



European Partnership for  
Supervisory Organisations  
in Health Services and Social Care

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## Questions and answers regarding the chairing of EPISO – Working groups

EPISO Chairs are being asked to chair an EPISO working group by the EPISO secretariat or appointed by the working group in a working group meeting.

1. How do you become chair ?

Chairs are being asked to become chair by the EPISO secretariat ; the preferred situation is that a the chair is appointed by the working group members at the end of a meeting

2. For how long is a chair chairing ?

The chair is in principle chairing the working group for the period between two working group meetings , so usually between half a year to a year; at the end of the meeting the new chair will be appointed or the chair is reappointed

3. What does the chair do ? What does it mean to be chair of an EPISO working group?

- a. making a plan for the next meeting of the working group in cooperation with working group members and the EPISO secretariat
- b. preparing the next meeting of the working group ;
- c. if necessary doing some homework / research to prepare the working group
- d. reporting to EPISO secretariat /EPISO and keeping in touch about planned activities
- e. preparing the working group meeting and the proposed goals of the meeting / working group

4. Who can be chair

The chair can be everyone with enough interest in and knowledge of the topic of the working group, in short terms : who is eager to bring the topic of the working group further and wants to invest time to do so.

5. Does it have to be one person?

The chair can be one person or a team of more than one person ; however in case of a team there will be one person is keep in touch with the EPISO secretariat / who is responsible for the

6. What does EPISO expect from the chairs?

- EPISO expects the chairs to keep in contact with external and internal parties to make sure that the working group is in touch with the ongoing discussions about the topics of the working group and- if relevant- about scientific approaches of these topics.

-Chairs are expected to work in close contact with the secretariat so that plans for activities can be coordinated and supported and fit in the overall aims of EPISO .

7. What can the chairs expect from EPISO

The EPISO secretariat is available with support and advise and will organise the working group meetings and conferences.

8. The EPISO secretariat will co-ordinate the working group activities in cooperation with the working group chairs ( including relevant EPISO members in the wg activities – coordinating and planning for upcoming wg meetings and conferences, making sure that the relevant EPISO members are informed about the wg activities ; keeping publishing on the EPISO website updated etc.)



9. The EPSO secretariat can – if relevant and appropriate- publish the documents of the working groups and use its editing and publishing facilities such as ISBN numbers etc.
10. The EPSO secretariat can – if relevant and appropriate – organise meetings with relevant outsiders and EPSO contacts.
11. The EPSO secretariat will -if relevant for the working group activities- sign for contracts and MOU's and financial relations; these activities are to be discussed in advance with the EPSO secretariat and where appropriate, coordinated with the board.
12. The EPSO secretariat has as one of its main goals to find ways to include all EPSO members ( for instance by selecting topics for conferences and working groups) and make sure that there is enough space for all members to feel included in the discussions about specific topics.
13. What is not to expect by the chairs of the working groups from EPSO ?
  - EPSO is not paying for travel hotel or telephone costs except in case meetings are organised by EPSO and these issues are discussed in advance; However the EPSO secretariat will try to include in the working group activities all EPSO members who want to be included ( also those who do not have travel facilities or international phone or skype facilities ) and will try to set up relevant facilities if possible and appropriate;
  - EPSO is not indiscriminately using its contacts to send questionnaires and other material to EPSO members ; if necessary and relevant for the working group activities questionnaires or other material can be send in cooperation with the EPSO secretariat ;questionnaires and material will preferably be send to a selected group of participants who will agree or probably to be included .
  - EPSO will not put unnecessary deadlines and will not use its power or contacts to set specific focus points or ask for quantitative or qualitative results. If results are not met or focus points not agreed on EPSO will never complain; the idea is always: try hard but never complain about failure.
  - EPSO will not exclude any member to working groups or conferences - except for not participating.
14. What could be the aimed results of EPSO working groups
  - exchange of ideas within EPSO
  - interactive discussions on specific EPSO topics
  - documents to share within the working group;
  - documents to share with others outside the working group and possibly outside EPSO ( for instance at EU level);
  - publishing on the EPSO website
  - printed and publicly available documents ( EPSO has the right as publisher to publish documents with an ISBN number)
  - shared articles in scientific gremia;
  - preparation for one or more EPSO conferences to come, etc.
15. What could not be the aimed result of EPSO working groups
  - bilateral or trilateral meetings without feedback to other members of the working group and without invitation to other EPSO members who might be interested to join
  - contacts with third parties outside EPSO without the EPSO secretariat being involved or without prior consultation of the EPSO secretariat.