



## *EPSO Board and Advisory network procedure document*

This document provides you with the relevant information about EPSO as an organisation, the EPSO Management Board and the EPSO Advisory network and its procedures to select new members of the EPSO Management Board

### I. EPSO

#### A. General information

1. The members of the EPSO Management Board are appointed by the Management Board in conformity with Dutch law and with the Deed of incorporation of Foundation E.P.S.O.
2. A Foundation is a not-for-profit organization that is focused on achieving a specific goal. A Foundation usually has an idealistic or social purpose.
3. The objectives of the EPSO are according to its statutes:
  - To improve the quality of healthcare and social care in Europe;
  - To connect between supervisory organisations and their individual members;
  - To bring about and improve exchange of ideas, outcome of research, good practice and other information;
  - To promote co-operation on topics such as education and dissemination of knowledge;
  - To organise and implement 'peer evaluation' of supervisory organisations;
  - To organise training in the field of interest of the supervisory organisations;
  - To conduct and support research in the working area of the supervisory organisations, as well as to accept bequests with the benefit of inventory and to perform all such further acts and activities as are in the widest sense connected therewith, incidental thereto and / or which may be conducive thereto.

### II. The EPSO Management Board

#### A. General

1. The members of the EPSO Management Board are unpaid.
2. The appointment of a Management Board member is made by the EPSO Management Board. Appointment can be done after a procedure in which the formal EPSO partners are involved to elect or propose a new EPSO management Board member.
3. The EPSO Management Board decides what procedure to follow and who to appoint.
4. The decision of the EPSO Management Board is published on the EPSO website.

## B. Competences and responsibilities of the EPSO Management Board members

1. The job requirements for members of the EPSO Management Board are:
  - Enthusiastic about and supportive to the aims of Foundation E.P.S.O.
  - Willing to represent and promote EPSO as EPSO Board member;
  - Experienced in the field of management of a supervisory, monitoring or regulatory organization preferably at a senior management position;
  - Access to a broad network in the field of supervisory, monitoring or regulatory practice;
  - Communicative and network skills;
  - Fluently or at least relatively good in the English;
  - Available for consultation and to support the EPSO activities, if necessary;
  - Active experience within the EPSO network for at least 2 years;
  - Availability of at least 2 hours per month.
  
2. The responsibilities of EPSO Management Board members are:
  - Financial and organisational responsibility for the Foundation EPSO in accordance with the Dutch law and based on the Statutes of Foundation EPSO;
  - Administrative responsibility for the administrative obligations of foundation EPSO in accordance with the Dutch law;
  - Management responsibilities for the foundation EPSO.
  
3. The EPSO Management Board members are not primarily responsible for the tasks of the EPSO Joint Office; they have a general responsibility for EPSO as such and execute this responsibility in close co-operation with the EPSO Joint Office.
  
4. The agreed tasks of the EPSO Joint Office are: organising conferences, working groups and management of EPSO contacts including the EPSO advisory network, knowledge exchange, public relations and acquisition of potential associated EPSO partners and support to the EPSO management board.

## C. Vacancies in the EPSO Management Board

1. In case of a vacancy in the EPSO Management Board, the EPSO Joint Office will start a.s.a.p. the procedure to find and select a candidate to be appointed as new EPSO Management Board member. This procedure includes exploratory talks with potential candidates and if there is a candidate available the EPSO Joint Office will present the potential candidate to the EPSO Management Board to probe whether the proposed candidate is supported by the Board .
  
2. If a candidate is supported by the Management Board, the EPSO Joint Office will invite the EPSO partner organisations to support the candidate or name their own candidate for the vacancy- including a candidate profile -within a period of one month after the invitation.
  
3. If there is more than one candidate named, the EPSO Joint Office will organise an election between the candidates.

4. If there is not more than one candidate, the candidate will be appointed by the EPSO Management Board.

### III. The EPSO Advisory Network

#### A. General information

1. The EPSO Advisory network is an informal organisation that works to support and advice the EPSO Joint office in preparing conferences and working groups. The Advisory network is a thinktank of EPSO with links to scientific and research partners of EPSO. The idea of this network is to make sure that scientific and research topics as well as practical questions arising from the working floor of the EPSO partner organisations and their supervisory daily practice can be discussed and mutually balanced in the Advisory network.
2. Members of the Advisory network can be appointed by Foundation E.P.S.O. after being named or proposed by:
  - Formal EPSO partners;
  - EPSO contacts;
  - delegates participating in EPSO conferences;
  - external experts participating in EPSO conferences;
  - anyone participating in the EPSO meetings.
3. Members of the Advisory network have a profile that matches with the following characteristics, skills, and job requirements:
  - Inquisitive and explorative for new developments in the field of supervisory organisations in health and social care;
  - Authoritative in the field of EPSO;
  - Scientifically oriented;
  - Communicative and willing to work with openness together in a network of colleagues;
  - Fluently or at least relatively good in the English.
4. The EPSO Joint Office will organise the activities of the Advisory network.