Guidelines for ECNP Networks

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1. BACKGROUND

Networks are the scientific multidisciplinary pan-European platforms for research collaboration in the ECNP community. The aim of the ECNP Networks, which consist of ECNP professionals, is to create and foster European research networks that can serve as platforms for:

- Consortia that can successfully compete for European and other funding.
- Collecting relevant clinical, psychometric and biological data in and across brain disorders.
- Identifying common standards for personalised medicine.
- Expertise and advocacy in brain health.
- Collaborations with and consultancy by regulatory parties and industry.
- Educational, scientific and strategic input for ECNP.
- Further enhancing the translational character of ECNP.

The ECNP Networks form a matrix of transnosological and disease-oriented networks together with the Thematic Working Groups (TWGs). In response to the ongoing developments in brain research and the changing nature of the European and international research funding landscape, the ECNP Networks Board instituted the ECNP Thematic Working Groups (TWGs). TWGs cover (transnosological) themes that cannot be covered by existing ECNP Networks and are designed to flexibly support novel and targeted collaboration across existing ECNP Networks by gathering and creating groups of experts in translational neuroscience to rapidly respond to a call, establish a certain technology or launch a promising initiative. Guidelines of the TWGs can be found here.

The Networks disseminate their research findings via existing ECNP activities and publications (preferably in *European Neuropsychopharmacology* or *Neuroscience applied*).

Each ECNP Network is led by a Chair and a Co-chair. Chairs and Co-chairs of Networks and TWGs form the Networks and TWGs Taskforce, which reports to the Networks Board and meets twice a year. The Networks Board guides the ECNP Networks & TWGs. See here for more information. A Network should proceed in line with ECNP's code of conduct.

2. CONTACT POINT

The ECNP Office is the main initial contact point for the ECNP Networks. You can contact us via e-mail: ecnp-networks@ecnp.eu. See here for FAQs about the Networks (i.e. joining a Network, open calls).

3. BECOMING A NETWORK MEMBER

For more information on the requirements of the applicant and the procedure of the application, see "Join" under FAQ here.

4. APPLICATION NEW NETWORK

Before preparing your application, please visit the ECNP website to discover more about our current Networks and Thematic Working Groups (TWGs). Note that new initiatives typically commence as a TWG. We strongly encourage submitting applications for a TWG, which is evaluated annually and has a maximum duration of three years. Following this period, the Networks Board will conduct a comprehensive final assessment to determine the next course of action for the TWG. Options include concluding the TWG, seeking renewal for an additional year, or potentially transitioning into a formal ECNP Network. Find the TWG application guidelines here under FAQ and "Create".

4.1 General requirements of the proposed Network and its members

- By applying for a new Network, it is understood that proposed members of the Network are already members of ECNP, or they will become ECNP members within 4 weeks after the approval of the proposal. To apply for ECNP membership, click here.

- Proposed members are recognised as current or upcoming European leaders in the relevant domain of basic, translational and/or clinical neuroscience and have been involved in successful collaborations with other centres.
- Networks are based on successful European research or clinical centres with a considerable track-record in research and in obtaining external funding within translational neuroscience.
- The Network has a Chair and Co-Chair, who represent the Network and communicate with ECNP (see section 5.1).
- Chair and Co-Chair will become members of the ECNP Network Taskforce (see section 5.1).
- Networks need to carefully plan their organisational structure and engage in discussions with the Networks Board (also see Section 5.2 for further guidance). Past experiences have demonstrated that maintaining a streamlined core group comprising approximately 20 individuals proves to be a highly efficient and financially sustainable approach within the annual budgetary framework.
- The network is urged to explore diverse structural configurations in collaboration with the Networks Board, including the incorporation of distinct groups or shells, such as senior advisers or industry contacts. It is important to note that, without prior board approval, only members of the core group will be eligible for reimbursement. Open communication and coordination with the Networks Board are crucial in ensuring an effective and adaptable organisational setup.
- Proposed members from outside Europe* can be accepted in the Network if their expertise, lab resources or data are deemed necessary for the aims of the Network (e.g. preparing a grant application). *Europe being the 46 countries of the [Council of Europe](#) plus Israel.
- When evaluating the proposal, the Networks Board will also take the composition of the Network into account (i.e., geographical distribution, gender balance, career stages and scientific complementarity). See section 4.2 for other details.

4.2 Requirements of the application
The application (max 4 pages) must include the following:
1. A description of the main goals and aims of the Network and a clear documentation how the initiative is distinct from other existing ECNP networks. It should also explain how it can strengthen the overall goals of the ECNP Networks initiative and meets unmet needs.
2. A list of the proposed (European) centres and the name of the main scientist of the centre that is proposed as member of the Network (see point 6 for other details).
3. Clear plan of the actions to be taken by the Network (i.e., agenda, time schedule, flow chart).
4. A provisional budget (see section 7.1).
5. Consent to include both the name of the ECNP Network and the representatives of the collaborative centres as authors in any manuscript related to the work accomplished by the Network.
6. Applicant(s) must make sure to balance the _composition of the Network_, not only in terms of scientific expertise, but also of gender, career stage and geography. The Network should aim to have:
   - ✓ A gender ratio of about one to one.
   - ✓ An optimal balance between senior and mid-career members.
   - ✓ An optimal geographical spread, by having members from at least seven different European countries in the core group
   - ✓ An optimal total number of members, that can fit into the overall yearly budget. See 5.2.

4.3 Assessment of the application
The initial application is assessed by the Networks Board in stage 1 and may be subject to requests of changes, updates and additional information in stage 2. The application assessment follows this order:

- The proposal is sent to the ECNP Office (ecnp-networks@ecnp.eu) to the attention of the ECNP Networks Board.
- The ECNP Networks Board will evaluate the proposal and consult the ECNP Executive Committee Officers (stage 1).
- The Board can request the applicants to submit a revision of their proposal (stage 2).

- In stage 2, the applicant will be asked to present the proposal during a Taskforce meeting. The content and aim of this presentation might differ, depending on timing of the Taskforce meeting (pre-approval or post-approval). The applicant will be guided by the Networks Board. The Taskforce meetings take place twice a year in February/March and during the ECNP Congress.
- The ECNP Networks Board makes a final decision about funding and the applicants receive the decision from the ECNP Office.
- Failed applications can be revised and resubmitted after two years.

5. ORGANISATION

5.1 Chair and Co-Chair of the Network

A transparent and democratic procedure for the election and discharge of chairs is followed with support of the ECNP Office. Chairs and Co-chairs of Networks in principle serve a three-year period but can be re-elected. Chairs can be elected twice and serve a max. of two terms. The co-chair can also serve two terms and additionally be elected to chair and serve a total of max. three terms. If requested by the Network/TWG, more terms may be possible but need explicit approval by the Networks board. The work of the Chair and Co-chairs is seen as voluntary work.

Requirements of Chair/Co-chair are the following:

- Steer the Network.
- Be the contact persons between the Network and the ECNP Networks Board/ECNP Office.
- Be an ECNP member.
- Attend Taskforce Meetings and the Core Network meetings.
- Make sure the Network follows the aims and objectives and send in the annual report to the ECNP Networks Board and ECNP Office in request before Taskforce meetings.
- Request approval from the board 6 weeks prior to use (part) of the Networks annual budget. See 7.1.
- Assess the new applications to join their Networks, following the guidelines for membership.
- Periodically evaluate the involvement and commitment of each member within the Network.

5.2 Internal organisation of the Network (core and shell groups)

A *core group* of max. 20 members should be identified by the Chairs. The main activities of the Network throughout the year are discussed by the core group. Other members, who cannot guarantee a constant contribution to the Network (or for any reason want to be in the Network but not in the core group), but provide necessary expertise, can be part of the shell group. The shell group is usually not eligible for any reimbursement unless specific reasons are provided by the Network Chair and approved by the Networks board. Individuals shall sit on no more than three Networks/TWGs. Network members should be ECNP members, or at least be stimulated to become ECNP members.

5.3 Inactive members

All core members are expected to be active and contribute to the Network activities. The Chairs should inform the Board about any member who they consider not active (e.g. not replying to emails, not joining meetings, etc.). This member should be invited by the Chairs to discuss the reason for inactivity, how he/she wants to continue in contributing to the Network and if a replacement from his/her institute and/or company might be appointed. A deadline to give a reply should be indicated. A member can be requested to end their Network membership. The Board can function as a consultant in the procedure.

5.4 Temporary Network seats for Early Career Academy members

ECSs can engage with the Networks through the Early Career Academy (ECA). Each year, ECA members can apply for a seat, with a tenure lasting two years. To ensure a diverse and dynamic representation, there is a maximum of two ECA seats available per Network/TWG. These seats belong to the core group.

For each upcoming year, Networks/TWGs can indicate if they are interested in accepting an ECA member into their Network/TWG. ECA members can apply for one of the open positions, providing 1) a short motivation and interest (affinity with the subject) and 2) shown publication track record in the field associated with the

Network/TWG's focus of interest. The chair and co-chair of each Network/TWG will review and discuss the applications with the Network members to make a final decision on whether to accept or reject the temporary membership.

6. DELIVERABLES
ECNP regularly and carefully evaluates the progress and state of the Networks to ensure that the Networks are active and their activities are in accordance with good governance and the accounting principles of a non-profit organisation. Evaluations are based on the annual reports and deliverables of the Networks and on the meetings between the Networks Chair/Co-chair with the Networks Board. Deliverables required from the Network include, among others:

- List of Network members that is published on the ECNP website, including member name and affiliation. Whenever changes in memberships occur, the ECNP Office needs to be promptly informed.
- Annual report on general achievements of the Network, including activities of the current year (e.g. funded projects, submitted proposals, publications), activities planned for the next year, dissemination activities within and outside ECNP, possible "special projects" items in the budget for the next year. The ECNP Office provides a template to prepare the report. A selection of topics made by the board are discussed during the Taskforce Meeting in February/March (see section 7.2).
- Update on achievements of Network members regarding the main goals and objectives of the Network.
- Notes and minutes of Network meetings to be sent to the ECNP Office within four weeks after the meeting/call. These should include a list of attendees.
- List of planned, submitted or funded projects through European Programmes or other funding agencies.
- List of publications from the Network, specifying those acknowledging the ECNP Networks support.
- Network attendance and activities at symposia, public domain etc.
- Activities with other ECNP Networks or Thematic Working Groups (TWGs).

The deliverables will be posted on the ECNP website. To provide transparency and justify the support, Networks are yearly evaluated by the Networks Board and the evaluation is reported yearly to the ECNP Executive Committee (EC). See section 8 for the evaluation criteria.

7. FINANCE
7.1 Annual Budget
The applicant and members of the ECNP Network must agree with the following statements:
- Networks are financially supported by ECNP, initially for a three-year duration, after which the Networks Board will decide if ECNP will continue to support the Network. If the extension is approved, the Network continues to receive support and is yearly evaluated by the Networks Board.
- The maximum total budget for all the activities of the Network is **EUR 15,000 per year**. Funding can be renewed for the next year if: 1) Network progresses and plans receive approval by the Networks Board; 2) if the overall budget allows it.
- After evaluation and approval by the Networks Board, new additional activities can be included in the Network budget.
- All Network members must agree with and follow the ECNP reimbursement and support policy (see section 7.2 and 7.3).
- The Network Chair and Co-chair require approval from the Network Board on the activities for which they need funding from their annual budget. At least 6 weeks before an activity takes place a request to spent money should be send to the ECNP Office (ecnp-networks@ecnp.eu). The request will be discussed with the Board during their two-weekly calls and the chairs will be informed of the outcome. The request must be approved by the Networks Board before any activities can take place. Without approval of the activity and finance, the Network cannot claim any cost.
- The chairs are responsible for the administration of the costs of the Network according to the ECNP reimbursement policy. Financial arrangements are simple and allow flexibility for the Networks on the one

hand, and function as a clear modus operandi for the ECNP Office (with required accountability) on the other hand. ECNP has a clear obligation to develop processes that are fair, transparent and auditable.

- As the maximum total budget for all the activities of the Network is EUR 15,000 per year, the unspent budget of the Network returns back to ECNP at the end of the same year and cannot be cumulated with the budget of the following years.
- If the Network ends at any time, the budget amount not spent remains with ECNP.
- All documents to process the reimbursements need to be received by the ECNP Office as soon as possible after costs have been made. Any remaining costs should be declared at the latest before 15 January of the year following the work done. Any claim after this date will not be granted.

The following items are part of the Network budget of EUR 15,000 per year:
- Evaluation Network meetings (if applicable)
- Taskforce Meetings
- Stand-alone meetings
- Special projects

The following items are NOT part of the Network budget and are NOT eligible for (secretariat) reimbursement:
- Support for research activities of the Networks
- Implementation of a research protocol, recruiting patients, generating or analysing data, recruiting new centres, etc..
- Communication between chairs and the ECNP Office

7.2 Network Meetings and reimbursement policy

What?	Why?	Who?	When?
Evaluation Network Meetings	Upon invitation of the Board, Chair/co-Chair will meet with the Board to discuss the Network's progress, activities and challenges.	Network Chair/co-Chair Networks Board	Upon invitation: during the annual ECNP Congress
Taskforce Meetings	In these meetings, the Networks Taskforce discusses overall topics and gets updates on the activities of the different Networks and TWGs.	Networks Taskforce: Chairs and Co-Chairs of Networks Chairs of TWGs Networks Board Proposers of new Networks/TWGs	Biannually: the first usually in The Netherlands in February-March; the second during the annual ECNP Congress
Stand-alone Meetings	These meetings are organised by the Network for their members to discuss progress and aims and prepare applications and deliverables.	Network Chair/co-Chair Network members Other invitees (see below)	Any time

Costs for meeting organisation that can be claimed in the Network budget are:

- Room rental, catering and AV equipment - at the lowest cost possible.
- Travel and accommodation of participants according to the following policy.

Reimbursements policy for travels:

- **Only core Network members that are also ECNP members at the time of the meeting can request reimbursement for their travel**. For information regarding ECNP membership, click here.
- All travel reimbursements must be claimed within four weeks after the meeting.

- In your MyECNP portal you will find the online reimbursement form to be used for travel costs to stand-alone meetings, taskforce meetings and additional costs such as room rental and AV equipment.
- Free registration at annual ECNP Congress, only applicable for the chair and co-chair either representing the Network during the Taskforce Meeting and attending the stand-alone meeting of the Network at the time of the Congress.
- Reimbursement of one night at a hotel with a maximum of EUR 160 if attending a taskforce or stand-alone meeting.
- ECNP encourages all network members to travel by train as one of the most environmentally friendly modes of transportation. Only public transportation costs (by bus, train, plane or a combination of these) from your home to the meeting venue are reimbursed. The following conditions apply:
    o There is a maximum fixed amount of EUR 350 for travel within Europe and EUR 1,100 for travel from outside Europe;
    o The booking is done as early as possible;
    o These costs cannot be claimed elsewhere.

Costs to travel by car (petrol, parking etc.), taxi costs and meals will not be reimbursed.

- Reimbursement for hotel and travel to attend Taskforce meeting are applicable only for the chair and co-chair representing the Network during the meeting.

<u>Other rules for stand-alone meetings</u>

1. The total available budget for the meeting (to cover the total costs of room rental, catering, equipment, travel and accommodation of participants) is calculated by ECNP on the base of the **number of** expected participants who are also ECNP members, using this formula: EUR 600 x N (N= expected attending ECNP members).
2. The above formula does NOT imply that there is a maximum budget for travel expenses per person (e.g. EUR 600). Each participant is reimbursed on the base of the travel policy and if the total budget allows.
3. Stand-alone meetings are for Network members. Only core Network members that are also ECNP members at the time of the meeting can request reimbursement for their travel. However, two exceptions apply:
    a. If the topic of the meeting requires invitation of special experts, their travel costs can be reimbursed by exception upon request by the Network Chair.
    b. Inclusion of early career scientists (ECSs) to the stand-alone meeting. Up to a maximum of 5,000EU of the annual budget can be used for the reimbursement of ECSs. Definition of ECSs follows the criteria for [ECNP membership](#).
   For both exceptions, a formal request to invite and reimburse must be submitted to the Networks board via the ECNP Office for approval, at least six weeks before the meeting. The general travel policy applies. Individuals requesting reimbursement need to have a myECNP account in order to access the reimbursement form.
4. Agenda and minutes must be sent to the ECNP Office within four weeks after the meeting. No reimbursements can be administered until minutes are received.
5. A member of the Network, who cannot join a stand-alone meeting, cannot transfer the right of reimbursement to another person.

7.3 Other reimbursement costs

Special projects aim to further promote the activities of the Network and TWG. Special projects will be part of the Network budget and must have been approved by the Networks Board. TWGs can also obtain reimbursement for special projects upon Networks Board approval.

The following items are eligible as special projects for the Network budget:
1. Data entry
2. Secretarial support
3. Open access publications fees
4. Special travel of the Chair or Co-Chair (to external meetings relevant for the network, see below)
5. Working dinners
6. Invitations of Special Experts to a stand-alone meeting
7. Other projects

The reimbursement request of any cost connected to the activities for special projects needs to contain:
- Time sheets with a description of the activities performed by any person involved in the project
- Estimate of hourly rate
- Invoices

All the invoices need to be addressed to:
ECNP
Daltonlaan 400
3584 BK Utrecht, The Netherlands
VAT Nr: NL VAT: NL823523974B01

All documents need to be received by the ECNP Office as soon as possible after costs have been made, but the latest before 15 January of the year following the work done.

7.3.1 - Data Entry
The data entry project must be central to the Network activities and involve collaboration across the different members of Networks (or also across different Networks). Side projects of a single group cannot be approved. The request of support for data entry must provide the following information:
- A short description of the project.
- A list of the activities to perform.
- An estimate of the hours of work.
- An estimate of the hourly rate.

To be eligible for reimbursement, the activities of data entry must be connected to the Network activities and must not include non-eligible activities such as the implementation of a research protocol, recruiting patients, generating or analysing data, recruiting new centres, etc. (see above for the others). Generation or analyses of data are not eligible for reimbursement.

7.3.2 - Secretarial support
Networks can use a secretary to manage their administration activities. The Network can use their budget to financially support the secretary. The request for secretarial support in the budget must provide the following information:
- A list of the activities to perform.
- An estimate of the hours of work.
- An estimate of the hourly rate (no obligation for salary slips).

An invoice must be sent to ECNP from the institute which staff has supported the secretarial activity (including timesheet, activities and hourly rate). The total maximum reimbursable secretariat support amount per year cannot exceed EUR 3,000. Secretarial activities eligible for reimbursement are:
- ✓ Organisation of stand-alone Meetings (for example, time spent to reserve hotel and venue, agenda and minutes preparation).
- ✓ Organisation of webinars.
- ✓ Mailing and other communication between Network members.
- ✓ Organisation of conference calls.
- ✓ Preparation of the annual report of activities (duty shared with the Chairs).
- ✓ Preparation of the invoices and documentation for reimbursement of the Network activities using their budget.

✓ Give input and content on a regular basis for the Network's page at the ECNP website.
Any secretarial activity not related to the above work for Networks is not eligible for reimbursement.

7.3.3 - (Open access) publications fees

ECNP promotes publications. When applicable, ECNP urges all the Networks and TWGs members to always acknowledge ECNP in their publications in the acknowledgement section. To further sustain and promote the activities of its Networks, ECNP will periodically announce the publications of these articles (when ECNP and the Networks appear in the acknowledgments) to its community via website, social media, mailing and other communication channels. Reimbursement for two open access publications fees can be requested and costs are part of the yearly budget of the Network. If the Network plans to use their budget for more than two open access publication fees, specific approval from the Network Board is needed.

The invoice receival date determines which annual budget is used (i.e. invoice receival date is in 2022, then the 2022 budget is used).

The support for the costs for the open access publications is allowed if the following criteria are met:
1. The Chair of the Network/TWG must communicate to the ECNP Office before the submission of the publication to the journal: title of the publication, list of authors and name of the journal, and the request of the reimbursement.
2. ECNP and the name of the ECNP Network/TWG appear in the acknowledgment of the publication.
3. ECNP encourages the submission of articles to *European Neuropsychopharmacology or Neuroscience applied. If the publication is in a* scientific (non-ECNP) journal it has to be a journal with an SJR score not lower than 1.5 in the last 2 years.

By asking and accepting the reimbursement, all the authors of the publication agree that ECNP announces via its website, social media, mailing and other communication channels that: 1) the article has been published; 2) the article is open-access; 3) the ECNP Network has been acknowledged by the authors of the publication.

7.3.4 - Special travel of the Chair (or Co-Chair)

ECNP can cover one special travel per Chair/Co-Chair per year, to attend a meeting *not organised by ECNP*, if the following criteria are met:
1. The Chair (or the Co-Chair) attends the meeting. No other representatives can request the reimbursement.
2. The Chair of the Network/TWG must communicate to the ECNP Office: name of the meeting, date, location and reasons to attend (at least 4 weeks before the meeting).
3. The attendance to the meeting must be fundamental for the aims and objectives of the Network/TWG and help to promote their activities or results in a submission of an EU research call.
4. If the Chair is presenting, the ECNP Network/TWG logo must appear in the acknowledgment of the presentation.

Request of reimbursement for special travel has to be approved by the board following the usual procedure of requesting funds from the budget. Reimbursement for special travels follows the ECNP travel policy for Networks and TWGs.

7.3.5 - Special experts

Only core Network members being also ECNP members can request reimbursement for their travel to attend the stand-alone meetings. However, ECNP can cover by exception the travel costs for special experts to attend a stand-alone meeting organised by the ECNP Network, if the following criteria are met:
1. The attendance of this special expert must be fundamental for the aims and objectives of the Network/TWG meeting.
2. The Chair of the Network/TWG must communicate to the ECNP Office (at least 4 weeks before the meeting): name of the special expert, date and location of the meeting, and reasons for the special expert to attend.
3. Request of reimbursement for the travel costs of the special expert has to be approved by the Board. The ECNP Office must communicate to the Network Chair the approval for the reimbursement of the travel for the special expert.

Reimbursement for the travel of the special expert follows the ECNP travel policy for Networks and TWGs.

7.3.6 - Working dinners

Networks can organise a working dinner right after or the evening preceding the stand-alone meeting. The total available budget is EUR 55, including the tip of max 5%, for ECNP members attending the dinner. This cost is not included in the budget of the stand-alone meeting. Invited experts present at the meeting can also be reimbursed for dinner costs. The reimbursement can be requested if the following criteria are met:
1. The working dinner is right after or the evening preceding the stand-alone meeting and does not have conflicts with other ECNP events (e.g. ECNP faculty reception during the Congress).
2. The working dinner is on the agenda with items to discuss.
3. The minutes of the stand-alone meeting includes the working dinner. Names of the people attending the working dinner must be reported.

7.3.7 - Use of the budget for other projects

ECNP and the ECNP Networks Board are open to be flexible in using the Network budget for other activities not listed above, but the Chairs must contact the ECNP Office in advance to know if the project is eligible and the reimbursement will be granted.

7.4 Extra activities on top of the yearly budget

7.4.1 Grant proposal preparation

As obtaining EU funding is one of the main objectives of the Networks, ECNP offers to financially support up to EUR 5,000 to hire a specialised agency to help put together the proposal. If the application is successful, this amount must be returned to ECNP. This is not part of the budget of EUR 15,000 of the Network/TWG. After approval has been received from the board and the application has been submitted, the ECNP Office needs to receive the invoice of the cost from the agency stating approval of chair that costs are correctly stated.

7.4.2 Network & TWG Educational activities

ECNP will support educational activities organised by the Networks (and TWGs). A Guideline for review and funding of Networks & TWGs Educational activities can be requested by e-mail to ecnp-networks@ecnp.eu.

8. EVALUATION

Networks are financially supported by ECNP, initially for a three-year duration, after which the Board will decide if ECNP will continue to support the Network. If the extension is approved, the Network continues to receive support and is yearly evaluated by the Networks Board.

To provide transparency and justify the support, yearly evaluations take place during the Taskforce Meetings and possible during a call between the Network and the Board. The points that will be evaluated by the Networks Board and reported yearly to the ECNP Executive Committee (EC) are:

Network theme
- ✓ Relevance of the theme for ECNP and translational neuroscience.
- ✓ Vision and strategy for the coming years, including an assessment of the funding landscape.

Composition of the Network in terms of:
- ✓ Academic standing
- ✓ Geographical diversity
- ✓ Participation of clinical and basic scientists
- ✓ Involvement of mid-career scientists
- ✓ Gender balance

Deliverables in relation to ECNP funding expenditure
- ✓ Projects funded by EU (and other funders)
- ✓ Submitted proposals
- ✓ List of publications acknowledging ECNP Networks support
- ✓ Symposia etc.

- ✓ Collaborative projects within the Network and TWGs

If ECNP Networks guidelines and procedures were followed accurately and timely with respect to:
- ✓ Elections of Chair and Co-chair.
- ✓ Applications to become a member of the Network.
- ✓ Annual report and request for budget.
- ✓ Reimbursement procedures, including the financial report for special projects.
- ✓ Preparation and deliverables of stand-alone Network Meetings.
- ✓ Attendance of one of the chairs at the annual Networks Taskforce Meeting.

After assessment of the above and discussion with the Network's Chair and Co-chair, the Networks Board will advise the EC to:
- ✓ Continue the support of the Network for the next year.
- ✓ Continue the support of the Network, but with specific action points that need to be addressed within the next year.
- ✓ No longer support the Network. In this case, Networks can reapply to again become an ECNP Network after structural changes have been made.