

CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE EXPERT GROUP “EHEALTH STAKEHOLDER GROUP”

1. Background

The Commission’s Directorate-General for Communication Networks, Content and Technology (‘DG CNECT’) will relaunch the current eHealth Stakeholder Group (“the group”).

The group’s task is to provide advice and expertise, contributing to policy development and the implementation of the Communication on enabling the digital transformation of health and care in the Digital Single Market¹ (‘the Communication’), in particular in relation to the following areas:

- a) Health Data, including the development of a European electronic health record exchange format as recommended by the Commission Recommendation on a European Electronic Health Record Exchange Format (EEHRXF)²
- b) Digital health services
- c) Health data protection and privacy issues
- d) Cybersecurity for health and care data
- e) Digital tools for citizen empowerment and person centred care
- f) Artificial intelligence and health
- g) Other cross cutting aspects linked to the digital transformation of health and care, such as governance, financing and investment proposals and enabling technologies

The Group shall also foster coordination and cooperation with stakeholders, serving as a forum to discuss topics and address important issues relevant to legislation or policy related to eHealth and to the implementation of the Communication.

The Commission is calling for applications with a view to selecting members of the group.

2. Features of the Group

2.1. COMPOSITION

The group shall have up to 40 members. Members shall be the European umbrella organisations/associations or organisations with a European outreach representing:

- (a) Health data users such as civil society organisations with public health or healthcare as the main area of their activity or representing patients, health or social care professionals, healthcare providers, informal carers, health insurers and payers, consumers, eHealth experts, public health organisations

¹ Enabling the digital transformation of health and care in the Digital Single Market; empowering citizens and building a healthier society, Commission Communication [COM(2018) 233 final] <https://ec.europa.eu/digital-single-market/en/news/communication-enabling-digital-transformation-health-and-care-digital-single-market-empowering>

² <https://ec.europa.eu/digital-single-market/en/news/recommendation-european-electronic-health-record-exchange-format>

- (b) Research, innovation and standardisation organisations active in the field of eHealth
- (c) Industry with direct interest and activities centred on eHealth

Organisations shall nominate representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. The nominated representatives should:

1. Represent the interest of the umbrella organisation at a high level;
2. Be nationals of a Member State of the European Union or a European Free Trade Association (EFTA) state or a candidate country;

DG CNECT may refuse the nomination of a representative by an organisation if it considers this nomination inappropriate in light of the requirements specified in chapter 4 of this call. In such cases, the organisation concerned shall be asked to appoint another representative.

2.2. APPOINTMENT

Members shall be appointed by the Director General of DG CNECT from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for 3 years. They shall remain in office until the end of their term of office. Their term of office may be renewed.

Registration in the Transparency Register is required in order for organisations to be appointed.

In order to ensure continuity and the smooth functioning of the group, DG CNECT shall establish a reserve list of suitable candidates that may be used to appoint replacements. DG CNECT shall ask applicants for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the group's deliberations, who in the opinion of DG CNECT do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

The group shall be chaired by representatives of DG CNECT and DG SANTE.

The group shall act at the request of the DG CNECT and DG SANTE in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')³.

In principle, the group shall meet 2 times per year on Commission premises in order to discuss the development of legislation or policy related to digital health. DG CNECT and DG SANTE shall provide secretarial services.

³ See Article 13.1 of the horizontal rules.

Members and members' representatives should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act, as appropriate, as 'rapporteurs' on ad hoc basis.

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

The group shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome shall be decided by simple majority of the members. Members who have voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

In agreement with DG CNECT and DG SANTE, the group may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the group and sub-groups shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the group and sub-groups shall be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

The members of the group and their representatives, as well as invited experts and observers, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443⁴ and 2015/444⁵. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with the Commission the group shall adopt its rules of procedure on the basis of the standard rules of procedure for expert groups.

The Commission may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis.

Individuals and organisations may be granted an observer status, in compliance with the horizontal rules, by direct invitation. Organisations appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

DG CNECT may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by the Commission. Sub-groups shall operate in compliance with the horizontal rules and shall report to the group. They shall be

⁴ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

⁵ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of the group shall be selected via a public call for applications.

2.4. TRANSPARENCY

The group shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups').

As concerns the group composition, DG CNECT shall publish the following data on the Register of expert groups:

- the name of member organisations; the interest represented shall be disclosed;
- the name of observers;

DG CNECT shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or *via* a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, DG CNECT shall ensure publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001⁶.

Personal data shall be collected, processed and published in accordance with Regulation (EC) No 2018/1725.

3. Application procedure

Interested organisations are invited to submit their application to the European Commission, DG CNECT.

Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the CV in English.

Organisations shall indicate the name of their representative(s) in the group.

An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

Supporting documents

Each application shall include the following documents:

- a cover letter explaining the applicant's motivation for answering this call and stating what contribution the applicant could make to the group;

⁶ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

- a classification form duly filled in specifying the member category for which the application is made (Annex I).
- a selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in chapter 4 of this call (Annex II).

For individuals indicated by organisations as their representatives, a *curriculum vitae* (CV) shall also be provided, preferably not exceeding three pages. All CVs shall be submitted in the European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

Additional supporting documents (e.g. publications) may be requested at a later stage.

Deadline for application

The duly signed applications must be sent by **27 September 2019 at the latest**. The date of sending will be established as follows:

- Where applications are sent by e-mail to the following e-mail address: CNECT-E-HEALTH-STAKEHOLDER@ec.europa.eu, the date of the e-mail will be the date of sending.
- Where applications are sent by post to the following address: European Commission, DG CNECT, Unit H3 (eHealth, well-being and Ageing) secretariat – Rue Robert Stumper 10, L-2557, Luxembourg, the postmark will be considered the date of sending.
- Where applications are hand-delivered to the following address: European Commission, DG CNECT, Unit H3 (eHealth, well-being and Ageing) secretariat – Rue Robert Stumper 10, L-2557, Luxembourg, the date on the receipt given upon delivery will be considered the date of sending.

4. Selection criteria

DG CNECT will take the following criteria into account when assessing applications:

- Proven and relevant competence and experience, including at European and/or international level, in areas relevant to eHealth / digital health policy (position papers, active working groups, participation in relevant high-level events, etc.) (organisations);
- Proven and relevant competence and experience of the proposed representative at European and/or international level in areas relevant to eHealth / digital health policy (including legal, policy, technical and/or scientific aspects), as well as hierarchical level of the proposed representative (organisations);
- Good knowledge of the English language allowing active participation in the discussions (organisations representatives);

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by DG CNECT against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

When defining the composition of the group, DG CNECT shall aim at ensuring, as far as possible, a high level of expertise, a geographical balance, as well as a balanced representation of relevant know how and areas of interest, while taking into account the specific tasks of the group, the type of expertise required, as well as the relevance of the applications received.

For any further information please e-mail: CNECT-EHEALTH@ec.europa.eu

ANNEXES:

- Classification form
- Selection criteria form
- Privacy statement