

## Terms of Reference

### Ad hoc Thematic Working Groups

- I. Purpose
  - a. The purpose of ad hoc Thematic Working Groups (TWIGs) is to provide a mechanism for representatives from EuroHealthNet member and associate member organisations to come together to work on a particular topic towards pre-defined objectives and outputs, within a specific timeline.
  
- II. Activities
  - a. Activities and outputs for each ad hoc TWIG may vary, depending on the selected topic area(s) and the interests and competencies of the working group members. Common activities may include:
    - i. Advancing research, policy, or practice on a particular subject or area
    - ii. Development of recommendations, standards or guidelines
    - iii. Creation of communications materials (e.g., policy or informational documents)
    - iv. Increased communication and collaboration amongst experts in a particular domain
    - v. Preparation of a session or workshop or any other event.
  
- III. Formation of a TWIG
  - a. Any EuroHealthNet member representative may propose a new ad hoc TWIG. He/she must obtain the support of at least two other member representatives from two other member and/or associate member organisations representing at least two other countries/regions.
  - b. Proposals for ad hoc TWIGs may also be made by EuroHealthNet staff, who must obtain the support of an ad hoc TWIG Leader, as well as 2 other member representatives.
  - c. All proposals must include a short outline of the aim, timeline, and expected output(s) of the TWIG, summarised in one page.
  - d. Ad hoc TWIG proposals will be reviewed and approved by the Executive Board. The Board reserves the right to reject proposed TWIGs, but only with explanation of their rationale.
  - e. Every ad hoc TWIG includes an Executive Board member who will monitor its progress and report at Executive Board meetings.
  
- IV. Joining a TWIG
  - a. All approved TWIGs will be announced in the regular EuroHealthNet Calls and Alerts (COA) mailing and shared with associate members by Platform Coordinators.
  - b. Any member representative from a member or associate member organisation may join any ad hoc TWIG, granted that he/she is willing to actively participate in TWIG communications and to contribute to the achievement of TWIG activities. The interested member must send an email to the TWIG leader, with copy to the assigned EuroHealthNet staff.

- c. Each ad hoc TWIG shall be limited to a workable group of participants. When appropriate, external experts may – with the approval of the TWIG leader and EuroHealthNet staff – be invited to join an ad hoc TWIG.

V. Leadership

a. TWIG Leader

- i. Leaders of individual TWIGs are selected via a simple nomination and election process. Prospective leaders may be self-nominated or nominated by another member of the TWIG. The election will be decided by simple majority.
- ii. The TWIG Leader has the responsibility for setting the TWIG agenda and activities and chairing discussions, both in-person and electronic. The TWIG Leader is responsible for sharing activities (in particular public statements) with the EuroHealthNet Director and Executive Board. Leaders will present progress at the General Council meeting and may be re-elected on an annual basis.
- iii. TWIG Leaders will be profiled on the EuroHealthNet website in order to increase the visibility of the ad hoc TWIG.

b. EuroHealthNet office support

- i. Each ad hoc TWIG will receive support from a dedicated EuroHealthNet staff member. This support may include assistance in convening meetings, achieving TWIG outputs, and disseminating the TWIG's activities. Ultimate responsibility for the TWIG's communications and activities, however, lies with the TWIG Leader and TWIG members.
- ii. Funding:
  - 1. EuroHealthNet may also be able to provide financial support, on a case-by-case basis, to TWIGs for travel to in-person meetings or to support the achievement of TWIG outputs.
  - 2. In the case of TWIG members seeking funding to further work on the TWIG thematic area, EuroHealthNet may also provide advisory support, on a case-by-case basis, for developing and submitting funding proposals.

VI. Member responsibilities

- a. Ultimately, the TWIG's performance is the sum of the individual efforts of its members. Members commit themselves to responding to TWIG communications and contributing to the group's activities by sharing their expertise and time.

VII. Timeline

- a. Ad hoc TWIGs are not bound to a specific timeline, unless otherwise stated in the TWIG activities. TWIGs may be disbanded by a simple majority vote of the participating members. TWIGs are considered to be disbanded by default when no communications have occurred during one year's time.
- b. When necessary, the timeline for ad hoc TWIGs can be extended upon approval of the Executive Board.