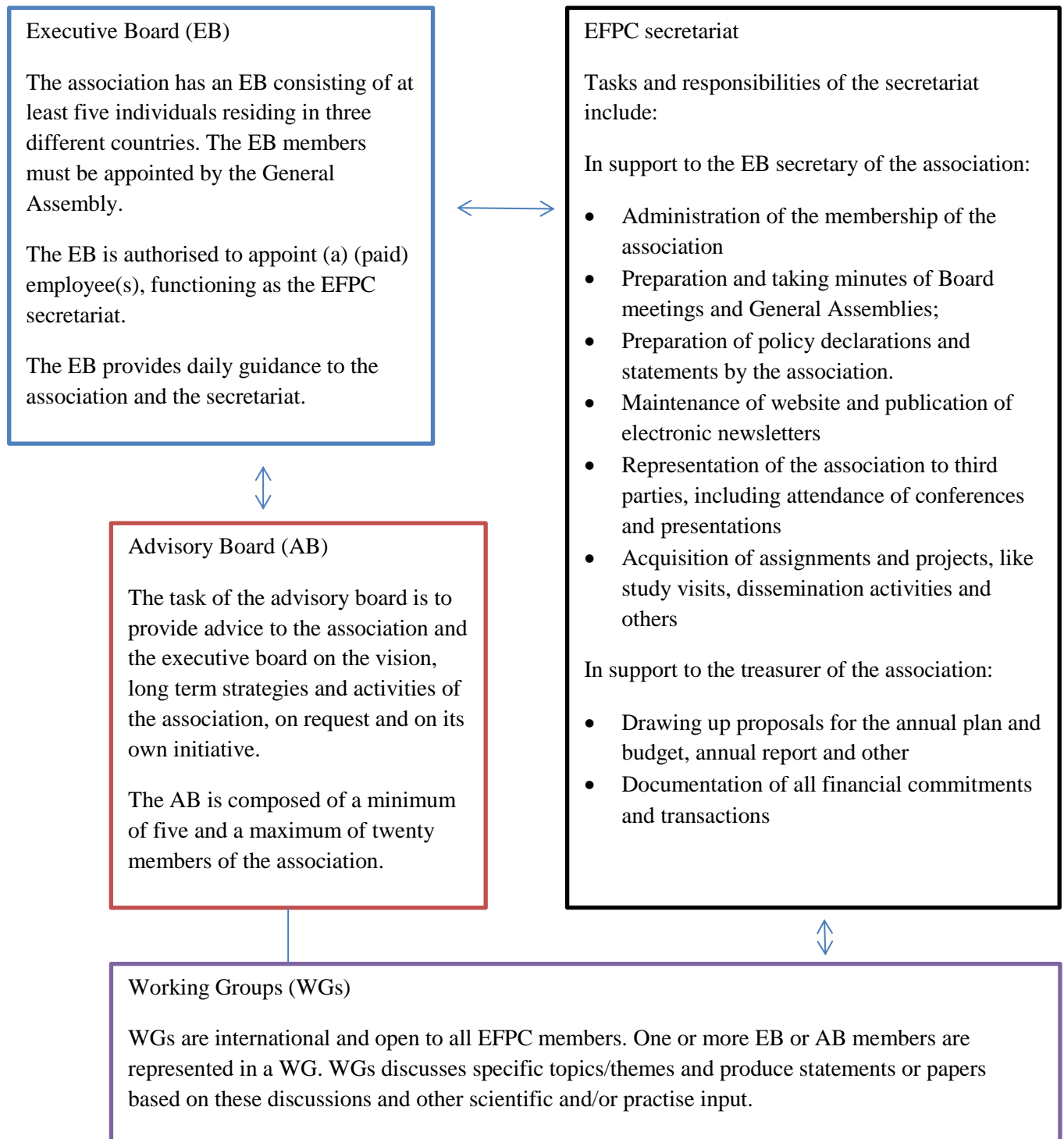


## EFPC guidance for Working Groups

### 1. EFPC Structure



## 2. Working Group objectives

General objective:

- An EFPC Working Group (WG) is an interprofessional group of EFPC members who organize themselves under the umbrella of EFPC with the main objective of studying a defined topic/theme in line with EFPC's mission.

Specific objectives:

- Promote, start and communicate the discussion and/or research in the topic of the WG
- Advise public health authorities as well as other organizations about the aspects concerning the topic of the WG
- Develop consensus documents, position papers, etc.
- Advise EFPC Executive Board (EB) in their field of expertise
- Represent EFPC upon request by the EFPC EB at conferences and in collaboration meetings with international partners and stakeholders

## 3. Working Group status

EFPC encourages the establishment of Working Groups (WG). WGs are international and open to all EFPC members. A proposal for a WG has to be approved by the EB. EFPC members can participate in several WGs. WGs will provide the EB with a yearly membership list, the names of the WG officers and of an annual report of their activities.

WGs can provide advice to the association via its' EB or Advisory Board (AB) member(s).

## 4. Conditions and facilities for Working Groups

WGs can request to organize a meeting, workshop, seminar, etc at EFPC conferences and are entitled to limited assistance from the secretariat.

WGs can request the secretariat for dissemination of their products by the different means the secretariat has (newsflash, social media, links with other networks, etc).

WGs can ask for online activities like webinars and ask for assistance from the secretariat to organize these online activities.

WGs and EFPC secretariat collaborate on keeping the information for WG activities at the EFPC website updated.

The WGs actively use the EFPC online platform PIE to exchange and discuss the topic/theme.

## 5. Regulations for Working Groups

- Yearly report:
  - Each Working Group reports yearly to the General Assembly (GA) with a written report, submitted to the EFPC secretariat two weeks prior the GA
  - The report should cover the following chapters:
    1. WG in brief
    2. Activities (completed & planned):
      - Workshops, webinars, etc
      - Representation on behalf of EFPC
      - Advocacy, Statements, Strategic policy documents
      - Projects
      - Collaboration
    3. Members involved
    4. Administrative (financial) update
- The Advisory Board or Executive Board member involved in the WG provides each Advisory Board meeting a short oral update of the activities of the WG
- Working Groups can be advised to re-arrange their activities or processes by the EB or GA and have to make sure to put these into practice during the next association year.
- EFPC WG's are requested to use the EFPC logo when publishing or presenting their work

## 6. Statements/Position Papers

The EFPC may publish public statements on policy matters in relation to primary care. A statement is proposed by one or more members, for example a WG or the secretariat and is endorsed by the membership as follows: it is published in the EFPC newsflash and through a direct mailing to all first contacts of each member as registered in our member-database with request for a written reaction within a timeframe. After collection of the reactions, the secretariat makes a proposal to the EB of the association. In agreement with article 20.6 of the statutes, the president of the EB decides whether a EB meeting needs to be convened for consultation of the EB members or whether an email exchange among EB members is sufficient. Subsequently, the EB approves the proposal. The secretariat ensures the communication of the statement to the target organization. In case of approval and disapproval, the decision will be communicated to the membership.

Utrecht, 15 June 2020