

## Nephrology Education Portal (NEP) EDITOR-IN-CHIEF

1. NEP is an online Educational Journal (E-Journal), its newsletter is sent twice a month (every two weeks) to all ERA's contacts;
2. The Editor-in-Chief is nominated by the Council, after an open call;
3. The term of the office of the Editor-in-Chief is three years and he/she may be re-elected for only another three-year term;
4. The Editor-in-Chief receives an annual flat fee compensation which is decided by Council when the Editor-in-Chief is appointed and signs the contract with ERA;
5. To allow a smooth transition the nomination will take place where possible at least one year in advance of the expiration of the term of office of the current Editor-in-Chief to be substituted, preferably in the Spring Council held on that same year. The new appointment will become effective upon expiration of the demitting Editor-in-Chief's mandate;
6. An appropriate [template](#) will be used for Editor-in-Chief candidates that must include a clear description of what he/she considers his/her future vision of this E-Journal to Council prior to the official appointment done by Council. The candidate must also send two supporting letters of ERA Members together with his application;
7. The Editor-in-Chief must be an ERA Full member and, possibly, younger than 45 years of age;
8. The Editor-in-Chief shall, after consultation with Council, be responsible for forming the Editorial Board whose names shall be published in the appropriate section of the ERA website. The Editor-in-Chief may delegate, as required, the task of delegating any particular part of the journal to a member of the Editorial Board;
9. The Editor-in-Chief will be responsible to the Council for all matters concerning the content of the E-Journal and will be responsible for obtaining and editing all material to be posted online and for maintaining the good quality of the E-Journal;

10. The Editor-in-Chief must be invited to participate in an ERA Council to present a report at least once a year. This should preferably be done at one of the Congress Council Meetings. This report should include:
  - a. An annual report of the overall activities;
  - b. A detailed project or work plan for the future;
  - c. A balance between expenditures and previous budget;
  - d. A budget for the following year.
11. For the rules regarding the reimbursement policy for the NEP Editor-in-Chief who participates in face-to-face meetings one must refer to the "[General Rules for ERA Committees](#)";
12. Diploma for the NEP Editor-in-Chief. For this matter one should refer to the appropriate section in the "[General Rules for ERA Committees](#)".

*Last up-date: August 2021*