

NPON Standing Committee terms of reference

Purpose

- The purpose of the National Patient Organisation Network Standing Committee (the Committee) is to oversee the National Patient Organisation Network's (NPON) program of work. In addition, the Committee can make recommendations and representations that are the result of consensus by NPON members. The Committee works in the context of the national 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 NPON
- Encourage patient organisations that are non-members to consider NPON 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 Committee
- Engage directly with decision-makers in respectful dialogue about the needs of patients and patient organisations
- Provide advice and direction in relation to any NPON events
- Be familiar with and be able to talk about the NPON 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 five but no more than 8 members such that the Committee consists of a maximum of 8 members.
- The Centre for Community-Driven Research will regularly call for expressions of interest from patient organisations 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 NPON
- The term of membership shall be two years. A member may be re-elected to 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 permitted
- 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.
- One Committee member that has been within the membership for a minimum of one year, will be elected to be a Spokesperson for the Committee. The Spokesperson will be provided with the resources to adequately represent the Committee. The Spokesperson will be elected on an annual basis.

Meeting Format and Frequency

- The Committee will meet four 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 for each meeting
 - Formally document decisions and actions in Minutes recorded in-meeting
 - 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 NPON through the Centre for Community-Driven Research website.
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