

## Terms of Reference (TOR) for EFPA Boards, Standing Committees and Task Forces 2016

Updated Sep 2016

### A. BOARDS

#### ***Creation of Boards***

Boards will be created by the General Assembly upon the proposal of 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). Other MAs should preferably commit themselves by appointing a Correspondent that exchanges information and participates 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 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 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 nomenclature, use of e-mail addresses, etc.
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 Forum on the EFPA intranet. One of the yearly meetings shall take place at the HO in Brussels; one meeting shall take place 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 will liaise with the EC, and wherever needed with other 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.

## **B. STANDING COMMITTEES**

### **Creation of Standing Committees**

Standing Committees will be created by the General Assembly upon the proposal of 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). Other MAs should preferably commit themselves by appointing a Correspondent that exchanges information and participates 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 nomenclature, use of e-mail addresses, etc.
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 Forum on the EFPA intranet. One of the yearly meetings shall take place at the HO in Brussels; one meeting shall take place 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 Standing Committees will liaise with the EC, and wherever needed with Boards, other 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.

## **C. TASK FORCES**

### ***Creation of Task Forces***

Task Forces will be created by the General Assembly upon the proposal of 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). Other MAs should preferably commit themselves by appointing a Correspondent that exchanges information and participates in virtual meetings.

Task Forces will be appointed for a specific purpose and a limited time, which shall not be longer than two years. MAs can propose to continue the work on particular topics in the form of a Standing Committee. At least eight MAs shall commit themselves to appoint a member and to fund the costs of the member's activities (travel, sojourn, other).

### ***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 nomenclature, use of e-mail addresses, etc.
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 Forum on the EFPA intranet. One of the yearly meetings shall take place at the HO in Brussels; one meeting shall take place 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 Task Forces will liaise with the EC, and wherever needed with Boards, Standing Committees, other 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
3. Papers (including position papers), Articles, Books
4. Symposia and other meetings at conferences
5. News items.