

Terms of Reference

EPF Thematic Working Group on Universal Access to Healthcare

Overall remit

The working group will inform, guide and support EPF's work on Universal Health Coverage and Access to healthcare from both a strategic and content perspective, in order to support EPF's broader membership, Board and the Secretariat in this work. The working group will work towards the implementation of the [EPF Roadmap to achieving universal health coverage for all by 2030](#), using it as a guide and reference.

The group will take a lead on specific activities as defined by its members in an annual work plan.

Position documents developed by the group will be subject to a consultation of the full membership before their formal adoption.

Mandate

There is no definite timeframe set for the working group. The work of the group will be evaluated after (for example) two years and a decision regarding continuation will be made.

Objectives

- Guide EPF's strategy on access to healthcare;
- Implement EPF's Roadmap to achieving universal health coverage for all by 2030, following up on its recommended actions;
- Support SDG Watch Europe activities and the implementation of the Sustainable Development Agenda, in particular UN SDG 3 on health and more specifically the sub target on universal health coverage;
- Support EPF's activities with regards to the implementation of the European Pillar of Social Rights and in particular principle 16 on healthcare;
- Identify and map national 'access to healthcare' priorities and universal health coverage in the EU;
- Significantly contribute to specific policy and project work and activities relating to access to healthcare and universal health coverage;
- Develop coordinated patient group effort and action on universal access to healthcare;
- Exchange between patient organisations working on universal access to healthcare and related activities;
- Strengthen the network of patient organisations active in this field;
- To contribute to full membership engagement and constructive cooperation between EPF members in developing policy positions, projects work, and effective advocacy.

Membership

Membership of the working group is open to all member organisations of EPF. Individual members should be nominated by their organisations to participate in the group.

The term for individual members is initially for two years.

In the event, that a member is no longer able to fulfil their obligations as member of the working group, members are to inform the EPF Secretariat. Similarly, in the event a member is not fulfilling its commitment to the working group, EPF can refuse to support travel and accommodation costs and will relieve the member from its duties. A call will then be circulated to the EPF membership in order to identify a new member.

Substitute members will only be accepted on an exceptional basis, given that the substitute is adequately briefed by the member and commits to reporting back to the member following the meeting.

To encourage diversity of participation, an EPF member organisation participating in the EPF Working Group on Digital Health cannot also participate in the Universal Access to Healthcare working group – and vice versa.

Membership will be reviewed should there be a change in the EPF membership rules or criteria.

Members' Responsibilities:

- Members commit the necessary time to actively contributing to the work of this working group and commit to attending all face-to-face meetings and ad hoc web meetings;
- Members commit to reporting back to their organisations following working group meetings;
- Members will provide proactive suggestions for meeting agenda items to the EPF secretariat. To this end a request for suggestions will be circulated to members in advance of the meeting;
- Topical or reporting responsibilities (national level reporting for example) will be allocated at or after the first meeting.

Meetings and communication

The working group will meet either physically (in Brussels) or virtually twice a year. In 2018, the working group will have one face-to-face meeting and one virtual meeting. In addition, webinars and/or teleconferences may be organised on an ad-hoc basis. The group will communicate mainly by email.

Transparency

A list of the members of the working group and their affiliated organisations will be made publicly available on EPF's website.

Members will complete declaration of interests forms which will also be made publicly available on EPF's website.

Minutes of the working group and draft documents pending formal adoption will be made available only to EPF's membership via internal communications.

Logistical arrangements

Administrative support for the group meetings (travels, accommodation, organisation of teleconferences) will be provided by the EPF Secretariat as appropriate and according to [EPF travel and reimbursement policy](#). Travel and accommodation expenses for physical meetings are covered by EPF and will be booked directly by EPF's Event Officer.