



**25TH EHEALTH NETWORK MEETING 28 NOVEMBER 2023,
BRUSSELS
COVER NOTE**

6.5. Model Rules of Procedure of the Subgroups Document (*for adoption*)

1) Introduction

At the eHealth Network meeting in Stockholm in June 2023, the MS Co-Chairs of the Semantic and Tech IOP Subgroups presented and proposed for adoption a draft Rules of Procedure (RoP) document applicable to all eHealth Network Subgroups.

During the meeting, eHealth Network members expressed certain concerns and offered suggestions on addressing them. The eHealth Network decided that the Subgroups should address the comments and resubmit a new version for adoption by the Member States.

2) Issue at stake

After being reviewed and consolidated by the eHealth Network subgroups, the RoP document was formally submitted to the eHealth Network members on 20 July 2023, for adoption through a written procedure. The deadline for responses was set for 17 August.

During the written consultation, a total of 8 responses were received. Out of these, 4 Member States approved the proposed guidelines, 3 Member States requested modifications, and 1 Member State requested an extension of the deadline. Taking into consideration the responses received during the written consultation, the outcome was that the Rules of Procedure were not adopted.

3) Summary

Considering the outcome of the written procedure MS Co-Chairs of the Semantic and Tech IOP Subgroups analysed the modifications requested, as detailed below:

- **Rejected, since if considered they may jeopardise the agility required by subgroups:**
 - Add provision “On-line meetings should not take place on Friday afternoons”;
 - Extend the deadlines for the secretariat to send the documents in advance to meetings and for written procedures;
 - Add provision “Important decision-making should not be made in August, due to the unavailability of experts during the vacation period”;
- **To be considered for next version, since they require extensive discussion:**
 - Elaborate on the “termination of membership” process;
 - Add a procedure for reviewing the members of the working groups at least annually;



- **Considered as out of scope of the Rules of Procedure**
 - Add provisions that address the collaborative aspect of document creation within the working groups (repositories or mechanisms designed for sharing documents that are currently in the process)

Considering the above, the MS Co-Chairs of the Semantic and Tech IOP Subgroups re-submit the Rules of Procedure for adoption of the eHealth Network.

4) Format of procedure in the meeting

For eHealth Network adoption of the Rules of Procedures to be used by the subgroups.