

SPECIAL INTEREST GROUPS (SIG)

The Association for Dental Education in Europe
guidance on the creation and management of
Special Interest Groups including the
responsibilities of the SIG Chair



Association for Dental Education in Europe



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About ADEE

The Association for Dental Education in Europe (ADEE) was founded in 1975 as an independent European organisation representing academic dentistry and the community of dental educators. Since then, ADEE has played an important role by enhancing the quality of education, advancing the professional development of dental educators and supporting research in education and training of oral health personnel.

ADEE brings together a broad-based membership across Europe comprised of dental schools, specialist societies and national associations concerned with dental education. ADEE is committed to the advancement of the highest level of health care for all people of Europe through its mission statements:

- To promote the advancement and foster convergence towards high standards of dental education
- To promote and help to co-ordinate peer review and quality assurance in dental education and training
- To promote the development of assessment and examination methods
- To promote exchange of staff, students and programmes
- To disseminate knowledge and understanding on education
- To provide a European link with other bodies concerned with education, particularly dental education

ADEE members are European university dental schools, specialist societies or other national dental bodies concerned with or related to dental education.

This diverse and expansive membership base provides ADEE with direct access to specialists in all fields and levels of dental education from undergraduate training to lifelong learning and enables ADEE to become a central hub of excellence in dental education at a European level.

To enable optimal usage of the ADEE network and to better utilise the expertise and synergies between members, ADEE facilitates its work through the concept of Special Interest Groups.

Introduction

Special Interest Groups (SIGs) provide ADEE members and annual meeting delegates with a valuable opportunity to share and explore particular areas of focus and interest.

In recent years SIGs have evolved into a core element of the annual meeting and have grown in the number of SIGs presented and in the number of delegates in attendance at them.

This document serves to provide guidance to those who currently chair or intent to chair an Association for Dental Education in Europe (ADEE) Special Interest Group. It outlines the key responsibilities and expectation of the SIG, the Chair and its membership.

Special Interest Groups Key Points of Note

The following are key points of note in relation to SIG activity:

- i. ADEE Special Interest Groups are created for a defined timeframe
- ii. ADEE SIG focuses on a particular area of interest to ADEE membership
- iii. Each SIG has a designated Chair or Chairs
- iv. SIGs are reviewed by the ADEE Executive Committee to ensure alignment of SIG activity with ADEE strategic priorities
- v. SIG activities need to be self-financing over the life of the SIG
- vi. SIGs are expected to meet at least once per annum at the annual meeting during their life span
- vii. SIG are expected to produce output that is aimed at European level activities and standards
- viii. SIGs are expected to publish their work in the European Journal of Dental Education and online at adee.org
- ix. The copyright of output from ADEE SIGs activity and resulting intellectual property is owned by ADEE unless expressly agreed with the SIG convener in advance. Thus, ADEE may disseminate the output, insert it in documents and position papers, or use it in any other manner in support of ADEE's aims and objectives.
- x. Annual reports of SIG activity is expected following the annual meeting and prior to the 30th November annually
- xi. SIG life span can be extended with agreement of the ADEE Executive

SIG Registration

All ADEE Special Interest Groups are formally proposed and registered through the ADEE Executive Committee and the ADEE Office. The Registration process must be completed six months in advance of the proposed first meeting of the SIG.

Using the ADEE **“Special Interest Groups (SIGs) Registration and Proposals”** form the Chair of the SIG provides the following information to the ADEE Executive:

- Proposed Title of Special Interest Group
- Aims and objectives of SIG
- Expected outcomes in year one
- Expected outcomes during life of SIG
- Name and contact details of SIG Chair(s)
- Expected membership and duration of SIG

See Appendix One for the registration form.

The purpose of the SIG registering process is to ensure SIG are aligned with ADEE strategic objectives and that Chairs understand their role and the role of the SIGs in disseminating their activities and outcomes to the membership and the dental community.

Completed registration forms are forwarded to the Executive via the ADEE administrator at administrator@adee.org

The ADEE Executive will communicate with SIGs via the designated Chair.

It is important when proposing a SIG that consideration is given to:

- How the proposed work of the SIG aligns with ADEE aims and objective
- Ensuring the membership is as inclusive as possible
- Devising aims and objectives that can be implemented at a European Level

The decision to approve or decline the creation of a Special Interest Group rests with the ADEE Executive. This decision is final and binding.

Responsibilities of the Chair(s) of SIG

In taking on the responsibility of Chair of a SIG an individual is agreeing that s\he will be the key contact between the Special Interest Group and the ADEE Executive Committee. It will be his\her responsibility to keep the Executive updated on progress of the SIG at regular intervals. The Chair is responsible for driving the work of the SIG towards the delivery of the agreed outputs and timeframes and ensuring costs are controlled and discussing in advance any possible financial issues with the ADEE Executives.

The Chair of the SIG acknowledges and understands that:

- i. Special Interest Groups are created with predetermined objectives and expected outcomes to be delivered within a predetermined timeframe (normally 3 years)
- ii. A summary of the SIG's objectives and expected outcomes will be published in the Newsletter/ website/ annual meeting Program for the membership and participants information and their possible registration in the SIG of interest
- iii. Communication from the SIG should be regular and proactive.
- iv. Membership of the SIG should be inclusive and wide ranging throughout the ADEE membership
- v. Any changes to Chairs, objectives, duration, etc within the SIG will be discussed in advance with the ADEE Executive
- vi. The SIG will be expected to present/publish its work and acknowledge the role of ADEE at all times
- vii. ADEE is a non-political, non-commercial organisation with a mission, constitution and bylaws that must be valued and upheld at all times by the SIG

Holding a SIG Meeting

SIG meetings normally take place during the ADEE annual meetings (usually late August).

Additional SIG meetings can be discussed and agreed with the ADEE Executive, however at all times these must be self-financing.

In holding a meeting the SIG Chair is responsible for:

- setting the agenda and programme timings
- making the agenda available to ADEE to publish in advance of the meeting on adee.org
- ensuring the work of the SIG is progressive year on year
- communicating outcomes promptly after the meeting

The ADEE Executive through the ADEE office will assist with formalising the programme and agenda, corporate branding and other logistical issues if requested by the SIG Chair.

For many delegates at the meeting SIG Chairs become the face of ADEE. SIG Chairs are reminded that in this capacity they are representing ADEE rather than their own University or Country and as such the priority of ADEE SIG activities should be on delivering ADEE objectives at European levels.

ADEE SIG Discussion forum

To assist SIGs progress their work between meetings ADEE provides an online discussion dedicated to each SIG if requested by the Chair. Such discussion fora are created as an open discussion platform with access being provided to all registered adee.org users unless otherwise requested by the SIG Chair.

The SIG Chair will be responsible for monitoring and moderating the SIG discussion forum and ensuring all discussion is inclusive and in line with the ethos of ADEE activities.

ADEE SIG webpages

Each SIG is provided with a dedicated webpage on www.adee.org While these pages are managed and updated by the ADEE office in Dublin it is the responsibility of the SIG Chair to provide information and content for this page. In addition the Chair is responsible for ensuring this page reflect the current activity of the SIG and is updated regularly (at least annually).

Assistance with SIG activity

Should you require assistance with the preparations for a meeting or have any concerns or queries with regards to the management of your SIG please contact administrator@adee.org in the first instance.

Appendix One: SIG Registration and Proposal Form



Special Interest Groups (SIGs) Registration and Proposals

ADEE is currently in the process of registering the existing SIGs and accepting proposals for new SIGs. The purpose of this activity is to highlight the role of the SIGs, disseminate their activities and outcomes and make their valuable results available to the membership and the dental community.

We would appreciate your assistance by please completing the following:

Part A: Registration of an existing SIG /Proposal to commence a SIG

Existing/Proposed title of SIG	
Aims and objectives of SIG	
SIG's Chair (s) name (s)	
SIG's Chair address	
SIG's Chair email (s)	
SIG's Chair (s)s preferred contact details	
Current/Proposed membership	
Proposed date of 2014 meeting	
Duration of SIG (starting and concluding dates)	

Outcomes achieved so far (for existing SIGs)	
Outcomes proposed for year 1 (for proposing SIGs)	
Outcomes to be achieved at the end of the SIG (for a proposed SIG)	
Ongoing registration of outcomes: Year 1	
Ongoing registration of outcomes: Year 2	
Ongoing registration of outcomes: Year 3	

Part B: Agreement between the ADEE Executive Committee and the SIGs Chair (s):

I _____ the undersigned existing / proposing SIG Chair agree and understand that in undertaking to continue /commence a Special Interest Group under the auspices of the Association for Dental Education in Europe I will:

1. Be the key contact between the Special Interest Group and the ADEE Executive Committee
2. Ensure the Executive is updated on progress of the SIG at regular 6 monthly intervals via communication with the central office in Dublin
3. Work towards the delivery of the agreed outputs and timeframes
4. Be the person responsible for ensuring SIG activity is delivered
5. Where relevant be responsible for ensuring costs are controlled; discuss possible financial issues with the ADEE Executives

Additionally I acknowledge that:

1. Special Interest Groups are created to address a specific topic/need. They have predetermined objectives and expected outcomes to be delivered, within an initial timeframe of 3 years.
2. After the 3 years have expired, and depending on the SIG's outcomes,
 - a. the SIG may be continued with the same or new objectives or in some instances
 - b. discontinued, if the objectives have been reached or could not be achieved .
3. A summary of the SIG's objectives and expected outcomes will be published in the Newsletter/ website/ annual meeting Program for the membership and participants information and their possible registration in the SIG of interest.

4. Communication from the SIG should be regular and proactive. Any problems arising, affecting the SIG's existence or activities should be communicated to the ADEE Executive and Administration.
5. Membership of the SIG should be inclusive and wide ranging throughout the ADEE membership
6. Membership will be communicated to the ADEE Executive annually, during / following the ADEE annual meeting
7. Any changes to Chairs, objectives, duration, etc within the SIG will be discussed with the ADEE Executive
8. SIGs take place during the ADEE annual meetings. Additional SIG meetings will be discussed and agreed with the ADEE Executive.
9. The SIG will be expected to present/publish its work and acknowledge the role of ADEE at all times
10. ADEE is a non political, non commercial organisation with a mission, constitution and bylaws that must be valued and upheld at all times by the SIG

SIG Chair (s) name (please type)	Signature	Date

Part C: Executive Review

Reviewed at Executive Meeting on
Executive Comments
Executive Recommendations
First Update due
SIG Reference No.
Signatures
Date
General Secretary
Chief Administrative Officer
Confirmation communicated



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