

*TERMS OF REFERENCE OF NCAPR*

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CONTENTS

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1	CONTEXT .....	4
2	NCAPR .....	4
3	WORKING DEFINITIONS.....	4
3.1	NCAPR PLENARY .....	4
3.2	STATUTORY MEMBER.....	4
3.3	DELEGATE .....	4
3.4	ALTERNATE.....	5
3.5	MANAGEMENT GROUP .....	5
3.6	HEAD OF THE MANAGEMENT GROUP (HEAD) .....	5
3.7	NCAPR TRIO .....	5
3.8	CHAIR.....	5
3.9	CO- CHAIR(s).....	5
4	PURPOSE, VISION AND SCOPE OF NCAPR.....	5
5	ORGANISATION AND GOVERNANCE STRUCTURE .....	6
5.1	NCAPR PLENARY .....	6
5.2	MANAGEMENT GROUP .....	6
	MEMBERS.....	6
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE MANAGEMENT GROUP: .....	7
5.3	NCAPR REPRESENTATIVES.....	7
5.3.1	CHAIR OF NCAPR .....	7
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE CHAIR OF NCAPR: .....	7
5.3.2	HEAD OF THE MANAGEMENT GROUP.....	8

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	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE HEAD OF THE MANAGEMENT GROUP: .....	8
5.4	SECRETARIAT.....	8
5.5	EUROPEAN COMMISSION (EC) REPRESENTATIVES.....	8
	ROLES, RESPONSIBILITIES, AND ACCOUNTABILITY OF THE REPRESENTATIVES OF THE EUROPEAN COMMISSION. ....	8
6	MEMBERSHIP & FUNCTIONS.....	8
6.1	DELEGATE .....	9
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF DELEGATES:.....	9
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF STATUTORY MEMBERS:.....	9
6.2	ALTERNATE DELEGATE .....	9
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE ALTERNATE DELEGATE: .....	10
6.3	SUPPORTING MEMBER.....	10
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF SUPPORTING MEMBERS: .....	10
6.4	OBSERVING NCAPR MEMBER .....	10
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF OBSERVATORY MEMBERS: .....	11
6.5	PARTICIPATION BASED ON INDIVIDUAL INVITATION – NON-MEMBER.....	11
	ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF INDIVIDUAL PARTICIPANT: .....	11
6.6	MEMBERSHIP MANAGEMENT .....	11
7	DECISION-MAKING PROCESS.....	12
7.1	DECISION MAKING RULES.....	12
7.2	RULES OF MAJORITY.....	12
8	ELECTIONS.....	13
8.1	ELECTION OF THE MANAGEMENT GROUP .....	13
	IF THREE OR LESS CANDIDATES ARE LISTED.....	13
	IF MORE THAN THREE CANDIDATES ARE LISTED .....	13
8.2	ELECTIONS OF THE HEAD OF MANAGEMENT GROUP.....	14
9	MEETINGS & DOCUMENTATION.....	14
9.1	NCAPR PLENARY MEETINGS .....	14
	TOPICS AND AGENDA OF NCAPR PLENARY MEETINGS:.....	14
	PARTICIPANTS OF NCAPR PLENARY MEETINGS:.....	14
9.2	DOCUMENTATION OF PLENARY MEETINGS.....	15
	AGENDA AND PREPARATORY DOCUMENTS: .....	15

MINUTES: .....	15
9.3 SUBGROUP MEETINGS .....	15
AGENDA, PREPARATION AND DOCUMENTATION OF SUBGROUP MEETINGS .....	15
PARTICIPATION IN TECHNICAL WORKSHOPS.....	15
9.4 TECHNICAL WORKSHOPS.....	16
AGENDA, PREPARATION AND DOCUMENTATION OF TECHNICAL WORKSHOPS: .....	16
PARTICIPATION IN TECHNICAL WORKSHOPS:.....	16
9.5 MEETING RULES & AGREEMENTS.....	16
10 INTERNAL COMMUNICATION .....	16
11 EXTERNAL COMMUNICATION.....	17
11.1 STATEMENTS / POSITIONING .....	17
11.2 SPOKESPERSON /CONTACT DETAILS .....	17
12 NCAPR’S RELATION TO OTHER ORGANISATIONS AND ACTIONS .....	17
13 CONFIDENTIALITY AND TRANSPARENCY.....	17
14 LEGAL AND REGULATORY COMPLIANCE .....	18
15 FINANCES .....	18
16 APPENDICES .....	18

## 1 CONTEXT

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This document outlines the organisation and formal procedures of *NCAPR*, including the roles, responsibilities, and accountabilities of its members. These Terms of Reference were adopted by the *NCAPR plenary* on 6<sup>th</sup> December 2024 and will remain in effect until revised by the *NCAPR plenary*.

Processes that are intended to be updated more frequently are described in the Annex of this document. Revisions to the Annex do not affect the validity of the main document.

## 2 NCAPR

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This international collaboration is the network of National Competent Authorities on Pricing and Reimbursement and Public Healthcare Payers within the European Union and the European Economic Area, hereafter referred to as *NCAPR*.

## 3 WORKING DEFINITIONS

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### NCAPR PLENARY

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The *NCAPR plenary* is composed of *NCAPR* members with voting power.

### STATUTORY MEMBER

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A *Statutory Member* is a role typically held by the *Delegate*. The *Statutory Member* serves as the official representative of a country and is the only one with voting power. In the absence of the *Delegate*, the *Alternate* will temporarily assume the role of *Statutory Member*.

### DELEGATE

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A *Delegate* represents a country or institution (within a country) and has the right to participate in *NCAPR plenary* meetings. However, if a country sends more than one *Delegate*, only one can assume the role of *Statutory Member* to ensure that each country has only one vote. To avoid confusion with the representatives of *NCAPR* (the *Chair* and the *Head*), the term "*Delegate*" is used in this context. *Delegates* are expected to attend *NCAPR* meetings in person.

## ALTERNATE

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The *Alternate* serves as the backup for the *Delegate*. *Alternates* are welcome to attend *NCAPR* meetings but are not obliged to do so. However, they are expected to follow up on *NCAPR* activities and maintain close communication and collaboration with their *Delegate*.

## MANAGEMENT GROUP

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The *Management Group* is composed of a maximum of six *Delegates* and has the mandate to prepare strategic actions for *NCAPR*.

## HEAD OF THE MANAGEMENT GROUP (HEAD)

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The *Head of the Management Group*, hereafter referred to as the *Head*, is one of the two formal representatives of *NCAPR*, responsible for representing long-term strategic actions.

## NCAPR TRIO

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The *NCAPR Trio* is composed of *delegates* from the three countries holding the past, current, and next Presidency of the Council of the European Union. One member from each *NCAPR Trio* country is designated as a member of the *Management Group*.

## CHAIR

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The *Chair* is a *Delegate* from the country currently holding the presidency of the Council of the European Union. As one of the two representatives of *NCAPR*, the *Chair* represents current actions on specific topics.

## CO- CHAIR(S)

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The *Co-Chair* is part of the *NCAPR Trio* but is not the country holding the presidency of the Council of the European Union.

The Commission acts as a supportive Co-Chair of the *NCAPR* Plenary meetings.

## 4 PURPOSE, VISION AND SCOPE OF NCAPR

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cf. Mission Statement

## 5 ORGANISATION AND GOVERNANCE STRUCTURE

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NCAPR is a Member State driven informal network that operates on a voluntary basis, with membership determined by country and affiliation.

Decisions are made by the *NCAPR plenary* following the procedures outlined in this document with the European Commission in a supporting and facilitating role. To ensure efficiency, consistency, and impact, a *Management Group* has the mandate to draft and ensure compliance with an action and communication plan agreed upon by the plenary and attached to the Mission Statement.

NCAPR is formally represented by the *Chair of NCAPR* and the *Head of the Management Group*.

### NCAPR PLENARY

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The *NCAPR plenary* consists of *Statutory Members* and is the sole body authorised to make decisions on behalf of *NCAPR*. The plenary will meet at least twice a year to discuss current issues within the scope defined in the *NCAPR Mission Paper*.

### MANAGEMENT GROUP

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The *Management Group* consists of a maximum of six members mandated to provide guidance to *NCAPR* and to ensure consistency and impact of strategic actions and communication. The *Management Group* will support the *Chair* in the preparation of meetings and in external communication. While the rotating *Chair* focuses on specific short-term topics, the *Management Group* is responsible for looking ahead and ensuring long-term overall impact and benefits. The members of the *Management Group* will select one of the elected members to assume the representative role as *Head of the Management Group*.

### MEMBERS

- Up to three *Delegates*, of the *NCAPR Trio* (rotating)
- Plus up to three *Delegates* elected by and representing the plenary *NCAPR* for a maximum term of four years;- re-election is required when a member changes position.

### STATUTORY PARTICIPANTS

- European Commission representatives (and potentially, broader *Secretariat of the NCAPR*) participate as non-voting members of the Management Group, acting in a supporting and facilitating role.

## FURTHER PARTICIPANTS

- Supporting members of the *Management Group* Members may participate in the *Management Group* meetings.
- Experts by invitation of the Management Group.

### ***ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE MANAGEMENT GROUP:***

- Members of the *Management Group* represent *NCAPR* as a whole and will not represent their individual institutions or countries while performing their duties as *Management Group* members.
- The *Management Group* will have a constituent period of two-months to develop the roles, responsibilities and accountabilities of its members, as well as the rules of procedure and meeting dynamics. This will be consolidated in the Annex to the *Terms of Reference* for *NCAPR*.
- The *Management Group* will develop a document outlining its relationships with partners, organisations, and stakeholders. This document will encompass all ongoing activities, resulting in a comprehensive mapping of both existing and potential relationships. Special attention will be given to avoiding overlap with the work of others, focusing on fostering synergies and complementing the activities of other organisations.
- If decisions need to be made, the *Management Group* will follow the procedures outlined in section 7.
- The *Management Group* provides regular updates on its activities to the *NCAPR plenary*.

## NCAPR REPRESENTATIVES

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*NCAPR* is formally represented by the rotating *Chair of NCAPR* and the *Head of the Management Group*.

### CHAIR OF NCAPR

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The role of *Chair of NCAPR* is held by the country that currently presides over the Council of the European Union.

### ***ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE CHAIR OF NCAPR:***

- Taking a leading role in setting the agenda for plenary *NCAPR* meetings.
- Ensures that all members have the opportunity for equal participation in discussions.
- Is a member of the *Management Group* but not the *Head of the Management Group*.
- Serves as the representative of *NCAPR* alongside the Head of the *Management Group*.

## HEAD OF THE MANAGEMENT GROUP

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The *Head of the Management Group* is selected by the *Management Group* for a maximum term of two years from among the three delegates elected by the plenary NCAPR, who serve as members of the *Management Group* for a maximum of four years.

### **ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE HEAD OF THE MANAGEMENT GROUP:**

- Taking a leading role in setting the agenda for the *Management Group*.
- Ensures that equal participation in discussions is possible for all members.
- Serves as the representative of *NCAPR* alongside the *Chair of NCAPR*.

## SECRETARIAT

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The European Commission provides for the secretariat and can reimburse participants' travel expenses according to the prevailing Expert Group rules.

The NCAPR secretariat works in very close collaboration with the Management Group and NCAPR Chair.

## EUROPEAN COMMISSION (EC) REPRESENTATIVES

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The European Commission supports the development of cooperation under the NCAPR, while respecting national competences. They assist the Management Group in ensuring the continuity of activities and promote synergies with broader EU Health policy initiatives.

### **ROLES, RESPONSIBILITIES, AND ACCOUNTABILITY OF THE REPRESENTATIVES OF THE EUROPEAN COMMISSION.**

- Provide support and secretariat to the *NCAPR*.
- Provide a secure communication platform.
- Ensure the organisation of meetings, together with the *Management Group*, and act as a supportive Co-Chair of NCAPR Plenary meetings
- If requested by the *Management Group* and/or the *NCAPR plenary*, ensure appropriate distribution of outcomes (decisions, actions, initiatives, communications).
- Inform *NCAPR* about policies, political actions, and activities at the European level.

## 6 MEMBERSHIP & FUNCTIONS

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Participation in the informal platform of *NCAPR* is based on voluntary membership and is open to all Competent Authorities within the countries of the European Economic Area. Members are expected to be aware of and adhere to these *Terms of Reference*, including their commitment to the outlined roles and responsibilities.

All members will contribute to maintaining a trustworthy environment.



Several levels of membership exist:

## DELEGATE

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The *Delegate* is a high-level representative of the National Competent Authorities on Pricing and Reimbursement of Pharmaceuticals (National CAPRs) of a country, participating in *NCAPR*. Each national CAPR appoints one high-level delegate based on experience, knowledge and influence on the national agenda. Attention should be given to ensure consistent contributions of the appointed *Delegate*. A person that accepts the nomination as delegate will commit to a long-term, active and trustworthy relationship. Only a *delegate* can assume the role of *Statutory Member*.

Countries where the responsibilities for pricing and reimbursement of medicinal products are divided across multiple institutions may appoint up to three *Delegates* per country.

### **ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF DELEGATES:**

- The *Delegate* is a high-level representative of the national CAPR.
- The *Delegate* has the mandate to speak on behalf of the national CAPR, representing their country and institution during *NCAPR* meetings.
- *Delegates* commit to attend plenary *NCAPR* meetings in person as much as possible.
- *Delegates* prepare for the meetings, provided that the documentation is made available in a timely manner.
- *Delegates* report back to their national CAPR and take follow-up actions as relevant or necessary. They serve as the official points of contact for their country but can delegate this task to a designated supporting member.

### **ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF STATUTORY MEMBERS:**

- The role of *Statutory Member* can only be assumed by a *Delegate*.
- There will be only one *Statutory Member* per country.
- A *Statutory Member* is authorized to participate in all *NCAPR* votes

## ALTERNATE DELEGATE

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An *Alternate Delegate* serves as the formal representative of their national *Delegate* and assumes the role, responsibilities, and mandate of the *Delegate* and (if applicable) *Statutory Member* (solely) in the absence of the appointed *Delegate*. Each national Competent Authority on Pricing and Reimbursement (CAPR) appoints one high-level *Alternate Delegate*, hereafter referred to as the *Alternate*, based on experience, knowledge, and proximity to the appointed national *Delegate*. Attention should be given to ensure consistent communication between the *Delegate* holding the function as *Statutory Member* and

the respective *Alternate*. A member who agrees to take on the role as *Alternate* will commit to a long-term, active, trustworthy relationship.

Countries where the responsibilities for pricing and reimbursement are divided over multiple institutions may appoint a maximum of three *Alternates* (one for each *Delegate*) per country.

#### ***ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE ALTERNATE DELEGATE:***

- The *Alternate* is authorised to represent the national CAPR *Delegate*.
- The respective *Alternate* assumes the role of *Statutory Member* (solely) in the absence of the *Delegate* holding this position.
- The *Alternate* is not required to attend plenary meetings; however, they should closely follow the discussions and activities of the network.
- It is expected that the *Alternate* and the *Delegate* will exchange and discuss the national position on relevant topics. The *Alternate* should be prepared to represent the national CAPR on behalf of the appointed *Delegate* at any time.
- It is likely that the *Alternate* will act as *Supporting Member*.

#### **SUPPORTING MEMBER**

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The *Supporting Member* is a role that provides support to their national *Delegate(s)* or a member of the *Management Group*.

#### ***ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF SUPPORTING MEMBERS:***

- Provide support for the delegate of the participating country, such as offering advice during the meetings and taking notes.
- A *Supporting Member* is not the alternate of the national *Delegate*. However, the *Alternate* may act as a *Supporting Member* during plenary meetings.
- Member countries can decide whether they want a *Supporting Member* of their national CAPR to participate. In-person participation depends on the availability of places. Priority will be given to *Supporting Members* of *Statutory Members* or members of the *Management Group*.

#### **OBSERVING NCAPR MEMBER**

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Organisations from candidate countries for membership of the EU may be considered *Observing Members* of *NCAPR*.

Individuals or organisations wishing to become observing members of *NCAPR* must submit a motivated request, either for participation in a specific plenary meeting or for all plenary meetings.

This request must be approved by the *Management Group* of *NCAPR*.

The *Management Group* reserves the right to revoke observatory membership at any time and may restrict the participation of all or specific observing members to certain agenda items without providing justification or prior notice.

Examples: *WHO*, *OECD*, *NCAPR* partners (*EURIPID*, *PPRI*,...), and additional observers from the hosting country.

#### ***ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF OBSERVATORY MEMBERS:***

- *Observing Members* are not required, but welcome to actively take part in the discussions.
- Adhere to confidentiality requirements.
- Use the received information only in compliance with the vision and goals outlined in the Missions Statement of *NCAPR*.
- Accept these *Terms of References*.

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#### **PARTICIPATION BASED ON INDIVIDUAL INVITATION – NON-MEMBER**

On an ad hoc basis, the *Management Group* may invite additional experts, stakeholders, and payers to participate and actively contribute to *NCAPR* meetings.

Examples: *MEDEV*, *AIM*, *ESIP*, existing voluntary cooperation mechanisms, like the *Beneluxa Initiative*, *Finose*, *JNHB (Joined Nordic HTA-Bodies)*, *Valletta*, *Visegrad group*,.. HTA bodies (e.g. HTA Coordination Group representatives), regulators,...

#### ***ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF INDIVIDUAL PARTICIPANT:***

- Participate and contribute as agreed on beforehand (i.e. presentations)
- Adhere to confidentiality requirements.
- Use the received information only in compliance with the vision and goals outlined in the *Missions Statement* of *NCAPR*.
- Accept these *Terms of References*.

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#### **MEMBERSHIP MANAGEMENT**

The *NCAPR Secretariat* (tbd) is responsible for managing membership and membership status: the *NCAPR Secretariat* maintains an up-to-date overview of all members, their membership status, and their up-to-date contact details.

All Members will inform the *NCAPR Secretariat* about any changes related to their membership or contact details.

To facilitate communication, a list containing the names and contact details of all *NCAPR* members will be shared among *Statutory Members*, in accordance with GDPR regulations.

## 7 DECISION-MAKING PROCESS

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When decisions need to be made, the *NCAPR plenary* will always strive for consensus.

When decisions need to be made by the *NCAPR plenary*, the *Chair of NCAPR* summarises the proposal, and if needed, calls for a vote.

If reaching a consensus is not feasible within a reasonable timeframe, decisions will be made according to the procedures outlined in points 7.1 and 7.2.

### DECISION MAKING RULES

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During meetings, only statutory *NCAPR* members who are present (including those attending virtually) are eligible to vote. Each country is limited to one vote per decision.

If necessary, decisions can be made between plenary meetings by means of an online procedure, which is determined by the *Chair* in consultation with the *Co-Chairs* and the *Management Group*, ensuring that every *Statutory Member* has the opportunity to participate in the process. Members can vote either in favor, against, or abstain from voting.

### RULES OF MAJORITY

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A decision will be accepted with 2/3 majority:

- Based on valid votes (cfr. 7.1. Voting Rules).
- If at least 14<sup>1</sup> positive votes are counted.
- Abstentions do not count.
- In general, anonymous voting will only be organised upon the specific request of at least one *Statutory Member* participating in the vote.

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<sup>1</sup> 50% of the countries represented by the *NCAPR* network. If necessary the equation will be rounded up to reach a natural number.

Minority remarks will be documented and acknowledged if explicitly requested.

## 8 ELECTIONS

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### ELECTION OF THE MANAGEMENT GROUP

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The three elected members of the *Management Group* will be appointed through a formal election, which will be announced at least three weeks in advance. Elections may take place online or in person and will adhere to the general decision-making procedures (cf. point 5). Members interested in becoming an elected member of the *Management Group* must inform the *NCAPR Trio* via the official communication channels in due time. Any *Delegate* of the *NCAPR* may self-nominate as a candidate, with no restrictions based on country or institution. However, fulfilling multiple roles is not permitted<sup>2</sup>. Only self nominations, by sending an e-mail from the registered e-mail address will be taken into account. The *NCAPR Trio* will collect the nominations and share the list of candidates in due time prior to the election with the *Statutory Members* through the official communication channel(s) and by e-mail. The *NCAPR Trio* can decide to *Delegate* this task to the supporting secretariat or the representatives of the European Commission.

#### ***IF THREE OR LESS CANDIDATES ARE LISTED***

The election will occur in the temporary absence of the candidates. The plenary will vote for or against each candidate individually in alphabetical order by surname, following the rules outlined in Section 7. Any candidate who does not achieve the required number of positive votes will be removed from the list of candidates. A new election will be organised within the next three months.

#### ***IF MORE THAN THREE CANDIDATES ARE LISTED***

The election will take place in the temporary absence of the candidates. The plenary will discuss possible constellations and strive for consensus. Each candidate will be voted on individually in alphabetical order by surname, following the rules outlined in Section 7. Any candidate who does not achieve the required number of positive votes will be removed from the list of candidates. If necessary, a new election will be convened within the following three months.

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<sup>2</sup> A member of the Management Group cannot at the same time be a statutory member with voting right, part of the secretariat, a observing member, ect

## ELECTIONS OF THE HEAD OF MANAGEMENT GROUP

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The Head of the *Management Group* is elected by the *Management Group* for a term of two years from among the three *Statutory Members* selected by the *NCAPR plenary*, within the first two months following the establishment of the *Management Group*.

The election of the *Head of the Management Group* will be organised by the *Chair*, supported by the *Co-Chairs*, and will take place without the involvement of the *NCAPR plenary*. Unless the *Management Group* decides otherwise, the Head will be elected with a 2/3 majority, considering all members of the *Management Group* into account.

The *Management Group* will regularly update the *NCAPR plenary*.

## 9 MEETINGS & DOCUMENTATION

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The term *NCAPR plenary* meeting will refer to *NCAPR* meetings, with focus on strategic/policy content. In parallel, technical workshops and subgroup meetings can be organised throughout the year, independent of the plenary meeting.

### NCAPR PLENARY MEETINGS

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*NCAPR plenary* meetings are intended to discuss **strategy and policy** content, in accordance with the mission statement of the *NCAPR*. The meetings are led by the *Chair of NCAPR*, assisted by the *Co-chairs*, in accordance with the *NCAPR TRIO* (rotating).

At least one *NCAPR plenary* meeting will be organised during each Presidency of the Council of the European Union, preferably in-person in the country holding the Presidency of the Council of the European Union. However, an alternative location or a virtual meeting may also be considered.

Additional plenary meetings may be organised and can take place at alternative locations or be conducted virtually.

### **TOPICS AND AGENDA OF NCAPR PLENARY MEETINGS:**

Led by the Chair of *NCAPR*, endorsed by the *Management Group*.

### **PARTICIPANTS OF NCAPR PLENARY MEETINGS:**

- In-person participation is preferred, but virtual participation can serve as an alternative.
- *Delegates* are encouraged to attend the *NCAPR plenary* meetings.

- *Statutory Members* are required to confirm their participation (if attending in person) at least two weeks before the meeting.
- *Supporting Members* and observing members may participate; however, in-person attendance is not guaranteed. If logistical constraints arise, priority for access will be given first to ensure equality among countries, and second, based on the order of registration. *Supporting Members* must confirm their in-person participation at least two weeks before the meeting.

## DOCUMENTATION OF PLENARY MEETINGS

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### ***AGENDA AND PREPARATORY DOCUMENTS:***

The (draft) agenda will be distributed at least one month before the meeting via email and official communication channels. Additional documentation will be sent at least two weeks in advance, also through email and the official communication channels.

### ***MINUTES:***

Meeting minutes and summaries will be prepared by the *Secretariat* or representatives from the European Commission. Unless specifically requested and agreed upon by the participants, statements, interventions, and positions will be reported anonymously, without identifying the 'author.' The minutes must be approved by the *Statutory Members* before being made public on the Commission's website.

## 9.1 SUBGROUP MEETINGS

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An NCARP *Subgroup* is a dedicated group that will work on a specific issue or question in a series of meetings. The outcome of the *Subgroup* meetings is primarily intended for the *Management Group* and the *NCAPR plenary*.

### ***AGENDA, PREPARATION AND DOCUMENTATION OF SUBGROUP MEETINGS***

The formation of a *Subgroup* is based on the needs of the *NCAPR* network and is initiated by the *Management Group*.

Several *Subgroups* can operate in parallel, each focusing on a specific issue. Each *Subgroup* will appoint a rapporteur, responsible for informing the *Management Group* about activities and progress, and a moderator, who will prepare the meetings and facilitate discussions.

*Subgroup* members will decide on the frequency, duration, location, and format of the meetings necessary to achieve their objectives within the given timeframe.

### ***PARTICIPATION IN TECHNICAL WORKSHOPS***

- *Subgroup* meetings are open to members of the *NCAPR* network and, optionally, to selected external participants.

- Participation in a subgroup is voluntary. However, active involvement and long-term commitment, for the duration of the *Subgroup*, are expected.
- A *Subgroup* is, by definition, limited in time.

## TECHNICAL WORKSHOPS

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Technical workshops or meetings are conducted to discuss specific topics at a technical level, aligned with the scope of the *NCAPR Mission Paper*. These workshops will be organised based on need and relevance and can be led by the European Commission in collaboration with the *Management Group*. The Technical Workshops are outcome-driven and designed to address particular issues or provide answers to specific questions.

### ***AGENDA, PREPARATION AND DOCUMENTATION OF TECHNICAL WORKSHOPS:***

The *Management Group* proposes the topics and the main agenda items. The detailed agenda can be organised by a dedicated ad hoc working party familiar with the topic.

Technical workshops are designed to facilitate information exchange and collection but will not involve formal decision-making. Consequently, there are no established rules regarding the timeline for documentation. However, as part of *NCAPR*, technical workshops should aim for maximum transparency.

### ***PARTICIPATION IN TECHNICAL WORKSHOPS:***

- Depending on the topic and organisation, meetings can be held in person, virtually, or in a hybrid format.
- Technical workshops are designed for participants who are experts in or highly familiar with the topic and are not limited to *NCAPR* members.
- The *Management Group*, with assistance from the European Commission, will determine the recipients of invitations and the attendees of the meeting. This approach ensures a nuanced discussion that accurately reflects the current situation and incorporates diverse perspectives.

## MEETING RULES & AGREEMENTS

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- Participate and contribute as agreed on beforehand (i.e. presentations)
- Participants must comply with confidentiality agreements in accordance with existing legal and contractual provisions.
- Use the received information only in compliance with the vision and goals outlined in the *Missions Statement of NCAPR*.
- Follow the instructions of the Chair / Moderator.
- Respect the serenity and the constructive spirit of discussions and meetings.

## 10 INTERNAL COMMUNICATION

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The preferred method of internal communication is via email.



The secretariat/ European Commission manages a Cloud/sharepoint/online platform for NCAPR members to facilitate internal communication.

To facilitate communication, statutory NCAPR members will be informed of the names and contact details of other *Statutory Members, Delegates, and Alternates*, in compliance with GDPR regulations.

Internal communication will be conducted in English.

## **11 EXTERNAL COMMUNICATION**

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### STATEMENTS / POSITIONING

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Statements and positions made on behalf of *NCAPR* must be approved by the *NCAPR plenary*. If necessary, the process outlined in section 5 will be followed. Minority remarks will be noted if requested.

### SPOKESPERSON /CONTACT DETAILS

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The *Management Group* develops a framework for action and communication and manages all external communications, including the maintenance of dedicated social media pages and webpages.

The *Chair of the NCAPR* together with the *Head of the Management Group* are spokespersons for *NCAPR*.

## **12 NCAPR'S RELATION TO OTHER ORGANISATIONS AND ACTIONS**

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The *Management Group* develops a strategic document outlining relationships with other groups and stakeholders.

A mapping of other relevant organisations and relevant activities, along with existing and potential relationships, will be conducted and kept up to date.

Special attention will be given to ensuring efficiency and synergy with other groups to avoid redundancies.

## **13 CONFIDENTIALITY AND TRANSPARENCY**

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*NCAPR* is committed to ensure external transparency, unless specific aspects of the collaboration require confidentiality.

However, members will ensure discretion regarding ongoing projects and dialogues as far as (country-) specific transparency requirements allow.

Meeting minutes, agendas, *Terms of Reference*, and the *NCAPR Mission Statement* are public.

## 14 LEGAL AND REGULATORY COMPLIANCE

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All decisions and activities of the *NCAPR* group will be taken, and performed, in accordance with the present *Terms of Reference*, the EU and national regulations and legislation, and the European Council Conclusions.

As these EU and national regulations and legislation prevail, Members of the *NCAPR* will refrain from participating in decisions and/or activities/projects/pilots if there is a conflict between these and said national regulations or legislation.

If deemed necessary, this reservation will be clearly stated upfront in an appropriate way.

## 15 FINANCES

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*NCAPR* will not charge membership fees. The organisation of plenary meetings will be financed by the host unless otherwise agreed. Members of the *NCAPR* platform must ensure that any sponsorship is communicated in advance and accepted only with the agreement of the (Co-)Chairs and the *Management Group*.

Ad hoc financial or logistical support from the European Commission is possible within the prevailing framework.

## 16 APPENDICES

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Mission statement