UEMS ETR Submission Procedure

The ETR submitted by the UEMS Sections & Boards for adoption by UEMS Council should follow the “template structure for European Training Requirements” (document UEMS 2012/29).

**Timeframe for submission:**

- First draft of the document shall be received at UEMS office no later than 2 months before the Council meeting. The UEMS body proposing the ETRs before submission shall take care of consultation with relevant Scientific Society(ies).
- The draft will be sent to the UEMS ETR Review Committee, National Medical Associations Members of the UEMS, UEMS Sections & Boards for comments.
- Comments from the above bodies shall be received at UEMS office no later than 1 month before the Council meeting.
- The UEMS body submitting the ETR shall review the document with comments if appropriate and will provide the final draft version of the document no later than 2 weeks before the meeting.
- The final draft document will be published 2 weeks before the UEMS Council meeting.

If these deadlines are not observed, vote and endorsement of the document by the UEMS Council will be postponed until the consultation and review process is complete.

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1 The described procedure is valid until the automated process scheduled for 2016 is implemented.