



European
Young
Family
Doctors'
Movement

National Delegate GUIDE



*Find out everything
there is to know about being a National Delegate!*

INTRODUCTION



What is this all about?

Dear Young Doctors,

Thank you for your interest in the European Young Family Doctors' Movement (EYFDM). With this guide, we will explain everything there is to know about being a **National Delegate**. Should you have any further questions after reading this guide, don't hesitate to contact us.

What is EYFDM and what makes us special?

EYFDM is the European regional young doctors movement of WONCA (the World Organisation of Family Doctors) and also a Network of WONCA Europe.

"Young doctors" are defined as new (within five years of completing training) and future (those still in training) family physicians or general practitioners. It is an organisation completely run by and for young doctors. As a "young doctor" you are automatically a EYFDM member. There are no fees to pay!

Glossary

Reading this guide will be much easier if you familiarise yourself with the abbreviations that are widely used within EYFDM.

NMO (National Member Organisation) - national organisation associating family physicians that belongs to WONCA Europe. List: [here](#).

ND (National Delegate) - a young family physician who has been chosen to be the representative for other early career doctors from their country

GP/FM (General Practitioner/ Family Physician)

NEC (National Exchange Coordinator) - person who coordinates exchanges on the national ground

Where can I find more about EYFDM?

Visit our **website**: www.eyfdm.eu

Follow us on **social media**:

Read the **full version of our guide on our website**.

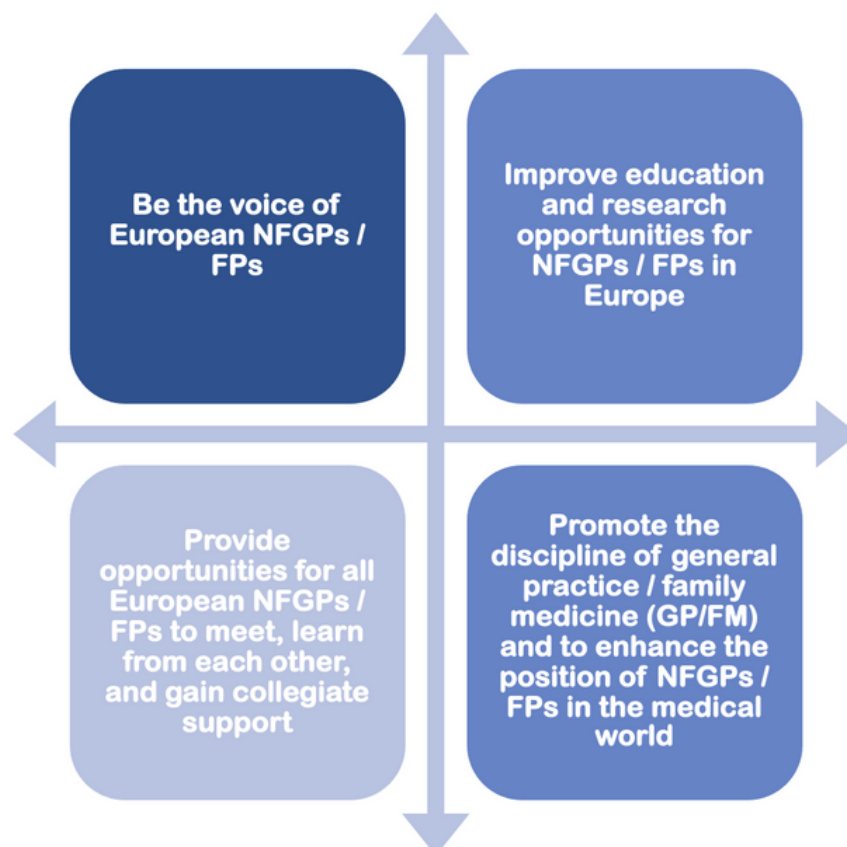


INTRODUCTION

Our mission and statment

EYFDM envisions a world where New and Future General Practitioners and Family Physicians (NFGPs/FPs) are **empowered, connected, supported** and heard; where the profession of family medicine is innovative, influential & academically robust; where family doctors and our speciality are recognised and respected as an **essential component** of primary care, sustainable health systems and achieving health for all.

CORE AIMS





What is a National Delegate?

A National Delegate (**ND**) is a young family physician who has been chosen to be the **representative** for other early career doctors from their country. The ND **connects** young GPs with EYFDM: they represent them on an international level, and should also promote our activities in their country. Thanks to each ND, young doctors in their countries have a chance to receive news about EYFDM activities such as conferences, awards or bursaries. On the other hand the ND, as a member of EYFDM **Council** has a crucial impact on the decisions that are taken in the name of EYFDM.

What is EYFDM Council?

The VdGM Council is the **governing body** of EYFDM and makes decisions about strategy, policy, direction and the bylaws. It also **gives direction** to and holds the Executive accountable for acting in the best interests of EYFDM. Every country which is part of WONCA Europe is allowed to appoint one ND: these make up the EYFDM Council. The Council members gather - together with the Executive Group - at least once a year during a **council meeting**. Occasionally there may be an extra council meeting as required, for example when there are elections.

Where can I find more information about EYFDM governance?

<https://vdgm.woncaeurope.org/content/governance>



How to become an ND?

If you think about becoming a National Delegate one thing is certain: you won't regret this decision. It will be a great adventure, full of interesting activities and challenging tasks.

NDs are appointed by their country's **National Member Organisation of WONCA Europe**. Each country may have a different procedure for selecting a ND: for example, they may hold elections among their current members, or there may be an interview process. Interested candidates should contact their NMO or the current ND from their country to find out how to apply. If a country does not currently have an ND, but there is an interested candidate, they should contact the **EYFDM Secretary**.

Nevertheless, there are certain **requirements** that every candidate must meet in order to be considered for the position of a national delegate.

Candidates:

- must be either a trainee or within their first five years of completing Family Medicine training
- must be a member of their NMO
- must live and work in the country they represent

The term is **three years**, and a maximum of two terms is allowed. It is crucial that each potential ND familiarises themselves with **the roles and responsibilities** outlined in this guide. The NMO should notify the EYFDM Secretary of the newly elected ND and their contact details.

RESPONSIBILITIES



How can ND be active?

When one becomes an ND and a member of Council they should take an active role in many activities, both inside VdGM and in their country. Some of the activities are **crucial** for continuity of VdGM, while the others are **optional** but still very welcome. Each of us is different and each of us has a different set of **skills, ambitions and limitations**. Read the following sections and reflect upon what works best for you.

Responsibilities outside EYFDM

One of the main roles of an ND is to introduce and **promote** EYFDM to other early career doctors from their country. This is particularly important in countries appointing their first ND or where EYFDM is not known well enough.

GATHER YOUNG GPs TOGETHER

In many countries there is no joint space on the internet that gathers all the young GPs. Setting up a facebook group, mailing list or instagram account and inviting young GPs to follow can be a great idea to unite young family doctors, create a space for discussion and promote EYFDM activities.

Did you know that in some European countries the national organisation for young family doctors has already been created? It is a huge challenge but may be worth considering if you find fellows who could help in fulfilling this task.

SHARING CALLS

Every year EYFDM opens calls for awards (e.g. Junior Researcher Award, Exchange Award) for bursaries (financial support to attend EYFDM Preconference, WONCA Europe Conference, EYFDM Forum) for elections (e.g. for the Executive). By spreading the call within national social media channels NDs give the chance to their compatriots to try their chances and become award winners, receive money to attend EYFDM events or take even more active role and run for certain positions within the Executive.

RESPONSIBILITIES



THE MORE THE MERRIER

Every 1-2 years EYFDM organises EYFDM Preconference and EYFDM Forum, these are one of a kind meetings where all young family doctors can gather, learn, share ideas and get motivated. Spread information about these events so more family doctors from your country will be able to join EYFDM meetings.

ORGANISING WORKSHOPS

Organising face to face workshop at the family medicine conferences or meetings on the local ground is a great opportunity to promote EYFDM and its activities. Moreover, if GPs in your countries undergo obligatory courses during training, it's worth checking if you can show up and give a short lecture. This way the information about EYFDM will reach young family doctors at the very beginning of their carrier.

NOTE ABOUT EYFDM

Nowadays every National Member Organisation of WONCA has its website. Is EYFDM mentioned there? If not, it may be a good idea to write a note that would be published on NMO' website. Do they have a newsletter? Great, this is another way to make family doctors familiar with EYFDM using NMO's channels.

KEEPING YOUR NMO UPDATED

Your NMO is a bridge between EYFDM and GPs in your country. It's good to keep NMO updated about your engagement within EYFDM.

PREPARING A GROUND FOR FUTURE ND

When the term as ND is over, they should help to appoint the new one.

COOPERATION WITH NECs

Almost every country has one person who is responsible for taking care of exchanges within their country as well as sending compatriots abroad, they are called NECs (National Exchange Coordinator). The NECs organize the exchanges along with the Exchange Officer. Some countries don't have NEC, a National Delegate may take both roles. To read more about types of exchanges, read the EYFDM Guide.

RESPONSIBILITIES



Responsibilities inside EYFDM

As already mentioned, the ND is there to represent Young and Early Career GPs from their country and organisation.

In other words, they are **their country's voice** on the EYFDM Council.

VOICING OPINION

What's special about the EYFDM is that each ND is absolutely free to express their opinion or to share their point of view without being judged and it will be taken in consideration. EYFDM gives a warm welcome to every ND who wants to be heard. Every thought shared with the rest of the council or executive contributes to a brainstorm that makes EYFDM develop in the best possible direction.

COUNCIL MEETINGS

EYFDM evolves every day but it's during council meetings when the biggest steps and decisions are discussed and voted. Read more about council meetings in a separate section of this guide.

BEING IN THE JURY

Throughout the year EYFDM opens calls for bursaries and awards. Every candidate is evaluated by the jury that consists of the members of the Executive and Council. Jury receives a prepared rating grid which makes the task easy. It is recommended that ND is an active part of the jury at least once within 3 years.

SPECIAL INTEREST GROUP, FAMILY MEDICINE DAY, LECTURES AND WORKSHOPS

NDs are very welcome to take part in organizing World Family Doctors Day and other activities like webinars, lectures, workshops during EYFDM conferences to promote family medicine and EYFDM values. ND can also join or start a Special Interest Group.

FILING ANNUAL REPORT

As you can see there are a lot of things that an ND can be involved in. Every year NDs and the members of the Executive briefly describe what they were up to in the last 12 months. The joint document where chosen activities from the previous year are published in what is called the Annual Report.

BENEFITS



One for all, all for one

National Delegates are the **vital members** of the European Young Family Doctors' Movement. Being an ND, similarly to running any other position within EYFDM, is a voluntary work. It's remarkable that so many young family physician wish to devote their spare time to empower and connect General Practice in Europe. Read EYFDM responsibilities toward National Delegates to know what we **give in return** for your involvement.

SUPPORT

Every ND can count on unwavering support from the members and the Executive of our movement. If the ND needs assistance to conduct certain actions, EYFDM is ready to provide every support in its power: providing know-how, discussing certain options, writing a letter of recommendation, connecting ND with relevant EYFDM or WONCA members. Because each ND adapts their actions to Primary Health Care System that works in their country, it gives us a wide spectrum of efforts and measures that have already been conducted. Hence the know-how is there to be shared with you.

RECOGNITION

The three year term of voluntary work is priceless. Since 2020 EYFDM has established the Council Member Prize that is given annually to National Delegates who excel in fulfilling their task and responsibilities towards EYFDM. By this award the Executive wants to show its gratitude and recognition for the work and engagement of individual NDs. To acknowledge every ND for their commitment EYFDM awards a certificate of recognition that is given at the end of the term.

TRUST

Being an ND is a challenging task: it requires standing by both EYFDM international community and young GPs in the country. Since every country differs, similarly to each Primary Care System, EYFDM trusts its ND to know best how to successfully advocate for Family Medicine on the national ground. As long as NDs act in line with EYFDM Policy they are given a full mandate to decide for themselves which strategy to choose to promote Family Medicine and EYFDM.

BENEFITS



BEING HEARD

The members of the Executive are always ready to meet and discuss matters that interest or trouble ND. Every issue brought up to discussion is noticed and analyzed. No concern is left without an answer or solution. This approach gives NDs comfort that EYFDM is a place where every voice is heard and respected in the Council meeting.

FINAL WORD

Every decision voted by Council becomes the final word of EYFDM. The whole community is obliged to respect and follow the corporate will of the National Delegates. Executive's responsibility is to implement changes voted by NDs during the Council Meetings. The Executive can only propose initiatives but it is an ND who ultimately decides whether proposed ideas will come true or will be rejected.

INFORMATION FLOW

The close cooperation between ND and the members of the Executive is crucial for the right functioning of EYFDM. The Executive is obliged to update the Council via emails about current actions, discussions and decisions that are vital for EYFDM, and also welcomes their responses and questions. Such a strategy keeps NDs informed and gives them an opportunity to share their opinions on current issues.

CONNECTIONS, EXPERIENCE & FRIENDSHIPS

It's hard to imagine better place for getting to know young family physicians from different countries than EYFDM. To be honest, there is no better place. Working together to improve Family Medicine is a task that binds our members in a very special way, it also opens many doors, professional and personal ones. The gained experience is priceless, the spectrum of activities each ND can work on endless. Being a vital part of EYFDM family is the journey definitely worth trying.

Do you have appetite for more? Experience gained in EYFDM is a good first step if you wish to take a role in WONCA Europe or WONCA World in the future.



Members of the Executive Board

As outlined in the VdGM bylaws, the Council elects the Executive Group, who carry out the **maintenance** and **development** of the organisation. Council members hold the Executive accountable for acting in the best interests of EYFDM. The cooperation between the Executive and the Council should be based on trust, respect and goodwill.

How are people elected to the Executive?

The executive members are elected by National Delegates during the council meeting.

How long is the term of an EG member?

The term of a President is four years (one year as a President Elect, two years as a President and one year as a Past President). For the rest of the Executive the term is three years.

Who makes up the VdGM Executive?

The VdGM Executive consists of the President, President Elect/Past President, Treasurer, Policy Officer, Image Officer, Event Officer, Exchange Officer and Awards and Fundraising Officer and Secretary.

To read more about VdGM Executive's roles and responsibilities check EYFDM Guide.

COUNCIL MEETINGS



Let's meet, discuss and vote

Dear reader, the following section may look overwhelming and complicated. Please, don't let yourself be discouraged by this detailed instruction, it looks frightening only on paper. It's good to be familiar with the process but there is no need to know it by heart. When you come to the council meeting you will be accompanied by dozens of helpful family physicians from different countries who gather for the very same reason: make EYFDM a better organisation.

WHAT IS COUNCIL MEETING?

The purpose of the council meeting is to bring all NDs together with the executive to discuss and vote on important issues affecting the activity of EYFDM.

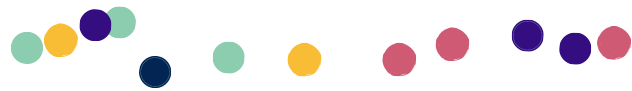
WHEN AND HOW OFTEN DO COUNCIL MEETINGS TAKE PLACE?

Council meetings are held at least once a year, usually around the same time as the WONCA Europe Pre-Conference or EYFDM Forum. Meetings may take place in person, online or as a hybrid. NDs will be informed of the date of the meeting at least 90 days in advance. Occasionally, urgent matters may need to be discussed in between council meetings. This is often done via email (all NDs are added to the council mailing list) and occasionally votes can be carried out this way. If more in-depth discussion is needed, an extraordinary council meeting is called: the same procedure applies as the usual meeting, but it can be called with 30 days notice.

WHAT IS DISCUSSED AT A COUNCIL MEETING?

Council meetings involve discussions on anything which affects the activity of EYFDM. Usual items include a vote on the Council Meeting agenda, a presentation summarizing the activities and future plans of EYFDM, an annual report with updates from National Organisations, Executive Group Members, SIG Leads and Network Liaisons, the annual financial report and any elections (for example if there are vacancies on the executive). The President acts as the chair of the meeting. NDs can also suggest any agenda items that they would like to be discussed at a council meeting - they should notify the secretary in writing at least 28 days before the meeting. The President has the final decision on what to accept onto the agenda.

COUNCIL MEETINGS



WHAT IF A ND IS UNABLE TO ATTEND A COUNCIL MEETING?

It is part of a ND's role and responsibility to take part in these meetings and they should make every effort to attend. Decisions can only be taken where a majority of NDs (a 'quorum') submit a vote, therefore it is vital that we maintain good attendance rates.

In the event that an ND is unable to attend a meeting, they are able to nominate a 'proxy' - this can be either another ND or a EYFDM member from their own country, who will take their place at the council meeting and can vote on behalf of the ND. The ND must notify the secretary in writing at least 24 hours in advance of the meeting with the name and contact details of the nominated proxy.

After the meeting, the secretary will send out the minutes within 30 days. NDs who have been unable to attend should be particularly careful to read these and ensure that they are up to date with any important developments or decisions taken.

HOW IS VOTING CARRIED OUT AT A COUNCIL MEETING?

Voting during council meetings follows a set procedure which is outlined below: this can look complex, but we provide support and explanations for all NDs, so they are not expected to remember it all!

Only NDs have the right to vote in council meetings. Executive members and observers on council have speaking rights, at the discretion of the Chair of the Council. Most voting is not carried out anonymously: NDs can raise their hand to second a motion or raise a direct negative. For elections, the votes are given in anonymously, either on paper if NDs are there in person, or using an online voting system for those online.

Voting starts with a motion raised (for example, the motion to accept the agenda for the meeting). Any ND as well as the Executive can propose motions during the council meeting. For the motion to proceed, the motion requires a seconder, selected from a show of hands from the council. The seconder must be an ND. If there is no seconder, the motion cannot proceed to a vote.

Once a motion has been seconded, the chair will ask if there are any direct negatives (meaning someone disagrees with the motion). If there is no direct negative from other members of the council, the motion passes "nemo contra", and is adopted.

COUNCIL MEETINGS



If there is a direct negative, the person who has disagreed with the motion has the opportunity to suggest amendments. The original proposer of the motion can accept such amendments to the original motion. If the original proposer accepts such an amendment, the original seconder is asked to confirm their seconding. If they decline a request for a new seconder is made. Again, the chair would ask for any direct negatives. If there are none, then the motion is accepted with the amendment as suggested. Any direct negatives at this point consider the motion in the amended form.

In the event that the original proposer does not agree with the proposed amendment, or if no amendment is offered, the motion would proceed to a vote:

1. In the case of no amendment being offered: either (1) for the motion or (2) against the motion
2. In the case of an amendment being present: (1) for the original motion, (2) for the amended motion, or (3) against both

An ND can vote for or against a motion as well as abstaining from the vote. This is of significance when there is no clear majority on a vote.

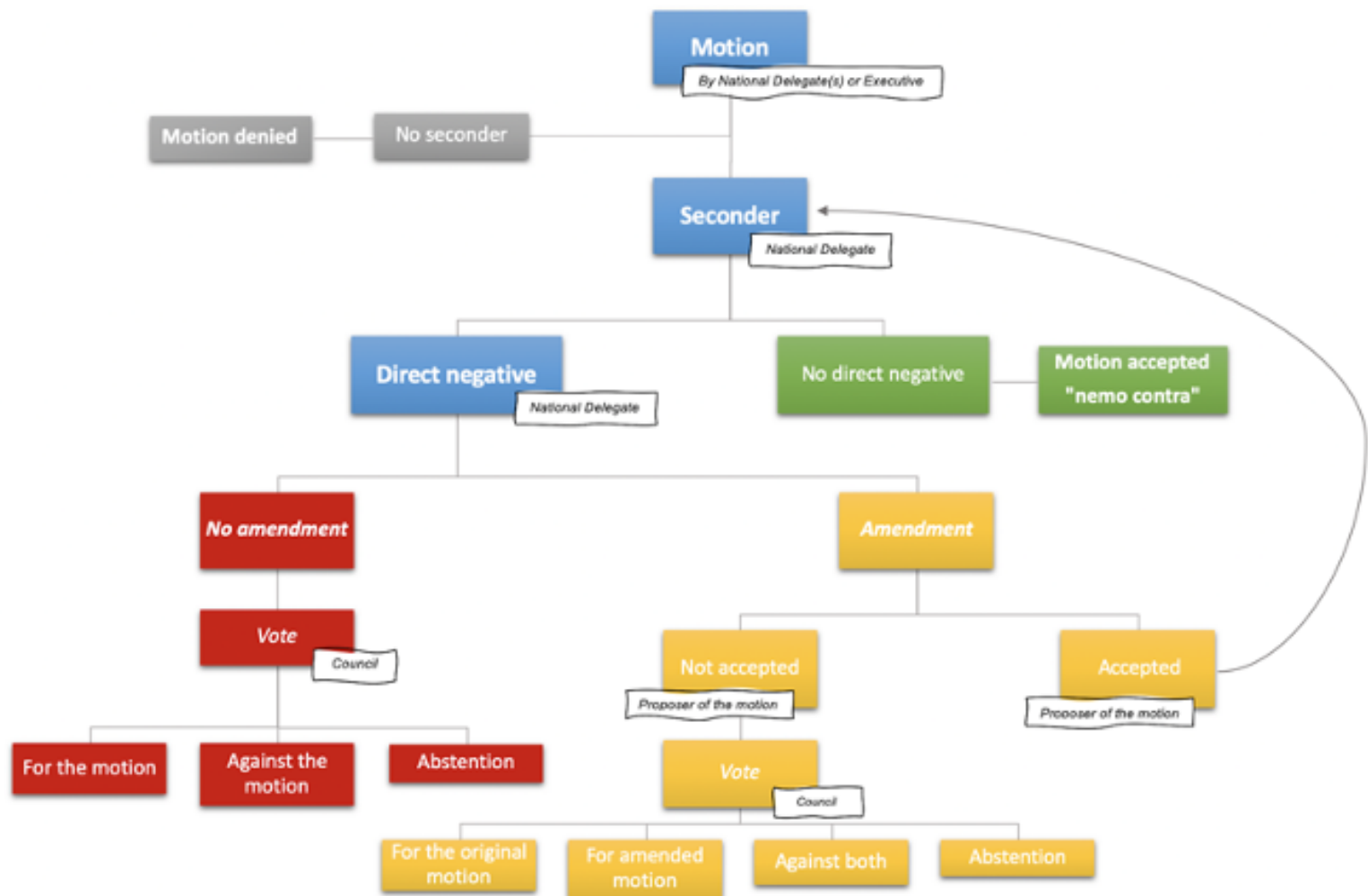
In the event that there is no clear majority on a vote, the chair has the prerogative to proceed with a number of options (the following list is not exhaustive):

1. Elimination of options with the smallest number of votes where multiple options exist.
2. Further rounds of voting, either immediately or at a later date
3. Further rounds of voting can either happen in person or online, where the pool of votes can be increased (by including National Delegates who were not able to be present in person). This would be especially relevant where there is a clear divide within council on the way forward
4. The executive can be asked to provide an opinion on the subject
5. Further discussion and fact-finding on the subject in question. This is particularly relevant if there are a high number of abstentions.

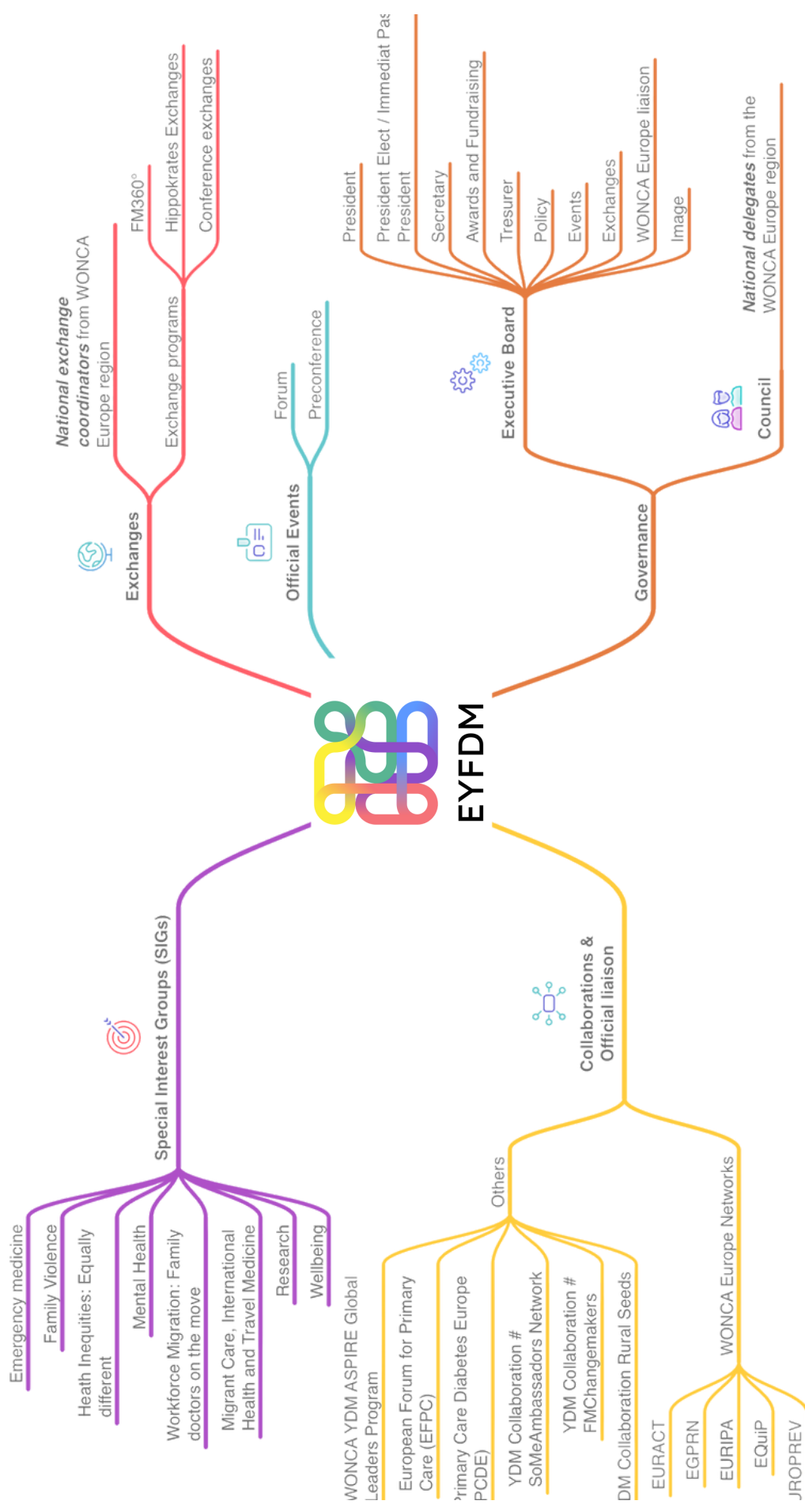
As explained above, voting can also take place online via specific platforms or via email if needed in between council meetings. In these cases, instructions are sent to NDs for that specific vote.

COUNCIL MEETINGS

This procedure is explained in the flowchart below. This may look complicated - however this is always explained at the beginning of a meeting for newer NDs and examples given, and questions and further explanations are always welcome!



EYFDM IN BRIEF



Memorandum of Understanding

This Memorandum of Understanding (MoU) is between:

The European Young Family Doctors' Movement (hereinafter referred to as "EYFDM") on the one part; and [Insert name of National Delegate (ND)].

The purpose of this MoU is to establish the scope and breadth of the relationship between the parties.

[ND name] is the appointed representative for [insert country here]

This MoU will focus on the scope of collaboration and mutual support and engagement between EYFDM and [ND name]. Both sides agree on doing their best to fulfil responsibilities towards each other listed in the National Delegate Guide.

Term and Termination

This MoU shall become effective on the date both parties append their signatures below and will remain in effect for a period of three years subject to re-appointment for a further three years, or resignation of the National Delegate.

Dispute Resolution

In case of any dispute arising out of the interpretation or implementation of this Agreement the issue shall be subject to an amicable settlement through mutual discussion between the Good Governance Committee (GGC) and the Executive Committee of [ND] and such discussion shall be undertaken within one month from the date the dispute arises whereby the parties hereto are expected to do everything possible to facilitate a resolution, and may for that reason engage a facilitator or mediator.

Amendments

No changes or modifications of this MoU shall be valid unless these are agreed to and in writing by both parties.

This agreement is made this day of

Signed by the President for and on behalf of EYFDM

Signed by [ND name]

Date:

Date: