

**ENDORSED: Monday 11 November 2019**

### **Purpose**

- The purpose of the National Patient Organisation Network (Network) Standing Committee (the Committee) is to oversee the Network's program of work and annual conference. In addition, the Committee can make recommendations and representations that are the result of consensus by the Network. The Committee works in the context of the Australian health system including but not limited to health policy, research, health systems and health technology assessment.

### **Scope and Responsibilities**

- Represent the Committee by raising awareness of its work and encouraging stakeholders to work with the Committee and Network, rather than duplicating efforts
- Encourage patient organisations that are non-members to consider Network membership
- Provide linkage with patient organisations and groups outside the Committee membership
- Provide advice on the needs of patients and patient groups in the context of health policy decision-making, based on the recommendations of the Network
- Engage directly with decision-makers in respectful dialogue about the needs of patients and patient organisations
- Provide advice and direction in relation to the annual Network conference
- Be familiar with and be able to talk about the Network program of work with stakeholders

### **Establishment, Composition and Eligibility**

- The Committee is hosted by the Centre for Community-Driven Research who will act as a Secretariat
- The Committee will consist of a Facilitator who is not part of the membership, and at least six but no more than 12 members such that the Committee consists of a maximum of 12 members.
- The Facilitator of the Committee will be external to the Centre for Community-Driven Research and member organisation.
- The Centre for Community-Driven Research will regularly call for expressions of interest from members of the Australian Patient Organisation Network who may wish to be considered for appointment to the Committee.
- All Committee members must declare any conflicts of interest
- All Committee members must provide advice and make decisions in the best interest of the broader patient organisation community
- All Committee members must be members of the Australian Patient Organisation Network
- The term of membership shall be two years. A member may be re-elected to the Committee following a period of at least one year outside the Committee. This requirement may be waived where a need under exceptional circumstances has been identified by the by the Committee
- Calls for Committee members will be on a two-year basis with a minimum of 20% and a maximum of 50% renewal of Committee positions
- Committee members will attend at least 75% of scheduled meetings per annum. If a Committee member is unable to commit to this level of participation they will stand down as soon as this is known or at the discretion of the Facilitator.
- Proxy delegations are not allowed without permission
- A meeting quorum shall be 60% of the Committee membership. When a quorum is not present no resolution or action may be made, however members present may discuss matters and make recommendations which may be circulated out of session for further input, then reported to, and ratified by, the next meeting when a quorum is in attendance.
- If necessary extra-ordinary meetings may be held to address urgent matters.
- The Committee may from time to time appoint such additional members as it deems necessary.

## **Meeting Format and Frequency**

- The Committee will meet three times per year, with additional meetings called as needed
- Meetings will take place by videoconference
- Meetings will be chaired by the Facilitator
- Additional persons may be invited to attend at the request of the Committee to provide advice and assistance where necessary. Additional persons have no voting rights and may be requested to leave the meeting at any time by the Facilitator

## **CCDR support**

Specific responsibilities of the Centre for Community-Driven Research include:

- Schedule regular meetings
- Prepare an agenda and papers for each meeting
- Formally document decisions and actions in Minutes
- Circulate Minutes and papers to Committee members
- Support the Committee members to complete key action activities as identified by the Committee
- Ensure relevant information is made available to external stakeholders and members of the Network through the Centre for Community-Driven Research website