Procedure for organising scientific surveys in collaboration with EuGMS

Initial request to undertake or to advertise a survey via EuGMS should be sent to the EuGMS office secretariat@eugms.org

Request is from internal EuGMS (eg a SIG) or a request/offer of scientific collaboration from another organisation (professional, commercial or scientific).

Academic Director (with/without advice from AB or relevant SIG) judges if content relevant /priority for EuGMS.

No

Return to Secretariat to communicate "No"

Yes

Identify SIG to collaborate with requesters (scope, design, dissemination plan etc)

Final survey and analysis plan to be approved by AD or nominee for quality

Dissemination of the survey through relevant SIGs, AB contacts, FB members and/or national societies (no more than 2/year). Collaborate with communications director on promotion via website/social media.

EuGMS costs to be met by external support (in line with standard procedures) or SIG funding allowance.

Analysis and report submitted to AB for comment/approval before publication or presentation. Publication of results to be submitted to EGM before other journals unless agreed otherwise by the AD.

Request is for EuGMS to facilitate or disseminate or advertise an independent survey not related to scientific activities (eg services, policies etc)

General Secretary considers: is the request feasible? Is it of interest/relevant to us? Consult Communications director and/or president if needed.

Yes

No

Return to Secretariat to communicate "No"

Gen Sec/Communications director/Secretariat the plan or facilitation in collaboration with the requester : eg advertisement on the website with or without web-link, social media networks, newsletter. Independence of survey is explicit. No direct request to full board members.

Survey organiser agrees to feedback results to EuGMS with permission to use.

Yearly review of all survey activity and processes by executive board at Winter meeting