



CNECT.H.1

CALL FOR EXPRESSION OF INTEREST

Establishing the eHealth Stakeholder Group

1. Mandate of the group & terms of appointment

The Commission is launching a call for expression of interest to appoint organisations as members of the eHealth stakeholder group ('the group').

The purpose of the call is to renew the mandate of the eHealth Stakeholders group established by the Commission in 2012 with a three-year mandate.

The aim of the group is to discuss and contribute to the development of policy related to eHealth at EU level in a multidisciplinary approach, to ensure that the views of different stakeholders are reflected in the policy development in a balanced way and to create synergies between different stakeholders.

The mandate of the group is to:

1. give input on the design, implementation and evaluation of eHealth policy activities, in particular on the implementation of the eHealth Action Plan 2012-2020;
2. discuss and give input on the deliverables of the eHealth Network;
3. advise the Commission on eHealth-related activities by preparing reports and opinions and submitting relevant data;
4. ensure that information on EU level action in eHealth is communicated back to engage national organisations and to support discussion and progress at Member State level.

To avoid duplication of work, the group will complement the ongoing work of other relevant bodies: the eHealth Network, the Joint Action supporting the eHealth Network and the European Innovation Partnership on Active and Healthy Ageing.

The group is a consultative body and its opinions are non-binding. Its setting up is without prejudice to the Commission's right to consult with non-member stakeholders in the eHealth domain.

Organisations will be appointed as members, which in turn will nominate their representatives. Members of the group are appointed for three years.

The group will be registered as an informal Commission expert group in the Register of Commission expert groups and other similar entities ('the Register of expert groups').

2. Eligibility & selection criteria

A. Eligibility criteria

Organisations applying should satisfy the following criteria:

1. European umbrella organisations/associations or organisations with an European outreach representing:
 - (a) 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
 - (b) Research, innovation and standardisation organisations active in the field of eHealth
 - (c) Industry with direct interest and activities centred on eHealth
2. Be registered in the [Transparency Register](#) before applying.

The nominated representatives should:

1. Represent the interest of the organisation at the 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;
3. Have good knowledge of English.

B. Selection criteria

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

1. proven track record of the organisation in the field of eHealth policy (position papers, active working groups, participation in relevant high-level events, etc)
2. proven legal, policy, technical and/or scientific excellence and experience of the nominated representative in policy areas relevant to eHealth

4. Structure and composition of the group

The group shall not exceed 30 members.

When defining the composition of the group, the Commission shall aim at ensuring, as far as possible, a high level of expertise, a balanced representation of relevant know how and areas of interest, taking into account the specific tasks of the group and the type of expertise required.

To achieve the necessary balance the composition of existing eHealth groups will be taken into account.

5. Working methods & reimbursement of expenses

Members' representatives to the group should be prepared to attend two full-day meetings

per year. They are expected to actively contribute to the group's discussions, read working documents and draft texts. Members' representatives should be willing to work with electronic methods for the management and exchange of documents.

Meetings and working documents will be in English.

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

In accordance with Commission rules on the compensation of external experts, the Commission shall reimburse travel costs related to the attendance of meetings by the members' representatives. Meeting expenses are reimbursed within the limits of the annual budget allocated to the group by the responsible Commission services.

Participants in the activities of the group shall not be remunerated for the services they render.

6. Transparency & data protection

The Commission will publish the names of the members of the group on the website of DG CONNECT and in the Register of expert groups.

All relevant documents (such as agendas, minutes and participants' submissions) shall be made available either in the Register of expert groups or via a link from the Register to a dedicated website, where information can be found. Exceptions to publication shall be foreseen where disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001^[1] Personal data collected shall be processed pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and 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 Controller without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with EU law.

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

7. Confidentiality

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.

^[1] 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.

8. How to apply

Interested organisations are invited to submit their application to the Commission with the following documents in English:

1. Cover letter nominating a representative and an alternate, describing the motivation for applying and the organisation's track record and expertise relevant to the call, signed by an authorised representative of the organisation
2. Application form (Annex 1) describing the professional experience and expertise of the nominated representatives against the eligibility and selection criteria listed above
3. CV of the nominated representatives (not exceeding 3 pages)

Applications must be submitted by **31 January 2016** by e-mail to CNECT-E-HEALTH-STAKEHOLDER@ec.europa.eu with "*eHealth Stakeholder Group - call for applications*" in the subject line.

Applications received after this date will not be considered.

9. Selection procedure

The selection procedure will include:

1. verifying applicants' eligibility
2. assessing applications against the selection criteria
3. shortlisting the most suitable applicants
4. appointing members and their representatives to the group

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

The Commission will retain applicants and their representatives as members of the group from the shortlist of applicants who will have confirmed their availability to work in the group.

All candidates applying to this call for applications will be informed of the outcome of the selection process. For more information, please send an e-mail to CNECT-E-HEALTH-STAKEHOLDER@ec.europa.eu

10. Background

The eHealth Stakeholder group was first set up in 2012 with a three-year mandate. The group consisting of 29 members representing European umbrella organisations active in the eHealth field, proved to be a good platform for stakeholder engagement. Five reports were produced on patient's access to Electronic Health Records, health inequalities, interoperability, telemedicine deployment and digital skills for health professionals.

Annex 1: application form