Y-GRAPPiANs
Young Group for Research and Assessment of Psoriasis and Psoriatic Arthritis

YOUNG-GRAPPA GOVERNANCE

Standard Operating Procedure

Selection, appointment, participation, review, and replacement of Young-GRAPPA subcommittee members

Document control	Details
Owner	Young-GRAPPA Chairmanship and Membership Subcommittee
Approval body	Young-GRAPPA Core Committee; GRAPPA approval where required
Review cycle	Every 3 years, or earlier if the Charter changes

1. Purpose and scope

This SOP establishes a transparent and equitable process for recruiting Young-GRAPPA members into subcommittee work. It applies to all Young-GRAPPA subcommittees and operates under the Young-GRAPPA Charter.

2. Position categories

Category	Purpose and status	Duration / committee cap
General subcommittee member	Contributes across the subcommittee portfolio, may lead/co-lead activities, attends regular meetings, and participates in subcommittee decisions.	Three-year term, renewable once through a documented review or open call. Included in the maximum of seven standing members, including the Chair/Leader.

A project-specific member may later apply for a general vacancy through the same competitive process as other applicants. Project-specific service is recognized in scoring but is not an automatic appointment.

3. Eligibility

- Eligible applicants must be full or Early Career GRAPPA members and satisfy Charter Article II: age 40 or younger OR within five years after training. Young-GRAPPA membership may continue for five years or until age 41, whichever is longer; the maximum may be extended while holding a subcommittee leadership position.
- Relevant interest, skills, and availability for the advertised remit.
- Ability to comply with confidentiality, respectful conduct, conflict-of-interest, and authorship/publication requirements.
- No minimum publication threshold is required unless scientific expertise is essential to a particular call.

4. When positions are opened

- Normally through an annual open call after review of vacancies, terms, activity, and balance needs.

5. Call content and application

- Position type, subcommittee/project, number of places, remit, deliverables, term, estimated time commitment, eligibility, selection criteria, deadline, and contact.
- Only Standard application form and a maximum two-page CV; additional materials only if necessary.
- A call should normally remain open for at least 14 calendar days and be circulated through official Young-GRAPPA channels.

6. Selection roles and conflicts of interest

Role	Composition / responsibility
Review coordinator	A non-applying Membership Subcommittee member. Receives applications, checks eligibility, manages deadlines, and does not score.
Selection panel	Three voting reviewers: relevant Subcommittee Chair (or delegate), one non-applying Membership Subcommittee member, and one non-applying Young-GRAPPA Chairmanship/Core Committee member.
Conflict rule	Applicants may not coordinate or review the call. Reviewers declare conflicts and recuse where impartiality could reasonably be questioned; the coordinator appoints a replacement.

7. Scoring

Criterion	Score out of 10
Applicant is an active member of Y-GRAPPA	0-10
Three-year vision, feasibility, and measures of success	0-10
Organization, reliability, and time commitment	0-10

After scoring, the panel may consider portfolio factors, disciplinary, geographic, gender and other relevant diversity; career stage; skills mix; and equitable distribution of opportunities, only as a documented tie-breaker or to compose a complementary team. These factors must not override a material difference in merit without written justification.

7.1 Mandatory eligibility screen

Mandatory item	Required result
Current Young-GRAPPA and GRAPPA eligibility	Yes
Application submitted by the deadline and standard form completed	Yes
Maximum two-page CV attached	Yes
Availability meets the advertised commitment	Yes
No unmanaged conflict preventing service	Yes

If any mandatory item is “No,” the application is not scored. The coordinator records the reason and informs the applicant.

Reviewer total: ____ /30 | Reviewer comments and justification: _____

8. Decision process

1. Coordinator verifies eligibility and prepares the call file within 3 working days of closing.
2. Reviewers submit confidential scores and brief comments within 10 working days.
3. The coordinator identifies the ranked list.
4. The panel discusses the results, conflicts, and team composition, and records the rationale.
5. The Young-GRAPPA Chairmanship confirms procedural compliance; final appointments are approved by a meeting including the relevant Subcommittee Chair and Young-GRAPPA Chairmanship (past, current and chair-elect).
6. All applicants are informed within 5 working days. Applicants receive their mean criterion scores and brief constructive feedback.
7. Selection records are retained securely for the term plus two years, accessible only to authorized Young-GRAPPA leadership.

9. Appointment and onboarding

- Written appointment states category, term, responsibilities, deliverables, reporting line, meeting schedule, and review point.
- New members receive the Charter, this SOP, current workplan, contact list, and conflict/confidentiality requirements.
- Each member agrees at least one defined responsibility within 30 days.

10. Participation and accountability

- General members attend at least 50% of scheduled meetings in any 12-month period and contribute to at least one project or deliverable in that period. Chairs will keep a simple attendance log per meeting.
- Project-specific members meet the milestones and participation requirements stated in the appointment.
- The Subcommittee Chair maintains active/inactive records and conducts at least annual review.
- Before an inactivity designation, the Leader emails the member to confirm continued interest and discuss reasonable accommodations, including parental, medical, or caregiving leave. If there is no response or improvement within 30 days, the member is designated inactive under Charter Article V. The Leader informs the Young-GRAPPA Chair and Membership Committee. Removal and replacement then follow Charter Article V.
- If no response or improvement occurs, the Chair informs the Young-GRAPPA Chair and Membership Subcommittee; removal and replacement follow the Charter.

11. Renewals, vacancies, and appeals

- Three-year appointment, subject to annual review and discussion of continuation at the Annual Meeting under Charter Article IV. Renewal may be considered once through a documented review, subject to continuing Charter eligibility and committee needs. Moving between subcommittees goes through the open call and selection process.
- Mid-term vacancies may be filled from a recent reserve list (valid for six months from the previous call) or through a new call.

- A procedural appeal may be submitted to the Young-GRAPPA Chair within 10 working days. Appeals address process, conflict, or factual error, not disagreement with academic judgment. A non-conflicted reviewer decides the appeal; the outcome is final within Young-GRAPPA.

12. Monitoring

The Membership Subcommittee reports annually on calls, applications, appointments, diversity indicators, activity, removals, and vacancies without disclosing confidential applicant information.