

EUROPEAN SPECIAL INTEREST GROUPS

Operating Guidelines

1. Purpose

The ESIGs, supported by PSI and EFSPI, aim to:

- Foster collaboration across disciplines, industry, academia, and regions.
- Provide a platform for discussion, knowledge sharing, and scientific development.
- Organize events and contribute to the advancement of statistical science.

2. Governance

- Each ESIG is overseen by two ESIG Directors: one from the PSI Board of Directors (BoD) and one from the EFSPI Council.
- ESIG Directors act as liaisons, providing oversight, support, and strategic alignment.

3. Formation of a New ESIG

- Any PSI (Full or Reduced Rate) or EFSPI member may propose a new ESIG.
- Proposals must be submitted to the ESIG Directors using the template in Appendix A.
- Approval is required from both the PSI BoD and the EFSPI Council.
 - PSI: After the request is submitted to the PSI Board of Directors (BoD), approval may be granted either by email or during the next BoD meeting. Any questions or concerns can be addressed via email or discussed at a BoD meeting by the ESIG Director. If these issues cannot be resolved through these channels, the ESIG proposer may be invited to attend a BoD meeting to respond directly. In the absence of concerns, a quorum is required for approval.
 - EFSPI: Once the request has been submitted to EFSPI, if there are no comments, the creation will be considered agreed and formally endorsed at the next council meeting. Minor comments should be addressed and resolved through email exchanges. If major concerns arise, EFSPI may request that the proposal be presented and discussed at the next council meeting.
- When an ESIG is approved the ESIG leaders should work with Moore Engage to have the PSI website and optional Teams collaboration area set up as per Appendix B.

4. Reporting and Accountability

- Each ESIG must:
 - Submit an annual report to the ESIG Directors summarizing activities and objectives.
 - Provide updates via the ESIG Directors at least once per year (in addition to above bullet) to be used to provide updates to PSI / EFSPI membership on ongoing activities / progress towards objectives etc.
 - Attend the annual ESIG Leaders meeting (typically held in Q4)
 - Maintain records and archives of all significant documents and activities.
 - Provide a summary of achievements and transfer archives to the ESIG Directors upon dissolution.

5. Financial Management

- ESIGs should aim to operate on a cost-neutral basis.
- Budget planning for the following year must be submitted by the ESIG Directors in Q4 annually.
- For face-to-face events, early decisions must be made regarding:

- Charging for attendance
- Event location, considering tax implications in certain countries.

6. Activities

- ESIGs may organize:
 - Webinars
 - In-person or virtual meetings
 - Collaborative projects or publications
- Activities should align with the ESIG's objectives and contribute to the broader PSI/EFSPI mission.
- For Webinars and meetings a PSI Events Booking form must be completed. This can be obtained via the PSI Events Committee or via the ESIG Directors.
- Collaborate with the DEIB Advisory Group on recommendations for accessibility considerations in SIG operations

7. Suspension and Closure

- The PSI Board and EFSPI Council reserve the right to suspend any ESIG not adhering to these guidelines.
- At least once per year the ESIG Directors will assess adherence to the "Reporting and Accountability" and "Financial Management" sections of this document.
 - Should an ESIG appear not be in adherence, a notice to suspend the ESIG will be issued. The ESIG will have 4 weeks to respond to the notice with response options being:
 - Supportive documentation to show adherence to the guidelines and a commitment to provide this as per the guideline moving forward
 - Confirmation that the ESIG has either completed all objectives and should be formally closed
 - Agreement to suspend the ESIG on a temporary basis with the ESIG providing the rationale for suspension and duration of suspension.
- Upon closure, all documentation must be archived and submitted to the ESIG Directors.

8. SIG of the Year Award

- Started in 2025 to Recognize ESIG's outstanding contribution to PSI's mission.
- Process: SIGs self-nominate with justification. Nominations typically open in Q1.
- Criteria:
 - Impact: Contributions to PSI goals (e.g., regulations, collaborations, publications).
 - Innovation: Originality and creativity in initiatives.
 - Collaboration: Promotion of networking and knowledge sharing.
- Award: Guaranteed presentation or poster at the next PSI Conference.
- Note: PSI reserve the right to withdraw this award either temporarily or permanently.

Communication

- General inquiries should be directed to:
 - **Angela McPartlane**, PSI Board SIG Liaison Lead
 - **Emmanuel Pham**, EFSPI SIG Liaison

APPENDIX A

Request for new ESIG

1. Proposed name of the ESIG:
2. Proposed leadership:
3. Purpose/rationale:
4. Objectives:
5. Management of membership (open membership, agreement, limitation by company, affiliations with other societies/organisations etc.):
6. Potential for overlap / connection with other ESIGs

Name of Proposer: _____

Date: _____

Note: By requesting a new ESIG you are agreeing to the requirements within the ESIG Operating Guidelines.

APPENDIX B

Setting up a PSI Teams area

Creation and management of the PSI Teams area is handled by Moore Engage (ME). To set up a new Teams channel, please contact ME at admin@psiweb.org, providing the following details:

- Name of the new channel (note it should be of the form <SIG Name_SIG> (e.g. Vaccine_SIG))
- Standard set up has a “General” folder only – state if any additional channels required within the area
- Whether folders should be private or open to all other SIGS/Committees
- Names and email addresses of individuals to be added

Please note that individuals added to PSI Teams must be actively involved with PSI, e.g. a member of a SIG, committee, BoD.

ME will confirm via email once the setup has been completed.

Setting up a new SIG webpage

Please contact ME at admin@psiweb.org to set up a new webpage. Include the proposed webpage name and any wording or content to be included.

ME will create the webpage and return it to the requester for review and feedback. Any updates or future changes should also be requested through ME.