



Terms of Reference (TOR) for EFPA Boards, Standing Committees, Task Forces and Networks

Updated at GA July 2019 Moscow

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1. BOARDS

Creation of Boards

Boards will be created by the General Assembly. Proposals have to be from at least three Member Associations (MAs). At least eight of the MAs shall commit themselves to appoint a member and to fund the costs of the member's activities (travel, sojourn, other).

A cooperation network will be formed constituted by experts that can contribute for the work of the Board. Each country can nominate up to five experts for the network. The work of the network will be done using the online platforms that EFPA selects for this effect.

Other MAs should preferably commit themselves by appointing experts for the cooperation network that exchange information and participate in virtual meetings.

Activities of Boards

Boards deal with general aspects of professional development that are relevant for the psychological profession as a whole, irrespective of field of practice or specialization.

Their activities will include (not exhaustive):

1. Reflective monitoring of current practices, contextual (e.g. legal) developments and emerging problems – e.g. by surveys.
2. Developing guidelines, norms & standards (to be established by international bodies or EFPA itself), as well as certification procedures.
3. Developing training schemes, making proposals for the organization of training, and participating in the launch of it (“train the trainers”).
4. Developing proposals for improvements and ways of propagating
5. Advising and supporting EFPA (and its MAs) on the above
6. Sharing information within EFPA and contributing to publicity by EFPA on general aspects of the profession.

Boards may also engage in:

7. Capacity building: organizing their own work, network building, and supporting MAs in developing an infrastructure.
8. Fund raising: preparing and executing funded projects.

Way of working of Boards

Boards will work within the scope of their general mandate, as outlined above. Moreover,

1. Their work will be guided by EFPA policy guidelines, position statements and Activity Agenda which they may help to develop
2. They work on the basis of an annual work plan that is developed by the Board itself, but requires the approval of the EC. The EC can indicate priorities in the work plan.
3. They coordinate with EFPA in matters, of the use of e-mail addresses, use of communication platforms or other forms of communication, conducting surveys or other types of research taking into account the limitations imposed by the GDPR (General Data Protection Regulation).
4. They deliver outputs to the EC through the liaison and/or Head Office (HO)
5. They submit an annual report on their work to the EC, which the EC shares with the MAs.
6. They meet at least twice a year, of which at least one in person and the other one(s) virtually. They communicate electronically in between meetings, using a designated cooperation platform that the EFPA EC selects (e.g. Workplace). It is encouraged to have one of the yearly meetings in the two year period at the HO in Brussels; and one at the bi-annual ECP.

7. They can operate a website that shall be part of (and follow the format) of the EFPA website.

The Boards/Standing Committees/Task forces will liaise with the EC, and whose conveners meet at least once a year with other convenors of Boards, Standing Committees, Task Forces or Working Groups of EFPA.

Structure of Boards

Boards may with approval of the EC create subgroups that work on particular issues.

Deliverables of Boards

The delivered outputs of committees may consist of:

1. Advice on issues within the Board's scope
2. Proposals for guidelines and position statements
3. Papers (including position papers), Articles, Books
4. Symposia and other meetings at conferences
5. News items.

2. STANDING COMMITTEES

Creation of Standing Committees

Standing committees will be created by the General Assembly. Proposals have to be from at least three Member Associations (MAs). At least eight of the MAs shall commit themselves to appoint a member and to fund the costs of the member's activities (travel, sojourn, other).

A cooperation network will be formed constituted by experts that can contribute for the work of the (SC, TF) . Each country can nominate up to five experts for the network. The work of the network will be done using the online platforms that EFPA selects for this effect.

Other MAs should preferably commit themselves by appointing experts for the cooperation network that exchange information and participate in virtual meetings.

Activities of Standing Committees

Standing Committees deal with expertise development and professional development within particular areas of professional practice.

Their activities will include (not exhaustive):

1. Reflective monitoring of scientific and technical knowledge and new developments in methods and techniques.
2. Developing expertise by acting as a study group and writing papers.
3. Sharing information by organizing symposia and disseminating expert knowledge in EFPA.
4. Reflective monitoring of current practices, contextual (e.g. legal) developments and emerging problems – e.g. by surveys.
5. Developing guidelines, norms & standards (to be established by international bodies or EFPA itself), as well as certification procedures.
6. Developing training schemes, making proposals for the organization of training, and participating in the launch of it ("train the trainers").
7. Developing proposals for improvements of practice and for ways of propagating these.
8. Proposing and supporting external action of EFPA, by writing position papers, and working with the EC to develop position statements.
9. Providing expert advice to MAs and external bodies, via the Head Office (HO)
10. Representation by assisting the Executive Council (EC) at selected external events, taking part in Consultation Groups of EFPA, or by participating in external bodies on behalf of EFPA.
11. Contributing to publicity by EFPA on psychological science, education and profession.

Standing Committees may also engage in:

12. Capacity building: organizing their own work, network building, and supporting MAs in developing an infrastructure.
13. Fund raising: preparing and executing funded projects.

Way of working of Standing Committees

Standing Committees will work within the scope of their general mandate, as outlined above. Moreover,

1. Their work will be guided by EFPA policy guidelines and position statements, which they may help to develop
2. They work on the basis of an annual work plan that is developed by the Standing Committee itself, but requires the approval of the EC. The EC can indicate priorities in the work plan
3. They coordinate with EFPA in matters of the use of e-mail addresses, use of communication platforms or other forms of communication, conducting surveys or other types of research, taking into account the limitations imposed by the GDPR (General Data Protection Regulation).
4. They deliver outputs to the EC through the liaison and/or HO
5. They submit an annual report on their work to the EC which the EC shares with the MAs
6. They meet at least twice a year, of which at least one in person and the other one(s) virtually. They communicate electronically in between meetings, using a designated cooperation platform that the EFPA EC selects (e.g. Workplace). It is encouraged to have one of the yearly meetings in the two year period at the HO in Brussels; and one at the bi-annual ECP.
7. They can operate a website that shall be part of (and follow the format) of the EFPA website.

The Boards/Standing Committees/Task forces will liaise with the EC, and whose conveners meet at least once a year with other conveners of Boards, Standing Committees, Task Forces or Working Groups of EFPA.

Structure of Standing Committees

Standing Committees may with approval of the EC create subgroups that work on particular issues.

Deliverables of Standing Committees

The delivered outputs of committees may consist of:

1. Advice on issues within the Standing Committee's scope
2. Proposals for guidelines and position statements
3. Papers (including position papers), Articles, Books
4. Symposia and other meetings at conferences
5. News items.

3. TASK FORCES

Creation of Task Forces

Task forces will be created by the General Assembly. Proposals have to be from at least three Member Associations (MAs). At least eight of the MAs shall commit themselves to appoint a member and to fund the costs of the member's activities (travel, sojourn, other).

A cooperation network will be formed constituted by experts that can contribute for the work of the (SC, TF) . Each country can nominate up to five experts for the network. The work of the network will be done using the online platforms that EFPA selects for this effect.

Other MAs should preferably commit themselves by appointing experts for the cooperation network that exchange information and participate in virtual meetings.

Activities of Task Forces

Task Forces will work on a variety of issues that may relate to professional development or expertise development not covered by the existing Boards, Standing Committees or Consultation Groups, and that are of interest for EFPA as a whole. They may therefore do activities like those listed above.

Task Forces may also engage in:

1. Capacity building: organizing their own work, network building, and supporting MAs in developing an infrastructure.
2. Fund raising: preparing and executing funded projects.

Way of working of Task Forces

Task Forces will work within the scope of their general mandate, as outlined above. Moreover,

1. Their work will be guided by EFPA policy guidelines and position statements, which they may help to develop
2. They work on the basis of an annual work plan that is developed by the Standing Committee itself, but requires the approval of the EC. The EC can indicate priorities in the work plan
3. They coordinate with EFPA in matters of the use of e-mail addresses, use of communication platforms or other forms of communication, conducting surveys or other types of research, taking into account the limitations imposed by the GDPR (General Data Protection Regulation).
4. They deliver outputs to the EC through the liaison and/or HO
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7. They can operate a website that shall be part of (and follow the format) of the EFPA website.

The Boards/Standing Committees/Task forces will liaise with the EC, and whose conveners meet at least once a year with other conveners of Boards, Standing Committees, Task Forces or Working Groups of EFPA.

Deliverables of Task Forces

The delivered outputs of committees may consist of:

1. Advice on issues within the Standing Committee's scope
2. Proposals for guidelines and position statements
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