

## 1 Information on becoming an EPF Ethics Committee member

The current EPF President and Board encourage warmly all EPF members to reflect on nominating an appropriate representative to stand for Ethics Committee elections at our forthcoming Annual General Meeting.

Member organisations wishing to nominate an Ethics Committee representative are requested to read the following information on what this post involves.

The Ethics Committee is composed of five members and given the growth of EPF we are seeking individuals who can ensure that EPF works with the highest ethical standards and bring their unique skills set to the collective work.

The estimated time investment for Ethics Committee Members without is between 3-4 days per year including travel. It is an unpaid post, travel and subsistence expenses to undertake Ethics Committee business are covered by EPF.

Ethics Committee meetings are conducted in English and the documentation is produced in English.

The role of the Ethics Committee members, which is a key strategic supporting role for the EPF Board, rather than operational, is outlined below.

Please note that to maintain its independence, the status of EPF Board member, employee or contractor is incompatible with membership of the Ethics Committee.

### 1.1 GENERAL RESPONSIBILITIES OF EPF ETHICS COMMITTEE

- Issue opinions or advice upon written request from the Board.
- Review any internal guidelines or procedures prior to its issuance by the Board or by a working or advisory group or proposed to the General Meeting, if such guidelines or procedures have a direct or indirect impact on matters in its scope.
- Recommend appropriate handling of conflict of interests, violations of EPF's code of conduct, or actions or behaviours that are contrary to EPF's reputation, when declared or performed by a member of the board, the staff, or by one of EPF's member groups.
- Provide comments or advise on wider ethical issues that EPF needs to address, in the context of legislation or practice.
- Upon request of the EPF board, the members of the ethics committee act as the arbitration body in the event of conflicts between two members or in the event of severe

violations of EPF's code of conduct, undeclared Conflict of interest, or actions/behaviours that are contrary to EPF's reputation, performed by a member or member of a committee or working group or the Board.

## 1.2 HOW MUCH TIME DO YOU NEED TO PLAN?

The Ethics Committee will be consulted upon request of the Board on ad hoc basis and will gather either via teleconference or face to face (Brussels) depending on the urgency. The Ethics Committee mandate lasts three years and its renewable.

## 1.3 YOUR PROFILE

- **Legitimacy:** to be eligible as a candidate, you need to be an individual nominated by a member of EPF.
- **Knowledge of the patient community.**
- **Strong ethics and integrity.**
- **Strong experience on patient organisations governance and the complex environment they operate in.** EPF recognises the need for specific skills within its Ethics Committee. We strongly encourage individuals with a specialised background to apply and highlight their expertise in their application.
- **Commitment:** we are looking for committed candidates who are willing to ensure EPF highest ethical standards. Candidates should be ready to contribute with time and ideas.

## 1.4 APPLY NOW

To apply, please fill in the [nomination form](#) and send it to Elena Balestra ([elena.balestra@eu-patient.eu](mailto:elena.balestra@eu-patient.eu)) by **27 March 2020**.

We will be in contact with you shortly regarding the next steps.

We look forward to receiving your application!

EPF Team