



ASSEMBLY of
NATIONAL SLEEP SOCIETIES

*Associate Membership Body of the
European Sleep Research Society*

Standard Operational Procedures for the Executive Committee Defining its Role as an Interface between the Board of the European Sleep Research Society (ESRS) and the Associate Membership of European National Sleep Societies

These ‘standard operational procedures’ (SOP) are to be considered ‘houserules’ pertaining to the role of the Executive Committee (EC) that are not defined in the Constitution of the Assembly of National Sleep Societies (ANSS). These regulations are intended to strengthen the relationship between the ANSS and the ESRS and to optimize communication.

1. Communication by the EC

- The member of the EC who has been coopted as a Board member of the ESRS has the duty to convey all relevant information in a bidirectional way : to the Board of the ESRS on one hand and to the other members of the EC on the other hand.
- The EC will retrieve relevant information from the associate membership and pass it on to the Board of the ESRS, and vice versa. The EC will inform both the Board of the ESRS and the associate membership on all its intended actions.
- The minutes of the meetings of the EC will be forwarded to the Board of the ESRS and the associate membership.

2. Actions of the EC

- Being representatives from the associate membership the EC will take initiatives upon request from this group. These initiatives include:
 - Planning of the yearly meeting of the ANSS
 - Planning of meetings of the EC (2-3 times a year)
 - Facilitating networking and interactions between NSS
 - Submit proposals for subsequent actions to the Board of the ESRS, e.g. requests for guidelines, proposals for task forces, etc.

- Exploring means of funding (including sponsoring)
 - Other
- The ongoing activities will be reported to the Board of the ESRS / associate membership on a regular basis, as described above.
- In case some projects would be subject to shared interest between ESRS and NSS (e.g. the work of task forces on specific topics), the co-opted ESRS Board member will advise the involved parties on how to gear the activities to one another.

3. Budget

- The EC will make a budget for the planned activities.
- The budgets should be covered by the contributions of the associate membership and, if necessary, stipends from the NSS to which the members of the EC belong, external sponsoring and contributions from the ESRS.

These SOP have been drafted during the first meeting of the EC in Düsseldorf on October 13, 2007. They were subsequently amended following review by the Board of the ESRS. The stipulations mentioned above are subject to change following recommendations from the Board of the ESRS / associate membership. Adjustments, if any, shall be made at the meeting of the ANSS.

On behalf of the Executive Committee,

Dirk Pevernagie, co-chair and secretary.