



## **PCCS REGULATIONS**

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## **1 Construction**

These regulations shall be constructed so as not to conflict with the Constitution of the Paediatric Critical Care Society ('PCCS' or the 'Society').

Words importing the singular number shall include the plural number, and vice versa; words importing the masculine gender shall include the feminine gender; and words importing persons shall include corporations.

## **2 Making, alteration and repeal of Regulations**

- 2.1 The making, alteration or deletion of a regulation shall be carried out in the following manner:
  - 2.1.1 Council may at any time amend the Regulations by approval of a simple majority of Trustees.
  - 2.1.2 Any trustee wishing to propose a new Regulation, or to alter or delete an existing Regulation, shall give notice of the motion to the Honorary Secretary at least four weeks before the meeting of Council at which it is to be brought forward. The details of the motion shall be placed on the Agenda for that meeting and circulated to all members of Council.
  - 2.1.3 If the motion, with or without amendment, is passed by that Meeting, the enactment or alteration shall become part of the Regulations or, if deleted, shall be removed from the Regulations.
  - 2.1.4 Every enactment, alteration or deletion of Regulations shall be entered, along with the date, by the Honorary Secretary in a copy of the printed Regulations kept for that purpose and shall be signed by the President. This copy shall be the authoritative copy until the next change to the Regulations.

## **3 Membership**

- 3.1 PCCS shall keep a register of all its members that will contain the names and postal addresses, email addresses if submitted, categories of membership, and dates of becoming and ceasing to be a member. The PCCS Register shall be considered a correct list of all members of the Society and shall be the statutory register. It shall be incumbent on each individual member to ascertain that his name, address and other particulars are correctly entered therein.
- 3.2 The membership categories shall be those described in Clause 9.1.1(b).
- 3.3 Council may create additional associate categories of membership, and shall determine the rights and privileges of those members in new categories. Members in categories created in this way will not have voting rights (Article 9.6).
- 3.4 Those wishing to become members shall complete an application form and shall submit it to the Honorary Secretary.
- 3.5 Those wishing to transfer from one membership category to another need not complete an application form but must inform the Honorary Secretary in writing of their wish to transfer membership category. Doctor in training members will be automatically upgraded to full Doctor membership on taking up a consultant (or equivalent) post.

- 3.6 The Honorary Secretary has the power to admit members on behalf of Council although may delegate this authority as necessary. The Honorary Secretary shall bring up to date membership statistics to each Council meeting..
- 3.7 A new member shall be entitled to all the rights and privileges for their category of membership once they have paid their subscription and have been admitted to membership by the Honorary Secretary.
- 3.8 If a member is liable to termination of membership by Council under clause 9.5.1, the Council must follow the procedure set out in clause 9.5. As part of that process the Council may choose at its sole discretion to invite the opinion of a panel convened to consider the matter and to bring a recommendation to Council. A panel shall comprise the Honorary Secretary, an elected member of Council, a Member of the Society and any others deemed appropriate by Council. The panel will receive written or verbal evidence from the Honorary Secretary, the Society member concerned if he/she wishes to present evidence, legal representatives of the member and of the Society (if such are allowed by Council and are engaged) and other witnesses or advisors deemed appropriate by the panel. The panel will form an opinion on whether the member's membership should be terminated and shall bring this to Council as a recommendation. Council will decide whether or not to terminate the membership and a member so terminated will have no further right of appeal. In all these matters, the formal findings of a court of law or of panels of the relevant Regulatory Body shall be found as fact.
- 3.9 No member shall have a right to be paid a refund of all or part of their subscription payment if their membership is terminated, suspended, relinquished by permanent or temporary resignation, or if they transfer or are transferred from one membership category to another.
- 3.10 No member may use initials after their name to indicate membership of PCCS.

#### **4 Annual Members' Meetings**

- 4.1 A members' meeting shall be held every year on a date and at a place that will normally have been decided at the previous Annual Members' Meeting (AMM). It shall otherwise be given by Notice of the meeting to all members not less than 14 Clear Days before the date of the meeting.
- 4.2 At the AMM, the following business shall be conducted:
- 4.2.1 Receiving the Report of the Council (Annual Report).
  - 4.2.2 Receiving the accounts and the report of the Honorary Treasurer, including subscriptions for the following year.
  - 4.2.3 Considering Council's plans for future activities of the Society.
  - 4.2.4 Declaring the results of the elections of Officers and Elected Members of Council.
  - 4.2.5 Making and presenting awards.
  - 4.2.6 Setting the time and date of the next AMM.
  - 4.2.7 Such other business as Council may determine.
- 4.3 All members on the register of PCCS are entitled to attend and speak at the meeting in person but not by proxy. No matter shall be voted on and no decision taken shall be binding on Council.
- 4.4 Council shall produce an annual Trustees report for the purposes of the Charities Commission, as well as notes from the AMM/ AGM. The former contains the report of the Treasurer and Summarised Accounts in accordance with the relevant statutes, as well as an overview of the Societies activities. Both can be found on the PCCS website and can be made available to PCCS members as requested.

## 5 Council

- 5.1 The Council shall comprise of the trustees as listed at clause 14.4
- 5.2 Elections to Council will be eligible to all members of good standing. The eligibility criteria and the admission process are defined in sections 9.1.1 and 9.1.2 respectively of the CIO. The Honorary Secretary is responsible for the election process. Vacant council positions should be advertised to PCCS members in advance of tenures expiring to ensure that Council remains quorate. . Adverts should contain sufficient detail. Applicants should be PCCS members, undertake to fulfil the duties required of them as a Trustee of the Society, and agree to serve a term of 3 years. Applications should be supported by a statement and contain the signatures of a proposer and seconder who are also PCCS members. If there is more than one applicant for a position then a ballot will be held.
- 5.3 Candidates for PCCS council positions may undertake limited canvassing through circulation a statement of intent among PCCS members. However, it is important that electoral canvassing is fair to all candidates.

All canvassing should be positive and there should be no negative canvassing about other candidates.

The following restrictions apply to canvassing by candidates:

- Candidates must not use PCCS logo/ branded material
- Candidates must not conduct any canvassing through national media/ press
- Candidates must not engage agents or other 3<sup>rd</sup> parties to act for them
- Candidates must at all times maintain the confidentiality, integrity, and good standing of the election, its process , and PCCS

The PCCS honorary secretary, as RO, reserves the right to determine whether or not a candidate is complying with these guidelines. Candidates may be liable to a warning to cease an activity up to and including a disqualification from the election.

All questions regarding canvassing and the electoral process generally should be directed to the Honorary Secretary..

- 5.4 The following persons may be co-opted onto Council but for the avoidance of doubt shall not be trustees but observers who shall at the instruction of Council absent from any Council Meeting:

A lay member

Chair, or deputy, of each of the other PCCS committees / special interest groups (see 6.3)

Chair Annual Scientific Meeting local organizing committee (see 10.6)

Chair, or deputy, of the Paediatric Intensive Care Medicine Intercollegiate Specialist Advisory Committee (PICM ISAC)

Representatives of the Royal College of Paediatrics and Child Health, the Intensive Care Society, and the European Society of Paediatric and Neonatal Intensive Care (ESPNIC), the Association of Paediatric Anaesthesia, and the World Federation of Pediatric Intensive and Critical Care

- 5.5 The Council shall meet four times each year. The Honorary Secretary shall circulate the agenda and papers for the meeting at least seven days before the meeting. The above co-opted members will be invited to attend some or all meetings at the discretion of Council and the Honorary Secretary.
- 5.6 The quorum for a meeting of Council shall be five trustees being voting members.

- 5.7 All Council members, whether trustees or co-optees, shall declare potential personal interests at the start of a Council meeting. The Chair of the meeting, usually the President, will decide whether the member declaring a potential personal interest is asked to leave part or all of the meeting and, in the event of a vote, whether they can exercise their voting right.
- 5.8 Decisions of the Council are normally made by consensus. However, the President or chair, if not the President, may conduct a ballot of voting members if he/she so wishes. A ballot shall also be held if any three voting members present demand it. The ballot shall be by show of hands and if the votes are tied, the President shall have a second, casting vote.
- 5.9 The Honorary Secretary shall ensure that minutes of Council meetings are kept and made open to the inspection of all members of Council. A copy of the unconfirmed Minutes of any meeting of the Council shall be issued to each Council member before the next Council meeting.
- 5.10 If any trustee resigns or ceases to be a trustee under clause 18 Council may fill the casual vacancy so created until the next Annual Members' Meeting.
- 5.11 Council members shall receive reasonable travelling expenses, and any other benefits as permitted by the Constitution but shall not receive payments for their services as Council members; neither shall they receive payments to compensate them for any loss of earnings occasioned by their fulfilling the duties of a Council member.
- 5.12 The business of the Society shall be managed by the Council (clause 14.1). It shall be collectively responsible for governance and the arrangements for effective governance, including staff appointments and organisation, the development of strategy, the formulation of policies for the implementation of strategy, the measurement of performance and all other matters delegated to sub-committees of Council.
- 5.13 Council will be responsible for helping to draft a response on behalf of PCCS to requests from national or international groups, organisations, societies, charities, Colleges or Government bodies to review documents as part of a consultation or review process. The process that will be followed is described in Appendix 1.

## **6 Committees**

- 6.1 All committees and 'special interest group' committees of PCCS shall be subcommittees of Council and shall report directly to Council. The purpose of all committees is to advise the Council, and all decisions made by committees shall be advisory only to Council, excepting that the Council may vote a budget to a committee to be spent at the committee's discretion, in which case the committee shall report its expenditure to Council. The Council may delegate powers to a committee and the exercise of those delegated powers shall be reported at the next Council meeting.
- 6.2 Each committee or 'special interest group' committee will elect a Chair who will be the point of contact with Council. They will draft a terms of reference document to detail the areas of practice that will be considered by that committee and the term of tenure of the Chair and other committee members. The Chair, or deputy, of each special interest committee will be expected to attend Council once a year to provide an annual report, and to seek Council views on current and future projects.
- 6.3 Each committee or 'special interest group' committee will commit to maintaining a domain on the PCCS website, as well as communicating the business of the committee or 'special interest group' via the Members website
- 6.3 The following are standing committees/groups of the Council:

PCCS Science and education committee  
PCCS Study Group  
PCCS Acute Transport special interest group  
PCCS Nurse Educators special interest group  
PCCS Nutrition special interest group  
PCCS Global Partnership special interest group  
PCCS Wellbeing special interest group  
PCCS Cardiac special interest group  
PCCS Sustainability special interest group  
PCCS Advanced Nurse Practitioners special interest group  
PCCS Nurse managers group

- 6.4 Council can create or dissolve committees / groups at its discretion. Committees/groups may create subcommittees but only with the prior approval of Council.
- 6.5 Membership of the above committees / special interest groups is open to all PCCS members.
- 6.6 Membership of the Science and education Committee will consist of two medical and two nursing / AHP members, appointed through a process of nomination and voting which shall be open to all PCCS members. The tenure of any member of the committee is therefore 3 years, renewable at the discretion of Council to a maximum of 4 years.
- 6.8 The Chair of every committee shall ensure that minutes of all meetings are taken, recorded and sent to the members of that committee, and that an action log is maintained.
- 6.9 The agenda and papers for meetings of committees and subcommittees shall be sent to committee members at least five days before the meeting.
- 6.10 All committee members shall declare potential personal interests at the start of any committee meeting. The Chair of the meeting will decide whether the member declaring a potential personal interest is asked to leave part or all of the meeting and, in the event of a vote, whether they can exercise their voting right.
- 6.11 No expense shall be incurred by any committee or subcommittee unless a sum of money has been voted by the Council for the special purpose of that committee or subcommittee.
- 6.12 All sub- committees of PCCS shall be observant of its policy relating to equality and diversity (see appendix 2)

## **7 The Officers**

- 7.1 The eligibility criteria and procedure for election shall be as follows:
- 7.1.1 Only Members who are serving as elected Council members shall be eligible for election to the posts of President Elect and President.
- 7.1.2 Only Members who are serving as elected Council members shall be eligible for election to the posts of Honorary Treasurer, Honorary Secretary and Vice President.
- 7.1.3 The Honorary Secretary shall call for self-nominations for candidates for election to Officer's posts at least six months before the successful

candidates are due to take up their posts at the Annual Members' Meeting, and will conduct a secret ballot using a single transferable vote system as enunciated by the Electoral Reform Society or other suitable system. The Council members eligible to vote in the election of Officers are the elected Council members.

- 7.1.4 All candidates applying for an officer position shall include a brief statement (100 words) of intention.
- 7.1.5 The Returning Officers for the elections of Officers shall be the President and the Honorary Secretary, excepting when the Honorary Secretary is himself a candidate in the election, in which case the President shall choose a substitute for him.
- 7.1.6 If there is only a single expression of interest for an officer position, a formal vote of approval will still be required from elected council members (trustees).
- 7.1.7 A simple majority will prevail. In the event of a tie, the President will have a second, casting vote.
- 7.1.8 The results of the election shall be reported to Council not later than one month before the Annual Members' Meeting at which the successful candidates take up their posts. The number of votes or the votes cast will not be reported or published.
- 7.1.9 Council shall be observant of its policy relating equality and diversity (see appendix 2)

## 7.2 Duties of the Officers

### 7.2.1 The President shall

- Chair meetings of the Council unless he/she is unavailable or passes the chair to another member of the Council.
- Be accountable to the Council, with the other Officers, for the day-to-day and strategic management of the PCCS.
- Represent the PCCS at meetings with other local, national or international groups, organisations, societies, charities, Colleges or Government bodies, or nominate a deputy to represent the PCCS on his behalf.
- Prepare a response on behalf of PCCS Council to requests from national or international groups, organisations, societies, charities, Colleges or Government bodies to provide input into consultations and expert working groups.
- Have personally no powers or delegated authority other than those exercised on behalf of Council of the PCCS, to whom he will be accountable for all his actions and decisions.

### 7.2.2 The Honorary Treasurer shall

- Ensure that the financial business of the PCCS is carried out effectively.
- Be responsible for the arrangements for the custody of the assets, risk assessment, the insurance of assets and compliance with financial obligations under tax or company law or charity law.
- Ensure that a financial strategy is developed for each financial year and that this and annual budgets are approved by the Council.
- Arrange auditing of the financial statements of the PCCS by independent auditors.
- Report all financial business to Council for approval.

7.2.3 The Honorary Secretary shall

- Work with the Secretariat to coordinate all Council and committee meetings.
- Arrange for agendas and papers for Council meetings to be sent to Council members in advance of meetings.
- Arrange for the proper archiving of documents in conjunction with the Secretariat.
- Co-ordinate all publications and public statements of the PCCS.
- Deal with matters relating to membership liaising as appropriate with the Membership Committee, and, ensure that the membership register is maintained and up-to-date.
- Take the lead on liaising with the day-to-day running of the PCCS headquarters Secretariat.
- Deal with company secretarial matters and ensure compliance with company and charity law.
- Have oversight of matters relating to Information Governance

7.2.4 The Vice Presidents (when this office is held) shall

- Be responsible for such areas of activity as Council shall agree.

**8 Membership committee**

- 8.1 Council shall appoint a Membership Secretary from amongst its “Elected Members”, who shall lead a membership committee comprising 2 other colleagues from Elected Members. The Committee must comprise 1 trainee, one nurse/AHP, and 1 doctor.
- 8.2 The Membership committee, in liaison with the Officers, shall inform the following:
- 8.2.1 Strategy relating to recruitment to the Society
  - 8.2.2 Website content

**9. Financial matters**

- 9.1 Council shall be responsible for financial management and shall approve the delegation of authority to staff and Officers, and Committees.
- 9.2 Council shall be responsible for risk assessment and ensuring the appropriate actions are taken to manage risks.
- 9.3 The Council shall authorise cheque signatories and shall set limits for those members of staff who shall have cheque-signing authority or shall be authorised to transfer funds between bank accounts in the name of the PCCS. The details of this delegation of authority shall be kept in the Standing Orders.
- 9.4 The financial year of the PCCS shall end on the 31<sup>st</sup> day of March each year.
- 9.5 The Honorary Treasurer may pay the current ordinary expenses of the PCCS approved in the annual Budget, but he/she may not disburse any other sum unless previously authorised to do so by the Council under delegated authority. Delegated authorities shall form part of the Standing Orders.
- 9.6 The Honorary Treasurer shall be responsible for the arrangements for the custody of assets, the insurance of assets and risks and compliance with financial obligations under tax or company law and charity law.



- 9.7 In the case of emergency the President may appoint a deputy to act for the Honorary Treasurer and report his/her action to the next meeting of the Council.

## **10 Annual Conferences**

- 10.1 PCCS will hold an annual scientific meeting usually in September of each year, open to all PCCS members and non-members.
- 10.2 A list of future hosts of the annual scientific meeting will be agreed by Council.
- 10.3 A professional conference organiser will support the delivery of the annual conference and be appointed by Council through an open tendering process.
- 10.4 An 'Officer for Conference Planning' will advise Council on plans for future conferences, work with the local hosts and work with the conference organizer to deliver the conference.
- 10.5 The Officer for Conference Planning will be nominated by the voting members of Council.
- 10.6 If the Officer for Conference Planning is not an elected member of PCCS Council they will be co-opted onto Council for the duration of their tenure, which will be 1 year in the first instance and renewable for up to 3 years.
- 10.7 The most recent version of a document entitled 'PCCS Conference guidelines and regulations' will inform decisions relating to delivery of the annual conference (Appendix 2).

**Date** May 2022

### **Appendix 1. Handling of approaches to the Paediatric Critical Care Society as a stakeholder organisation**

PCCS is seen as a relevant stakeholder organisation by many other organisations, including RCPCH, RCoA, ICS, NICE, DH and many others. PCCS receives a number of approaches from these organisations for input into the scoping and development of guidelines, standards and other related documents, and is consulted and asked to review draft documents within a consultation period.

PCCS Council play an important role in responding to such requests and in ensuring that PCCS members are able to contribute to the discussion and where appropriate represent PCCS Council on guideline groups, working parties etc.

Approaches for PCCS input can broadly be divided into three - 1) requests for PCCS to nominate someone to represent PCCS on a group that is being set up or is seeking new members, 2) requests for PCCS to review a document which is out to consultation, and 3) requests for PCCS to endorse or 'badge' a project or document.

#### Nominations for PCCS representation.

These requests are usually directed to the President or Honorary Secretary of PCCS, sometimes via the PCCS secretariat. An e-mail will be sent out to all relevant PCCS members asking anyone interested in representing PCCS to express interest by the stated deadline. Applications will be considered by the President and/or Honorary Secretary and a decision will be made about who to nominate for each process. The key factor that will be considered in making the decision will be the expertise of the individual relevant to the topic, but other considerations will include a desire to encourage as many PCCS members from as many different PICUs to represent PCCS.

The nominated individual will be expected to attend all relevant meetings relevant to that topic. Should it become apparent that their attendance at meetings is poor (50% or below), PCCS reserves the right to replace them with another PCCS member. Similarly PCCS reserves the right to replace the nominated individual if the assessment of PCCS Council is that this would be the correct course of action.

The nominated individual will be expected to keep PCCS Council aware of key developments throughout the process, by writing to the President and/or Honorary Secretary. At the end of the process the nominated individual will provide a written report to the President and/or Honorary Secretary which will be shared with PCCS Council members.

#### Requests for PCCS to review a document and comment as part of a consultation exercise.

These requests are usually directed to the President or Honorary Secretary of PICS, sometimes via the PCCS secretariat. The President and Hon Secretary will decide to whom the consultation should be circulated (for example: to council, to the whole membership, or to a special interest group). All relevant documents will then be circulated, and an e-mail sent out anyone who would like to comment to send their views by the stated deadline to the PCCS Secretariat.

After the closing date all contributions will be collated and will be circulated to PCCS Council members for consideration. A draft PCCS response will be composed by the PCCS President and/or Honorary Secretary, or another delegated PCCS Council member, and will be reviewed and discussed by all Council members. In the event of a PCCS Council member believing themselves to have a conflict of interest in relation to the matter being discussed they should raise this at the start of any discussions, in keeping with the procedure detailed within the PCCS Constitution relating to handling of potential conflict of interest. In the event of the other members of Council considering the potential conflict of interest to be significant then that Council member may be asked to leave the room and not be included in the discussions, and not influence the drafting of the PICS response.

#### Requests for PICS to endorse or a project or publication (see separate policy)

PCCS are often asked to participate in joint initiatives and publications with other organisations, or to support publications produced by other organisations that have already been prepared. The following taxonomy is proposed. PCCS Council reserves the right to apply this process flexibly. Please see PCCS Endorsement Policy for further detail.

##### *Joint Publications*

PCCS was involved from the start of the project and was represented throughout the preparation of the publication. PCCS has had the chance to comment on the final document and make suggestions for change. The final draft has been approved by Council.

The final document will bear the PCCS logo in the print/ web version and will be actively promoted through PCCS channels.

##### *Endorsement*

PCCS is asked to review a finished document from another source, with the opportunity to influence/change it. Notwithstanding this, the organisation believes the document is valuable and no significant reservations are expressed by Council.

The final document will say it has been endorsed, and will bear the PCCS logo..

##### *Supported*

PCCS is asked to review a finished document from another source, without the opportunity to influence/change it. PCCS agrees with one or more of its scope, relevance, method or recommendation but not that it has significant relevance to PCCS.

The document is supported but will not bear the PCCS logo

## **Appendix 2. PCCS policy on equality, diversity, and inclusion (10.5.20220**

PCCS UK welcomes diversity and is committed to equality of opportunity and inclusion in all aspects of our work. EDI is at the core of its working principles and the Council seeks to evaluate and reflect this in everything that it does.

PCCS UK recognises that discrimination exists against individuals and groups in society. It aims to eliminate discrimination on grounds of the nine protected characteristics defined in the Equality Act (2010), namely Age, Race, Sex, Gender reassignment, Disability, Religion or belief, Sexual orientation, Marriage or civil partnership, Pregnancy and maternity.

PCCS UK will actively seek to reflect diversity in the composition of the Council, Committees, Special Interest Groups and other governance bodies, and advance equality of opportunity at every step of the way.

This EDI policy will be reflected in all educational activities organised by the PCCS Science and Education Committee in relation to the speakers and moderators. Similarly, the PCCS Annual Conference will abide by the EDI policy whilst finalising the scientific programme and will aim to reflect the diversity of its membership in its choice of speakers, moderators and local organising team members.

All Council and committee members, trainee reps and champions are required to comply with the above policy statement and support EDI measures introduced by the Council. PCCS UK will collate and monitor EDI data through surveys of its membership. PCCS will proactively promote EDI in its election manifestos to various PCCS positions – both council as well as co-opted positions. The EDI policy will also influence choice of all assessors for the national ACCIA awards.

PCCS UK will only consider partnership and collaboration with organisations that share our commitment and drive to EDI practises.

## Appendix 4: PCCS conference guidelines and regulations

### Introduction

Thank you for putting your team forward to host our annual conference. These guidelines are to help orientate your committee and help with your proposals. We look forward to working with you. To assist you with the organisation of the Conference, a PCCS Conference Officer (PCCS-CO) will be assigned to the event. This person will support you throughout the process of planning and realising the Conference. They will also be your first point of contact and direct link with PCCS Council and will liaise with you regarding the various deadlines and regulations stipulated by PCCS. In addition, a professional conference organising company (PCOC) has been engaged to act as conference secretariat to undertake all logistics and manage the budget. You will be contacted by the PCCS-CO and PCO early in the process of organising the conference.

This document provides guidance on processes and timelines for organising the conference. You will be supported by the PCCS-CO throughout your planning to ensure that a great conference is delivered.

### Essential principles

The PCCS annual conference is the main scientific event of the Society. While historically these have been face to face meetings in future it is expected that a **'hybrid' format** will be adopted that takes the best of 'virtual' technology while also providing a vital opportunity for social mixing and networking.

While the local organising committee is responsible for leading on the organisation of the event it is expected that there will be close liaison with PCCS council to ensure that the event is a success. In particular:

1. The scientific program and abstract / poster process should be co-ordinated with the PCCS SG and PCCS S&E committees respectively
2. Due attention should be paid to the essential principles of environmental sustainability (see [PCCS statement](#))
3. Due attention should be paid to appropriate professional equality, diversity, and inclusion in decisions around the conference faculty

Each year Conference sessions follow a thematic issue. These should be chosen by your team at the earliest opportunity. The format of the master classes and the main conference is largely designed by you but subject to approval by PCCS Council, the Chair of PCCS SG, and the Chairs of the Science and Education committee.

The PCCS annual scientific meeting has become a major event with a turnover around £130k each year. As such it is important that this event is managed in a structured way. Whilst we want you to feel that the Conference you are hosting is essentially your Conference, PCCS is underwriting the process both in terms of reputation and fiscally. As such there are expectations regarding the conduct of the Conference and its finances.

As part of your program, you may wish to invite both national and international speakers. These should be selected not just for their educational value but also to add highlights to the Conference. However, the numbers and home location of these speakers may significantly impact on the costs incurred in staging the Conference. For this reason, a scheme of speaker expenses has been agreed by PCCS Council and is contained in this document. Any deviation from this must be authorised by the PCCS-CO.

Finally, the development of accessible and reliable video conferencing technology has led to increased expectations of online access to scientific events. As a result, you are required to ensure that there is an option to access content online. This is likely to take one of 3 formats:

1. Real-time access to all conference material with additional ability to access recorded content for a period following the conference (typically 6-12 months).

2. Real-time access to only some elements of the conference with additional ability to access recorded content for a period following the conference.
3. Access to recorded content only for a period following the conference.

There should be a separate pricing structure for online only viewing that reflects the difference in access to content and networking while not decreasing the attraction of face-to-face attendance. All decisions regarding online options should be discussed with the PCCS-CO and agreed by PCCS council as part of budgetary sign off.

### Important Contacts

Role	Name	Email	Phone
<b>PCCS Conference Officer</b>	Simon Gates	physiogates@gmail.com	07984 149897
<b>PCCS Science and Education Committee Chair</b>	Akash Deep	Akash.deep@nhs.net	07946 426640
<b>PCCS President</b>	Ajay Desai	Ajayrdesai40@yahoo.co.uk	07866 937886
<b>PCCS Communication Officer</b>	James Fraser	bristolfrasers@googlemail.com	07973 531208
<b>PCCS-SC Chair</b>	Miriam Fine-Goulden	Miriam.finegoulden@gstt.nhs.uk	07779 659053
<b>PCCS-SC Chair</b>	P. Ramnarayan	p.ramnarayan@imperial.ac.uk	07867 793435
<b>PCCS-SC Chair</b>	Rebecca Lawrence-Bristol		07721 574668
<b>PCOC secretariat</b>	Lawrence-Bristol	PICSUK@indexcommunications.com	
	Peter Mainprice		07961 356290

PCCS has contracted a professional conference organiser company (PCOC) to support your team. We hope this will make the organisation of your conference less time consuming. The PCOC secretariat's role is to develop the Conference under your team's direction, to offer their experience to guide the local organising Committee, and to provide the systems and expertise to look after your delegates, sponsors and ultimately to manage the delivery of the Conference. The PCOC is responsible for reporting on the financial aspects of the Conference direct to the PCCS Conference Officer and to Council.

### Financial Arrangements

The PCCS Annual Conference is underwritten by PCCS. Consequently, all proposed budgets must be approved by Council through the offices of the PCCS-CO. The projected budget should be configured to achieve a profit of no less than £10k (Target £15,000). This safety/minimum profit margin may not be altered without discussion with the PCCS-CO who will in turn secure the approval of PCCS Council before final sign off.

The first prospective budget should normally be completed and submitted to the PCCS CO before the Christmas Break in the year preceding the conference. This will allow sufficient time to discuss the budget before it becomes necessary to fix the conference fees for external advertising. These negotiations (if necessary) should be completed by 31<sup>st</sup> January in the year of the conference. Please note that all major expenses will need to be identified in the projected budget, notably the venue hire, catering, and speaker costs. It is also advisable to have set a budget for the networking/ social program. This is essential if the cost of the entire meeting is to be covered by the conference fees.

The budget should also consider:

- The cost of abstract submissions (bursaries will be funded directly by PCCS).

- The costs of travel, accommodation and registration for the President, Treasurer, Honorary Secretary, Conference Officer, and the chair of the PCCS Science and Education Committee (See appendix B)
- The cost of facilities for Special Interest Groups meetings to be held on the Pre-conference Day.

All Registration Fees must be agreed with the PCCS-CO. They should not vary significantly from year to year. A discount should be offered for early booking and a nominal rate should be made available to students who would like to attend. There should also be a subsidised rate for attendees from low- and middle-income countries (LMIC). Registration during the week of the conference is not ideal and should therefore be set at a premium rate.

### **Programme format**

The PCCS conference is held annually each autumn, usually in September or October. The current format comprises three days of meetings, consisting of an educational master class day on day 1, followed by the two days of the annual scientific meeting itself. The first day is also utilised by Council and a number of PCCS subgroups/ special interest groups to host their meetings.

#### **The Pre-Conference Programme should:**

- Provide high quality educational workshops for trainees, new consultants, and other members of the multi-disciplinary team.
- Be self-financing and/or contribute to the funding of the main programme
- Draw faculty from local teams or from agreed faculty members in the main programme to keep costs to a minimum

#### **The Main Conference Programme should:**

- Provide talks that will make a significant contribution to PCC and satisfy the educational needs of the full multi-disciplinary team.
- Offer choice (parallel sessions)
- Offer variety in the format of sessions including keynote talks, workshops, debates.
- Allow audience participation with Q&A; both in person and utilising technology if required.
- Be able to accommodate company hosted symposia
- Offer a Conference faculty that enhances the reputation of PCCS as an organisation able provide education to a significantly high standard
- Offer sessions for accepted abstracts, both oral presentations and oral posters (in liaison with the PCCS Science and Education Committee)
- Provide content that is relevant and accessible to all members of the multi-disciplinary team.
- Offer opportunities for networking and socialising

## **Speakers**

It is essential to assemble a good scientific faculty for the Conference that enhances the reputation of the Society. Importantly the selection of faculty should meet PCCS EDI guidance.

### **Pre-conference Speakers**

Pre-conference speakers for the masterclass should be chosen from your locality to showcase your unit. Outside speakers can be invited but should ideally also be included in the main programme. In the latter case the costs should be borne by the main conference.

The faculty and its costs must be offset against budget constraints. Any overseas speakers will be expected to appear virtually.

In all cases speakers' expenses shall be regulated by the rules shown in Appendix B. There must not be any deviations from these rules without prior discussion with Council (through the PCCS-CO).

Note that this position is as much to protect you as it is to protect PCCS. Any person that makes promises of remuneration of expenses of speakers not covered by the policy shall be personally responsible for those expenses and expected to resolve the matter with the speaker concerned.

## **Equality and Diversity**

In line with the PCCS equality and diversity statement, careful consideration should be given to ensuring that faculty is representative of PCCS membership with regard to all protected characteristics.

## **Sponsored Sessions**

The PCOC secretariat will advertise opportunities for companies to host educational sessions for a fee. These sessions can attract a substantial amount of funding. The sessions can take the form of workshops through to didactic sessions staged in the main hall. The Conference program should offer facilities to hold these events; their organisation will be supported by the PCOC secretariat. The timing of the lecture programme therefore requires careful planning to ensure that sessions do not compromise the delegates' time with exhibitors as well as allowing a good number of delegates to attend.

## **Abstract Presentations & Posters**

Each year we invite the submission of abstracts relating to the practice of PCC. We focus on novel clinical or scientific work and also on teaching and innovations in practice. Our aim is to promote research and clinical innovation but also to offer experience to more junior members of staff in training. We encourage submission from all members of the PCC multidisciplinary team.

Abstract submission and selection are managed centrally by the PCCS Science and Education Committee. Abstract submission is organised electronically via the conference website and the submission system is overseen by the Secretariat. Abstracts are anonymised and peer reviewed by members of the Science and Education Committee, the PCCS SG chair and invited external reviewers. The submitting authors will be informed of the outcome of their submission by the Secretariat.

Submitted abstracts that are accepted by the committee will be recommended for oral or poster presentation plus oral posters. All delegates offered a presentation slot or poster display must register (and pay) for the conference at least two weeks before the Conference.

Any questions regarding this process should be addressed to the Science and Education Committee.

## **Oral presentations**

A minimum of 12 oral presentations should be included in the program. Each presenter should be offered a 15-minute slot, including questions, equating to a minimum of 3 hours in total. These presentations should be delivered in two or more sessions spread across the two main conference days.

The aim of these sessions is to showcase our researchers and disseminate their work as widely as possible. They should form part of the main program and must not be timetabled to 'compete'

against the most popular plenary sessions. It is understood, however, that they may be one of several parallel streams. It is essential that the PCCS Science and Education Chair is informed of the timings of the oral sessions before the abstract closing date.

### **Poster presentations**

The poster presentations have become an important component of conference. While we expect a good degree of rigour both clinically and scientifically, we try to encourage as many posters as possible. We would advise that venues are chosen to allow flexibility in terms of poster numbers. It is also helpful if posters can be placed in easily accessible space with a good flow of break time and lunchtime delegates. Organisers should anticipate needing space for between 100-150 posters in their early plans. The Science and Education chair will advise as soon as possible after abstract closing if expected numbers are likely to fall outside this range.

Where posters are to be presented in person, presenters will be expected to put up their posters by the start of the first session on the first main conference day. Please aim to have poster viewing sessions at lunchtime on both main conference days. A formal poster viewing session/networking event should be scheduled during the conference. This would normally be expected to occur over one of the lunchtime slots. Presenters will be expected to be available at their posters at one or more of these times. Although your timings and format of poster viewing sessions may vary, it is essential that the Science and Education chair is made aware of these before the abstract closing date. Consideration should also be given to utilising virtual display/e-posters, either as a way of increasing the number of posters able to be presented, or as a replacement for in-person presentation. This should be discussed with the chair of the PCCS science and education committee prior to a final decision being made.

### **Other presentations/provisions**

Annual Member's Meeting (AMM). Time must be set aside for PICS Annual Members Meeting at lunch time on the last day. The AMM should not compete with delegates' time to have lunch or meet with exhibitors. The AMM should also be accessible for delegates to attend virtually.

PICANET Update. A 20-minute slot for a PICANET update to be presented should be incorporated as part of the program.

### **Prizes**

Each year we award prizes for the best quality submitted abstracts/presentations. The winners will be selected by a panel of judges overseen by the Science and Education Committee. These will normally comprise Best Poster, Best Oral Presentation and Best Overall. Each prize attracts a certificate, and £100, £200, and £400 respectively. The number and/or format of the prizes may be altered if agreed in advance with the Science and Education Chair & PCCS-CO. Some years the LOC have also awarded a trophy for the winner of 'inter-unit' competitive games

### **Promotion and Social Media**

Effective promotion is vital to a successful conference. The LOC should liaise closely with the PCCS communication committee, the PCCS -CO, and the PCOC secretariat to ensure that a co-ordinated timeline of communications is put in place. This team is jointly responsible for ensuring that regular communication is made to members of PCCS throughout the organising process. As a minimum this should include programme updates, communication regarding opening and closing dates for abstracts and information regarding registration.

All email communication to PCCS members should be carried out via the PCCS-CO to ensure consistency and quality of communication. However, the PCCS communications committee must be consulted for advice.

Social media is now a crucial part of conferencing, both in terms of pre-event promotion and engagement with the wider PCC community across the world during the conference. Provision should be made to embrace and manage social media options and we would recommend ensuring your organising committee has at least one member with experience of using social media for professional purposes. In conjunction with the PCCS-CO and a representative from the PCCS communications committee you should aim to have a clear social media plan in place for promotion.



It is expected that communications to PCCS members should begin a minimum of 6 months in advance of the conference.

### **Delegates**

All attending delegates must be registered with the PCOC Secretariat. This includes local staff who should not expect to be given access on an ad hoc basis.

Delegates must have paid their conference fees in full before being given access to the Conferences. The only exception to this rule will be if there is a failure of the credit card payment system on site.

Delegates that are current members of PCCS should be offered a reduced rate for the conference. Those who are not members should be offered the opportunity to join PCCS as part of the registration package.

The discount structure for members should be agreed with the PCCS-CO as part of the budgeting stage of planning.

### **Sponsorship**

We are fortunate to receive support from sponsors; many of whom return year after year. This support contributes a significant proportion of the cost of holding the Conference and it is essential that we look after the representatives that attend in order to ensure their on-going support.

PCCS policy is to maximise the number of companies attending the annual Conference to ensure financial stability and minimise registration fees.

The PCOC and PCCS-CO will produce and distribute a 'marketing prospectus' and will liaise with these companies to secure their support and carry out all the administration. Any help your LOC can provide (personal contacts etc.) in this regard will be gratefully received, working as a team with the PCOC secretariat.

Your committee should seek out company contacts details and pass them on to the PCOC secretariat at an early stage. This ensures that local executives can be contacted to promote the event to head office. Any approach you then make should be by way of introduction. All negotiations regarding fees/sponsorship will be managed by the PCOC secretariat and PCCS-CO.

Compliance: there is a continuing increase in voluntary and legal regulation of pharma and medical equipment providers. The conference should remain compliant with EthicalMedTech guidance – a recently established organisation with medical equipment 'members' who need the listing of the conference as compliant to allow the easy involvement of the member company.

### **Networking Program**

You are encouraged to organise suitable and appealing activities on the first and second nights for both delegates and faculty. These should provide an opportunity for both relaxing and networking. The first night will usually only have relatively small numbers of attendees but it is a good opportunity for people to meet and relax after their journey to the conference.

The second night (Annual Conference Evening) should look to appeal to as many faculty & delegates as possible. It should be priced to compete with local networking alternatives. It is a good opportunity to showcase your home city through the choice of venue, menu, or entertainment.

Ticket price ranges from £25.00 to £65.00 to cover the second evening's dinner costs. Venue and entertainment cost may be included within the main conference budget.

It is recommended that the first night's reception is included in the registration fee. The Annual Conference Evening may be seen as an optional extra or may be incorporated in the overall cost, with a suitable opt-out.

Exclusive, faculty only, social events should not be included in the conference programme., Faculty members may be offered free tickets to the networking events as per policy.

### **The Local Organising Committee (LOC) and the Conference**

The responsibility for hosting the PCCS annual scientific meeting is taken on a voluntary basis. We suggest that a member of your committee attends the preceding conference to observe the activities. You may want to invite the previous conference chair to input into your conference organisation.

The organisation will take time and local costs should be kept to a minimum. Having the Conference local to your team and PCCU allows local members of the department to attend at relatively low or no cost in terms of travel and accommodation.

Local delegates are expected to register as delegates and can take advantage of any bursaries on offer.

See below for concessions allowed for the LOC members

Any benefit given to the local PCCU team (is at the sole discretion of PCCS Council and taken on an individual basis for each Conference. Approaches for any dispensations can be made to the PCCS-CO in the planning phase of the Conference and must be fully costed and substantiated.

Volunteers: the conference usually requires some 'Conference Makers' to assist the PCOC and help speakers and delegates on-site. These are limited posts (5) and allow volunteers some access to the Scientific Programme and networking events.

### **Feedback**

In order to develop or maintain good educational governance and eligibility for CME points and a 'quality' product for today's delegates, it is essential that conference feedback is gathered and taken into account when planning yours and future events. Feedback forms should be included in the conference pack given to the delegates on arrival and be accessible online during and after the event

It is recommended that attendance certificates are only issued to delegates in exchange for completed feedback forms and to those who have fully paid for registration.

Your team will receive feedback from previous conferences as well as from the PCOC Secretariat within 1 months of your conference.

### **Post-Conference Activity**

Much of the work closing off the Conference will be handled by the PCOC and the PCCS-CO.

Please be aware that you will need to be contactable to tie up the odd loose end. One face to face meeting or conference call may also be required to finally close conference affairs. See Feedback section.

### **Financial Closure**

The annual Conference represents a huge peak in PCCS financial activity. It gives both opportunity to raise funds but also presents a significant risk should a financial loss occur.

At the current time PCCS is building up a contingency fund to ensure it is protected from unexpected liabilities.

Draft accounts should be prepared by the PCOC and ready for review 60 days after the Conference.

If large profits are made, a discretionary payment may be offered to the local team for their charitable funds at the discretion of PCCS Council. Alternatively first £5000 profits may be awarded to PCC and 50% remainder go to LOC.

## Appendix A – Summary of Roles and Responsibilities

### Local Organising Committee (LOC)

- Identify a conference theme
- Create a draft programme and identify appropriate speakers in line with PCCS guidance
- Devise a social programme in line with PCCS guidance
- Provide local knowledge regarding venues for social and scientific events to the PCOC secretariat and PCCS-CO
- Develop a communication strategy and materials in conjunction with the secretariat, PCCS-CO and PCCS communications sub-committee.

### Conference Officer (PCCS-CO)

- Provide local organising committee with advice and support
- Coordinate communication between LOC, secretariat and PCCS Council
- Approve budgets in conjunction with PCCS Council
- Facilitate communication with PCCS membership via email and PCCS social media accounts (in conjunction with the PCCS communication sub-committee)

### Professional Conference Organising company (PCOC) secretariat support

- Provide advice and expertise to guide the LOC in developing their conference programme
- Negotiate and secure contracts with venues for scientific and social events
- Negotiate with industry contacts to secure sponsorship
- Provide the necessary systems for abstract submission
- Develop and publish a conference website with access to registration, abstract submission and programme information
- Develop realistic budget projections for examination by PCCS council as directed by the PCCS-CO.

## Appendix B – Timetable and deadlines

Please see expected timetable below. Those items that are shown emboldened should be considered as deadlines to ensure smooth running of the conference and maximal opportunity to attract delegates & sponsors. Any variation to this timetable will be notified to you by the PCCS-CO

<b>Schedule</b>	<b>Activity/Endpoint</b>	<b>Responsibility</b>
15 Months before	Shortlist of venues	Local team Secretariat
1 month before preceding Conference	<b>Conference dates agreed</b> <b>Conference venue agreed</b>	Local team PICS CO Secretariat

	Launch conference at preceding conference	Local Team
	Provisional booking of venue	Secretariat
Christmas before	Proposed Faculty list/ program agreed PCCS SG Provisional budget complete	Local team/ PCCS S&E / Secretariat Local team
	<b>Introductory text completed for sponsor prospectus</b>	Local team
1 <sup>st</sup> Week Jan	Sponsor Prospectus proof	Secretariat
	<b>Invitation to submit abstract text agreed</b>	PCCS S&E
2 <sup>nd</sup> Week Jan	<b>Sponsor Prospectus sent out</b>	Secretariat
	Invitation to submit abstract proof	Secretariat
Jan 31 <sup>st</sup> before	<b>Final Faculty List/ program Agreed Full budget completed &amp; agreed</b>	Local team/PCCS council Secretariat PCCS-CO / PCCS council
	Invitation to submit abstract posted	Secretariat
1 <sup>st</sup> Week April	Conference registration and abstract submission opens	
1 <sup>st</sup> week June	All accommodation/catering/networking program bookings finalised (& costs fixed)	Secretariat
2 <sup>nd</sup> Week July	Abstract submission closes Dates and timings of poster/oral presentations finalised	PCCS S&E Local team
2 <sup>nd</sup> Week August	Notification of oral / poster presentations	PCCS S&E
September/October	Conference	

## Appendix C – Speakers expenses

### Pre-conference

Non-local Course Faculty members teaching for more than 2 hours can receive:

- **Travel expenses:** Most economical fare to be achieved. International air travel will not be supported. Overseas speakers should attend virtually. National air travel will be considered only where it can be demonstrated that there is not a viable alternative method of travel. First class rail fares will be considered if the cost at the time of booking is less than 10% more than the cheapest economy fare.

- All **first-class fares** must be booked through the secretariat or approved by the organising committee and conference officer in advance of submitting expense claims
- **Hotel accommodation** for up to 2 nights associated with the day of the course will be provided. If the speaker is presenting in the first session of a day, accommodation may be provided for the preceding night.
- **Conference Registration Fee:** Extended to one day of the conference other than the day teaching.
- **Complimentary attendance** at networking events on the evening the speaker is being accommodated (Additional guests can attend but at list prices)

## Annual Conference

**Non-local faculty members from UK and Ireland** can receive:

- **Travel expenses:** Most economical fare to be achieved. International air travel will not be supported. Overseas speakers should attend virtually. National air travel will be considered only where it can be demonstrated that there is not a viable alternative method of travel. First class rail fares will be considered if the cost at the time of booking is less than 10% more than the cheapest economy fare.
- All **first-class fares** must be booked through the secretariat or approved by the organising committee and conference officer in advance of submitting expense claims.
- **Hotel accommodation** for day of presentation will be provided. If the speaker is presenting in the first session of a day, accommodation may be provided for the preceding night.
- **Conference Registration Fee:** Extended to one day of the conference.
- **Complimentary attendance** at networking events on the evening the speaker is being accommodated (Additional guests can attend but at list prices)

## Invited Speakers from Overseas

In line with the [PCCS sustainability statement](#), we will not fund international air travel for overseas speakers. Other expense allowances are the same as above. There is no limit on the number of overseas speakers who can appear virtually.

## Chairs

Session chairs should be selected from the LOC, faculty, or PCCS council members, if possible, to reduce costs. Selected chairs must be competent and control the pace of the sessions in order to keep to time. Chairs will therefore not normally be entitled to claim reimbursement of expenses except by prior agreement of the PLOC and PCCS-CO. Chairs should lead on facilitating questions at the end of each lecture/ session.

Those people that chair more than one session or support the conference in other ways additional to the session they chair may be considered for complementary access to networking events on the day(s) they are involved. However, each instance must be considered on its own merit and no offer should be made without the prior agreement of the PCCS-CO.

## Council Members (agreed Dec 2017)

- a) President, Secretary, Treasurer, Conference officer - free entry and accommodation for whole meeting

- b) All other Trustees and co-opted members - 50% discount on registration for whole meeting
- c) All chairs of specialty interest groups that meet on pre-conference day (one chair per group) - free entry to conference for 1 day and one night's accommodation
- d) Any sessional chairs not from host unit- free entry on day of relevant session and travel expenses. Wherever possible session chairs should be drawn from local area and/or PCCS officials that fall into categories a, b, c.

### **Other Guidance Notes**

1. PCOC secretariat will be responsible for making travel arrangements.
2. PCOC -secretariat will make Speaker's hotel bookings.
3. All allowable expenses i.e., those compatible with this Policy Statement will be claimed retrospectively on submission of receipts.
4. There will be a time limit of 1 month from the date of the Conference for claims to be made.
5. Payment of expenses will be made by a bank transfer (BACS), or for other currencies, via electronic transfer to a nominated bank account in equivalent currency.
6. Hotel accommodation and breakfast rates will be paid by the conference; all other personal expenses are to be settled by individual on departure.
7. Travel expenses for non-member speakers will cover rail fare and taxi charges equivalent to 45 pence per mile from airport or train station to hotel/conference venue as appropriate. Car parking expenses may be considered under travel expenses but must be applied for and approved in advance.
8. Car mileage @ 45 pence per mile will not be paid in excess of corresponding rail fare and or taxi fare
9. Subsistence where required will be limited to up to £30.00 per evening meal only. Receipts for alcoholic beverages will not be refunded. (Normally this will not be required as speakers are invited to the evening function on the day of their presentation.)

### **Appendix D – Conference guests**

These are the costs to be accepted by the Annual Meeting:

**PCCS Special Interest Groups:** The conference is to plan to host any PCCS special Interest Groups on the day before the conference. This will require appropriate room hire, basic AV and catering. Usually, lunch is not provided unless an all-day meeting

**PCCS Council:** The following PCCS Council Members are hosted by the Conference:

President  
 Conference Officer  
 Treasurer  
 Honorary Secretary  
 Chair of the Science and Education committee

Hosting includes full registration, accommodation, and invitations to networking events

**VIPs:** Local dignitaries may be invited to participate in the Conference and networking events. These should be limited to those local senior executives to the hospital Trust(s)

## **Appendix E – PCCS Conference Officer**

### **Role Summary**

The role of the PCCS-CO Conference Officer is to oversee the PCCS annual conference and to liaise with PCCS Council Officers and the PCOC- Secretariat to ensure the smooth running of the Annual Conference.

### **Key Responsibilities**

- To oversee the recruitment of Annual Conference Secretariat and to advise them on their initial proposals as necessary. This is carried out in conjunction with the President of PCCS and other Council Members, who make the final decision on proposals.
- To act as the main point of PCCS contact for the Secretariat before, during and after conferences (in person or in writing as necessary), supporting and facilitating their work and advise them on issues arising.
- To liaise with the Secretariat and PCCS Council throughout the conference process.
- To liaise with the local organising committee throughout the conference process.
- To maintain and develop up to date written guidelines for the Secretariat which reflects the wishes of PCCS.

### **Time Commitment**

- Attend PCCS Council meeting (4 x yearly).
- Attend meetings/conference calls with Secretariat when requested.
- Attend meetings/call conferences with local organising committee when requested.