

Terms of Reference

EPF Working Group on Digital Health

Overall remit

The group will take a lead on specific activities as defined by its members in an annual work plan. The working group will inform, guide and support EPF's work on Digital Health and contribute to developing EPF's overall Digital Health strategy by identifying and mapping digital health priorities from a patient perspective. The strategy will guide EPF's advocacy work. The group will also inform EPF membership on technical topics through briefings.

The group will take a lead on specific activities as defined by its members in an annual work plan or as requested by the EPF Board or Secretariat. Position documents developed by the group will be subject to a consultation with the full membership before their formal adoption.

Mandate

There is no definite timeframe set for the working group. The work of the group will be evaluated after two years and a decision regarding continuation will be made.

Objectives

1. Guide and support EPF's overall work on digital health and contribute to developing the EPF's digital health strategy
2. Identify digital health priorities from a patient perspective in EU policies. These include, and are not limited, to:
 - a. The European Health Data Space (EHDS) and related subtopics including data collection and sharing, data privacy, data protection and Electronic Health Records (EHR)
 - b. Artificial Intelligence (AI) and related subtopics including ethics, data privacy, practical implementation in healthcare and patient-centred digital healthcare solutions and services
 - c. Digital health literacy and the use of digital resources by patients
 - d. Cross-border healthcare
3. Contribute to specific policy and project work and activities relating to digital health
4. Contribute to full membership engagement and constructive cooperation between EPF members in developing policy positions, projects work, and effective advocacy

Membership

Membership of this Working Group is open to all member organisations of EPF. Individual members should be nominated by their organisations to participate in the group.

In the event that a member is no longer able to fulfill their responsibilities as referred to below, they should inform the EPF Secretariat. Similarly, in the event a member is not able to fulfill its commitment to the Working Group, EPF may refuse to support travel and accommodation costs and may relieve the member from her/his duties. In this case, a call may be circulated to the EPF membership in order to identify a new member.

Substitute or alternate members may be accepted if necessary, provided that the substitute is adequately briefed by the member and commits to reporting back to the member following the meeting. Membership will be reviewed should there be a change in the EPF membership rules or criteria.

Members' Responsibilities:

- Members commit the necessary time to actively contributing to the work of this working group and commit to attending face-to-face meetings and ad hoc online meetings;
- Members commit to reporting back to their organisations following working group meetings;
- Members will provide proactive suggestions for meeting agenda items to the EPF secretariat. To this end, a request for suggestions will be circulated to members in advance of the meeting

Meetings and communication

The working group will meet annually in Brussels for a one-day meeting, and have regular virtual meetings as needed. The group will communicate mainly by e-mail.

Transparency

A list of the members of the working group and/or their affiliated organisations will be made publicly available on EPF's website. Minutes of the working group and draft documents pending formal adoption will be made available only to EPF's membership via e-mail. The working language of the group is English.

Logistical arrangements

Administrative support and expenses for the group's annual meetings (travel, accommodation, subsistence) will be provided by the EPF Secretariat as appropriate and according to EPF travel and expense reimbursement policy.