EU Health Policy Platform

Rules of Procedure

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RULES OF PROCEDURE

The purpose of this document is to explain the working methods of the EU Health Policy Platform and its terms and conditions. The European Commission reserves the right to update these Rules of Procedure as necessary and without prior notice.

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1. Working Methods

The mandate of the EU Health Policy Forum ended in December 2013[1]. In the meantime, the Commission adopted a new approach for systematic largescale public consultations (including health stakeholders) for all Commission policy or regulatory initiatives. The Directorate General for Health and Food Safety (SANTE) therefore updated the Forum concept to better reflect the priorities of the Commission during stakeholder dialogues.

The new format of the EU Health Policy Forum was conceived to make it easier for public health stakeholders in the EU to share ideas and good practices.

The EU Health Policy Forum, therefore, evolved from a consultative body to a communication channel between the Commission and health stakeholders: the **EU Health Policy Platform** (hereinafter also known as the Platform)**.**

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[1] The EU Health Policy Forum evolves from a consultative group to a multilateral communication channel between EC and its health stakeholders, by creating a collaborative interactive platform. It is no longer focused on consultation, as the European Commission has put into place an official procedure making large consultations with stakeholders' compulsory. Instead, the EU Health Policy Platform focuses on creating a space for a permanent dialogue on health issues amongst all possible health stakeholders and with the European Commission. With this new objective and the fact that there is no longer a fixed membership in mind, the group ceases to exist as an expert group and loses its consultative feature, thus being deleted from the Registry of Expert Groups of the European Commission.

1.1 Working methods: Objectives and Structure

Objectives

The EU Health Policy Platform aims to:

- Provide a framework for dialogue among health stakeholders and with the Commission;
- Facilitate targeted discussions;
- Ensure transparency in the health policy dialogue;
- Contribute to building knowledge and expertise on public health issues;
- Support dissemination of information on Commission projects (e.g. co-funded Health Programme projects, including Joint Actions);
- Identify, share and encourage replication of good practices related to health policy;
- Gather and circulate research and help results and outcomes to be easily accessible for interested stakeholders;
- Provide information on other policy areas related to health following the "Health in All Policies" approach.

Structure

The EU Health Policy Platform operates through the following three axes:

- **Web Platform** - the platform serves as a forum for online discussion and collaboration among health stakeholders and provides a space open to all registered users for posting their news and events
- **Joint Statements** – position papers drafted by health stakeholders on chosen health issues following a dedicated call for proposals.
- **Face-to-face meetings and live webinars** - these events include the EU Health Policy Platform Annual meeting, the Thematic Networks' webinars, other meetings and hybrid events on an ad-hoc basis.

The **EU Health Award** was first launched in 2015 and was part of the EU Health Platform activities and one of its main pillars until 2021, when the last edition dedicated to Cancer Prevention and Mental Health was launched. The last Award Ceremony took place in 2022. Summary reports listing the winners and shortlisted initiatives for each edition of the Award, along with descriptions of all of their projects, are available on the EU Health Award website. Many of these projects continue to positively impact public health, and all of them can inspire other best practices and innovative approaches.

1.2 Working Methods: Platform

Platform members (users)

The EU Health Policy Platform is a collaborative online tool to make it easier for health stakeholders to communicate among themselves and with the Commission. The working language is English, therefore it is mandatory that

news items, documents and events published in the Agora network are produced in English. Publication in other languages may be considered only within the restricted networks (Stakeholder networks and Commission and Member State networks) on an ad-hoc basis. This practice should be formally requested by email to SANTE-HPP@ec.europa.eu.

EU Health Policy Platform members are diverse and represent a wide range of sectors and interests. See section 6 in the list of criteria below for the types of users accepted.

To join the EU Health Policy Platform, health stakeholders (individuals representing these organisations) must meet the following criteria.

1. Represent an entity with an operative and individual email and provide his/her name and surname in the registration form – functional mailboxes and organisations names will not be accepted in the Platform. Please be sure to use your own name, rather than the name or acronym of the organisation you are part of, as the 'username' when creating your EU login as well as when registering in the Health Policy Platform.

   Entities that do not have an individual email address name.surname@organisation.com must make note of this when filling out the "About my organisation" field of the registration form.

   Access to the HPP can be granted only individually, and for security reasons we need to know the identity of the individual user behind the email address. That identified person is fully responsible for their use of the Platform.

2. <u>Be a European, national, regional or local entity,</u> registered in an EU Member State, EEA-country or be a national, regional or local entity registered in a country associated to the EU4Health programme (such as an EU candidate country). If the user does not find their country in the list when registering, they are asked to contact SANTE-HPP@ec.europa.eu.

3. <u>May be an entity from a country different from those identified in point 2 if</u>:
    a) it is involved in an action funded under the EU4Health programme under the condition specified in Article 13(2) of the EU4Health Regulation. Membership will be terminated once the action funded under the EU4Health is concluded; or
    b) works at international level in health (i.e. International Organisations such as WHO or UN) (Article 13(1)(b) of the EU4Health Regulation); or
    c) is a non-governmental patients' or professional organisation, working in the field of health, registered in a country different from those identified in point 2 and having constituent entities based in eligible countries (i.e. EU/EEA).

Requests under point 3 will be considered on an ad-hoc basis and at the discretion of the Commission.

4. <u>Be registered in the EU Transparency Register</u> and must directly and exclusively represent their own interests. The following entities are

exempt from registration: European Institutions staff[2], Member States representatives and Ministries, as well as public organisations such as universities, schools, hospitals and research and academic institutes. For a more detailed explanation, please consult the Interinstitutional Agreement on a mandatory Transparency Register.

5. <u>May be consultancies and law firms</u> that represent an organisation that complies with all these criteria. Users working for a consultancy or law firm must express their intentions for using the Platform in the "mission of your organisation" field available in their profile form.

6. <u>Be one of the following entities:</u>
   - Public health and patients' non-governmental organisations and health foundations
   - Organisations representing health professionals
   - Health services and health insurance providers
   - Public health governmental organisations
   - European Institutions[3]
   - Early education, primary and secondary schools
   - Universities and Public Research Institutes
   - Recognised international organisations working on health

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[2] European Institutions official list available here: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_fr
[3] European Institutions official list available here: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_fr

- Business organisations or associations with a clear commitment to health promotion, protection and improvement, who agree in writing not to use the Platform for commercial purposes

In an effort to make the EU Health Policy Platform more inclusive, users providing an email from a free email provider (i.e. hotmail, gmail, yahoo), or those that are unable to provide a Transparency Register number, will be accepted into our community on an ad-hoc basis, if they are affiliated with one of the organisations inside the Platform, or if they are recommended by an organisation inside the Platform. Users must clarify this in the registration form field "About me".

Comments, posts or images in the EU Health Policy Platform generated by the users should not:

- Spread false and/or defamatory information;
- Infringe on copyrights;
- Include content that is discriminatory, abusive, vulgar, invasive of a person's privacy or otherwise in violation of Union or Member State law;
- Post content that includes private and/or personal information;
- Promote commercial services and products, or causes;
- Promote health activities that are not based on scientific evidence or commonly accepted practices.

User-generated content, such as comments or posts, represent the views of those providing the content, and do not necessarily represent the views or policies of the European Commission.

Note that the European Commission reserves the right to exclude stakeholders from any Network or from the EU Health Policy Platform if they do not abide by these Rules of Procedure. This step will be taken after consultation with the policy Unit concerned.

Registration

To register in the EU Health Policy Platform, users have to create an account in the European Commission Authentication System (EU Login). To create this account, please click here. Please use an individual name, surname and email address.

To ensure transparency, usernames on the EU Health Policy Platform are created automatically, including the name of the user and the organisation the user works for. Multiple individuals from a particular organisation may take part in the Platform. This enables the organisation to be present in different networks with various representatives.

Following a request for access, the EU Health Policy Platform team verifies that the applicant has conformed with the above-mentioned criteria and grants or refuses access to the common online Agora network. Requests are processed on working days from 10.00 to 16.00 (10 a.m. to 4 p.m.) CET, Brussels time. The team aims to process all requests within 12 working days.

The validation and rejection of requests for access is not an automatic process but subject to individual checks performed by the Platform moderators.

If granted access, the user will be able to access the common online Agora network, the currently open Thematic Networks and the Exchange networks. At this stage, users may request access to restricted networks, like those networks led by the Commission, Member States, and Stakeholders. Commission representatives or appointed health stakeholders will assume the role of moderators of these networks and will grant or deny access requests according to their own criteria.

Structure

The Platform consists of a public homepage and three sections:

1. The public homepage, containing general information on the EU Health Policy Platform - allows the public at large to access information which has been made available in all EU languages.

2. The Agora network is a common discussion area accessible to all stakeholders who comply with the established criteria and have registered. Stakeholders are encouraged to publish news, events, links and documents related to their activities.

   - Cross-sectorial communication: public health information related to the Commission's or stakeholders' initiatives that can be shared with the public is disseminated in the Agora network and in any other restricted network, where relevant.

- Promotion of open consultations: the Commission promotes and publishes consultations to ask for stakeholder's views on specific health issues and encourages them to provide input to the policy dialogues via the official channels for consultations;

- Gathering of information for reports: DG SANTE invites stakeholders to voice their views and share other relevant information based on empirical data, studies carried out or good practices;

- Identification of emerging health issues: DG SANTE seeks stakeholders' opinions on emerging health issues or priorities;

- Stakeholders' participation in conferences: through the Agora network, information on public health events and conferences is promoted by and for all registered stakeholders;

- Health in All Policies information: the Agora network provides the opportunity to gather information on other policy areas related to health that can be of interest for the public health community.

3. Exchange Networks: these are accessible to all users registered in the Platform and are meant to be used for the exchange of good practices, the sharing of training material, and to encourage users to interact.

4. Thematic Networks are temporary networks accessible to all Platform members that are set up for a limited period to facilitate the drafting of Joint Statements on chosen health issues.

   4.1. The functioning of Thematic Networks:

- The Joint Statement is produced collectively by a Thematic Network over a limited period, corresponding to the network's lifespan. It describes the sustainable actions members plan to take to achieve the Network's aims. It is endorsed by health stakeholder organisations to promote the sharing and implementation of good practices and possible synergies with other actions related to EU health topics that are still ongoing or complemented at European, national, regional or local level. By doing so, health stakeholders may support the Commission in the implementation of EU health policies.

- The Joint Statement will always be independent from the views of the Commission and there should be no expectation or assumption that the Commission will take action or commit funding for specific actions. This of course does not rule out that some of ideas expressed in the Joint Statement might be further supported/promoted by the Commission in policy papers and programmes.

- A call for proposals is launched annually in the Platform and promoted through all Commission communication channels (Twitter @EU_Health, Public Health website, HaDEA website). The Commission puts forward a set of topics of great importance to EU health policy each year. Any Platform member may propose the establishment of a new Thematic Network with the purpose of drafting a new Joint Statement on the central policy areas.

- The Commission then evaluates the proposals based on their relevance to the proposed topics and current health priorities in the EU agenda.

- Three to four temporary Thematic Networks are created annually.

- The organisation that submitted the selected proposal is considered to be the "network leader".

- The aim of the network leader is to create a strong network and produce a Joint Statement on a given health issue with the help of other stakeholders, before the next annual meeting of the EU Health Policy Platform.

- A set of webinars will be organised by the Platform support team to call for comments and endorsements of the Joint Statements. Thematic Network leaders will prepare the content, while the Platform team will be responsible for the logistics.

- The network leaders will be invited to present their finalised Joint Statement at the EU Health Policy Platform Annual Meeting. This presentation should explain the views of the statement's contributors.

- Thematic Network leaders may call for endorsements from organisations before and after the annual meeting.

- Once the purpose of the temporary Thematic Network has been accomplished by presenting the Joint Statement at the EU Health Policy Platform Annual Meeting, the leaders will post their final and endorsed Joint Statement on the Platform and their networks will, if requested by the respective leaders, be transformed into a stakeholder or an exchange network.

- DG SANTE will report on the Joint Statements at each webinar organised for the Thematic Network leaders, follow-up on the production of these Statements and finally comment (together with commenters from other interested Commission DGs) on its presentation at the Platform Annual Meeting.

- To close the cycle of Thematic Networks, either a roundtable is held at the EU Health Policy Platform annual meeting to discuss the lessons learned in the drafting process or a separate live webinar is held afterwards. Thematic Network leaders and Commission representatives will join and discuss the outcome of the cycle.

- Finally, a month after the Platform Annual Meeting, the Thematic Networks will be transformed into Exchange or Stakeholder Networks and continue the work on their own.

5. **Commission and Member State-led networks:** are generally accessible by appointed members, but not only. The responsible Commission and Member State appointed staff monitors these groups and ensures the moderation as well as shares the group's public information with the rest of the members of the Platform in the Agora network (see above "cross-sectional communication").

   - Networks that are led by the Commission, whether they are expert groups or other kind of consultative groups that could be assimilated to expert groups, must respect the Secretariat General Rules for Experts Groups and they must be registered in the Expert Groups'

Registry. Please read the rules carefully: https://ec.europa.eu/transparency/expert-groups-register/screen/expert-groups-explained?lang=en

- The participation of health stakeholders in groups and networks set up and managed by the Commission must be subject to a thorough check by the concerned Units and moderators. Issues regarding transparency, conflicts of interest, etc. must be handled by each network individually.

- For this purpose, a Commission officer must be nominated as network moderator (see next page under "Moderator"). It is up to the network moderators to check compliance with membership rules, monitor their networks activities and take the appropriate steps for implementing the Secretariat General Rules.

6. **Stakeholder networks:** are restricted networks set up to share knowledge and information on a specific health area. They are created in response to a direct request to SANTE-HPP@ec.europa.eu from Platform members. Platform members who have an interest in a certain stakeholder network may request access. The appointed stakeholder moderators decide whether to grant or deny access, thus just making the request does not guarantee access to this type of network.

- In some cases, National networks will be created as a satellite of an existing network in the EU Health Policy Platform if discussions with a national focus are deemed useful or necessary. These Networks

can be run in any EU official language, upon request. Moderators of national Networks should be able to speak English in order to interact with other moderators. Agora Network posts should always be in English.

The Moderator

The European Commission will act as a moderator of the whole Platform. In addition, each Network has at least two moderators who will grant access (validate or reject requests) and moderate content in the Networks.

There are three different kinds of moderators, according to the type of Network:

1. <u>Platform Team Moderators</u>: staff working in the Commission's department responsible for the EU Health Policy Platform project. They monitor access requests and content in the Agora Network and support all of the networks in the Platform.
2. <u>Commission Staff Moderators</u>: have expertise in in the focus area of the network led by the Commission or Member State that they are asked to moderate.
3. <u>Stakeholder moderators</u>: Stakeholder, Exchange and Thematic Networks are moderated by appointed key stakeholder organisations.

All moderators will be members of a network accessible only for them.

Another category (not to be mistaken with the moderators) are **"Network leaders"**: these are Platform members that do not have technical administrative rights but represent the Network inside the Platform and are listed in a box inside each network, above the list of users of each network. Moderators often also serve as network leaders.

Functionalities

The following functionalities are available for the Platform members:

- **Post news:** post articles, updates or opinions on health issues in any network newsfeed and add documents, pictures or links to news items;

- **Work collaboratively**: new versions of a document may be uploaded to the library of the Agora or any other network at any point during the drafting process and by any Platform member;

- **Start discussions**: use the comment field under each news item.

- **Events**: create, share and promote events and invite Platform members to join;

- **Polls**: create opinion polls;

- **Library**: Upload (including bulk upload) or download documents to and from the library of the Agora network or any network where you have access;

- **Notifications**: stay up to date on news and events you follow by asking to receive alerts when updates are made (see the notification centre at the top of the page and click on the bell icon for alerts);

- **Newsletter**: receive the twice-weekly newsletter with all your Network's latest updates

- **Webinars**: join the Live Webinars organised by the Platform team. Discussion topics are related to EU health priorities and EU Health Policy Platform priorities (including trainings on new features or updates on Joint Statements). Invitations are available in the corresponding network newsfeed and library.

1.3 Working Methods: EU Health Policy Platform Meetings

Frequency

DG SANTE organises face-to-face meetings to host targeted thematic discussions among users of the Platform, including:

- Thematic Networks meetings (Kick-off meeting once a year, if applicable).
- EU Health Policy Platform Annual Meeting

Thematic Network meetings

Once a year, these meetings serve to kick off the production of the Joint Statements. Participants are the health stakeholder organisations leading the temporary Thematic Networks. The network leaders chosen for the Thematic Networks give a presentation on the purpose and expected outcomes of their Joint Statements. During this meeting, the Platform team will offer training on the main functionalities of the Platform and the Thematic Networks specificities.

These meetings may take place either physically or online.

EU Health Policy Platform Annual Meeting

Once a year, the EU Health Policy Platform brings together pan-European, national, regional and local health stakeholders to discuss ideas and activities amongst themselves and with the Commission services. The meeting is designed to be inclusive, reflecting the geographical and professional diversity of its participants.

The meeting usually brings together around 100 to 150 representatives of EU health stakeholder organisations. Key EU health initiatives are presented as well as the year's Joint Statements.

How to participate in the annual meeting?

Due to the limited capacity of the meeting room, Platform members and other health stakeholders who would like to take part in this meeting in person must express their interest by filling in a registration form that will be available through the Agora network. Participants will be selected on a first come-first served basis, although their involvement in the Health Policy Platform, their experience and commitment to the topic(s) of discussion will also be taken into account. Those who are not invited to participate in person or who are unable to attend physically are welcome to take part online by following the live stream and/or actively participate through Webex.

Following the selection procedure, participants receive a confirmation by e-mail.

Outcome and Dissemination

Annual meetings are live-streamed and/or use Webex so that they can be held as hybrid events (both physical and online). The web-link is available in the Agora network and is also disseminated through several other communication channels within the Commission. The speakers' presentations are also made available after the event.

After each Annual Meeting, a report is prepared and shared in the Agora network. The report is prepared independently and does not necessarily represent the views of the Commission.

2. Terms and Conditions

2.1 Basic Terms

You are responsible for your use of the EU Health Policy Platform, for any content you publish and for the consequences that may result from publishing such content. By uploading your content on the Platform, you give your consent to its potential publication at the discretion of the moderator of the Platform.

Only the members of the Network you are posting in will be able to see the posts. Please be aware that such publications should be related to the network's focus topic.

It is the user's responsibility to post their content to the network and audience for which the content is intended for. The European Commission is not responsible for the unintentional sharing of documents due to the failure of the user to post such documents in the appropriate network.

The language of communication of the Platform is English. The Agora network is run exclusively in English. However, documents or links to websites published by members may be in any other language, provided that this does not purposefully exclude any particular user. In the case of national networks, any EU official language can be used (upon request).

Username and Password

To register on the EU Health Policy Platform, you have to create an EU login

account (previously ECAS). To create this account, please click **here**. Should you have any questions regarding the creation of an ECAS account, please read **EU login help and Privacy Statement**.

Please be aware that only a personalised email address related to your organisation will be authorised by the European Commission Authentication System (ECAS) for the purpose of registering an organisation in the EU Health Policy Platform e.g.: firstname.lastname@organisation.xx or f.lastname@NGO_name.xx (or any other possible combinations).

The moderator of the EU Health Policy Platform will receive a notification and will accept your registration on the Platform as long as you comply with the criteria stated in the **1.2 Working Methods: Platform**.

Users are responsible for safeguarding their passwords and for any activities, actions or posting from their accounts. The European Commission encourages using complex passwords e.g. with lower and upper cases, numbers and symbols to avoid any possible fraud.

The European Commission cannot be held liable for any damage resulting from the loss of your username or password.

Your rights and duties as a user

Our goal is to provide a Platform to make it easy for public health stakeholders to communicate among themselves and with representatives of the European Commission's Directorate General for Health and Food Safety.

Each user is responsible for the content published within the EU Health Policy Platform. The European Commission respects the ownership of the content

shared by the Platform members. Platform members in turn have the responsibility to verify that they own the <u>Intellectual Property Rights</u> of the entire content if they wish to publish it, or that they have permission to share content for which they do not have sole rights to (e.g. creative commons licences, photo databases…).

The Platform member has the duty to provide accurate information on the Platform regarding your organisation's profile and the content you post and share. The European Commission cannot be held responsible for the dishonest behaviours of Platform members.

Expected behaviour of Platform members

- Treat all other members of the Platform in a respectful and courteous manner at all times, even in the event of disagreements.

- Discussions in the EU Health Policy Platform should never reveal the health data of individuals.

- Platform members should not pretend to be Administrators, Coordinators, Editors or Moderators by using "Administrator", "Coordinator", "Editor" or "Moderator" in their username or profile.

- Leaders of discussions in the thematic networks should not abuse their coordinating role and always maintain a balanced discussion, taking into consideration comments and ideas from everyone who would like to contribute to the drafting of a specific Joint Statement

- In the event of a disagreement between Platform members on whether the content shared in any network of the Platform is appropriate, the European Commission will make the final decision.

- Products for sale, including publications for which a fee is required, shall not be uploaded on the Platform.

Abusive behaviour and spam

The European Commission strives to protect its Platform members from abuse and spam. User abuse and technical abuse (i.e. the repetitive publication of the same content that may be considered spam) will not be tolerated in the Platform and may result in a suspension of the account. In particular, the following may result in a suspension:

1. Creation of multiples accounts per user: You are allowed to create multiple accounts per organisation, provided that there is only one account per employee. To avoid confusion, no user can create a second account for themselves.

   - Abusive behaviour toward a specific target: you are not allowed to engage in targeted abuse or harassment. You may be found guilty of harassment if you are: Targeting a specific organisation in order to attack their reputation or content in an impolite way.

   - Attacking one specific individual or organisation without any provocation by insulting them, making disrespectful comments, issuing threats or conducting other forms of attacks.

2. <u>Malware (Malicious Software)/Phishing</u>[4]: You are not allowed to publish links to malicious content intended to damage or disrupt another users' browser or computer or compromise the privacy statement.

3. <u>Spam</u>: You are not allowed to use the Platform for spam. The report function available in each publication may be used to report spam. Platform members who want to report spam should use the text-box that appears to explain why they consider the content being reported as spam. This non-exhaustive list provides examples of what falls under the definition of spam:

- Posting numerous publications with the same copied text.
- Unscientific content
- Content unrelated to EU Health Policy
- Creating misleading or false content in a systematic manner.
- Posting links repeatedly in different publications without any written update or information about the links.
- Creating misleading accounts or content.
- Promoting third party content with promotional purposes and with no aim to enhance discussion and engagement.
- Repeatedly posting general information in the thematic networks focused on one single topic to disrupt the conversation.

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[4] A scam by which an e-mail user is duped into revealing personal or confidential information which the scammer can use illicitly.

4. <u>Graphic content</u>: You are not allowed to use pornographic or violent graphic icons or images in your postings, profile or any other kind of publication for this Platform or any of its networks.

Inappropriate Content

The following is deemed as inappropriate content. Posting such content may result in your account being suspended as well as the removal of the offending posts:

- Posts or images of a defamatory, abusive, vulgar, hateful, harassing, obscene, profane or threatening nature. This includes any message or material that is ethnically, racially, religiously or sexually offensive, insulting or demeaning. The content posted does not reflect the official opinion of the European Commission. Responsibility for the information and views expressed therein lies entirely with the authors of the posted content or material.

- Posts or images that violate any Union or Member State laws, including intellectual property rights.

- Advertising of products or services for commercial use. You may talk about you organisation and your organisation's initiatives to start a discussion or share knowledge that you may have gathered. However, registering solely to promote yourself, your company or others could lead to the suspension of your account.

- Discussions over illegal activities including software and media piracy and other intellectual property infringements.

- Discussions of a personal nature that are not related to public health issues.

- Posting other people's personal information (i.e. telephone numbers, addresses, etc.) on the network without consent.
- Any content that contains malware such as viruses, Trojan horses, spyware etc. which may be harmful to a computer user.
- Links to any of the above.
- Discussions in a language other than English, except in the specific national networks created for this purpose where publications in other EU language publications are allowed.

Legal Notice

Please have a look at the **legal notice**.

Personal Data Protection

Please have a look at the **Privacy Statement**.

Reuse of publications and other items is authorised, provided the source is acknowledged and that the Platform member does not distort the original meaning or message of the material. The reuse policy of documents held by the European Commission (or on its behalf by the Publications Office) is laid down by Commission **Decision 2011/833/EU of 12 December 2011**.

The European Commission is not responsible or liable for any consequences stemming from reuse.

Live Webinars are regularly organised by the EU Health Policy Platform Team and promoted through the Platform. If you join them, please have a look at the live webinar privacy statement.

Intellectual property rights

Platform members posting and uploading materials to the EU Health Policy Platform declare to have ownership or the right to use and to share the contents on the platform.

Please note that if your content includes third party materials, you are responsible for obtaining authorisation and/or the right to use these materials and must acknowledge the sources of e.g. photos, charts, tables etc.

As a Platform member, bear in mind that there might be other third-party rights involved, particular regarding the use of photos (e.g. architects may claim the copyright to any original architectural works that may be depicted; the same applies to visual artists in relation to their artworks).

Persons clearly identifiable in photographs hold the rights to their own image and have to give their consent to its publication. Please make sure that you have all the necessary authorisations from anyone visible in the photos.

By posting and uploading materials on the website, Platform members grant the European Union a non-exclusive, royalty-free, perpetual, worldwide licence to use, reproduce, communicate about and make available to the public the materials on the EU Health Policy Platform and for EU Health Policy Platform related activities.

Platform members are encouraged to include a copyright notice for the contents uploaded. When content incorporates third party materials, the relevant copyright holders should be clearly identified.

When joint authorship is shared by representatives of multiple organisations in the same document, the copyright is held jointly by all of them, therefore please list all organisations involved. You may also want to designate and indicate the person which users could contact to ask for permissions.

In accordance with the Commission Decision 2011/833/EU of 12 December 2011 on the reuse of Commission documents, reuse is allowed for all the European Commission documents provided that the source is acknowledged, and the Platform member does not distort the original meaning or message of the material. This regime does not apply to third party content. In those cases, reuse requires specific permission unless otherwise stated. Platform members are encouraged to indicate the conditions for the re-use of their content.

The European Union is not responsible for any infringements of intellectual property rights that may be caused by contents uploaded or posted by Platform members who are not members of EU staff.

If you believe that your copyright or related rights have been infringed upon, we invite you to contact the European Commission by sending an email to SANTE-HPP@ec.europa.eu

Suggestions of acceptable content

- Keep all contributions within the appropriate area of interest if posting in a specialised network. If the content is of a general nature, post it in the Agora Network.
- Use short, clear and concise titles when posting documents or publications.
- Please make an effort to communicate as clearly as possible.
- Please share content as being of interest to your organisation and not on behalf of the European Union. The content published by third party Platform members (i.e. non-European Commission users) does not reflect the official opinion of the European Commission. Responsibility

for the information and views expressed therein lies entirely with the authors of the posted content or material.

Documents produced on the Platform by members

The aim of this Platform is to allow stakeholders to voice their views on different public health issues in the European Union. Stakeholders gather and jointly produce Joint Statements on public health issues in the Thematic Networks. The European Commission may share information that might be of relevance to these statements in such networks but will not contribute to the production of these statements. However, the content of the statements will not reflect the official opinion of the European Commission. Where organisations contribute to a statement, the authorship will be attributed to the organisations that produced the statement, and not to the individuals who participated on behalf of the organisations.

Reporting inappropriate behaviour

- All publications can be reported by the members of the EU Health Policy Platform to the European Commission as being inappropriate. If you believe that a publication violates any of the conditions of the platform or that the content is inappropriate, you are encouraged to alert the Commission by making a report.

- If you wish to report a Platform member's continuous inappropriate behaviour, spamming or systematically inappropriate content, please notify **SANTE-HPP@ec.europa.eu**, explaining the grounds for your

filing the report. The European Commission will take your comments under consideration and take action where appropriate.

- Impersonation: you are not allowed to impersonate other Platform members or any other organisation to purposely mislead, confuse or deceive others or damage their reputation. If you think a Platform member is impersonating another member or entity, please inform the European Commission via SANTE-HPP@ec.europa.eu

- The European Commission is not responsible or liable for any impersonations, abuses or inappropriate behaviour of members of the EU Health Policy Platform. However, it reserves the right to act as deemed necessary to stop such behaviours.

Monitoring of the site and disciplinary measures

The European Commission reserves the right to monitor the Platform, including the networks, discussions and any other content shared and remove any posting or suspend members who do not comply with the terms and conditions stated throughout this document, the legal notice provided in the Platform and the privacy statement. This includes posts that disrupt or interfere with our technical operations.

The European Commission retains the right to close or suspend, temporarily or permanently, any Platform members' account. The user will be notified and informed of the reasons for such a decision.

Should you feel that you have been treated unfairly by the moderators, you may address your concerns to the European Commission via **SANTE-**

HPP@ec.europa.eu and we will carefully review your request. When contacting us, please provide the email used to register in the Platform.

No discussion over the suspension of a Platform member or any disciplinary action will be held with the general public.

Disclaimers and limitations of liability

Links from EU Health Policy Platform to external websites:

- The EU Health Policy Platform may provide links to European Institutions and other sites that are relevant to the Commission's work. You should be aware of the following:
  - o If you access another website through a link that the EU Health Policy Platform has provided, you are subject to the privacy policy of that site.
  - o The European Commission is not responsible for the contents of any pages referred to from its websites. Linking to other websites should not be taken as an endorsement of any kind by the European Commission.

Links from external websites to EU Health Policy Platform:

- Any links to the EU Health Policy Platform on external third-party websites are subject to the following conditions:
  - o Links to the Platform can only be made if the webpages display the EU Health Policy Platform's Terms and Conditions and the legal notice (please provide the link to the homepage);

- o Links should not mislead Platform members of the other website as to the source of the content. The European Commission should be fully acknowledged as a source;
- o When the EU Health Policy Platform website is accessed via an external link, it should be clear to Platform members that they are viewing information that is free of charge and not exclusive;
- o Links should not create the impression that the European Commission endorses or supports the objectives or content of the host website or the organisation managing it;
- o If links to the Platform are made available on frames-based websites, the content from the EU Health Policy Platform should not be featured on that website in a way that might mislead Platform members as to the origin of the contents.

Termination of Platform usage

You have the right to terminate your participation in the Platform and delete your account. To do so, please make your request by email to SANTE-HPP@ec.europa.eu.

Conclusion

While these rules cover the most common scenarios, they cannot anticipate all eventualities. Consequently, the European Commission reserves the right to take any actions deemed appropriate to ensure that the functioning of the EU Health Policy Platform is not disrupted or abused in any way.

The European Commission reserves the right to immediately suspend a Platform member's account without prior notice if the user repeatedly does not respect the **rules of procedure** of the EU Health Policy Platform.

These Rules of Procedure are subject to revision. The most updated version will always be found on the Platform's homepage here. The European Commission reserves the right to update this document without prior notice.

2.2 Guiding Principles with Regards to Transparency

Conflict of Interest

Organisations registered in the EU Health Policy Platform should democratically endorse their own rules applying to partnerships, sponsorships and scientific expertise. The rules should also detail how conflicts of interest are handled. A statement setting out the rules should be made available if requested. It should comply with the objectives and mission of the organisation and shall include transparency criteria.

Objectives/Mission

The organisation should define its missions and objectives clearly and should make them publicly available. These missions and objectives should then be democratically endorsed by the body representing the membership of the organisation (e.g. General Assembly).

Legal personality

The organisation should be legally registered in one of the Member States of the European Union (EU), Iceland or Norway or in any other country participating in the funding of the EU4Health Programme. Requests of access to the Platform coming from organisations legally registered in third countries will be evaluated on ad-hoc basis - this also applies to the UK requests. This provision needs to take into account the statutory diversity of organisations, in particular those of umbrella networks.

The documents establishing the legal personality should outline in a precise manner the objectives, criteria for membership and organisational structure, and should be made publicly available.

Membership

If applicable, the full list of members should be accurate, publicly available and updated regularly.

Governance

The organisation should have a board or similar body representing its membership. The role of this body should be clearly defined and endorsed by the General Assembly. Names and activities of its members should be made publicly available. Their relationship with public or private stakeholders must also be clearly stated.

In the case of "association de fait", similar democratic structures and processes must be demonstrated.

Accountability and consultation modalities

Statements and opinions of the organisation should reflect the views and opinions of its members. Democratic, clear, regular and transparent consultation procedures with members should be in place and defined by internal rules endorsed democratically by the General Assembly or the members themselves.

These consultation procedures should ensure that an effective dialogue takes place between the membership, executive governing bodies and secretariat, and should ensure that the membership supports the views brought forward by the organisation.

Financial Information

Information about finances, sources, and accounts should be made public for those wishing to consult it.

Accounts – The organisation should publish its annual account at least six months after the review by the General Assembly.

Sources of funding - The organisation should disclose its sources of both private and public funding by providing the name of the public and private funders, as well as the purpose of the funding. Financial contributions, in terms of sums received and percentage of the organisation budget, should also be accounted for. However, very small sums (e.g. 0.01% of the total organisation's revenue) do not need to be included.

Activities

The organisation should publish an annual report on the activities undertaken, as well as the general type of activities. As a general rule, information on the activities of the organisation should be publicly available, accurate and updated on a regular basis. This information should specify the main institutional targets of the activities and any relationships fostered with public and private partners.

2.3 Evaluation and Organisational Support

Organisational Support

DG SANTE provides the secretariat of the EU Health Policy Platform. It coordinates the Commission's input and participation in the Platform, facilitates the communication within the Commission and disseminates information internally. These activities are supported by a specific allocation of funds under the EU4Health Programme.

Reuse is authorised, provided that the source is acknowledged and that the Platform member does not distort the original meaning or message of the material. The reuse policy of the European Commission is laid down by Commission **Decision 2011/833/EU of 12 December 2011**.The European Commission is not responsible or liable for any consequences stemming from reuse.

Contact information

Any questions?

Please send any questions by email to SANTE-HPP@ec.europa.eu