

EPF Thematic Working Group on empowerment Terms of Reference

(November 2014)

Overall remit

The working group will inform EPF's policy development on empowerment from both a strategic and content perspective, in order to support EPF's broader membership, Board and the Secretariat in this work. The group will also take a lead on specific activities as defined by its members in a work plan.

Position documents developed by the group will be subject to a consultation of the full membership before their formal adoption.

Mandate

Initially the group will be formed for three years with an interim evaluation. After the three years term there will be an evaluation of the process and outcomes, and a decision will be made whether to continue.

Objectives

- To contribute to development of EPF's strategy for the thematic area of "empowerment including but not limited to:
 - Definition on patient empowerment
 - Development of a toolkit on patient empowerment
- To contribute to specific policy and projects work relating to patient empowerment
- To contribute to full membership engagement and constructive cooperation between EPF members in developing policy positions, projects work, and effective advocacy.

Membership

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

The term for individual members is initially for three years.

In order to encourage diversity of participation, an EPF member organisation participating in the Access working group cannot also participate in the Empowerment working group – and vice versa.

Membership rules will be reviewed when the group as a whole is evaluated after the initial three period. Membership will also be reviewed should there be a change in the EPF membership rules or criteria.

Members should commit themselves to giving active input into the development of draft positions, background papers and other work undertaken by the group.

Steering Group

The working group will be led by a Steering Group composed of a maximum of 3 elected members and one team member from the Secretariat leading on the patient empowerment theme.

The steering group will be responsible for defining the agenda of the meetings of the working group, for developing a work plan for the working group and overseeing its implementation.

Members of the Steering Group may also volunteer to take the lead on a task to be carried out with support of members and of the Secretariat.

The Steering Group will function through mail and teleconferences.

Links to the EPF board and the PAG

The Working Group will nominate one liaison person from the Board who needs to be an elected Board member and one liaison person for the Policy Advisory Group (PAG).

With the support of the Secretariat when needed, the liaisons will be responsible for updating EPF governance bodies on progress of the working group during meetings of the PAG and the Board.

Meetings and updates

The working group will meet physically twice a year in Brussels. In addition, regular webinars and/or teleconferences will be organised. The group will communicate mainly by email. The EPF Secretariat will also look for further means of communication for the group.

Transparency

A list of the members of the working group 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 internal communications.

Logistical arrangements

Administrative support for the group meetings (travels, accommodation, organisation of teleconferences) will be provided by the EPF Secretariat as appropriate and according to EPF reimbursement policy.