



**RULES OF PROCEDURE
FOR OPERATION OF THE COPASAH EUROPE HUB**

October, 2021

Article 1

General provisions

- (1) These Rules of Procedure shall govern the method of operation for the COPASAH EUROPE HUB (hereinafter: HUB), the method of admitting new members in the HUB, rights and obligations of HUB members, method of operation for the HUB Secretariat, method of operation for the HUB Steering Committee, method of selection for the Steering Committee Chair and his/her rights and obligations, organization and convening of the Steering Committee meetings, decision making at SC meetings, method of dismissal and replacement of HUB members, communication and coordination with stakeholders within the HUB, and communication and dissemination of information to the public on HUB operation and performance.

Article 2

Admission of new members in the HUB

- (1) HUB member can be any person, organization and/or institution (civil society representative, expert and individual) that works in the field of or has interest in promotion of access to public healthcare services for citizens, with focus on vulnerable groups of citizens, by involving them in processes for policy monitoring, decision making and requesting accountability from competent institutions.
- (2) HUB members shall communicate among them and work on: exchange of experiences and lessons learned; exchange of resources, capacity and work methodologies; joint development and sharing of conceptual, methodological and practical results with a view to enhance access to public healthcare services; exchange of knowledge and capacity building for members; and joint advocacy before national, regional and international bodies.
- (3) HUB members may be active members or supporters, Active members shall be those that are actively engaged in implementation of HUB activities, while supporters shall be those that do not participate in development and implementation of HUB activities, but have interest in following such activities.
- (4) Active members shall be entitled to benefit from capacity building activities for HUB members, communication via the HUB portal for members, participation in development and decision-making within the HUB. On the other hand, supporters shall be given access only to network publications and news.
- (5) The right to membership shall be acquired by completing an electronic membership application form, by means of which different stakeholders or parties express an interest for active participation or support to the HUB.
- (6) Membership applications shall be reviewed and approved at quarterly meetings held by the Steering Committee, based on the selection criteria given in Annex 1.
- (7) After approval of membership by the Steering Committee, new members shall be announced on the HUB's official website, informed about their application status and adequately involved in work of the HUB.

Article 3

HUB Secretariat

- (1) The HUB Secretariat shall be an organizational unit responsible for administration and coordination of HUB work and operation.¹
- (2) The HUB Secretariat shall be changed every three years, and shall be selected from the list of active members on the principle of alphabetical order of participating countries they come from. In the case where a country is unable to nominate the HUB Secretariat, the next country on the list shall be given that opportunity until selection of secretariat members.
- (3) In the case where one country has several active members involved in the HUB, the secretariat seat shall be selected by unanimous decision and nomination among all members, based on the selection criteria given in Annex 2.
- (4) The HUB Secretariat shall be comprised of at least two members, as follows: HUB coordinator, responsible for programme operation of the HUB, and administrative-financial assistant, responsible for financial management and reporting.
- (5) The HUB Secretariat shall be responsible for: developing materials and organizing meetings of the Steering Committee, distributing and communicating decisions taken by the Steering Committee to other HUB members, conducting an assessment and developing the proposed three-month plan of joint activities and capacity building activities for HUB members, regular communication with members via the platform for HUB members, implementing decisions taken by the Steering Committee, financial and administrative management of the HUB.

Article 4

HUB Steering Committee

- (1) The HUB Steering Committee shall be comprised of one active representative from each participating country in the HUB.
- (2) In the case where one country has more than one active member in the HUB, the representative shall be selected by unanimous decision and nomination among all members from the concerned country, based on the selection criteria given in Annex 3.
- (3) Members of the Steering Committee shall have a mandate in duration of three years, and their selection shall be made by the current composition of the HUB Secretariat.
- (4) The Steering Committee shall meet every three months, and more frequently, when necessary, while its meetings shall be organized and coordinated by the HUB Secretariat. Mandatory agenda items for meetings of the Steering Committee shall be: reviewing current membership applications, activities for involvement of additional members, developing three-month plans for capacity building and joint activities of active members

¹ In the period 2021 – 2023, the HUB Secretariat will be located with the Association ESE which coordinates the process for establishment of the COPASAH EUROPE HUB.

for the next period (based on the conducted assessment and proposal made by the HUB Secretariat), reconsidering opportunities for cooperation with other COPASAH HUBs, promoting the network, identifying funding opportunities, assessing attainment of the HUB's strategic priorities, and reviewing and adopting operation reports of the HUB.

- (5) All decisions shall be taken by means of simple majority vote among members of the Steering Committee.
- (6) The Steering Committee shall be managed by Chair and Deputy Chair, selected by all members of the committee. The Chair² and Deputy Chair shall be responsible for communication with the HUB Secretariat, moderating meetings of the Steering Committee, and developing agendas and reports/minutes.

Annex 1 – Criteria for selection of active members in the HUB

Organizations/individuals/institutions wishing to join the HUB in the capacity of active member should meet the following criteria:

1. to be registered and to actively work in the field of public health and/or community engagement in Europe;
2. to have relevant experience in work with social accountability in Europe;
3. to have expressed clear commitment and dedication to work of the HUB.

*These criteria shall be subject of review in respect to submitted electronic membership application forms (link:....)

Annex 2 – Criteria for selection of the HUB Secretariat

In order to be selected to perform tasks and duties of the HUB Secretariat, nominated candidates should meet the following criteria:

1. to be approved by the HUB Steering Committee as active member, based on the criteria given in Annex 1;
2. to hold the longest active membership in the HUB;
3. to have clear track-record on active participation in work of the HUB;
4. not to have held this role in the past (this requirement will be applied only in the case where there are no other nominated members or nominated members are not active and do not meet the above enlisted criteria at the level of participating country).

*These criteria shall be subject of review in respect to official written nominations signed and approved by a current member of the Steering Committee from the respective participating country. Written nominations should include CVs of staff members that will perform work of the HUB Secretariat, statement on commitment to allocate portion of their time for performance of HUB-related activities, and brief letter that demonstrates their active participation in the HUB.

² The first composition of the HUB Steering Committee, with mandate for the period for 2021 – 2023, shall be chaired by Darko Antikj from the Association ESE which coordinates the process for establishment of the COPASAH EUROPE HUB.

Annex 3 – Criteria for selection of the Steering Committee Members

In order to be appointed as members of the Steering Committee, nominated candidates should meet the following criteria:

1. to be registered as contact person on the list of registered active members in the HUB;
2. to have clear track record on active participation in work of the HUB.

*These criteria shall be subject of review in respect to official written nominations signed and approved by a current members of the Steering Committee from the respective participating country. Written nomination should include CVs, statement on commitment to allocate portion of their time for performance of HUB-related activities, and brief letter that demonstrates their active participation in the HUB.

The Rules of Procedures are adopted by the founding organization of the HUB:

1. Association for Emancipation, Solidarity and Equality of Women (ESE), North Macedonia
2. Center for Social Advocacy, Albania
3. Healthy Options Project Skopje (HOPS) , North Macedonia
4. Initiative for Development and Inclusion of Communities (IRIZ), North Macedonia
5. KHAM Delcevo, North Macedonia
6. Association for Legal Education and Transparency (LET STATION), North Macedonia
7. Media Education Centre (MEC), Serbia
8. National Roma Centrum (NRC), North Macedonia
9. Foundation Open Society Macedonia (FOSM), North Macedonia
10. PAD Foundation for Environmental Justice, Hungary
11. Roma Justice, Romania
12. Romano Chachipe, North Macedonia
13. Juventas, Montenegro
14. Sonce, North Macedonia
15. FDP, Romania
16. Thirst for Life, Bulgaria