



EMWA – Policies and Procedures

Local EMWA Groups (LEGs)

Recommendations for setting up a Local EMWA Groups (LEG) - Update 12 April 2024

Prepared by: EMWA President-Elect

Approved by: EMWA Executive Committee

Local EMWA Groups (LEGs) are focus groups designed to facilitate local networking, discussions, information sharing and the dissemination of best practices in a given European country or geographic area, which can also be managed in the local language. LEGs should facilitate EMWA and its members to contribute to important country-specific conversations around medical writing in a given country. LEGs are open to all EMWA members. LEGs constitute the platform for local EMWA members to share their country-specific expertise, discuss local [needs and improve](#) the attractiveness of EMWA to soon-to-be medical writers.

Any EMWA member may propose and initiate a new LEG in a country where one is not already established. If a local association of medical writers already exists in that country, a separate LEG cannot be established. If you are a member of a local association, ask your committee or contact the EMWA Treasurer to find out about other EMWA benefits available to you.

A proposal for a new LEG should be sent to EMWA Head Office (HO; email: secretariat@emwa.org), which will forward the request to EMWA's Executive Committee (EC) for review and approval. The proposal should describe the planned LEG, including its objective, potential contribution, and planned activities.

Each LEG will be made up of core members and supporting members. Core members will oversee and execute LEG's activities and maintain contact with EMWA EC and HO. Core members are also responsible for preparing, reviewing, and approving plans and strategies and all budget-related issues in English (to be shared with EMWA). LEGs should provide EC reports of their activities once a year (in English). Supporting members propose and contribute to LEG's activities.

Should a proposal for a new LEG be accepted by the EMWA Executive Committee (EC) the following list can be used to set up the group.

1. In general, the EMWA President-Elect is the EC liaison for all LEGs. In case of any questions, please get in touch with him/her directly (president-elect@emwa.org).
2. Each LEG will select up to 5 core members (including the LEG Chair, LEG Treasurer, LEG Secretary and 2 LEG advisors). There is no limit to the number of supporting members a LEG can have. For the local November conference hub and other face-to-face meetings, up to two LEG members organising and attending the meeting are eligible for reimbursement according to the EMWA reimbursement policy.
3. Budgets are set to run within the calendar year, from 01 Jan to 31 Dec (pro rata budget within the first year the LEG is established). They are shared at each Annual Meeting.
4. LEGs are eligible for a budget determined by the Treasurer and the EC each year when the LEG constitution is approved. The use of the budgeted funds is at the discretion of the LEG and no prior approval from the EMWA EC Treasurer is required. Any request for reimbursement of expenditures above and beyond the budget needs prior approval from the EMWA EC Treasurer. For ongoing budget details and cost codes, all contact should be forwarded to: secretariat@emwa.org, with the EMWA EC **Treasurer**, copied into all correspondence at: treasurer@emwa.org.
5. Each LEG will have its own individual EMWA email address (example: *country-LEGat-emwa-dot-org*) which can be requested by contacting HO at: secretariat@emwa.org.
6. The LEG is eligible for an individual LEG webpage on the EMWA website. LEG Chairs are invited to get in contact with the Web Manager (webmanager@emwa.org) for further details.
7. A logo for the LEG can be requested by contacting the Creative Team at creativeteam@emwa.onmicrosoft.com.
8. This logo can be used for the LEG's internal and external communications.
9. Once the LEG is established, it will be announced via EMWA's Newsletter and on social media platforms (LinkedIn). Further details can be requested from the Public Relations Officer (pr@emwa.org).
10. EMWA has set up closed LinkedIn groups for all LEGs. A new LEG can request one by contacting the Public Relations Officer. It is recommended that the LEG appoint a core member to manage its LinkedIn group (if required).
11. LEGs may organise a maximum of 2 face-to-face local meet-ups a year (one of which should be the November EMWA conference regional hub). The organisation of these meetings, including



room booking, coffee breaks or lunch bookings, and any sponsor opportunities, may be dealt with by the LEG Core members. These may require attending EMWA members to contribute to expenses. Registration and invoices will be managed by HO.

12. LEGs can implement year-long virtual round table discussions via Zoom in a Meet & Share format (open to EMWA members only).
13. LEGs are given access to EMWA's professional Zoom account to schedule LEG Zoom meetings as well as Meet & Share sessions. This information is available from HO (secretariat@emwa.org). The LEG may also request HO to help with setting up and running Zoom meetings.
14. The LEGs are encouraged to contribute to different EMWA activities such as:
 1. the *Medical Writing* EMWA journal; contact Journal Editor at editor@emwa.org.
 2. promoting the role of MWs locally; contact the Ambassador Program at secretariat@emwa.org