

ESGO Mentorship Programme 2027-2028

Guidelines

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These Guidelines outline the practical requirements, responsibilities and expectations for participants in the ESGO Mentorship Programme 2027.

The programme is based on **active participation, individual responsibility, regular communication and mutual professional respect**. Both mentors and mentees are expected to understand and fulfil their respective responsibilities throughout the 12-month programme.

1. Programme Onboarding

Before the official programme launch, all selected mentors and mentees will be invited to a **45-minute online onboarding session** delivered by members of the Mentorship Working Group.

The onboarding will explain:

- Programme structure and timeline
- Roles and responsibilities
- Meeting and communication expectations
- SMART goals and the Mentorship Development Plan
- Mandatory progress checkpoints and reporting
- Programme completion requirements
- Confidentiality and professional conduct

The session will be recorded and made available to participants afterwards.

Participants are responsible for familiarising themselves with the information provided during onboarding and with all programme requirements and deadlines.

2. Starting the Mentorship

Following confirmation of the mentor–mentee pairing, the **mentee is responsible for initiating contact with the mentor** within the communicated timeframe.

The initial communication should include:

- A brief introduction
- Current professional role and interests
- Initial professional development goals
- Suggested dates for the first meeting

Where possible, mentors and mentees are encouraged to meet in person during the **ESGO Congress in London**, which will serve as the official programme launch.

If an in-person meeting is not possible, the first virtual meeting should take place within **two weeks of the programme launch**.

3. Mentorship Development Plan and SMART Goals

Before the first substantive mentorship meeting, the mentee should prepare proposed professional development goals.

The mentor and mentee will jointly agree on a limited number of priority goals using the **SMART framework**:

- **Specific** – clearly defined
- **Measurable** – progress can be assessed
- **Achievable** – realistic within the programme
- **Relevant** – aligned with the mentee's professional development
- **Time-bound** – linked to a defined timeframe

The agreed goals, planned actions and expected outcomes will form the **Mentorship Development Plan**.

The mentee is responsible for submitting the completed Mentorship Development Plan to the ESGO Office **within one month of the official programme launch**.

4. Mentor–Mentee Meetings

Mentor–mentee pairs are encouraged to meet regularly throughout the programme, ideally approximately once per month.

A minimum of **6 documented mentor–mentee meetings during the 12-month programme** is required for successful programme completion.

Meetings may take place virtually or in person.

The mentee is responsible for:

- Taking the initiative in arranging meetings
- Preparing topics or questions in advance
- Keeping track of agreed actions
- Following up between meetings
- Maintaining appropriate meeting documentation

The mentor is expected to provide professional guidance, constructive feedback and support appropriate to the agreed development goals.

5. Meeting Documentation

A brief Meeting Log should be maintained for each mentorship meeting, including:

- Date of the meeting
- Main topics discussed
- Agreed actions
- Planned next steps

The mentee is responsible for maintaining these records.

Meeting Logs do not need to be submitted individually after every meeting unless specifically requested. They should be retained throughout the programme and may be requested by the ESGO Office to verify programme participation and completion requirements.

6. Mandatory Progress Reporting

Mentees are required to complete the following programme checkpoints:

- **Month 3 – Progress Checkpoint**
- **Month 6 – Mid-term Progress Report**
- **Month 9 – Progress Checkpoint**
- **Month 12 – Final Progress Report**

The Month 3 and Month 9 checkpoints will be brief updates. The Month 6 and Month 12 reports will provide a more detailed review of progress against the Development Plan.

Mentees are responsible for monitoring programme deadlines and submitting all mandatory progress documentation proactively and on time. Individual reminders from the ESGO Office should not be expected.

Exact submission dates will be communicated to participants before the programme starts.

If circumstances arise that may prevent a deadline from being met, the mentee must contact the ESGO Office proactively and as early as possible.

7. Programme Evaluation

Both mentors and mentees are required to complete:

- An anonymous **mid-term evaluation survey**
- An anonymous **final evaluation survey**

Evaluation surveys are anonymous and individual responses will not be linked to individual participants.

Anonymous and aggregated results may be used for programme evaluation and development, internal reporting, scientific analysis, abstracts, presentations, publications and communication of programme outcomes, in accordance with applicable data protection, ethical and publication requirements.

Because the surveys are anonymous, the ESGO Office cannot identify individual respondents. Therefore, **after submitting each evaluation survey, participants must separately notify the ESGO Office that they have completed it.**

This confirmation will only be used to record completion of the programme requirement and will not be linked to individual survey responses.

8. Roles and Responsibilities

Mentees

Mentees are expected to take **primary responsibility for their mentorship journey**.

This includes:

- Initiating and maintaining communication with the mentor
- Arranging meetings
- Preparing for meetings
- Following agreed actions
- Maintaining meeting records
- Monitoring programme deadlines
- Submitting all required documentation and updates on time
- Communicating proactively with the mentor and ESGO Office if difficulties arise

Mentors

Mentors are expected to:

- Provide appropriate professional guidance and constructive feedback
- Support development of realistic SMART goals
- Participate in regular mentorship meetings
- Encourage professional independence and development
- Maintain confidentiality and professional boundaries
- Inform the ESGO Office if persistent disengagement or significant difficulties arise

Mentors are **not responsible for managing the mentee's programme deadlines, reporting requirements or administrative obligations**.

ESGO Office

The ESGO Office provides programme coordination, documentation, deadlines, administrative support and monitoring. The ESGO Office does not manage individual mentorship relationships on behalf of participants and is not responsible for repeatedly reminding participants of routine programme obligations.

9. Communication and Non-Compliance

Regular and timely communication is an essential requirement of the programme.

If a mentee misses a mandatory requirement without prior communication, the ESGO Office may initiate the programme's non-compliance procedure.

This may include:

1. Formal notification of the outstanding requirement
2. Written warning with a defined deadline for action
3. Review by the Mentorship Working Group
4. Withdrawal from the programme where engagement does not improve

Reasonable individual circumstances will be considered where these are communicated proactively.

Repeated failure to meet deadlines, submit mandatory documentation or maintain appropriate communication may result in withdrawal from the programme and/or loss of eligibility for the Certificate of Completion.

10. Confidentiality and Professional Conduct

The mentor–mentee relationship is based on trust, confidentiality and mutual professional respect.

Participants must:

- Treat information shared within the mentorship relationship as confidential
- Maintain appropriate professional boundaries
- Respect agreed meeting times and commitments
- Communicate respectfully and professionally
- Avoid discriminatory, inappropriate or disrespectful behaviour

Participation in the Mentorship Programme does not create an entitlement to employment, recommendation letters, research positions, authorship, funding or preferential access to ESGO opportunities.

11. Programme Completion and Certification

To successfully complete the programme, mentees must fulfil the mandatory programme requirements, including:

- Completion of programme onboarding
- Submission of the Mentorship Development Plan
- Participation in a minimum of **6 documented mentorship meetings**
- Completion of Month 3, Month 6, Month 9 and Month 12 reporting requirements
- Completion of the required anonymous programme evaluations and separate confirmation of submission
- Appropriate participation and communication throughout the programme

The programme will formally conclude at the **following ESGO Congress**, approximately 12 months after its launch.

Participants who have successfully fulfilled the programme requirements will receive the official **ESGO Mentorship Programme Certificate of Completion at the concluding ESGO Congress**.

Participants unable to attend the Congress in person may receive their certificate through an alternative arrangement.

12. Support and Contact

Participants should contact the ESGO Office if significant difficulties arise that may affect the mentorship relationship or their ability to continue in the programme.

The ESGO Office may consult the Mentorship Working Group where further guidance or intervention is required.
ESGO Office contact: