



Terms of Reference (TOR) for EFPA Groups

Updated at GA June 2021 Brussels

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Introduction

The current proposal for the revision of the Terms of Reference (TOR) derives from the need to synchronise the TOR with the processes outlined in the Executive Council's (EC) "Guidelines for EFPA Working Groups 2019 – 2021: Important information about objectives and deliverables" and "Guidance on preparing statements, position papers and media releases in EFPA."

- Content has been simplified for the sake of clarity.
- The section on Task Forces has been removed as EFPA currently has no TFs, and status and intention is that in the future such work will be carried out by Project Groups.

Creation of EFPA Groups

Groups 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).

Group Activities

Group activities will include (not exhaustive):

1. Reflective monitoring (e.g., by surveys) of current practices, contextual (e.g. legal) developments and emerging problems.
2. Reflective monitoring of scientific and technical knowledge and new developments in methods and techniques.
3. Developing guidelines, norms, and standards (to be established following approval by international bodies or EFPA itself), as well as certification procedures.
4. Developing expertise by acting as a study group and writing papers.
5. Developing training schemes, making proposals for the organization of training, and participating in the launch of it ("train the trainers").
6. Developing proposals for improvements of research and practice and ways of propagating these
7. Sharing information within EFPA and contributing to publicity by EFPA on general aspects of the profession.
8. Sharing information by organizing symposia and disseminating expert knowledge in EFPA
9. Proposing and supporting external action of EFPA, by writing position papers, and working with the EC to develop position statements, in accordance with EFPA guidelines on the development of statements

10. Providing expert advice to MAs and external bodies, via the Head Office (HO)
11. Representation by assisting the EC at selected external events, taking part in Consultation Groups of EFPA, or by participating in external bodies on behalf of EFPA.
12. Contributing to publicity by EFPA on psychological science, education and profession.
13. Advising and supporting EFPA (and its MAs) on the above

Groups 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.

Group working

Groups will work within the scope of their general mandate, as outlined in this document. Moreover,

1. Their work will be guided by EFPA statutes, 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 following the GA approved EC Activity Agenda for the biennial, and requires the approval of the EC. The workplan is developed after the GA and once the Board is formed following nominations. The EC can indicate priorities in the work plan. This will be done in accordance with the guidance and processes developed by the EC.
3. They follow EFPA procedures as laid down by the EC and Head Office (HO) in matters such as communication, surveying and research, infrastructure, internal processes considering the limitations imposed by the GDPR (General Data Protection Regulation).
4. They deliver outputs to the EC through the liaison and/or HO. Where it is deemed necessary, EC will seek consultation on deliverables. This may be in the form of an internal process of peer review (e.g., in the case that the content of the work pertains to the work of more than one EFPA groups), or a review by the MAs where there is potential for implications at a national level (e.g., guidelines, policy). The group will be expected to take account of and implement as appropriate feedback received and document for the EC how the feedback has been dealt with. This process will be followed in order for the EC to approve the deliverable.
5. They submit an annual report on their work to the EC, which the EC shares with the MAs. This will be done in accordance with the guidance and processes developed by the EC.
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 provide information based on their work to be included on the EFPA website. The EC provides direction on website content and appearance.

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

Group Structure

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

Group Deliverables

The delivered outputs of Groups may consist of:

1. Proposals for guidelines and position statements within the Group's scope
2. Papers (including position papers). Articles and books may be deliverables following prior consideration of the appropriateness of being published under EFPA auspices, and with all necessary consents having been obtained
3. Symposia and other meetings at conferences
4. Statements prepared in accordance with EFPA guidelines and processes developed by the EC

Scope of Boards

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

Scope of Standing Committees

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

Scope of Project Groups

Project Groups deal with specific issues identified by the EC or the GA that connect to fields of action identified in the Activity Agenda or priorities within particular areas of professional practice.

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