

Belgian Academy of Paediatrics – Rules of Procedure dd. 20/03/2026

Article 1. General

These internal regulations specify certain rules concerning the operation of the Belgian Academy of Paediatrics, hereinafter referred to as the "Association".

These internal regulations apply in indissoluble connection with the Statutes of the Association. In case of discrepancy between the Statutes and the Internal Regulations, the Statutes shall always prevail.

Every member of the association is deemed to have taken note of these internal regulations and will comply with the provisions of these regulations. By joining the Association, all members accept these Internal Regulations.

The official languages of the Association are French, Dutch and German. The formal working language of the Association is English.

All Association documents are issued in English, except if and to the extent that Belgian law requires otherwise.

All communication to the members (newsletter, website, ...) should be provided in French and Dutch to the greatest possible extent.

Over the next five years, an integrated logo representing the merging societies will be utilized. However, the individual logos of the separate societies will no longer be in use

The following glossary will be used by the members of the association:

Articles of Association	Les statuts	Statuten
Rules of Procedure	Règlement d'ordre intérieur	Huishoudelijk reglement
Association	l'Association	Vereniging
General Assembly	Assemblée Générale	Algemene Vergadering
Board of directors =strategic taskforce	Conseil d'administration =strategic taskforce	Raad van Bestuur =strategic taskforce
Executive Committee = daily management	Comité exécutif = gestion quotidienne	Uitvoerend Committee = dagelijks bestuur
President	President	President
Vice-president NL	Vice-président NL	Vicevoorzitter NL
Vice-president FR	Vice-président FR	Vicevoorzitter FR
Secretary	Secrétaire	Secretaris
Treasurer	Trésorier	Penningmeester
Taskforce	Taskforce	Taskforce
Chair	Chair	Chair
Working group	Groupe de travail	Werkgroep

Article 2. Board of directors

a. Composition

The Board of Directors of the association has a maximum of 28 voting members possessing voting rights. This includes two representatives per paediatric university department as well as seven regional paediatricians who are French-speaking, and seven who are Dutch-speaking.

The Board of Directors has one President and two Vice Presidents, one from each linguistic community (Dutch-speaking and French-speaking).

The Board of Directors is called Strategic Taskforce on the website

The position of the President and Vice President is for a period of four years. These positions are renewable with a maximum of 2 consecutively at the same position

One year before the end of the presidency period, a president elect is approved by the board of directors

The positions of the Board of Directors will be declared open every 4 years through a targeted communication to the members, two months before the end of each term.

The Board of Directors meets minimum 2*/ year

The Executive committee is invited to the meetings of the Board of Directors

b. Decision-taking

Decisions within the Board of directors are accepted through a two-thirds voting majority.

Alongside the voting members, all subspecialty presidents are invited to participate in discussions as non-voting members. Similarly, societies associated with paediatric care are also invited to participate as non-voting members.

Article 3. Executive Committee

a. Composition

The Executive Committee consists of the President and two Vice Presidents, one from each linguistic community (Dutch-speaking and French-speaking), one representative from every university and the chairs of the Taskforces.

A parity among university and regional paediatricians as well as Dutch- and French-speaking paediatricians is aimed at

The positions of the chairs of the Taskforces will be declared open every 4 years through a targeted communication to the members, two months before the end of each term.

On year before the president's term ends, a president elect will be approved by the Board of Directors to ensure continuity

Article 4. Task forces

a. General

In accordance with the articles of association, the board will organise taskforces.

The following taskforces will be installed:

- (i) Scientific taskforce
- (ii) Taskforce Education
- (iii) Taskforce Professional defence
- (iv) Taskforce Outreach
- (v) Taskforce Young BAoP
- (vi) Taskforce Subspecialties
- (vii) Taskforce Strategy (= Board of Directors)

Associated members can join one or more Taskforces

Other experts from non-paediatric associations may be invited and appointed to join the taskforces or working groups.

All active members of a Taskforce and Working groups will be named on the website

The active members of the Taskforces will be registered and confirmed every 2 years.

The aim of each Taskforce is to include:

- At least 1 representative of each linguistic region
- At least 1 member affiliated with a university
- At least 1 member affiliated with a regional hospital
- At least 1 member from the Young BAoP

The chair of each TASKFORCE is always part of the Board of Directors

The chair of each Taskforce is appointed for a period of three years renewable once.

The chair of each TASKFORCE convenes at least four meetings per year.

The chair of each TASKFORCE is responsible for the minutes of these meetings.

Each Task Force may appoint one (1) Co-Chair in addition to the Chair. The Co-Chair shall support the Chair in the execution of the Task Force's mandate and may act on behalf of the Chair when necessary. The Co-Chair is not required to be a member of the Board of Directors.

The appointment of the Co-Chair shall be communicated to and formally acknowledged by the Board of Directors.

The scheduled meetings of the TASKFORCES are available online

The chair of each TASKFORCE is responsible for informing and soliciting input from the EC members and the Board of directors.

The chair of each TASKFORCE is responsible for communicating relevant taskforce-related topics for the newsletter

Each TASKFORCE has permanent working groups that can only be dissolved with the approval of the Board of Directors.

Each TASKFORCE can establish extra working groups upon approval by the Board of Directors.

At the start of a new chairmanship of the taskforces, a plan outlining the priorities for the next three years is developed

c. Function

1) Taskforce Scientific

This TASKFORCE is called “SCIENTIFIC TASKFORCE”

The goal of this TASKFORCE is to organize, realize, stimulate, support, coordinate scientific activities and initiatives on a national and international level in the field of perinatology, neonatology, child and adolescent (AYA) medicine and to make the link from science to health-care professionals through different modalities.

This Taskforce consists of the permanent working groups (not limited):

- Working group Guidelines & Recommendations
- Belgian Journal of Paediatrics (BJP)
- Research (including BPCRN)
- National Congress

Industry-driven projects will be accepted within the boundaries of the ethical guidelines agreed on the board of Directors

At least for the next 5 years (revision in 2030), the permanent working groups "National Congress", and "BJP" are autonomous in its organization and financial management (with individual sub-accounts) under the supervision/coordination of the chair of the scientific taskforce and the Executive Committee.

At least for the next 5 years (revision in 2030), the permanent working groups 'National congress' and 'BJP' can organize themselves to appoint a logistics coordinator (responsible for practical organization - congress venue, editors, etc.), a sponsorship coordinator (responsible for relations with sponsors), and coordinators depending on the specific needs of the working group

The language used during the annual national scientific congress will be English.

The working groups “National Congress” and “BJP” will have a separate account and must be financially self-sustaining.

2) Taskforce education

This taskforce is called TASKFORCE EDUCATION

The aim of this Taskforce is linking (current and future) paediatric care to (continuous) paediatric training and contains two working groups:

- Formation of trainees in Paediatrics
- Continuous medical education in General Paediatrics

The working group “Formation of Trainees” consist of all coordinating university director of the paediatric Residency program (NL stagemeester, FR maître de stage) as well as the regional director of the paediatric Residency program and representation of the Taskforce Young BAoP.

The working group “Continuous medical education in general paediatrics”:

- At least for the next 5 years (revision in 2030), there will be a French-speaking working group and a Dutch-speaking working group for “continuous medical education”

These working groups are responsible for the organisation of regional events (Mastercourses, e-learning, ...) in the regional language. These working groups work in close collaboration with the scientific Taskforce (working group guidelines, ...).

Each of the working groups "regional education NL" and "regional education FR" are autonomous in its organization and financial management (with individual sub-accounts) under the coordination of the head of the task force EDUCATION and the Executive Committee.

Each of these working groups organizes itself to appoint a logistics manager (responsible for practical organization - congress venue, etc.), a sponsorship manager (responsible for relations with sponsors) and coordinators depending on the specific needs of the working group

These working groups must be financially self-sustaining

3) Taskforce Professional Defence

This taskforce aims to study, defend, promote, and advocate for the professional interests of its members. This includes maintaining solidarity and professional dignity in the relationships among members, with other doctors, with patients, with healthcare stakeholders, with medical organizations, and with public authorities. It participates in the organization of education and continuing training within paediatrics.

This taskforce examines and anticipates issues affecting the professional aspects of paediatrics. It contributes to solving problems raised by members related to the conditions under which the profession is practiced.

The Chair/members of this taskforce represent the paediatrician before all entities involved in education, the defence of the professional title, practice conditions, and in the facilities where the specialty is practiced.

Its activities extend throughout the entire national territory and across all levels of authority.

4) Taskforce Outreach

This Taskforce aims to

- **Promote Collaboration:** Facilitate constructive dialogue and cooperation among various associations.
- **Share Information and Resources:** Exchange information, resources, and best practices to strengthen each other.
- **Influence Policy:** Collaborate to jointly influence policies and legislation for the protection and promotion of children's rights.
- **Raise Public Awareness:** Increase public and political awareness of children's rights through joint campaigns and events.
- **Inclusive Participation:** Ensure that children, young people, and their parents actively participate in our activities and decision-making.

This Taskforce will extend the use of the JOY platform which was initiated with support from the National Commission for Children's Rights, a consultation platform comprising over 90 governmental and non-governmental children's rights actors in Belgium, and Le Délégué Général aux Droits de l'Enfant, with the support of the King Baudouin Foundation and UNICEF Belgium.

5) Taskforce Young BAoP

This taskforce is committed to representing the interests of all paediatric residents in Belgium.

This taskforce aims to ensure that the paediatric training programs at the seven Belgian universities are as high-quality and uniform as possible.

The taskforce members achieve this by being represented at educational and scientific taskforce meetings, consulting with local training supervisors, and being closely involved with other trainees' associations at local, national, and international levels.

This taskforce organizes the biennial Graduation Symposium

This taskforce is dedicated to creating a social network among all paediatric trainees by organizing events (additional to the annual national scientific meeting or Mastercourses)

6) Taskforce Subspecialties

This taskforce aims to provide subspecialty societies within the field of paediatrics a structured and influential voice within the broader association.

It strives to offer official representation to each subspecialty, ensuring their unique perspectives and needs are acknowledged and addressed.

By fostering this inclusive and supportive environment, we aim to enhance the overall quality of paediatric care and advance the field through specialized expertise and cooperation.

All subspecialty societies have the opportunity to form a specific working groups under this taskforce

All subspecialty societies who create a working group can benefit from the logistical support and resources provided by the association. This collaboration is contingent on the requirement that all members of the subspecialty societies are also members of the association.

7) Taskforce Strategy

This Taskforce consists exclusively of members of the Board of Directors.

Experts may be appointed to join the Taskforce on a project basis.

The regional vice-presidents have the option of convening an strategic advisory committee to advise him/her on regional items.

At the start of a new Presidency, a Strategic Plan outlining the strategic and financial priorities for the next three years is created.

The chair of the Strategic Taskforce is always the president of the Association.

d. Election process

Each chair may resign by simply notifying the board of directors.

A chair is required to continue fulfilling his/her duties after his/her resignation until a replacement has been provided within a reasonable period.

Chairs whose mandate is ending must take the initiative three months before its expiration to open up the mandate and convene the general assembly to appoint a new chair.

Three months before the mandate expires, the board of directors makes an open call for candidacies to all its members and receives the required information from each candidate, including a curriculum vitae.

A chair's mandate ends automatically upon the death of the chair.

e. Financial provisions for taskforces/working groups

The Board of Directors shall allocate an annual operating budget to each Task Force. This budget may be used autonomously by the Task Force within the scope of its mandate and activities.

The amount of the annual operating budget shall be determined each year by the Board of Directors during the preparation and approval of the financial plan for the forthcoming year.

Each Task Force shall provide appropriate justification and documentation regarding the use of the allocated budget, in accordance with the Association's financial policies and reporting requirements.

f. Financial governance/responsibility

Each BAoP task force/working group or activity centre that requires it may hold an account in the name of the BAoP.

The financial management of each task force/working group is autonomous and must be self-sustaining.

The responsibility for financial management rests with the chairperson(s) of the task force/working group, who is assisted by a financial responsible.

A regular report (at least once a year) will be submitted to the BAoP board (executive committee).

This report will include: a summary of the past year's income and expenses, and a budget forecast for the coming year.

Financial data (bank statements, invoices, expense reports, etc.) are submitted to the BAoP accountant according to the accounting calendar.

The corresponding bank account is established in the name of the BAoP. Its name corresponds to the relevant task force/working group.

The account holders are:

- The chair(s) of the task force/working group
- The financial responsible of the task force/working group
- The president of the BAoP
- The French-speaking and/or Dutch-speaking vice-president of the BAoP
- The treasurer of the BAoP

The authorized signatories of the account (mandatee(s) are :

- The chair(s) of the task force/working group
- The financial responsible of the task force/working group

Existing and future accounts:

- BAoP main account
- Regional activities French
- Regional activities Dutch
- National congress
- Scientific task force (scientific projects, educational or research grants, BJP, ...)
- BAoP cardiology

Article 5. MEMBERS

Complimentary Membership for First-Year Paediatric Trainees

Paediatricians in training shall be offered a complimentary membership during the first year of their training program. This free membership is intended to support early professional engagement, facilitate access to educational resources, and encourage active participation in the activities of the Association.

Eligibility for the complimentary membership applies to trainees who are officially enrolled in an accredited paediatric training program and are within their first year of training. The complimentary status is valid for a period of twelve (12) months and shall not be automatically renewed beyond the first year of training.

After completion of the first year, trainees may continue their membership under the standard trainee membership conditions and applicable fees as determined by the Association.

Article 6. ADMISSION OF INDIVIDUAL RECOGNITION

HONORARY MEMBERS

6.1. The Board of Directors (Board of Directors) or the Executive Committee (Executive Committee) may award the status of "Honorary Member" to an individual who has made extraordinary contributions to the work and development of the Association and has served for many years on the Executive Committee or any of the Councils or Task Forces.

6.2. The nomination of an "Honorary Member" may arise by proposal of the Executive Committee. The nomination for Honorary Membership will be submitted by the Executive Committee to the General Assembly, which will vote on the proposal for approval of the nomination.

6.3. All living paediatricians who have previously served as President of one of the associations that merged into the BAOP — namely the BVK, VVK, GBPF, or the Academie — shall be granted the title of Honorary Member.

The title of Honorary Member is conferred in recognition of their leadership and contribution to the development of paediatric professional representation prior to the formation of the BAOP. Honorary Members shall retain this title for life, unless otherwise decided by the Board of Directors

Article 7. BELGIAN JOURNAL of PAEDIATRICS

The Belgian Journal of Paediatrics is the official journal of the Association.

The Association's official journal shall be distributed exclusively to members whose membership fees have been duly paid.

Notwithstanding the above, one (1) issue per calendar year shall be distributed to all paediatricians and other interested parties whose contact details are known to the Secretariat. This issue shall include, inter alia, a concise summary of the Annual General Assembly.

The Secretariat shall be responsible for maintaining the distribution list and ensuring compliance with applicable data protection regulations.

Article 8. AMENDMENT OF THE INTERNAL REGULATIONS

These Internal Regulations can only be amended in the manner provided for in the Statutes of the Association. In the absence of statutes or any regulations in this respect, the regulations can only be amended by the board of the association.

The last amendment took place on 20/03/2026. Belgian Academy of Paediatrics VZW – Rules of Procedure dd. 20 Maart 2026.

