

Memorandum of Understanding and guidelines for collaboration

Between

The **Japanese Society of Pediatric Cardiology and Cardiac Surgery** (JSPCCS) with registered offices at Academy Center, 358-5 Yamabuki-cho, Shinjuku-ku, Tokyo 162-0801, Japan
and

The **Association for European Paediatric and Congenital Cardiology** (AEPC) with registered offices at Herestraat 49, 3000 Leuven, Belgium and postal address at 7, Rue François Versonnex, 1207 Geneva, Switzerland.

Purpose

JSPCCS and AEPC agree to continue and to develop the partnership regarding education, training and science in the understanding, treatment, and care of paediatric and congenital cardiac conditions to the benefit of members, colleagues and patients.

Areas for collaboration

- Annual Meetings:
 - One joint session at both the JSPCCS and the AEPC Annual Meeting with involvement of both JSPCCS and AEPC members
 - One abstract session at both the JSPCCS and the AEPC Annual Meetings entitled “*Young Investigators Award*”, which includes the mutual selection of the best abstracts for presentation at the next annual meeting of the other association
 - One meeting annually between the Councils of JSPCCS and AEPC with the purpose of expanding areas of collaboration, including research projects. The meeting will be held either during the AEPC Annual Meeting or as a virtual meeting
- Stimulate international exchange between young colleagues through the *Young Investigator Exchange Program (YIEP)*.

Procedures for each of these collaboration areas are defined below.

Procedures regarding joint sessions and exchange of speakers

The following terms and conditions apply:

1. Each invited speaker must be an active member of either society
2. JSPCCS and AEPC will each propose the topics of the session for their respective meeting, in which the invited speaker(s) will have their talk. The topics for the sessions should be decided latest 6 months prior to the relevant Annual Meeting.
3. The Council from the other society is then invited to nominate 2-3 candidate(s) to be the invited speaker(s), who can schedule and physically attend the relevant meeting.
4. Thereafter for JSPCCS Annual Meeting, the local president of the JSPCCS Annual Meeting will send the invitation to the speakers elected by the AEPC Council, and for the AEPC Annual Meeting, the local Chairperson will send the invitation to the invited speakers of JSPCCS elected by the JSPCCS council. The local JSPCCS president/ AEPC chairperson receive the response in 7 days whether the speakers can physically attend the relevant meeting. The local president/chairperson report to both AEPC and JSPCCS councils in case the local president/chairperson doesn't receive acceptance of invitation from the speakers.
5. Conditions for invited speakers:
 - a. Travel expenses & honorarium (total amount of compensation and honorarium) are fixed at USD \$3,000. In case of a virtual event, no honorarium is provided.
 - b. Accommodation - 4 nights of accommodation are provided by each society at each scientific meeting
 - c. Registration fee and the fee for the gala dinner are waived.
6. The local offices of AEPC and JSPCCS are responsible for all the speakers' conditions stated in item 5 in respective meeting (i.e. AEPC local office for AEPC meeting, JSPCCS local office for JSPCCS meeting).
7. The speaker shall be responsible for all necessary (travel) documents, including passport and visa, and robust internet access in case of a virtual event.

Procedures for the Young Investigators Award (YIA) session

1. It is the intent of both societies to award the best abstracts of young researchers by mutual consent.

2. The following terms and conditions apply:
 - a. Applicant should be a member AEPC or JSPCCS
 - b. Only applicants with the age under 40 are eligible
 - c. Abstracts for YIA should be submitted through the AEPC Annual Meeting online submission programme before the submission deadline
 - d. AEPC selects 3 finalists from AEPC and 3 finalists from JSPCCS. AEPC council notifies the names of 3 selected finalists to the JSPCCS Council before final decision and JSPCCS council verify their qualification as YIA finalists from JSPCCS.
 - e. All 3 YIA finalists of AEPC will receive 4 nights' accommodation provided by JSPCCS, and the 3 YIA finalists of JSPCCS will receive 4 nights' accommodation provided by AEPC. The AEPC waives registration fee and gala dinner fee for the finalists from both AEPC and JSPCCS at the AEPC Annual Meeting. The procedures for complimentary accommodation and gala dinner, waived registration fee, would be informed to the finalists from the AEPC PCO. All the finalists should attend the gala dinner.
 - f. One winner from AEPC and one winner from JSPCCS is selected following the YIA session during the AEPC Annual Meeting. Two to three members from each society will select the winners. In order to show the importance of high-quality research the Presidents of both associations should chair the YIA session.
 - g. The prize for the YIA winner award is EUR 1,000. The AEPC winner is paid by AEPC and the JSPCCS winner is paid by JSPCCS.
 - h. The AEPC YIA finalists are invited to the following Annual Meeting of JSPCCS to present their winning presentation.
3. AEPC verifies that 3 YIA finalists from AEPC will be able to present at the subsequent JSPCCS meeting (usually held in July), and provide their contact address to the JSPCCS local office. JSPCCS local waives registration fee and gala dinner fee for the 3 finalists from AEPC at the JSPCCS meeting, and provides 4 nights' accommodation. The procedures for complimentary accommodation and gala dinner, waived registration fee, would be informed to the finalists from local JSPCCS office. All the finalists should attend the gala dinner.
4. Young investigators shall be responsible for all necessary travel documents, including passport and visa, and robust internet connection in case of virtual meeting.

Procedures regarding the Young Investigator Exchange Program (YIEP)

1. It is the intention of both societies to exchange young researchers by mutual consent.
2. The following terms & conditions apply:
 - a. Applicants should be a member of either AEPC or JSPCCS
 - b. Only applicants with the age under 40 at application are eligible (for AEPC only junior members)
 - c. Stay for a minimum period of 4 weeks or longer
 - d. Up to 3 persons per year (for both societies) can take part in the YIEP
 - e. Applicant is required to be able to communicate with mentors in English
 - f. Recommendation letters both from Presidents of the society and working institutes are necessary for application.
3. Both societies should present up to 3 accepting institutes, their area of learning opportunities and their contact address to the President of the other society by every August 31
4. Each society scores submitted applications based on the applicant's area of interest, enthusiasm for research and communication skills, then determines the awardee. Each society send CV and recommendation letters to the other society by every September 30.
5. Exchange program is carried out between October 1st and next September 30. This can be rearranged based on the agreement of both applicant and accepting institute, in case of international affairs.
6. The institution that accepts the young investigator should recommend an accommodation e.g. a dormitory or resident housing, but does not pay the rent during the stay. The young investigator is responsible for all necessary travel documents and costs.
7. During the exchange the focus will be on clinical research and/or observation of in/outpatients.
8. Exchange researchers are required to write a report on their experience during the exchange program and send it to the council of each society within 6 weeks of returning home.

Conditions of the agreements

Both societies have full autonomy without any constraints imposed by either society in carrying out the agreement.

Any agreed projects, events and programmes shall not be exclusive i.e. neither party is restricted from opportunities for similar arrangements with other organisations towards the independent organisations' goals or the shared goals of this agreement.

Any collaborative ventures should be jointly acknowledged and promoted under the banner of the organizations' logos. Both parties agree to seek approval from the other for all promotional items bearing their name and/or logo before making them public.

The agreement comes into effect upon signature of this document by representatives of both societies. This agreement is valid for **2** years from the date of signature. The agreement is subject to revision by mutual agreement. Any revision will only be effective after mutual consultation, in order to avoid any possible inconvenience to either society.

The agreement may be terminated by one or both of the societies upon submission of a request for it's cancellation three months in advance of the end date. Cancellation will only be effective after mutual consultation, in order to avoid any possible inconvenience to either society.

For the Japanese Society of Pediatric Cardiology and Cardiac Surgery

Signature: 

Name: Hiroyuki Yamagishi, President, JSPCCS

Date: 1 December 2022

For the Association for European Paediatric and Congenital Cardiology (AEPC)

Signature: 

Name: Nico Blom, President, AEPC

Date: 25 October 2022