

## **NFOG Fund**

### **Special Enactment I to the articles of NFOG**

#### **§ 1**

The NFOG Fund is founded by NFOG.

The NFOG Fund is located in Denmark.

The NFOG Fund is represented by the NFOG President and the NFOG Treasurer, who can also jointly sign for the NFOG Fund. The Treasurer of NFOG handles the daily administration of the NFOG Fund.

#### **§ 2**

The purpose of the NFOG Fund is to support further development of professional skills, research, and clinical and scientific collaboration in the fields of obstetrics and gynecology. The support is given to purposes that are not covered by general working agreements, and as stated in §7.

#### **§ 3**

The NFOG Fund's trust fund at establishment is 2.062.867 DKK. Sixty-six (66)% of the annual surplus, if any, of NFOG will be transferred to the NFOG Fund. Before each bi-annual general assembly, the NFOG Board decides whether there is financial room for transferring further means to the NFOG Fund. If that is the case it must be put up for approval by the General Assembly. Each year an amount not exceeding the annual interests of the trust fund plus the average transferral from NFOG in the four preceding years can be donated.

For the first four years (2011-2014) the grants cannot exceed the annual interests of the trust fund plus the surplus donation from NFOG in the preceding year.

#### **§ 4**

The means of the NFOG Fund is placed according to the rules of Danish legislation, and by guidelines set by the NFOG Board.

The means and donations of the NFOG Fund are posted as a separate paragraph in the annual reports/accounts of NFOG.

#### **§ 5**

The voting members of NFOG Board are the Board of the NFOG Fund, hereafter named the NFOG Board. The applications are evaluated by the NFOG Scientific Committee who makes a written nomination for approval by the NFOG Board.

#### **§ 6**

Before dealing with any application in the NFOG Scientific Committee as well as in the NFOG Board, it must be clarified if anyone and if so whom is disqualified for handling and approving an application; If this is the case, the disqualified members do not participate in dealing with the application in question.

A member is disqualified for handling an application if:

- 1: he/she is the applicant
- 2: he/she is supervisor for the applicant
- 3: he/she has a close personal or scientific relationship with the applicant
- 4: he/she feels it inappropriate to handle the application

A member of the NFOG Scientific Committee or of the NFOG Board is not disqualified just because the application is coming from his/her own clinic or department.

### **§ 7.1**

Members of NFOG who are specialists in obstetrics and gynecology or trainees who have completed two years of specialist training are entitled to apply for grants for the following main fields within obstetrics and gynecology. Members of the NFOG Board and of the NFOG Scientific Committee can apply on the same conditions as all other members of NFOG:

- 1: Clinical or scientific visits outside country of residence with the purpose of improving skills and/or developing and sharing expertise
- 2: Voluntary or project work in developing countries
- 3: Courses outside country of residence
- 4: Collaborative work regarding clinical or scientific topics or projects between members of the national societies in NFOG
- 5: Each national society can yearly apply for the coverage of expenses to bring one lecturer from another Nordic country to speak at the society's annual meeting

In case that the applications exceed the funding, applications regarding activities within the Nordic countries will have the highest priority.

Applicants' motivations and reasons for applying are considered at the handling of applications.

Grants will not be given for:

- Congresses, symposia's, pre and post congress courses
- Courses arranged by NFOG
- In-service training of other professions than gynaecologists/obstetricians

The grants will cover:

- Course fee
- Traveling expenses: Public transport, air fare on economy class, only one return ticket
- Modest accommodation (Hotel according to the rules set by the Danish Finance Ministry. For longer visits hotels are not accepted)
  
- Salary or daily allowance shall not be covered

Except from point 5, only expenses of NFOG members will be covered by the grants.

**§ 7.2:** The NFOG Board decides, following nomination from the NFOG Scientific Committee, who should receive granted support. The amount of the granted support should take the prioritized main fields and the annual payments of the NFOG Fund into consideration.

**§ 7.3:** Application dates are March 1<sup>st</sup> and October 1<sup>st</sup>. The NFOG Scientific Committee is responsible for the announcement of the application dates and of criteria's and conditions for application.

Applicants will be notified within two months of the application dates.

Application must include:

- Applicant's motivations and reasons for applying
- Short Curriculum Vitae (no more than two pages)
- Detailed budget
- Copy of course announcement or short description of project
- Letter of recommendation from head of department, including comment in relation to the budget of the

clinic

- In case of clinical visit or voluntary work: acceptance letter from head of department at the clinic where the visit is to take place or the organization who is responsible for the program
- Information on whether or not the applicant has applied for or received other grants for the same purpose, and how much

**§ 7.4:** No more than half of the year's grants of the NFOG Fund will be awarded at each application round.

**§ 7.5:** Only future activities will be considered for support. Retrospective applications will not be taken into consideration.

**§ 7.6:** A short written report to the NFOG Board must be send to the NFOG Treasurer within 3 months after the activity. The report will be published on the Website.

**§ 7.7:** Expenses will be refunded, when the NFOG Treasurer receives documentation of expenses and the written report.

## **§ 8**

The NFOG Fund has the calendar year as financial year. Annual accounts are worked out by an authorized auditor as part of the accounts of NFOG, are signed by the Board members and presented for orientation at the bi-annual General Assembly of NFOG.

## **§ 9**

The NFOG Scientific Committee presents oral and written report for approval at the General Assembly of NFOG.

## **§ 10**

Changing of the Statutes of the NFOG Fund and decision about the closure of the NFOG Fund are made by the General Assembly of NFOG according to the existing rules for changing statutes of NFOG. In case of closure, the remaining means of the NFOG Fund must be granted according to the rules as stated in §7.

*Thus adopted as final proposa,l presented and approved at the General Assembly of NFOG Copenhagen 2010.*