



EUPATI CH – Education Fund Governance Document

This governance document (version v1.0, English, dated 14. December 2023) provides information on the EUPATI CH Education Fund as established 01 January 2024 (e.g. aim, governance, financing and use of funds). The current version of this document becomes valid with an approval by the Executive Board. The members of EUPATI CH are informed about the implementation of the EUPATI CH Education Fund and about any new and/or revised version of this document at the regular annual General Assembly meeting (or by other informational means).

1. Aim of the EUPATI CH Education Fund

The objective of the EUPATI CH Education Fund is to support educational activities which are in the scope of EUPATI CH purpose as described in the current statutes. Specifically, the following are considered as beneficiaries:

- Individual persons who are motivated to educate themselves in the field of patient and persons concerned engagement (i.e. “Patientinvolvement”) and/or motivated to educate themselves in the field of patient and persons concerned engagement (i.e. “Patientinvolvement”) but are
 - not capable of (fully) covering course fees
 - not capable of (fully) covering travel expenses
- Educators (institutions or individuals) developing educational offerings in the field of patient and concerned persons engagement and in collaboration with EUPATI CH
- EUPATI CH developing educational offerings

2. Governance

The financial management and controlling are performed according to the current statutes of EUPATI CH.

The decision on incoming supporting requests is made by single majority of the EUPATI CH executive board. Decisions can also be taken through ballot votes to avoid delays. Decisions on any incoming supporting request should be made within a maximum of 30 working days after the request was received at EUPATI CH. The decision criteria are defined in point 4 of this description. These decision criteria serve as a guidance and are not concluding.

Special attention is given to potential conflict of interest by any of the board members. Members with conflict of interest must declare such and abstain from voting.

The receiving party of financial support granted by EUPATI CH will sign a simple agreement about the amount received, the restricted use of the support received, how to handle not used financial support (e.g. should an educational offer have been cancelled, etc.), and any other relevant information.

3. Financing

The financial sourcing will be detailed in the business rules of EUPATI CH and based on the decision taken at the EUPATI CH board meeting 14 December 2023.

4. Use of funds and application for support

The available funds are used to support individual applicants to cover fully or pro-rata the following:

- Course fees of EUPATI Switzerland educational offers, including course offers jointly offered by EUPATI Switzerland in collaboration with other partners
- Course fees of EUPATI Foundation educational offers
- Course fees of other EUPATI National Platforms educational offers
- Course fees of other educational offers in the field of patient and concerned persons engagement
- Travel expense to any of above
- The development of educational offerings performed by institutions or individuals and in collaboration with EUPATI CH
- The development of educational offerings performed by EUPATI CH

To request support, an application form is made available by EUPATI CH. The following information (but not exclusively) should be provided by the requesting person or organisation:

- Residency of applicant (Swiss residents (including all types of permits) have priority, but individuals not having a Swiss residency might be considered if reasons are provided)
- Detailed information about the educational offer and/or travel expenses to cover
- Information about the total cost of the respective request and the percentage asked for support by EUPATI CH
- Declaration if other organisations are supporting the concerned request as well (and/or if it is planned to approach other organisations for support as well)

5. Other considerations

None.

As reviewed and approved by the EUPATI CH Executive Board on 14. December 2023



Ivo Schauwecker
President, EUPATI CH



Christiana Sessa
Vice-President, EUPATI CH

Related documents

- EUPATI Switzerland Business Rules
- Support application form
- Support agreement