

EUPATI Patient Expert Training Committee

Terms of Reference

November 2023

Introduction

The [EUPATI Expert Training Programme](#) is today offered via the [EUPATI Open Classroom](#) and anyone can sign up and start the programme, from anywhere in the world (skills in English are required).

The online learning content is organised in 6 main 'Modules', under which there are a number of separate 'Courses' (27 Courses in total).

In order to become a Fellow, the learner has to complete all online courses and attend **two in-person / live stream training events (of 4 days each)**.

In addition, those wishing to complete the full Programme will be offered at least one Webinar session to share information about the training & allow networking.

Role

Members of the multi-stakeholder [EUPATI Patient Expert Training Committee](#) contribute to the conception, development, and implementation of **in-person and live streaming events linked to the EUPATI Patient Expert Training Programme** (see below).

This includes **design of the agenda, assigning of speakers, assisting in conceptualising of presentations and exercises**.

- Kick-off webinar (usually end January/February)
- Training Event 1: A virtual event (4 days), usually March/April
- Training Event 2: In person event (4 days), usually October
- Additional webinars/brief online sessions if necessary (tbc)

STICHTING EUPATI FOUNDATION EUROPEAN PATIENTS' ACADEMY ON THERAPEUTIC INNOVATION (EUPATI)

C/O PGOSUPPORT, DALTONLAAN 600, 3584BK UTRECHT, NETHERLANDS

RSIN 861533197, VAT NL861533197B01

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In addition to the design of these events, Committee members are expected to **contribute as trainers or/and facilitators during the two training events**. However, the final allocation of these assignments will be confirmed at the time of the organisation of each event.

Time commitment

- Approximately one teleconference (1h) per month between December and October.
- Session planning prior to each event (estimated number of hours varies depending on the sessions)
 - Developing exercises & sessions based on the previous cohorts
 - Contacting potential speakers (approx. 1-2h)
 - Attending preparatory briefings with speakers and moderators
- If relevant, attending the events (estimated number of hours varies depending on the sessions, in person attendance for Event 2 is 1-4 days).

Who can participate?

EUPATI Sustaining Partners, National Platforms and Fellows, as well as external experts (members of the larger EUPATI network) can apply to join the Committee, which is assigned in Q4 of each calendar year for the next upcoming cohort.

Each cluster (patient organisations, industry and academia) are contacted within the Sustaining Partners Assembly and nominations are encouraged among individuals representing the different organisations.

The selection is made by the Secretariat. The mix of new and more experienced members is encouraged.

Termination

The membership is terminated on the last day of the Event 2 of the relevant cohort if not indicated otherwise.

Honoraria

According to the EUPATI Foundation Procedure for Allocation of Honoraria, the representatives selected by EUPATI Secretariat (regulatory agencies and EUPATI Fellows) are entitled to an honorarium of 500 EUR per face-to-face event. None of the other members of the Committee are entitled to an honorarium.

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Committee composition

Co-Chairs: Ingrid Heyne, EUPATI & Ingrid Klingmann, EFGCP

Members:

- 3-4 representatives from patients/patient organisations (incl. EUPATI Fellows)
- 3-4 representatives from academia/regulatory
- 3-4 representatives from industry
- EUPATI Patient Engagement Training Coordinator (Jana Popova)
- EUPATI Executive Director (Maria Dutarte)

It is recommended that at least 1 of these members have an affiliation with a EUPATI National Platform.

Conflict of interest

Training Committee Members should declare any potential conflict of interest and, if a conflict of interest exists, will refrain from activities related to the Patient Expert Training Programme. If necessary, a temporary member will be appointed.

Confidentiality and intellectual property

Members of the EUPATI Training Committee shall not at any time, either before or after the termination of the agreement with EUPATI, use or disclose or communicate to any person whatsoever any confidential information of EUPATI relating to the affairs of EUPATI of which the Member of the EUPATI Training Committee may become privy except insofar as disclosure is required in providing the Services, or ordered by a Court of competent jurisdiction, or in respect of which EUPATI has given prior consent in writing.

Likewise, the Member of the EUPATI Training Committee undertakes to keep all deliverables as strictly confidential. The deliverables will acknowledge all the contributing Members of the EUPATI Training Committee as co-authors/contributors but will remain the sole property of EUPATI.

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EUPATI Code of Conduct

The [EUPATI Code of Conduct](#) outlines the working culture and spirit of “assumed good intent” within EUPATI, while the EUPATI Ethical Framework outlines the ethical ground rules. They apply to all EUPATI partners and all those involved in carrying out work for EUPATI (referred to as “contributors”).

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