EU Health Policy Platform

Rules of Procedure

EU Health Policy Platform

RULES OF PROCEDURE

The purpose of this document is to inform individuals of the working methods and the terms and conditions of the EU Health Policy Web Platform. It may be revised and adapted to best serve the needs of the Platform. The European Commission reserves the right to update the EU Health Policy Platform's Rules of Procedure as deemed 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. Directorate General for Health and Food Safety (SANTE) therefore reviewed the Forum concept with a view to better reflect the priorities of the Commission when engaging in dialogues with the stakeholders.

The new format of the EU Health Policy Forum is conceived to increase the sharing of ideas and good practices between public health stakeholders in the EU.

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 Web 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 (i.e. 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 ease the availability of results and outcomes to 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** - to enable online discussion and collaboration among health stakeholders;
- **Face-to-face meetings** - including the EU Health Policy Platform Annual meeting, the kick off meeting with the yearly Thematic Networks, and other meetings on an ad-hoc basis
- **EU Health Award** - to recognise initiatives aimed at improving public health in the European Union.

1.2 Working Methods: Web Platform

Users

The EU Health Policy Platform is a collaborative online tool to ease the communication between the Commission services and health stakeholders. The working language is English, therefore it is mandatory that news items, documents and events published in the Agora network are produced in English. More languages may be considered only within the restricted networks (Stakeholder networks and Commission and Member State networks) on ad-hoc basis. This practice should be formally requested by email to SANTE-HPP@ec.europa.eu.

There are three kinds of users in the EU Health Policy Platform:

- The European Commission staff;

- The members of already established Commission and Member State led networks and Stakeholder Networks;

- Health stakeholders meeting the EU Health Policy Platform criteria. They must:

1. Represent an organisation with an operative and individual email – functional mailboxes will not be accepted by the Platform;

2. Be a European, national, regional or local entity, registered in an EU Member State, EEA-country or a country participating in the funding of the 3rd Health Programme.

3. Organisations from third countries may also register on the EU Health Policy Platform as long as their contribution helps to achieve higher levels of public health in the EU, on the basis of scientific evidence. Their requests will be considered on an ad hoc basis and at the discretion of the Commission. If the user does not find their country in the list when registering, they are asked to contact SANTE-HPP@ec.europa.eu.

4. Be registered in the EU Transparency Register and must directly and exclusively represent their own interests. The following entities are exempt from registration: European Institutions staff, Member States representatives and Ministries. For a more detailed explanation please consult the Interinstitutional Agreement on a mandatory Transparency Register. Research organisations, universities, schools, hospitals and academic Institutes do not need to register in the Transparency Register to have access to the Platform.

5. Consultancies and law firms are allowed to register when representing an organization that complies with these criteria. Users

working for a consultancy or law firm must express their means of using the Platform in the "mission of your organisation" field available in their profile form.

6. Be one of the following entities:
   - Public health non-governmental organisations;
   - Organisations representing patients;
   - Organisations representing health professionals;
   - Health service providers;
   - Health insurance bodies;
   - Research organisations, universities and academic institutions;
   - Business associations with a clear commitment to health promotion; protection or prevention of diseases in Europe, based on scientific evidence and the current scientific consensus.

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 to one of the organisations inside the Platform, or if they are recommended by an organization inside the Platform.

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 not scientific based or not based on 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 to the Rules of Procedure of the Platform. This step will be taken after consultation with the EU Health Policy Platform Steering Committee is held.

Registration

To register on 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 email address.

To ensure transparency, usernames on the EU Health Policy Platform are created automatically including the name of the user and the organisation for which the user works for. Multiple individuals from a particular organisation may take part in the Web 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 10AM until 4PM CET, Brussels time. The team aims at processing all request within 12 working days. The validation and rejection of requests for access is not an automatic process but subject to individual check 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 such as the Commission and Member State led networks or the Stakeholder networks. Commission representatives or appointed health stakeholders will assume the role of moderators of these networks and will decide over access requests according to their own criteria.

Structure

The Web Platform consists of a public webpage and three sections:

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

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 related to their activities.

   In this network, the moderator facilitates the sharing of the following content:

- **Cross-sectorial communication**: information on public health related to Commission or stakeholders' initiatives which is public is disseminated in the Agora network and in any other restricted network, where relevant.

- **Promotion of open consultations**: Commission highlights and publishes consultations in order to seek stakeholder's views on specific health issues and encourages them to submit their 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 other relevant information linked to the sharing of empirical data, studies carried out or best 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 the stakeholders registered;

- *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 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 annual networks accessible to all users registered in the Agora network to facilitate their drafting of joint statements on chosen health issues.

- A call for proposals is launched annually in the Platform and promoted through all Commission communication channels (Twitter @EU_Health, Public Health website, Chafea website). The Commission puts forward a set of topics of great importance to EU Health Policy each year. Any Platform user 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 users, before the next annual meeting of the EU Health Policy Platform

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

- The network leaders will be invited to present their finalized 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 during 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 network.

- DG SANTE will report on the Joint Statements before 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.

- In order to close the cycle of Thematic Networks, a lessons learned webinar is organised after the EU Health Policy Platform annual meeting. Thematic Network leaders and Commission representatives will join and discuss the outcome of the cycle.

- The Joint Statement will always be independent from the views of the Commission.

5. **Commission and Member State-led networks:** are networks only accessible to appointed members. 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 users of the Web platform in the Agora network (see above "cross-sectional communication").

6. **Stakeholder networks:** are restricted networks 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 stakeholder members of the Agora network. Users and organisations who have an interest in a certain stakeholder network may request access. The appointed stakeholder moderators decide on whether to grant a request for access, thus a request itself 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, to address the need for a national focused discussion. These Networks can be run in any EU official language, upon request. Moderators of national Networks should 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 will be 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 moderate access and content in the Agora Network. They are moderators of all networks in the Platform.
2. <u>Commission Staff Moderators</u>: specialized in the particular area of a said network, moderates Commission and Member State led networks.
3. <u>Stakeholder moderators</u>: Stakeholder 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 users do not have technical administrative rights but represent the Network inside the Platform and are listed in a box inside of each network, above the list of users of each network. Moderators often are network leaders.

Functionalities

The following functionalities are available for the users of the Platform:

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

- **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 user;

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

- **Events**: create, share and promote events and invite registered users to join;

- **Polls**: create opinion polls;

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

- **Notifications**: keep yourself up to date on the latest updates on posts and events you follow with the notification mechanism (bell icon on each news item);

- **Newsletter**: receive the bi-weekly newsletter including the latest updates of your Networks.

- **Webinars**: join the Live Webinars organized 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 news feed 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 Web Platform, including:

- Thematic Networks meetings (Kick-off meeting once a year).
- 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 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 a training on the main functionalities of the Platform and the Thematic Networks specificities.

EU Health Policy Platform annual meeting

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

The Directorate General for Health and Food Safety will invite registered health stakeholders based on an application submitted via the Web Platform.

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 usually in presence of Commissioner.

How to participate in the annual meeting?

Due to the limited capacity of the meeting room, participants willing to participate in the annual meeting are only able to do so after filling in a registration form that will be communicated through the Agora network. Those that will not be able to make it in person, can follow the live streaming. Participants will be selected on a first come first served basis, taking also into account their involvement in the Web Platform as well as their experience and commitments to the topic(s) of discussion.

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

Outcome and Dissemination

Annual meetings are web-streamed. The web-link is available in the Agora network together with the speakers' presentations and is disseminated through the Commission communication channels.

After each meeting, a report is prepared and shared in the Agora network. The report will be independent from 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 Web Platform, you give your consent to its potential publication at the discretion of the moderator of the Web 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 topic being discussed in the network.

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 Web Platform is English. The Agora network will be exclusively in English. However, documents or links to websites published by users 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 Web 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 Web 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 Web Platform will receive a notification and will accept your registration on the Web Platform as long as you comply with the criteria stated in the **1.2 Working Methods: Web 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 Web Platform for enhanced communication amongst public health stakeholders and the European Commission's DG 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 in it by the users. Users in turn have the responsibility to verify that they own the Intellectual Property Rights of the entire content if they wish to publish it, or that at least that they are aware of what permissions they have to share such content (e.g. creative commons licences, photo databases…).

The user has the duty to provide real information on the Web Platform regarding your organisation's profile and your content as a user. The European Commission cannot be held responsible for the dishonest behaviours of users.

Expected behaviour of Users

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

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

- Users 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 all contributors that wish to input on the drafting of a specific Joint Statement. .

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

- Sales products, such as priced publications, shall not be uploaded on the Web Platform.

Abusive behaviour and spam

The European Commission strives to protect its users 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 Web 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.

2. Abusive behaviour to a specific target: You are not allowed to engage in targeted abuse or harassment. Factors determining you are carrying out harassment in a network:

   - Targeting a specific organisation in order to attack their reputation or content in an impolite way.

   - Attacks on one specific individual or organisation without any provocation including insults, disrespectful comments, threats or attacks.

3. Malware (Malicious Software)/Phishing[2]: 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.

4. Spam: You are not allowed to use the Web Platform for spam. The report function available in each publication may be used to report spam. The user concerned should use the text-box that appears when reporting the spam to explain why s/he considers that content as spam. The following non-exhaustive list of examples demonstrates 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 on 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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[2] A scam by which an e-mail user is duped into revealing personal or confidential information which the scammer can use illicitly.

5. Graphic content: You are not allowed to use pornographic or violent graphic icons in your postings, profile or any other kind of publication.

Inappropriate Content

The following is deemed to constitute 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, which 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 or your organisation's initiatives to start a discussion or share knowledge, which 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 other EU languages 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 items is authorised, provided the source is acknowledged and that the user 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.

Intellectual property rights

Users 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 in case your content incorporates third party materials, you are responsible for obtaining authorisation and acknowledging the sources of e.g. photos, charts, tables etc. integrated in this document from other right holders.

As a user, bear in mind that there might be other third party rights in the photos (e.g. architects may claim their copyright to depicted original architectural works; 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 the depicted persons.

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

Users are encouraged to include a copyright notice for the contents uploaded. In case of content incorporating third party materials, the relevant copyright holders should be clearly identified.

In case of joint authorship 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 who 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 acknowledge

and the user does not distort the original meaning or message of the material. This regime does not apply to third party contents. In those cases, reuse requires specific permission unless otherwise is stated. Users are encouraged to indicate the re-use conditions for their contents.

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

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

Suggestions of acceptable content

- Keep all contributions within the appropriate area of interest. 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 your organisation's opinion and not on behalf of the European Union. The content published by third party users (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 Web Platform by users

The aim of this Web Platform is to allow stakeholders to voice their views through statements on different issues of Public Health in the European Union. Stakeholders gather and jointly produce these statements in the Thematic Networks. The European Commission may share information that can 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, which 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 users of the EU Health Policy Web Platform to the European Commission for inappropriate behaviours. If you believe that a publication violates any of the conditions of the platform or the content is inappropriate, you are encouraged to report these.
- If you wish to report a user's continuous inappropriate behaviour, spamming or systematically inappropriate content, please notify **SANTE-HPP@ec.europa.eu** and include a explanation of why you wish to report the user. The European Commission will consider your request and take actions where appropriate.
- Impersonation: you are not allowed to impersonate other users or any other organisation to purposely mislead, confuse or deceive others or

damage their reputation. If you think a user is impersonating another, 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 users of the EU Health Policy Web 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 Web 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 Web 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 users' 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 Web Platform.

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

Disclaimers and limitations of liability

Links from EU Health Policy Web Platform to external websites:

- The EU Health Policy Web 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:
    - If you access another website through a link which the EU Health Policy Web Platform has provided, you are subject to the privacy policy of that site.
    - 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 Web Platform:

- Any links to the EU Health Policy Web Platform on external third party websites is subject to the following conditions:
    - Links to the Web Platform can only be made if the webpages display the EU Health Policy Web Platform's Terms and Conditions and the legal notice (please provide the link to the home page);
    - Links should not mislead users of the other website as to the source of the content. The European Commission should fully be acknowledged as a source;
    - When the EU Health Policy Web Platform website is accessed via an external link, it should be clear to users that they are viewing information that is free of charge and not exclusive;

- 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;
- If links to the Web Platform are made available on frames-based websites, the contents from the EU Health Policy Web Platform should not be framed on that website in a way that might mislead users as to the origin of the contents.

Termination of Web Platform usage

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

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 your account if a user repeatedly does not respect the **rules of procedure** of the EU Health Policy Platform, without any further notice.

We may revise the rules of procedure regularly. The most updated version will always be found **here**. We reserve 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 its own rules applying to partnerships, sponsorships and scientific expertise. The rules shall also detail how conflicts of interest are handled. A statement setting out the rules shall be available under request. It should comply with the objectives and mission of the organisation and shall comprise transparency criteria.

Objectives/Mission

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

Legal personality

The organisation should be a 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 3rd Health Programme. Requests of access to the Platform coming from organisations legally registered in third countries will be evaluated on ad-hoc basis. 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 them.

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 shall 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 and facilities the communication within the Commission and disseminates information internally. These activities are supported by a specific allocation of funds under the 3rd Health Programme.

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Any questions?

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