

RESPONSIBILITIES AND JOB DESCRIPTION OF THE E-BOOK EDITOR

Title of Responsibility:

E-book Editor

Accountable to:

Council of ERA

Appointment:

Contracted 3-year term (starting xxxx ending xxx), renewable for maximum another three-year term depending on evolution of the project

Remuneration:

The e-book Editor receives a flat fee compensation of 15 000 EUR the first year, and 10 000 EUR the following years as well as ERA managerial and administrative support. ERA is only responsible for this amount. The e-book Editor is responsible for any taxes etc. linked to the receipt of this amount. ERA will finally support with funds (i.e. room rental/catering) for an Editorial Board meeting to be held, once a year, at the occasion of the annual ERA Congress.

Publisher:

ERA

Purpose of the Role

The ERA views the e-book as an exclusive membership benefit of the ERA and expects anyone appointed to the position of e-book Editor to approach the role with all due priority and respect. The e-book Editor will, at all times, act as a true ambassador for the project in all scenarios, representing the e-book, working with the ERA Council, and wider team to raise the e-book's profile and encouraging high-quality content that supports the e-book's mission.

The e-book must contain all relevant chapters in clinical nephrology and related fields. The e-book will have great educational value in particular, but not only, for younger physicians and will help them prepare for the European nephrology exam. The e-book chapters will regularly be updated to include the latest results of basic science as well as clinical studies, will contain many visual aspects, and will be very user-friendly.

Responsibilities, Procedures, Duties

- In collaboration with the appointed ERA Council Member, the e-book Editor can select the topics and authors of each chapter. One chapter can have no more than 3 authors.
- The e-book Editor is responsible for monitoring timelines (submission of chapters, evaluation, and final publication).
- Given the educational mission of the e-book, the e-book Editor must work closely together with ERA's Young Nephrologists' Platform to incorporate their ideas and fields of interest in the e-book.
- The chapters must critically be evaluated by the e-book Editor (in collaboration with YNP).
- The e-book Editor shall also work closely together with the appointed ERA Council Member and ERA Headquarters (the e-book Editor must work with the staff appointed by the ERA to oversee the project both from a managerial and administrative point of view). He/she shall regularly update the ERA Council and Headquarters on its progress.
- The e-book Editor is responsible for ensuring that the content of the e-book is accurate, credible, authoritative, relevant to the scope and mission, readable, and comprehensible.
- The e-book Editor recognises and respects the role of the ERA Council in setting the over-arching mission of the e-book and that the editorial responsibilities awarded with this role are ultimately in the light of ERA's overall mission and vision (see appendix I below which is an integral part of this document).
- The e-book Editor shall recognise that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest.
- The e-book must contain many visual aspects. The e-book Editor shall work together with a medical illustrator appointed by the ERA.
- The e-book Editor will act professionally, without prejudice or conflict of interest. The e-book Editor will not allow his/her editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications.

- The e-book Editor will not disclose confidential information unless authorised by the source of that information, or there are allegations of misconduct that require access to that confidential information for proper investigation, or the e-book Editor is required by law to disclose that information.
- The e-book Editor shall refrain from using confidential information for personal gain and shall take reasonable steps to ensure that such information is not used for the advantage of other parties.
- The ERA may immediately terminate the appointment given to the e-book Editor on written notice to the e-book Editor in any of the following events:
 - the e-book Editor commits any serious or persistent breach of his/her obligations outlined in this document including extremely poor performance of the management of the project and/or its performance;
 - the e-book Editor is guilty of dishonesty, serious misconduct, incompetence, wilful neglect of his/her duties, or does anything that in any way damages or threatens to damage the reputation of the e-book or the ERA; or
 - the e-book Editor is or becomes, through illness, injury or otherwise, incapable of performing the whole or any substantial part of the Editor's duties under this Agreement for any material time.

APPENDIX I

ERA's Mission

The objects of the Association are the advancement of medical science by promoting fundamental and clinical advances in the field of nephrology, dialysis, renal transplantation, hypertension, and related subjects.

ERA's Vision

To continuously advance education and continuous professional development applying a standard, common format for all subspecialties in all areas of nephrology, from clinical nephrology to dialysis and transplantation.

To promote ambitious collaborations among European investigators aimed at formulating high quality projects in the nephrology field.

To involve young talented nephrologists in all editorial activities of the Journal, wherever appropriate.

To promote nephrology as a career opportunity for European medical students.

Location and Date _____

For the e-book Editor

For ERA (President)

NOTE – The “e-book Editor Candidate Application Form” and the “General e-book Editor Regulations” are integral parts of this agreement.