

# HOW TO JOIN EPF?

A step-by-step guide

“ A STRONG PATIENTS’ VOICE TO  
DRIVE BETTER HEALTH IN EUROPE ”

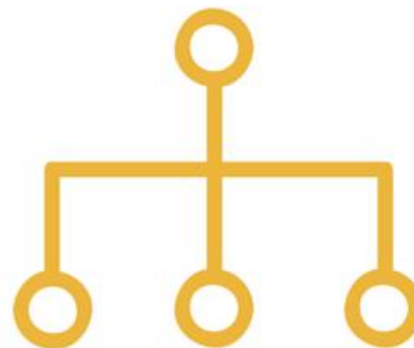
**Is your  
organisation  
eligible for EPF  
membership?**

# 1 – Membership-based patient organisation

Are you a membership-based umbrella of patient organisations?



Being an umbrella organisation means your organisation brings together **patient organisations** rather than individual patients.

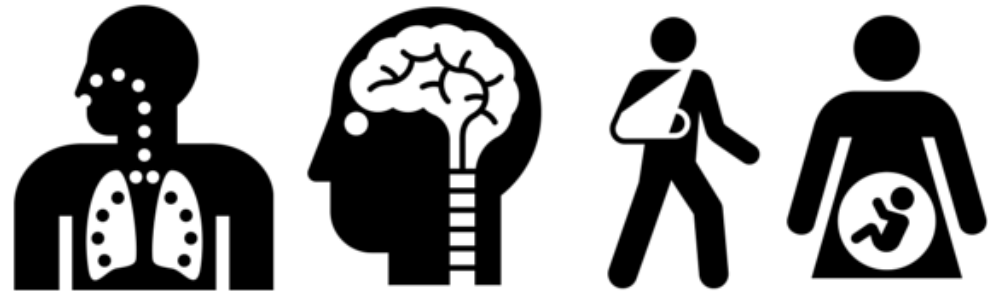


These patient organisations are **your members**, which means they actively decided to join your organisation, where they play an active role.

## 2 – Focus on chronic diseases

EPF represents patients with chronic diseases. A chronic disease is a long-lasting condition that can be controlled but not cured.

Does your organisation represent patients with chronic diseases?



Chronic diseases can be physical or mental health problems. They can be congenital or acquired.

# 3 – Legitimacy

EPF covers the European region. Its members have to be legally registered in one of the EU Member states, or in a candidate country.

Is your organisation registered in one of the EU Member States?

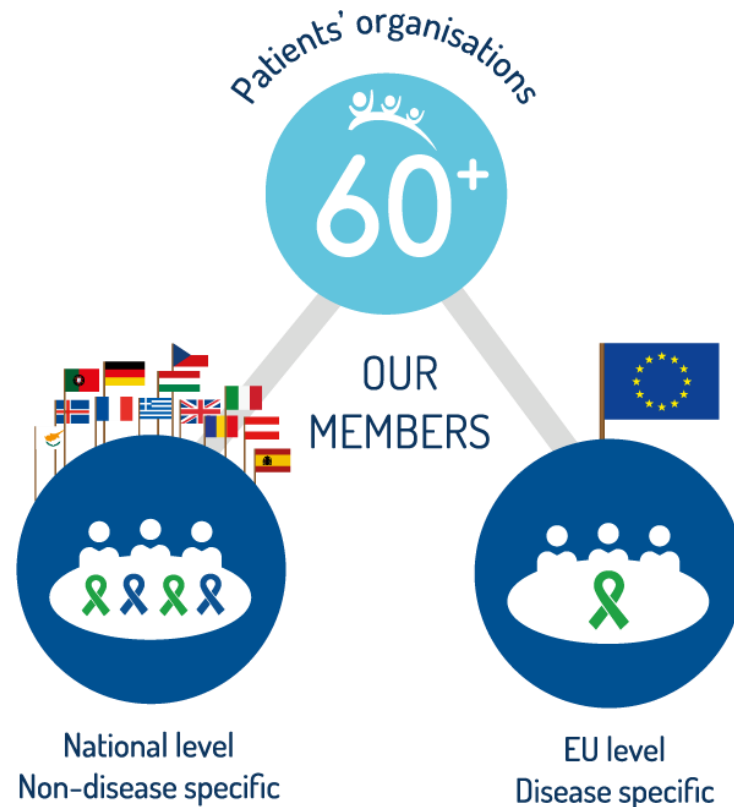


(International organisations who do not have a formally constituted branch in Europe but are active in the European region may apply for membership).

# 4 – Representation

EPF members has two types of members:  
European umbrellas AND national  
platforms of patient organisations

Are you a European  
umbrella or a  
national platform of  
patient  
organisations?

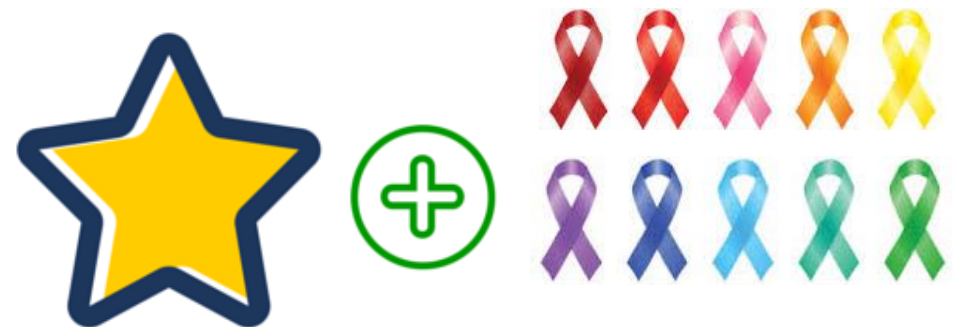


## 4 – Representation (2)

**European umbrellas**  
deal with one chronic  
disease and cover  
several EU countries  
(14 to become a full  
member)



**National platforms**  
represent several  
chronic diseases (10 to  
become Full member)  
in one single country



# 5 – Democracy

Does your organisation have a General Assembly and a Board?  
Do they include patients or their carers?



The European Patients' Forum aims to be as democratic as possible.

EPF member organisations have governing bodies, which are elected by their members, who shall be patients, their carers, or their elected representatives.





# 6 – Accountability & Consultation

Do you consult and include your members when drafting position papers? How do you do so?



Statements and opinions of EPF member organisations should reflect the views and opinions of their memberships, and consultation procedures with those memberships should be put in place.



# 7 – Transparency

Do you publish your sources of funding in your annual activity report or on your website?



EPF member organisations should generally disclose their sources of funding and generally make available their audited financial accounts. Pan-European Patient Groups, which fulfil the above five criteria, may become full members of EPF.

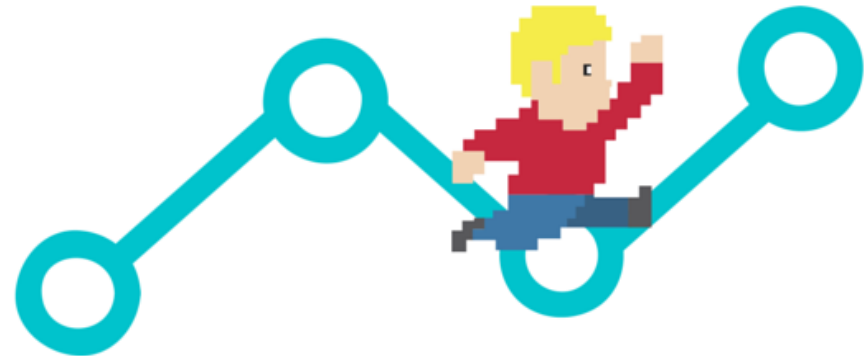


# 8 – Mission

Does your organisation  
aim at improving  
patients' lives?



Finally, EPF members organisations must have an interest in European health and patient issues and share and uphold the views and objectives of EPF.



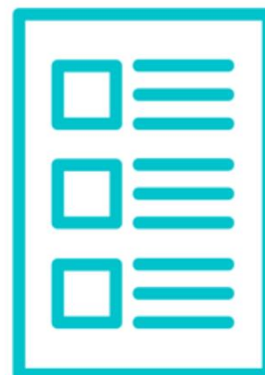
How can you  
apply for EPF  
membership?

Make sure you fill the membership criteria (see above)



Fill in the Membership application form (available on the EPF website or request it here: [elena.balestra@eu-patient.eu](mailto:elena.balestra@eu-patient.eu))

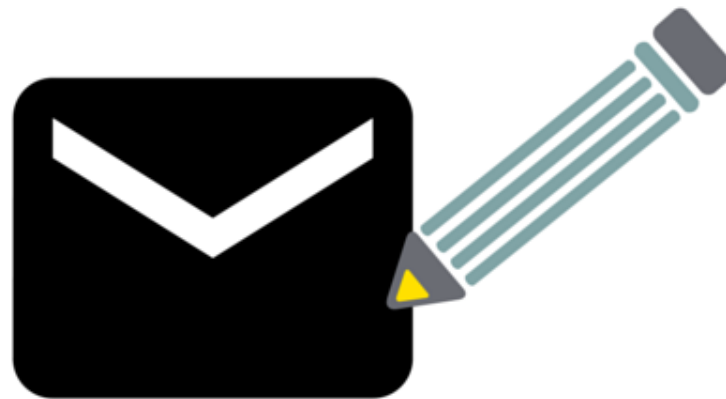
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The application form includes questions on your organisation's contact details and other practical information (e.g. foreign languages spoken, office hours...)

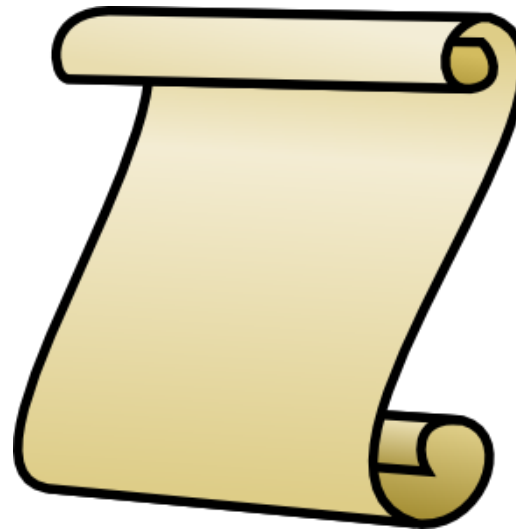
Write a letter stating and explaining why your organisation wants to join EPF

3



In the same letter, mention explicitly that your organisation accepts the constitution and the internal rules of EPF;

4





Provide us with your organisation's legal status AND a registered copy of the Constitution;

5



Indicate the estimated number of member organisations registered in your organisation (you can add a list)


6



Add a copy of the latest audited accounts if your turnover exceeds 50,000€. Otherwise you can provide us with the copy of the accounts certified by the Treasurer of the organisation;

5





How are  
membership  
applications  
reviewed?

EPF's Membership Officer checks that your application is clear and complete.

1



At its next meeting, the EPF Board reviews the membership applications and makes a recommendation to the Annual General Meeting.

2

Members of the Board may ask for additional information.

If the Board validates your organisation's application, you become a provisional member until the next Annual General Meeting.

EPF's Board meets five times a year.

At the next Annual General Meeting (AGM), membership applications are presented.

Applicant members are given the opportunity to introduce themselves

3

Full members vote on new applications.

You can be accepted as a Full or Associate member, or as a Provisional member if the AGM considers your application can be improved.

# More information?

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membership?

Is your  
organisation  
eligible for EPF  
membership?

How are  
membership  
applications  
reviewed?

## Contact the EPF Secretariat!

Elena Balestra

EPF Membership & Capacity  
Building Officer

[elena.balestra@eu-patient.eu](mailto:elena.balestra@eu-patient.eu)

Tel: +32 (0)2 280 23 37





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