

Annex 2 to EUPATI CH Statutes

## **EUPATI CH - Advisory Board Description**

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*This Annex 2 to the EUPATI CH Statutes (version 2, English, 30.01.2017) provides information on the composition of the national platform Advisory Board and its purpose and roles. This Annex is a 'living document' and should be updated by the Executive Board as necessary. It should be reviewed at least once a year at the Annual meeting of platform members.*

### **1. Aim of the Advisory Board**

The Advisory Board (AB) shall provide non-binding expert advice and guidance and support strategically in the planning, local fundraising and national dissemination activities of EUPATI CH.

### **2. Composition**

Membership of the Advisory Board (AB) remains open to all patients, patient advocates, patient organisations, consumer organisations, academics, institutions, university hospitals, healthcare associations, industry representatives, companies, government agencies representatives, regulatory authorities, medical journalists and anyone interested.

The Advisory Board members should have experience in either patient advocacy, public communications and aspects of medicines R&D and health care and ideally have a strong network of personal and professional contacts.

A request to become an Advisory Board member of EUPATI CH shall be sent to the Executive Board by sending an email to the secretariat ([caecilia.schmid@eupati.eu](mailto:caecilia.schmid@eupati.eu); [c.schmid@scto.ch](mailto:c.schmid@scto.ch)) indicating the intent and commitment to support the platform.

The exact composition, size, appointing, function and term in office should be determined by the Executive Board by a consensus vote.

The chairperson of the AB will be elected by consensus of the AB among its members.

All positions shall be held in a voluntary capacity.

### **3. Roles and functioning**

The Advisory Board may be called in disputes within EUPATI CH or within the Executive Board.

The advice given and the consequences taken on the basis of this advice will be clearly documented to ensure utmost transparency.

Specific roles and responsibilities of the AB:

- to support the Executive Board in setting the medium-long strategic priorities for the EUPATI CH platform
- to provide general guidance and recommendations regarding scientific, technical and ethical aspects of the activities, including advise for the local context (legal)
- to advise the Executive Board on the communication and dissemination strategy
- to identify in the EUPATI CH dissemination activities any critical step or missing element that may represent a risk for the realisation of the activity
- to consult additional experts as necessary, and in agreement with the Executive Board

#### 4. Meetings

The Advisory Board will meet at least once a year. In addition to the meetings, email exchanges and/or telephone conferences can take place on specific issues requiring immediate advice.

The Advisory Board Chair will be invited to attend meetings of the EUPATI CH Executive Board.

The Advisory Board will be invited to attend meetings of the EUPATI CH platform on specific thematic areas.

Date 09.02.2017



The President



The Secretary