



European Commission
Information Society and Media

CALL FOR EXPRESSION OF INTEREST

European Commission Call for Expression of Interest in establishing an eHealth Stakeholder Group.

1. Background

The European Commission would like to set up an eHealth stakeholder group of users and industry representatives, hereafter referred to as 'the group'. The group will provide a platform for stakeholders to contribute to the development of legislation or policy related to eHealth; for example by providing reports, opinions and relevant data.

The group's task shall be to:

- provide input on the design and implementation of eHealth policy activities, in particular to ensure stakeholders' input on:
 - the implementation of relevant actions of the Digital Agenda for Europe on eHealth
 - the implementation of the forthcoming eHealth Action Plan
- deliver independent, sound and transparent advice, drawing on their knowledge and research, to the Commission on eHealth related activities

To avoid duplication of work and ensure synergies, the work programme of the group will build on the ongoing work of relevant bodies including:

- the eHealth Governance Initiative
- the eHealth Task Force
- the Steering Group of the European Innovation Partnership on Active and Healthy Ageing
- the Health Policy Forum

The Commission is therefore calling for applications with a view to appointing members of the group along with their substitutes.

2. Features of the group

The group is a consultative body and its opinions are non-binding

The setting up of the group is without prejudice to the Commission's right to consult with non-member stakeholders in the eHealth domain

2.1. Composition

The group should be composed of **high level representatives from European umbrella organisations/associations, responsible for developing policy relevant to ICT for health**. In particular, they should represent:

- Users - for example health professionals (professional bodies and trade unions), citizens, patients, healthcare managers, hospitals, health insurers, eHealth experts, public health organisations; and
- Industry - with a direct interest and core activities centred on ICT for health.

The group should not exceed 30 members.

In order to best achieve the necessary balance and synergies with the existing eHealth groups mentioned above, it is foreseen that the group will be composed of approximately 3/4 users and 1/4 industry.

The overall composition of the group will seek to achieve a balanced and representative cross section of European eHealth industry and user stakeholders, bringing together the highest levels of expertise in these areas.

Proposed representatives should be nominated ad personam to represent the interests of relevant European umbrella organisations/associations.

Each organisation should also nominate a substitute who is able to replace the nominated member in his / her function where necessary.

2.2. Term of the appointment

Members of the group are appointed for three-years.

2.3. Confidentiality and conflict of interest

Members of the group shall respect the rule of confidentiality, in particular of any work of the group that has not been published on the Commission's website. To that purpose, the members must fill in a declaration indicating the absence or existence of any interest which may undermine their objectivity. They shall also declare at each meeting any specific interest which may be considered prejudicial to the objectives of the group.

2.4. Transparency

The names of the members of the group shall be published on the Internet site of the Directorate-General for Information Society and Media (DG INFSO) as well as in the Register of Expert Groups of DG INFSO.

Any personal data collected shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. It shall be processed solely for the purposes of the performance, management and follow up of this Call for expression

of interest by the Controller¹ without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with Union law.

Natural persons shall have the right of access to their personal data and the right to rectify any such data that is inaccurate or incomplete. An appeal shall be possible at any time to the European Data Protection Supervisor. Any queries concerning the processing of personal data can be addressed by e-mail to the following contact: INFISO-DATA-PROTECTION-COORDINATOR@ec.europa.eu.

2.5. Attendance at meetings

Applicants should be prepared to attend meetings on a regular basis, contribute actively to discussions in the group, read and contribute to working documents.

The group shall meet in Brussels on Commission premises or in another place announced in accordance with the procedures and schedule established by the Commission which will chair the group.

In accordance with the Commission's rules on the compensation of external experts, the Commission shall reimburse travel² and, where appropriate, hotel³ for members and experts in connection with the group's activities

Meeting expenses are reimbursed within the limits of the annual budget allocated to the group by the responsible Commission services.

As a general rule, working documents will be drafted in English and meetings will be conducted in English.

Applicants should take into account that meetings generally involve preparatory and follow-up work.

3. Application procedure

Interested organisations are required to submit their application to the European Commission.

An application will be deemed admissible only if it includes the following documents:

1. Cover letter, signed by an authorised representative of the European umbrella organisation, explaining the motivation for answering this call and highlighting the proven track record of the organisation in terms of eHealth policy (for example, position papers, active working groups, participation in relevant high level events, etc.)

¹ For the purpose of this Call for expression of interest, the "Controller" shall be the Head of the Unit in charge of Call.

² Air travel - Reimbursement done on the basis of Economy Class fare. The submission of the invoice or electronic reservation and the boarding pass is required.

Train travel - First-class rail travel for journey less than 400 km (one way). The submission of the invoice or electronic reservation and the train ticket is required

³ Up to € 100

The letter should also mention the names of the nominated representative and substitute.

2. Selection form (see Annex 1) where nominated applicants must describe their professional experience and expertise as against the selection criteria listed in this call.
3. A curriculum vitae (CV), preferably not exceeding three pages, where nominated applicants (representative and substitute) must document their professional experience and expertise in full.

All the documents listed above should be duly filled in, legible, and signed.

All the documents listed above will be used in the selection procedure.

Each application must be completed in English.

4. The requirements

QUALIFICATION AND EXPERIENCE

A. Eligibility criteria

1. Applicants must be high level representatives of European umbrella organisations (i.e. associations, interest groups, non-governmental organisations etc.) with responsibility for developing policy relevant to ICT for health.
2. Applicants must be individuals appointed to represent a common interest of the organisation they represent.
3. Applicants must be nationals of a Member State of the European Union or a European Free Trade Association (EFTA) state or a candidate country at the date of publication of this call.
4. Applicants must be prepared to complete a declaration of interests and of conduct in an extensive, accurate and complete manner.
5. Applicants must have a good knowledge of the English language.

B Selection criteria

The Commission will take the following criteria into account when assessing applications:

- proven legal, policy, technical and/or scientific excellence and experience of the nominated individual in policy areas relevant to eHealth,
- experience of working with legislation, policy, and standards relevant to eHealth at national and/or international level,
- professional experience in a multidisciplinary environment, preferably in an international context, and language skills,
- proven track record of the organisation represented in terms of eHealth policy (for example, position papers, active working groups, participation in relevant high level events, etc.)

Applicants should be willing to work with electronic methods for the management and exchange of documents.

5 Selection procedure

The selection procedure will follow four stages:

1. verifying the eligibility criteria of each application;
2. assessing applications against the selection criteria;
3. establishing a list of most suitable applicants;
4. appointing members of the group.

The selection board will be composed of representatives of Commission services responsible of activities concerned by this call.

The selection board will establish a list of most suitable applicants who fulfil the criteria for membership of the group.

In its selection process, the Commission will also consider the need to strike a balance within the group of experts in terms of applicants' representativeness, gender and geographical origin.

6. Appointment of members

The Commission will appoint the members of the group along with their substitute from the list of applicants resulting from the selection process and that will have confirmed their availability to work in the group.

7. Submission of applications and closing date

Applications must be submitted not later than Monday 30 January 2012 16.00 Brussels time, by email to ehealth@ec.europa.eu.

The Commission reserves the right to disregard any application received after this date.

Subject of email must specify:

eHealth stakeholder group— call for applications

All candidates applying to this call for applications will be informed of the outcome of the selection process.

For any further information please contact ehealth@ec.europa.eu