



Belgian Chapter of the International Association for the Study of Pain (I.A.S.P.)

## **Belgian Pain Society Special Interest Groups (SIGs) and Professional Interest Groups (PIGs) - Guidelines**

### **Introduction**

Special interest Groups (SIGs) have been initially developed by the International Association for the Study of Pain (IASP), of which the Belgian Pain Society (BPS) is the Belgian Chapter, as a consequence of developments in pain research and patient care. As the knowledge base expanded, it became more and more important for clinicians and researchers with specific interests to have a forum to discuss highly specific issues in depth.

In Belgium, recent changes in the funding of pain management have created a dynamic favoring the expansion of the number of caregivers involved in clinical algology. This increased the need for discussion forums dedicated to specific issues. As part of its mission to promote research and communication among scientists, physicians, and other health professionals, the BPS decided to support the development in Belgium of **Special Interest Groups**, which provides participating members an opportunity to carry on intensive, multidisciplinary, in-depth discussion in certain areas of interest. In addition to the multidisciplinary SIGs, it might be useful for members of a given profession to share experiences with colleagues of the same profession. **Professional Interest Groups (PIG)** provide this opportunity.

The present document intends to serve as a guideline for the mutual collaboration of the BPS and the SIGs / PIGs. These guidelines are inspired from those of the IASP.

### **General principles**

The objective of SIGs and PIGs is to give participating members an opportunity to carry on intensive, in-depth discussion in certain areas of algology. The only difference between SIGs and PIGs is the multidisciplinary of the SIGs and the monodisciplinary nature of the PIGs.

In addition, all SIGs and PIGs shall promote the mission, objectives and goals of the BPS and the IASP, including the promotion of a biopsychosocial and multidisciplinary approach of pain. The promotion of multidisciplinary is not in contradiction with the monodisciplinary nature of the PIGs, as long as members of these groups recognize the need for each pain professional to work in a multidisciplinary environment.

SIGs and PIGs shall also take part to the redaction of the BPS newsletter and suggest plenary speakers and topics for the BPS annual congress. They may also organize workshops on the SIG/PIG topics for the BPS annual congress.

Each SIG/PIG should have his own bylaws, which must not contradict the BPS and IASP bylaws. Each group defines the conditions of eligibility of new members as well as the rules for the election of executive officers (president, vice-president, secretary, treasurer). A copy of these bylaws, as well as the names and addresses of the executive officers must be sent to the BPS secretariat and regularly updated.

At least 5 members of the SIG/PIG must be a current member of the BPS. Only these members will be provided access to the members-only part of the BPS website and will receive a discount when attending the Annual Congress of the BPS. No additional fee is required for BPS members to be subscribe to a SIG/PIG. The BPS strives to maintain membership fees low, to avoid financial reason to be an obstacle to subscription.

In each group, as in the BPS as a whole, each person is free to speak the language of his/her choice.

The BPS shall provide administrative and financial support to the SIGs and PIGs, as described below. In addition, members of SIGs and PIGs who are also a BPS member will have access to the members-only part of the BPS website. The community builder that is connected to this members-only part allows to create private groups to discuss certain topics and exchange documents within the group.

The SIGs and PIGs will forward their membership list to the BPS so the BPS can see which members became a BPS member.

### **Guidelines and Orientation for SIGs/PIGs**

This document is intended to serve as a guideline for persons who are newly elected as President or Chair of a BPS Special Interest Group (SIG) or Professional Interest Group (PIG). It provides a description of the collaboration between the SIG/PIG and BPS and the obligations of the SIG/PIG President, the SIG/PIG Executive Committee, and the SIG/PIG as a whole, as part of the BPS structure.

<b>Topic</b>	<b>Description</b>
<b>Address Changes</b>	Changes in the address of the SIG/PIG President, other members of the Executive, and the SIG administrative office should be sent to BPS as soon as possible, including updates of email and fax numbers.
<b>Bylaws</b>	All SIGs/PIGs should have bylaws that are in accord with the requirements of the BPS and IASP bylaws. These should be reviewed periodically by SIG/PIG officers.
<b>Contracts</b>	SIG/PIG officers, Board members, or SIG/PIG members may not enter into a contract or agreement binding the BPS.
<b>Finances</b>	<p><u>Debts and Liabilities:</u> All debts and liabilities incurred by the SIG/PIG for meetings and any other activities are the sole responsibility of the SIG/PIG and are not the responsibility of BPS.</p> <p><u>Payment of Bills:</u> BPS requires that all SIG/PIG bills presented to the BPS accounting staff for payment from SIG/PIG funds be approved by two members of the SIG/PIG executive.</p>
<b>BPS Congress</b>	<p><u>Workshops:</u> Well in advance of each BPS Congress, SIGs/PIGs are invited to suggest plenary speakers and topics for the Congress. SIG/PIGs will be able to organize a workshop during the congress, taking the topic of that years congress into account.</p>

SIG/PIGs are responsible for the promotion of their workshop as the BPS database does not include all nurses, psychologists... The BPS will however organize the enrollment for the workshop.

The SIG/PIG may choose the spoken language of the workshop. This will be mentioned on the program of the congress.

If members of a SIG/PIG wish to participate only to the workshop, they should pay an

administrative cost which will be determined yearly by the BPS board.

Only invited speakers will be granted free access to the workshop.

Business Meetings: Dedicated time is set aside during each BPS Congress for SIGs/PIGs to hold business meetings.

**BPS Office** The BPS office is prepared to assist SIGs/PIGs in production and mailing of newsletters, election, announcements, etc., as may be required by the SIG/PIG.

**Liaison from BPS Council** A member of the BPS Council is appointed as a liaison for each SIG/PIG. The SIG/PIG executive should feel free to contact this person at any time. It is expected that the Council liaison person will maintain regular contact with the SIG/PIG president.

**Meetings** Meeting Notices: SIGs/PIGs should inform BPS well in advance of any planned meetings so notices can be placed on the appropriate BPS calendars and on the BPS website.

Brochures: Brochures for SIG/PIG meetings should list the name of the SIG/PIG first and the name of BPS below in smaller type.

Organizers of meetings of which the SIG/PIG is a co-sponsor must be informed of these conditions. The BPS office must be put on the list to receive a copy of all flyers and brochures for the meeting.

Timing of Meetings: SIG/PIG meetings may not conflict with the BPS annual Congress.

Open to All: SIG/PIG meetings must be open to all BPS members on a space-available basis.

**Member Lists** Each PIG/SIG will maintains their membership records, adding new members and processing address changes, etc., on a regular basis. They will provide the BPS of their membership list at the time of the congress.

**Minutes** Copies of the minutes of SIG/PIG meetings and related documents, e.g., bylaws changes should be sent to BPS for the SIG/PIG files

**Newsletters** SIGs/PIGs are expected to submit articles to the BPS newsletter.

**Reports** SIGs/PIGs are responsible for providing an annual report to the BPS Council upon request, and are expected to respond in a timely manner to other communications or requests from the IASP President.

**Speaking on Behalf of BPS** SIG/PIG Officers, Board members, or members may not speak on behalf of BPS unless specifically authorized to do so by the BPS President.

### **BPS support for SIGs/PIGs**

The BPS will provide an administrative support to the SIGs and PIGs by giving assistance in

- The production and mailing of newsletters, announcements, programs, etc.
- The booking of meeting rooms + catering
- The booking of conference locations
- Accreditation request (if applicable) for conferences or courses.

A financial support will also be provided. *The conditions described below are provisional and will be reevaluated after one or two years.*

- An **annual budget for logistical expenses** will be attributed to each group as follows :
  - o For 2017, the available amount is limited to 25 € per SIG/PIG member and per year (for ex. 250 €/year for a group comprising 10 members)

- This sum will not be directly given to the group but may be claimed for the reimbursement of operating costs such as photocopies, post stamps, printing of posters, catering for meetings,... : an application form is given in appendix 1.
  - Expenses superior to 300€ cannot be done without previous approval by the BPS treasurer
  - Funds that have not been used in a given year may not be transferred to the next year.
- **Educational grants** will provide financial support to a few SIG/PIG members for the participation to courses of congresses
- Conditions of eligibility:
    - Having been a member of the BPS for at least one year
    - Being a non-medical caregiver or a trainee medical doctor (medical specialists will not be allowed to apply)
  - Procedure:
    - An application form (appendix 2) comprising the description of the activity, a statement of motivation, a brief CV and a provisional budget must be filled in
    - The application must be approved by the board of the relevant SIG/PIG, as well as the hierarchical responsible of the candidate (in his/her own hospital), and then sent to the BPS office
    - The selection of the candidates will be done by the BPS board according to the following criteria:
      - Scientific quality of the course/congress
      - “Added value” of the course/congress for the applicant, given his/her field of clinical work and his/her previous education in pain management
      - If applicable, “added value” of the course/congress for the multidisciplinary team in which the applicant works
      - (Un)availability of other sources of financial support
    - Applications may be sent all year round, they will be discussed during the meeting of the BPS board directly following reception of the application form (provided it to be sent at least 2 weeks before the meeting)
    - The candidate must send his application before the beginning of the activity
    - The BPS board reserves itself the right to refuse applications, without justification
  - Selected candidates are expected to give to the members of the BPS a feed-back of their participation to the activity: written account in the BPS newsletter, presentation to the members of their SIG/PIG, or presentation at the annual BPS congress
  - The maximal available budget will be reevaluated each year, it amounts 8000 € for 2014.
- No grants for research will be attributed, since this is already achieved by the BPS award.

#### Website

- Each SIG/PIG will be provided his own space on the BPS website, to present the group and announce activities - a link to other websites may also be provided
- Activities organized by the SIG/PIG will be announced in the BPS agenda
- In addition, members of SIGs and PIGs who are BPS members will have access to the members-only part of the BPS website and the community builder that allows to create private groups of discussion and document exchange.

#### How to develop a new SIG or PIG ?

If you would like to establish a new Special Interest Group or Professional Interest Group, please follow these steps:

1. Develop a proposal that contains:
  - a. The mission and goals of the proposed SIG/PIG
  - b. An outline of the purpose of the SIG
  - c. A list of planned activities
2. Acquire the support of 5 current BPS members, by having them sign a petition to form the SIG/PIG.
3. Send the proposal and signatures to the BPS Office to be reviewed by the board.

If you have any questions about this process, contact the BPS Office via [info@belgianpainsociety.org](mailto:info@belgianpainsociety.org)

Appendix 1 : form for the reimbursement of logistic costs

Name SIG/PIG : .....

Could you  pay the invoices attached  
 Reimburse to the account n° .....

Name of account holder : .....

Address .....

Reference :  
.....

NATURE	AMOUNT
<input type="checkbox"/> Travel expenses :	
<input type="checkbox"/> Rent meeting room :	
<input type="checkbox"/> Catering :	
<input type="checkbox"/> Printing costs :	
<input type="checkbox"/> Equipment :	
<input type="checkbox"/> Other :	

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TOTAL :

If you would like us to reimburse your logistic costs of a meeting please add the invitation, agenda and participants list of the meeting.

Date, name and signature :



**2. Nature of the request**

Name of the activity for which you would like to request financial support:

.....

This is             a course         a congress

other, specify : .....

Is the event     international         national                 regional ?

Who organizes this event ?     a scientific society  
    a university or a college  
    other, specify :

Duration of the activity : ... hours

**3. Interest in the activity**

Explain briefly what contribution this activity will bring to you personally :

Explain briefly what contribution your participation will bring to your group:

Is this activity included in a particular project ? Yes - no  
If yes, which project ?

#### 4. Budget

Registration costs of the activity		
Travel expenses		Type of transportation : car, train, plane Distance : ... km
Accommodation costs		Number of nights : Price per night :
<b>Total Costs</b>		
Budget already available		Specify the source of the budget :
Amount requested from the BPS		

Did you already request support from other institutions/persons ? Yes – No

What will you do if you do not obtain financial support ?

#### 5. CV of the candidate

Attach a short CV (one page)