of pharmaceutical or industry companies nor affiliated with them. The disclosure forms should be signed by every SWG EB member and shared with the EHA executive office.

2. SWG Members

Members of the SWG must be EHA members. A list of the SWG members is maintained and updated by the EHA Office in collaboration with the SWG leadership. The SWG EB is responsible for recruiting new SWG members as well as reviewing their applications, while EHA is responsible for proposing to become a SWG member while renewing or subscribing to a new EHA membership.

SWG membership is not restricted to a limited time period for EHA members. Non-renewal of EHA membership leads to loss of SWG membership. To ensure the list of members includes only “active members”, the EHA Office will reach out and ask SWG members to fill in an online membership form once in a 3-year period, at the beginning of the calendar year.

Interested clinicians and researchers in the specific SWG expert area can apply through the online form available on the SWG webpage. The EHA Office collects and forwards the requests for membership to the SWG EB for approval. This helps to ensure transparency and accountability of the application process as well as maintaining the database of SWG members accurately with up-to-date data. No more than 10 % of SWG participants may be direct employees of pharmaceutical companies. Patient representatives and professionals from other specialties (e.g. lab technicians) can be excluded from the requirement to have EHA membership.

The SWG coordinates with the EHA Office to attract new members, especially from less represented countries (aiming to increase the SWG reach to the widest community) and younger generations of clinicians and researchers in hematology.

3. The acknowledgment of EHA and the use of the name and/or logo of EHA in SWG's publications

The SWG is encouraged to acknowledge EHA in all publications issued by the SWG. However, the use of the name and logo of EHA by the SWG, as well as other partners, such as National Societies, Patient Organizations, and Sponsors, is only allowed when the content of the publication is reviewed and approved by the EHA Office.

4. SWGs web pages

The web pages of SWG exist on the main EHA website with the goal to share and represent the main activities launched by respective SWGs. They help to recruit new members, disseminate information about upcoming educational activities and research grants, and share newly developed guidelines and publications.

The harmonized SWG web pages must contain the following topics:

- a. Introduction with general information about SWG.
- b. Chairs and members - the full list of professionals who were appointed as SWG EB must be published with their positions, degrees, and email addresses. The membership list is needed to be disclosed with the position and qualification of participants and published on the SWG web page.
- c. Meetings - the information about upcoming meetings as well as information about the finished activities should be visible and available for the people who are interested in attending these events.
- d. Education - the information about educational activities developed by the SWG should be published on their web pages.
- e. Publications and Guidelines - newly developed and published recommendations, articles, position papers, etc. should be visible on the SWG web page.
- f. Research grants - the possibilities for young professionals and experts in the specific sphere of SWG interest should be released to ensure the transparent process of application and engagement.
- g. Other topics developed and created by SWGs.

The data on the SWG web pages should be updated by the EHA Office regularly. When the necessity to add or amend the information arises, SWG should contact the Community Development manager or another focal point at the EHA office. Moreover, SWGs must submit an annual report to the Community department of EHA yearly before December 1 for the current year. This report is divided into the same categories as SWG web pages to make sure that information is up-to-date. EHA Office must send a form for the annual report by November 1, at the latest.

5. SWG activities

Once or twice per year (I and III quarters), EHA will organize a Call for future activities to gather ideas and proposals from all SWG and thus to create an "activity map" for next years. The call will be initiated to assess the interest of SWGs in different activities, including but not limited to educational activities, webinars, scientific meetings, joint SWGs meetings, etc. SWGs are encouraged to apply shared ideas for these types of activities as this stimulates and fosters

collaboration. Moreover, this will link hematologists from different specialties and provide them with fruitful opportunities to share their knowledge, spread their network, and engage together more closely. SOP for this call will be developed separately.

The SWG is free to prepare its program and activities; however, they must be aligned with the general aims of EHA SWGs.

a) SWG Sessions at the EHA Annual Congress

To support high-quality science, the SWG is invited to submit a program for a scientific session at the EHA Annual Congress as well as suggest speakers and topics for the regular Invited Speaker Program. The SWG sessions have become an integral part of the core sessions of the EHA Invited Speaker Program over the years. Slots at the Annual Congress are assigned every year and are allocated based on scientific merit and are complementary to the sessions drafted by the Scientific Program Committee (SPC) & Advisory Board (SPC-AB).

SWG Chairs are asked to submit the intended session topic & presentation titles by the end of August. During the SPC Meeting in September the proposals are reviewed, and feedback is sent to each SWG by the assigned SPC Partner. Based on the feedback, the SWG Chairs have until early October to submit the final program. During a videoconference, the SPC reviews the final program, and the SWGs are informed immediately about the outcome. These programs are then finalized in the following months.

The SPC member will be allocated by EHA to each SWG to act as a liaison and will assist in harmonizing the feedback and input between the SPC and the SWG. If the SWG chair is also an SPC member, he/she will not act as a partner/liaison and will be replaced by another SPC member.

EHA offers the following to the Scientific Working Groups that participate in the Annual Congress:

- Meeting room and AV equipment
- VIP privileges for session chair and speakers (free registration, travel reimbursement & hotel accommodation)
- Complimentary registration and invitation to the President's dinner for the SWG Chair

EHA requires

1. Maximum 1 chair and up to 4 speakers
2. The proposed speakers may not speak in a sponsored session (according to the EHA sponsored session policy).
3. Balance in the program is of high importance and this involves
 - ✓ Nationality of speakers (1 non-European speaker is allowed per session)
 - ✓ Institutes of speakers
 - ✓ Balance of gender
4. No overlap with the previous year's SWG session program

The Congress and Meetings department of EHA is responsible for the organization of this activity type.

b) SWG Internal Business Meeting

The SWG will organize an annual internal business meeting with the SWG members. The goal of this internal business meeting is to update the members of the SWG on the SWG activities, evaluate the program and productivity of the SWG, and share important updates about the file of expertise of the SWG. The internal business meeting is organized as a virtual videoconference of max 2 hours, in order to maximize members' participation. The EHA Office is responsible for the communication and dissemination of information about these meetings. SWG EB is responsible for defining a business meeting agenda, date and time, inviting speakers, etc. Small business meetings for the SWG EB may be organized more frequently. SWG EB should inform the EHA Office at least 2 weeks in advance, whenever possible if this type of meeting is planned.

c) SWG regroup at the EHA Congress

Upon the SWG Chair's request, a small meeting room may be provided free of charge for a 60-minute meeting of the SWG leadership during the EHA Congress, at the Congress venue. SWG manager is responsible for organizing such a meeting. In March every year, the SWG manager approaches SWG Chairs to indicate their need for a meeting space at the EHA Congress.

d) EHA-SWG Scientific Meetings

Besides its annual Congress, EHA organizes standalone scientific meetings following a calendar of events integrating Hematology Tutorials, Highlights of Past-EHA congress (HOPE), ReCon, and EHA-SWG Meetings. The EHA Office encourages SWGs to create innovative and balanced programs to address relevant issues for clinical care and research in different hematology areas.

For these meetings EHA offers:

- Contribution including:
 - Meeting facilities and event organization (in-kind support)
 - Flight arrangement (economy class ticket) and ground transportation for SWG EB and speakers
 - 2/3 nights hotel accommodation for a maximum of 18 speakers/chairs plus 2 non-European speakers
 - Complimentary registration for the session chairs and speakers
 - Faculty dinner and Welcome reception invitation
- The call for the SWG Scientific meeting is open in March every year. Detailed information can be found here <https://ehaweb.org/research/swg/call-for-swg-scientific-meeting-proposals/>.

As an alternative:

- i) Collaboration with an existing network/society (Sorrento model): the SWG can propose an existing established meeting in the same expert area, in which SWG leadership and members are usually significantly involved. EHA will explore the possibility of contributing officially to the meeting and partnering with the organizing networks/societies to develop it as a joint initiative, with co-branding.

For these meetings, EHA offers:

- Contribution of a maximum of 12500 €

- Shared support for event organization depending on the request and available capacity

Requests for such support can be submitted via the online form: <https://wkf.ms/3QaFHAe>.

- ii) SWG organizing own recurring meetings (ERIC/EMN model): the SWG will autonomously organize its recurrent standalone meeting, and only a part of the program will be developed in collaboration with EHA in the form of a special session or a joint symposium, addressing specific issues.

For these meetings, EHA offers a contribution of a maximum of 5000 € for travel expenses that includes

- Flight arrangement (economy class ticket) and ground transportation + 2/3 nights hotel accommodation for a maximum of 2 speakers/chairs

6. Involvement in EHA research programs

a. Disease-oriented Clinical Research Training (La Cantera model)

To train early career clinicians with an interest in clinical research on specific field in hematology and stimulate the initiation of collaborative research projects within the groups participating, the SWG organizes Clinical Research Training in XXX with the support of the EHA Office. The terms for organizing such activities are addressed in a separate SOP.

b. SWG-initiated research projects

EHA initiates research projects (basic/translational or clinical) proposed by SWGs. The SWG can submit a proposal for a small collaborative research project and receive a one-off 20K€ support from EHA. The terms for proposing such projects are addressed in a separate SOP and are visible at SWG webpage <https://ehaweb.org/research/swg/swg-grants/>.

7. Involvement in EHA Guidelines

EHA produces clinical practice guidelines for the diagnosis and treatment of hematologic diseases. The SWG is invited to submit proposals to develop guidelines in its area of expertise and to collaborate with the EHA Guidelines Committee in the promotion and adoption of EHA Guidelines.

EHA supports the development of Guidelines to address the diagnosis and treatment of hematologic diseases by providing project management support (organizing calls and meetings of the author's panels) and supporting systematic review of the literature via our partner Cochrane. helping connect panels with patient representatives and National societies representatives, brokering collaboration with other societies/working groups, and helping the dissemination through EHA channels, in particular through organizing virtual workshops and guidelines sessions at the EHA Congress.

EHA SWGs are regarded as the primary source for proposals to develop EHA Guidelines. When the initiative comes from a group that does not identify within an EHA SWG, the corresponding

SWG (topic-matched) is consulted and possibly involved. EHA also helps to connect SWGs and stimulates the creation of collaborative guidelines projects.

8. Involvement in designing the EHA Education program

EHA fosters education for professionals of all ages in hematology as a part of their continuous professional development. As such, educational activities guided by the European Hematology Curriculum are developed and produced, including interactive online learning courses on the EHA Campus, microlearning on Social Media, clinical cases in various formats, and an online clinical preceptorship, the EHA Masterclass. Learning is supported by a formative assessment on the EHA Campus, the Progress Test, as well as the more formal European Hematology Exam held once a year during the EHA Congress locally and in parallel sessions. EHA may ask SWG to contribute to creating and participating in these activities to produce new and valuable knowledge to share. This participation could be a contribution to course review, writing questions for our SM posts, or writing clinical cases for the Masterclass.

9. Involvement with European affairs activities

EHA represents hematology and hematologists in the European landscape through

- harmonizing training requirements across the EU through initiatives such as the Madrid Declaration;
- advocating in key areas with relevant stakeholders in Europe for access to optimal diagnosis and treatment, research, and regulation;
- maximizing funding opportunities and increasing availability and affordability of medicines;
- advocating for equal access to harmonized education and research opportunities.
- SWGs are a valuable source of expertise for public consultations, assessments (HTA), and scientific advice (EMA, EC). Therefore, they are structurally approached for scientific input and expert nominations.

SWGs are invited to get involved in relevant European Affairs initiatives. Some examples are:

- SWG interaction with European Affairs-coordinated taskforces:
 - EHA AYA TF: representatives from SWG on pediatrics, CML, granulocytes
 - EHA TF on IVDR: includes the chairs of the SWG on AML, SWG on Transfusion, SWG on Diagnosis and ESLHO
- SWG involvement in European Networks/Research Programs:
 - EuNet-INNOCHRON: SWG on Granulocytes
 - ENTYAC: SWG on pediatrics, CML
 - ERN-EuroBloodNet: SWG on Red Cells and Iron (amongst others)
 - SUPPORT: SWG on Transfusion
 - ASCERTAIN: SWG on Multiple Myeloma
 - T2 Evolve EU IMI: SWG on Immunotherapy of hematological malignancies
- SWG involvement in the revision or implementation of regulations:
 - Revision of Blood, Tissues, and Cells legislation (SWG on Transfusion)
 - Implementation of IVDR (Mainly ESLHO)

EHA may reach out to SWGs whenever there is a need for specific scientific input or when the EHA European Affairs team sees possibilities for involvement in regulatory processes or European networks/projects. In addition, SWGs are expected to reach out to EHA when they identify relevant European Affairs projects or initiatives or when they see topics that need advocacy or policy actions from EHA.

10. Communications (SWG webpages, newsletters, media interviews, etc.)

EHA may ask SWG to be involved and proactive in updating their web pages, participating in educational and research activities, recruiting new members, etc. If SWGs want to create some communication materials for their meetings or other activities or disseminate them, they should communicate with the Community Development manager in EHA Office. EHA may also contact SWG for expert opinion when it comes to bringing innovation and thought leadership in hematology to the general public (knowledge transfer).