

TERMS OF REFERENCE HEPA EUROPE STEERING COMMITTEE

HEPA Europe

European network for the promotion of Health-Enhancing Physical Activity

The Steering Committee constitutes the principal executive body for the European Network of Health-Enhancing Physical Activity, named “HEPA Europe” (hereafter, Network), and is responsible for providing guidance and strategic directions to the activities of the Network.



The Steering Committee will be composed of ten to fifteen Member organizations of the Network. One of these seats is occupied by the WHO Regional Office for Europe. In particular, the Steering Committee will:

- give direction and support to the Network to ensure effective functioning;
- facilitate co-ordination and links with other relevant networks or international activities, to promote synergy;
- manage the financial resources of the Network;
- identify appropriate sources and mechanisms for funding the Network’s programme of work and ensure the effective functioning of the Network;
- organize the annual meeting of the Network and support the identification of dissemination opportunities (e.g. by organizing workshops within the framework of major scientific meetings or other occasions, and taking part in relevant events);
- promote the development of and approve proposals for activities and projects to be implemented as part of the Network’s programme of work;
- monitor progress of the implementation of the Network’s programme of work and the related projects;
- prepare assessments or reviews of progress and propose new priorities and actions, if need be;
- liaise and cooperate closely with relevant WHO programs, and develop collaboration with other relevant intergovernmental organizations such as the European Commission and others as appropriate, as well as with non-governmental organizations that are active in the fields of promoting physical activity;
- establish ad-hoc working groups, task forces and other bodies as needed to implement the activities agreed under Network’s programme of work;
- support the chairperson of HEPA Europe in carrying out his or her duties, in collaboration with the secretariat;
- contribute to the dissemination of the Network activities.

The Steering Committee will make decisions on a consensus basis, can define its own structure, and will be assisted by a Secretariat. The Steering Committee may appoint an Executive Member to support the implementation of its decisions and programme of work. Nominations for membership of the Steering Committee are made by members of the Network, at least two weeks before the last meeting of the Steering Committee before the annual meeting. As of 2015, Members of the Steering Committee will be elected and can be re-elected on a bi-annual basis by the confirmed members of the Network. If one or more members resign from the Steering Committee during the term, seats will remain vacant until the next election. Should the number of members go below 10 during the first year of the term, an exceptional interim election will be held on the vacant seats after a year for a one year term.

The Steering Committee will be chaired by the Chairperson of HEPA Europe. The main roles of the Chairperson are: 1) to provide advice for the implementation of the work programme, working in close collaboration with the Executive Member, the secretariat and Steering Committee; and 2) to represent HEPA Europe publicly in different fora, events and meetings. Nominations for the

chairperson can be made by members of the Network to the Steering Committee at least two weeks before the last meeting of the Steering Committee before the annual meeting. The Steering Committee can make recommendations to the members based on the nominations. The Chairperson is elected and can be re-elected to serve a 2 year term by the confirmed members of the network. A maximum of two terms may be served. The most recent past Chairperson may serve as vice-chairperson for one 2-year term. An additional vice-chairperson can be installed as decided by the Steering Committee.

After resignation or end of their mandate, past members and Chairpersons of the Steering Committee become Fellows of HEPA Europe serving as senior advisors to the Network.

These Terms of Reference will be reviewed on a yearly basis, based on proposals submitted at the meetings of the Network. Proposals for changes can be submitted at least two weeks before the last meeting of the Steering Committee before the annual meeting.