

# Constitution of the European Rural and Isolated Practitioner's Association (EURIPA)

## 1 Mission Statement

EURIPA aims to address the health and wellbeing needs of rural and isolated populations and the professional needs of those serving them across Europe, irrespective of location, culture or resource.

## 2 Principles

EURIPA's Principles are:

- Partnership, sharing and understanding
- Research and development
- Education and information
- Technology and innovation
- Promotion of health and wellbeing
- Addressing health inequalities and improving the social capital of communities
- Development of cost effective, patient centred health care systems
- Dissemination of good practice

## 3 Objectives

EURIPA'S objectives are:

- To act as a voice for rural health issues
- To consider and set standards for good rural practice, primary/family health and social care throughout Europe
- To encourage and foster links with other professional organisations and provide a voice for rural practice
- To set up a mechanism for sharing information, skills and knowledge and encourage multidisciplinary activities and team work
- To develop the recruitment, retention and training of health care personnel for rural practice throughout Europe
- To facilitate and promote relevant and cost effective continuing professional development
- To act as a forum to share, encourage and develop rural research
- To build links with other non-health rural organisations in the realisation that rural services are an essential part of the rural community framework

## 4 Legal Status

EURIPA is a network of WONCA Europe but it is established in its own legal right through EURIPA France. Officers of EURIPA shall be represented on the Board of EURIPA France.

Processes and procedures to ensure the appropriate levels of governance shall be developed.

The constitution of EURIPA France is attached at Annex 1.

The relationship will be reviewed annually at the Annual General Meeting.

## **5 Membership**

### **(a) Organisational membership**

Organisational membership shall be open to independent organisations representing rural health care practitioners in each of the countries of Europe and to institutes actively involved in rural health research. Delegates of the member organisations should be rural health care practitioners and active in practice or rural health academics.

### **(b) Individual membership**

Individual membership shall be open to any rural health care practitioner who is actively working in rural health care and rural academics (for example, medical, rural health special interest). Individuals interested in rural health, rural health care issues and EURIPA are welcome to become members of EURIPA.

Applications for admission to membership of EURIPA shall be made to the Secretariat, together with the appropriate fee. A recommendation will be made to the Executive Committee. Admission to the Membership requires a majority vote of members present and eligible to vote.

The details of the membership scheme are included in Annex 2.

## **6 Officials**

The official roles within EURIPA are the Presidency and Honorary Treasurer.

The President and Vice President shall be elected from membership of the Executive Committee by the members at an AGM

- The President of EURIPA will be elected by the membership at the Annual General Meeting for a 3 year term. The Vice President will also be elected at an AGM for a 3 year term
- Presidents and Vice Presidents may be elected for a second 3 year term, if the membership supports it
- In the final year of a Presidency the Vice President will become the President Elect and a new vice President will be elected by the membership at the relevant AGM
- After a three year term the President will become the Immediate Past President for 2 years, to ensure continuity
- The Presidency of EURIPA shall consist of the President, the Vice President, the President Elect and Immediate Past President, when appropriate
- The Honorary Treasurer will have responsibility for the accounts, income and expenditure, applying for funding, etc and work closely with the Executive Secretary. EURIPA France, with the approval of the EURIPA Executive Committee, will appoint auditors to monitor the EURIPA accounts.
- Role descriptions will be established for the Presidency and the Executive Secretary.

- Except by special dispensation, all officers of EURIPA will be individual members of EURIPA (health care practitioners active in clinical practice or rural health academics or with a special interest in rural health).

## **7 Executive Committee**

An Executive Committee shall be established to take the work programme forward between Annual General Meetings. The Executive Committee shall also undertake decision making when not to do so could prejudice EURIPA's interests

- Membership will be a maximum of 13 members:
  - 4 officers: President, Immediate Past President, Vice President (President Elect) and Honorary Treasurer
  - 4 members who have responsibility to liaise with representatives from the 3 core WONCA networks and also the VDG,
  - 1 member who is Chair of the International Advisory Board
  - 1 member who is chair of the Scientific Board
  - 3 members
- Executive Committee Members will be members of EURIPA and will be elected at the Annual General Meeting for a 3 year term. Members can stand for re-election for one additional 3 year term
- Members of the Executive Committee, after a minimum of a 3 years, are allowed to stand for Vice President / President Elect and subsequently President

The Executive Committee has the power to establish other sub- committees to help take forward EURIPA's agenda and work programme.

The Executive Committee shall have the power to co-opt EURIPA members on to the Executive Committee at any time during the year, if a vacancy becomes available, but the Co-opted member is required to stand for election at the next Annual General Meeting.

## **8 International Advisory Board**

An International Advisor Board (IAB) will be convened with the aim of informing and advising the Executive Committee. It will provide a wide and informed range of advice and input needed at national, regional, level and local levels across Europe.

Each country, through its national association membership of WONCA Europe or by the EURIPA Executive Committee, is entitled to nominate a rural representative to become their respective national delegate on the International Advisory Board (IAB). The Executive Committee is also entitled to nominate national and internationally recognised rural experts as additional delegates of the IAB. The Executive Committee has the responsibility to ensure that membership of the IAB achieves a balance between national representatives and "experts".

The delegates at the International Advisory Board will share the same electoral period as the Presidency (3 years). IAB members can be re-elected with the support of their national association/college or the Executive Committee for a further 3 years provided that the exclusion criteria (11) are not met.

The Chair of the IAB will be nominated by the EURIPA Executive Committee.

The IAB will meet with the Executive Committee in their face to face meetings; delegates at these meetings will be free to speak but not vote. The chair of the IAB will attend and have a vote at all Executive Committee meetings.

The IAB may decide its own working procedures but these must be agreed by the Executive Committee. The Codex of the IAB is included in Annex 3.

## **9 The Secretariat**

The Executive Secretary will assist the Presidency, Honorary Treasurer, Executive Committee and other committees in carrying out their work. A Secretariat may be set up under the jurisdiction of the Executive Secretary.

The Executive Secretary and the Secretariat once appointed will remain at the same location to ensure continuity and work with the President and Vice President / President Elect, regardless of their location.

## **10 Succession**

In the event of the President relinquishing his/her post in the course of his term of office, the Vice President (or President Elect) shall take his/her place at the next Executive Committee meeting or Annual General Meeting (whichever comes first).

In order to guarantee continuity, it is desirable that the Vice President (or President Elect) is confirmed at the next AGM as the President.

If the Vice President does not wish to become President new candidates for President and Vice President should be elected from membership of the Executive Committee at the next AGM.

In the event of the Vice president resigning, a new Vice President will be elected from the membership of the Executive Committee to be ratified at the next AGM.

## **11 Exclusion**

If, in the opinion of a majority of all members of EURIPA, a national representative or member has been in serious breach of his/her duties as a member, especially if he/she has sought to act against EURIPA in a detrimental way or if he/she has failed to fulfil the qualifications governing representation, such member will be excluded from EURIPA. Members who do not pay their membership fee in full, without good reason for two consecutive years will also be excluded from EURIPA.

A motion to exclude a member from membership of EURIPA will be approved at an EURIPA Executive Committee meeting. The Executive Committee will make a recommendation to the Annual General Meeting for ratification. The decision to exclude a member will be taken by a 75% majority of all members of EURIPA present and eligible to vote (at the Annual General Meeting).

Membership at any of EURIPA's committees (Executive, International Advisory and others that be established from time to time) will be cancelled if the member does not participate at three consecutive meetings of his respective committee unless the President intervenes due to extenuating circumstances.

## **12 Meetings**

EURIPA will normally meet in plenary once a year at the Annual General Meeting (AGM). The AGM will be presided over by the President and organised by the EURIPA Secretariat.

The AGM will take place at the most appropriate opportunity each year where as many members as possible are able to attend. The Executive Committee shall approve the venue and timing of future meetings.

All members of the Executive Committee, International Advisory Board and members of EURIPA are invited to attend the AGM:

- A quorum shall consist of a minimum of nine (9) members
- Each member participating in the AGM has one vote. The President is not entitled to vote, except in the event of an equality of votes when he will in this case have a casting vote
- Voting procedures at an AGM may include the use of teleconferencing when appropriate (video and audio) and voting by proxy. These arrangements shall be adopted by the Annual General Meeting provided a majority of those present and eligible to vote shall be in favour
- Meetings must be announced and the agenda issued at least two weeks in advance. The meeting is empowered to make decisions only on those questions included in agenda except under special circumstances under the discretion of the President
- Notwithstanding the above, a matter not on the agenda will be dealt with by the meeting if such a matter is considered by at least 75% of those present and eligible to vote to be of such importance or urgency that it should be dealt with forthwith
- The annual report and financial statement will be adopted by the AGM each year; the forward work plan and associated budget will be approved by the membership
- The working language of EURIPA is English.

The Executive Committee will hold a minimum of 4 meetings per year: One meeting will be to face-to-face at the Annual Rural Health Forum and others by audio (or possibly video) conferencing.

Executive Committee meetings will be:

- planned at least 2 months ahead, as much as possible
- will be confirmed at least 2 weeks in advance and the agenda and papers circulated at least 1 week in advance.
- A quorum shall consist of a minimum of nine (9) members including proxy votes
- The President (or Vice President / President Elect in his/her absence) will chair the meetings.

When members wish to vote by proxy vote at either the Annual General Meeting or an Executive Committee meeting one member may only represent a maximum of two other voting members.

An Extraordinary General Meeting (EGM) may be held during the year. The methods of organization of the Extraordinary General Meeting are the same as those for the statutory annual general meeting.

### **13 Decisions**

Decisions made at the AGM, which affect policy as a whole, will normally be by consensus. In the event of a vote, a decision will require a majority of those members present and

entitled to vote. In the event of an equality of votes the President will be entitled in this case to a casting vote.

Modification of the Statutes shall require a unanimous decision. Changes in the statutes shall be notified to members at least one month prior to the AGM at which they are to be adopted.

Unless a special power or attorney has been obtained, any legal document affecting EURIPA must be signed by the President and one other member of the Executive Committee. They are not obliged to prove their authority to a third party. It is recognised that under Article 4 there may be occasions when a signatory may be required from EURIPA France with or without that of the EURIPA President.

Decisions made at the Executive Committee meetings are normally by majority and in the event of an equality of votes the President will be entitled in this case to a casting vote.

#### **14 Dissolution**

In the case of such decision, the AGM shall decide on the method of liquidating EURIPA and the manner in which its assets are to be disposed of. The Executive Committee can make recommendations to the nearest AGM or it can call an EGM.

Signed:

Dated:

**EURIPA France**

**STATUTS**

**TITRE I – Constitution – Dénomination - Durée - Missions – Composition**

**Article 1. Constitution – Objet**

EURIPA France a pour objectif principal la qualité des soins envers les personnes habitant en zones rurale ou isolée.

Ses objectifs sont de développer, notamment pour la médecine rurale :

- La recherche
- La formation et l'information
- L'innovation et les technologies en santé
- La promotion de la santé et du bien-être
- La lutte contre les inégalités sociales en santé
- La promotion de la santé des communautés
- Le développement de la médecine centrée sur le patient
- L'efficacité des soins
- La diffusion des bonnes pratiques

**Article 2. Dénomination**

L'association prend la dénomination suivante :

***EURIPA France***

**Article 3. Missions d'EURIPA France**

Pour les questions de santé en milieu rural

- Encourager et favoriser les liens avec d'autres organisations professionnelles et de fournir une représentation pour la pratique rurale
- Favoriser le partage des informations, des compétences et des connaissances et encourager les activités multidisciplinaires et le travail d'équipe
- Favoriser le recrutement, et la formation du personnel de soins de santé pour la pratique rurale
- Faciliter et promouvoir le développement professionnel continu
- Agir comme un forum pour partager, encourager et favoriser la recherche rurale
- Créer des liens avec d'autres organisations rurales en dehors du champ de la santé pour aider à la prise de conscience que les services ruraux sont une partie essentielle du cadre de la communauté rurale ?

**Article 4. Durée – Siègle**

La durée de l'association est illimitée.

Son siège est fixé dans les locaux du CMG, 20 rue de l'hôtel de Ville 92200 Neuilly sur Seine

Il peut être déplacé sur simple décision du conseil d'administration, selon la disposition prévue au

règlement intérieur.

### **Article 5. Composition**

Peuvent être membres d'EURIPA France, les personnes et structures intervenant dans le champ de la médecine rurale, correspondant aux critères suivants :

- Médecin d'exercice rural
- Association ou structure professionnelle aux statuts déposés ayant à voir avec la médecine rurale ou les soins de premier recours
- Objet statutaire mentionnant clairement la promotion de la médecine rurale et des médecins ruraux comme un des buts principaux de la structure.

Ces membres peuvent exercer en France ou dans un autre pays européen.

- Le représentant du Collège de la Médecine Générale est membre de droit d'EURIPA France.
- Le président d'EURIPA est membre de droit
- Le trésorier d'EURIPA est membre de droit
- La secrétaire d'EURIPA est membre de droit
- Le président du WONCA Working Party on Rural Practice est membre de droit
- Les membres de droit sont exemptés de cotisation

Pour être membre, le membre ou la structure doivent

1. Présenter leur candidature
2. Etre validés par le conseil d'administration
3. Payer une cotisation
4. S'engager à respecter les statuts et le règlement intérieur de l'association.

### **Article 6. Perte de la qualité de member**

La qualité de membre se perd :

1. par démission : les membres peuvent donner leur démission par lettre adressée en recommandé avec accusé de réception au président.
2. par radiation pour non-paiement de la cotisation après deux relances en accusé de réception à un mois d'intervalle.
3. par radiation pour motif grave. La radiation sera portée à la connaissance de la structure, laquelle sera entendue par le conseil d'administration.

La perte de la qualité de membre doit être entérinée par le conseil d'administration.

## **TITRE II - ORGANES ET FONCTIONNEMENT**

### **Article 7. Organisation de l'association**

Les organes de l'association sont :

- Un organe délibératif et décisionnel, le conseil d'administration
- Un organe exécutif, le bureau

### **Règlement intérieur**

Le règlement intérieur définit notamment les critères d'admission des membres

Le règlement intérieur est soumis à l'assemblée générale par le conseil d'administration. Il est adopté,



par l'assemblée générale ordinaire suivant la décision du conseil d'administration.

### **Article 8. Le conseil d'administration**

EURIPA France est dirigée par une instance délibérative et décisionnelle, nommée conseil d'administration de 13 personnes.

#### **Durée du mandat.**

La durée du mandat des administrateurs est fixée à 3 ans, à compter du jour de leur élection ou nomination. Ils sont rééligibles avec limitation à 3 mandats consécutifs.

Les administrateurs doivent être médecin d'exercice rural en activité au moment de leur nomination

#### **Rôle et pouvoir du conseil d'administration**

Le conseil délibère et décide de tout ce qui touche à la vie de l'association.

Il organise le travail de production et le fonctionnement de l'association.

Il valide les travaux élaborés au sein des différents groupes de travail

Il administre et gère l'association au plan administratif et financier. Il valide le budget prévisionnel.

Il admet les nouveaux membres

Il rédige et adopte le règlement intérieur et le soumet à l'assemblée générale suivante pour adoption.

#### **Fonctionnement**

Le conseil d'administration se réunit physiquement ou par moyen audiovisuel aussi souvent que l'intérêt de l'association l'exige, au moins deux fois par an, sur convocation du président.

Il peut en outre être convoqué sur demande écrite du quart des membres du conseil, dans un délai de 15 jours.

Il se prononce, à la majorité des deux tiers des membres présents ou représentés. En cas de partage des voix, celle du président est prépondérante.

Le conseil peut appeler toute personne dont il estimera la présence utile à ses travaux, à titre d'expert avec voix consultative.

Les réunions sont présidées par le président, ou en cas d'absence par l'un des vice-présidents ou le secrétaire général ; la personne qui préside dirige les discussions, assure l'observation des statuts et du règlement intérieur et veille au suivi de l'ordre du jour.

Chaque membre du conseil d'administration doit participer en personne aux séances. Toutefois chaque administrateur peut se faire représenter par un autre administrateur.

Les convocations, l'ordre du jour et les pouvoirs sont envoyés par courriel.

Les délibérations donnent lieu à un procès-verbal approuvé.

## **Article 9. Le bureau**

Le conseil d'administration désigne, en son sein, au scrutin secret et poste par poste un bureau exécutif de 6 personnes comportant

1. Un président
2. Un vice-président
3. Un secrétaire général
4. Un secrétaire général adjoint
5. Un trésorier
6. Un trésorier adjoint

Le bureau se réunit physiquement ou par moyen audiovisuel sur convocation du président et au moins une fois par trimestre ou lorsque un au moins de ses membres en ont fait la demande par écrit. Il est chargé :

- de gérer les affaires courantes,
- de préparer les réunions du conseil d'administration et de présenter à celui-ci toutes les questions dont il est saisi.
- de veiller à l'exécution des décisions du conseil d'administration.

Le président assure la représentation de l'association.

Le président représente l'association en justice, soit comme demandeur, soit comme défendeur, soit comme partie civile.

En cas d'impossibilité d'assurer ses fonctions, il sera remplacé par un membre désigné par le bureau.

Le trésorier a pour tâche de veiller à la rentrée des cotisations et de toutes sommes dues à l'association. Il en donne valablement quittance et paie les dépenses au nom de l'association. Il a la responsabilité de la tenue des comptes.

Les paiements ne relevant pas d'obligation préexistante doivent être ordonnancés par le président.

Le secrétariat général rédige les procès-verbaux des délibérations du bureau, du conseil d'administration et de l'assemblée générale. Il organise les activités du Collège et dirige le secretariat

## **Article 10. Assemblée générale ordinaire**

### **Composition – Réunion**

L'assemblée générale est constituée par les membres.

Elle se réunit en séance ordinaire au moins une fois par an, au jour et sur l'ordre du jour fixé par le conseil d'administration et sur convocation de celui-ci.

### **Convocation**

Les convocations seront adressées au moins quinze jours à l'avance, courriel, et porteront indication précise des questions à l'ordre du jour.

## **Représentation**

Un membre peut disposer d'un seul mandat,

A l'entrée de l'assemblée générale, les délégués émargent nominativement sur une liste de l'ensemble des structures adhérentes, prévue à cet effet,

## **Attributions de l'assemblée générale**

L'assemblée générale ordinaire entend le rapport financier du trésorier et le rapport d'activité du secrétaire général.

Elle entend le rapport moral du président.

Elle vote le quitus aux différents rapports.

L'assemblée générale débat des orientations proposées par le conseil d'administration.

Elle traite les questions à l'ordre du jour et les questions diverses.

Il est procédé, après épuisement de l'ordre du jour au renouvellement des personnes siégeant au conseil d'administration selon les modalités pratiques définies au règlement intérieur. Dans les 15 jours suivants l'assemblée générale ayant renouvelé le conseil d'administration, ce dernier se réunit pour renouveler le bureau.

Elle fixe le montant des cotisations annuelles.

## **Vote**

L'assemblée générale vote à main levée des membres présents, sauf si un cinquième des membres demandent un vote à bulletin secret et ou dans tous les cas en cas d'élection de personne. Dans tous les cas le vote se fait à la majorité simple. Un quorum à 50 % est nécessaire pour la tenue de l'assemblée générale. Si le quorum n'est pas atteint, une nouvelle assemblée générale sera convoquée 15 jours plus tard. Cette nouvelle assemblée générale n'aura pas de quorum.

## **Article 11. Assemblée générale extraordinaire**

Les modifications de statuts ou la dissolution doivent être votées en assemblée générale extraordinaire.

Les modalités d'organisation de l'assemblée générale extraordinaire sont les mêmes que celles de l'assemblée générale statutaire annuelle.

Les décisions se prennent à la majorité des 3/4 des votants.

## **Article 12. Affiliation**

La présente association est affiliée à EURIPA et se conforme aux statuts et au règlement intérieur de cette association (nom, logo, etc.).

Elle peut par ailleurs adhérer à d'autres associations, unions ou regroupements par décision du conseil d'administration.

### TITRE III – RESSOURCES - CONTROLE FINANCIER

#### **Article 13. Ressources.**

Les ressources de l'association comprennent :

- une cotisation pour chaque adhérent, dont le montant est fixé par l'assemblée générale sur proposition du trésorier.
- les versements effectués par les structures institutionnelles pour des actions répondant à l'objet de l'association,
- la labellisation des travaux et publications
- toute ressource, telles que les dons, subventions et les apports, notamment en propriété, lesquels seront effectués pour le temps de la vie de l'association, dont elle peut légalement disposer.

#### **Comptabilité - Dépenses**

La comptabilité est tenue sous le contrôle du trésorier selon le plan comptable national.

Les dépenses, validées par le bureau selon des modalités fixées dans le règlement intérieur, sont ordonnées par le président. Leur paiement est effectué par le trésorier.

Ces dépenses sont soumises auparavant au président et au trésorier d'EURIPA

#### **Contrôleurs des comptes**

Chaque année, l'assemblée générale statutaire peut désigner un ou deux contrôleurs des comptes, membres ou non de l'association, non membres du conseil d'administration, pour lui faire un rapport sur les comptes de l'exercice à venir.

### TITRE IV. DISSOLUTION - MODIFICATION STATUTAIRE

#### **Article 14. Dissolution - Modification statutaire**

L'association peut être dissoute sur la proposition du conseil d'administration, par vote de l'assemblée générale extraordinaire, avec une majorité des votants.

Les statuts pourront être modifiés selon la même procédure.

#### **Article 15. Liquidation**

En cas de liquidation volontaire, l'assemblée générale extraordinaire de liquidation nommera un ou plusieurs liquidateurs. Ils seront dévolus à une autre association dont le but sera de même nature, conformément au décret du 16 août 1901.

Fait à Neuilly sur Seine

Le 13 Septembre 2016



Pr Jean-Pierre Jacquet  
Président



Dr Eric Drahi  
Trésorier



## EURIPA Membership Scheme

EURIPA is pleased to launch its new membership scheme.

Rural family doctors and their primary care colleagues from across Europe are invited to join EURIPA.

Joining EURIPA offers members:

- Discount of 25% on the registration fee at EURIPA's annual Rural Health Forum (limited to three delegates for an organisational member)
- Involvement in EURIPA projects
- Fast track publications in Family Medicine & Primary Care Review and European section of the International Electronic Journal of Rural and Remote Health Research, Education, Practice and Policy
- Vote at the AGM for Officers and the Executive Committee
- Newsletter – the Grapevine and a restricted newsletter for members
- Members only area of the web site
- Certificate of membership

### Membership fees

One-year and three-year membership fees are available:

| Category                    | One-year fee | Three-year fee |
|-----------------------------|--------------|----------------|
| Individual Membership       | 40 €         | 90 €           |
| Low income countries*       | 30 €         | 70 €           |
| Students and young doctors  | 20 €         | 50 €           |
| Organisational Membership** | 250 €        | 600 €          |

\*Low income countries are:

*Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Estonia, Greece, Hungary, Kosovo, Latvia, Lithuania, Macedonia, Montenegro, Poland, Romania, Russia, Serbia, Turkey, Ukraine.*

\*\* Organisational membership is open to independent organisations representing rural health care practitioners in each of the countries of Europe and to institutes actively involved in rural health research.



**To become a Member of EURIPA please complete the application form below:**

|                                   |                               |  |
|-----------------------------------|-------------------------------|--|
| Name (individual or organisation) |                               |  |
| Contact details                   | Contact name in organisation: |  |
|                                   | Address                       |  |
|                                   | Email                         |  |
|                                   | Telephone                     |  |
| <i>For individuals:</i>           |                               |  |
| Where you practice                |                               |  |
| Qualifications                    |                               |  |
| If you have an academic position  | Title                         |  |
|                                   | Institution                   |  |

|                                   |  |
|-----------------------------------|--|
| Your special interests            |  |
| <i>For organisations:</i>         |  |
| Area of interest in rural health: |  |

This form should be returned to Jane Randall-Smith, Executive Secretary EURIPA, ([Jane@montgomery-powys.co.uk](mailto:Jane@montgomery-powys.co.uk))



## EURIPA International Advisory Board (IAB)

### Guidelines

EURIPA is a representative network organisation founded by rural family doctors to address the health and wellbeing needs of rural communities and the professional needs of those serving them across Europe. It represents a growing network of rural practitioners and organisations across Europe working together to disseminate good practice, initiate research, develop rural education, and influence policy. The IAB was established in 2012 by the Executive Committee. The purpose of the IAB – with your continued help – will be a direct support of main EURIPA's goals as well as cooperation between rural family doctors and primary care experts hopefully in all European countries. By working together within EURIPA we will not only support our members in their scientific projects, but also share practical information suitable for the everyday diagnosis and therapy of our rural patients as well as support our colleagues and their patients in the most remote areas.

To enhance and reinforce IAB, we want to support each IAB member with a set of Guidelines which define the rights and responsibilities of members of the IAB and the relationship between the IAB and members of EURIPA.

***The IAB aims to support EURIPA in realising its goals.***

#### The IAB

- The IAB aims to have one representative from each European country
- Each representative shall have the support of their national association
- Each representative will be officially acknowledged by EURIPA and will have a certificate.
- All IAB members will be treated with respect and fairly. This condition implies that no discrimination should be applied, and that premise should consider features like age, ethnicity, ability, language, culture, religion, or where they live.

Each IAB member must be proud and honoured to be a member of the IAB and EURIPA and will adhere to these Guidelines.

#### What is expected of IAB members

IAB members:

- Promise to do their best to promote EURIPA
- Act as an ambassador for EURIPA in their country
- Represent EURIPA in all regional, national or otherwise, institutions in their country
- Disseminate information about EURIPA in their country
- Provide information to EURIPA on the situation in your area, issues, developments, initiatives to share and propose to other regions
- Raise concerns about rural practice his/her country
- Encourage membership of EURIPA, building a team / network, if possible of rural doctors
- Encourage and support rural input into national and regional meetings on family medicine
- Encourage rural proofing of guidelines in their country with support from EURIPA



- Undertake to respond to all tasks required by EURIPA
- Promise to inform EURIPA of any problem concerning EURIPA that they become aware of
- Contribute to the continued development of EURIPA
- To propose reforms/policies, propose scientific studies to EURIPA
- Sharing common values among all members

#### **What IAB members can expect from EURIPA**

- The Chair of the IAB will represent the IAB on the Executive Committee
- The EURIPA Executive will ensure that IAB members are fully involved and informed about EURIPA activities.
- The EURIPA Executive will aim, through the Chair of IAB, that each member has equal opportunity to take part in EURIPA projects
- Every IAB member should feel that she/he is listened to and supported by the Executive Committee of EURIPA through the Chair of IAB
- The EURIPA Executive will support IAB representatives in setting up rural networks in their own language in their country
- EURIPA will set up working groups as required on research, education, quality and practice and involve the IAB membership
- If any IAB member needs extra help in the delivery of the agreed work programme, the Chair of IAB will bring the difficulty to the EURIPA Executive. The needed help would be provided if it is considered appropriate, and when possible
- The EURIPA Executive values IAB members, which means that they should be involved in the future agenda of EURIPA, they should feel free to raise their views, and their opinions should be always considered
- The EURIPA Executive should use the information provided by IAB members through the Chair of IAB to improve the performance of the EURIPA
- The EURIPA Executive will ensure that good communication of its decisions and work programmes, through the Chair of IAB, to all members of the IAB
- The EURIPA Executive recognise that, while IAB members' views and opinions are raised freely, they will not be expressed in a way that might be harmful for other partners
- Disagreements between IAB members and the EURIPA Executive should be resolved by the main bodies of the EURIPA governance, which includes the General Assembly of EURIPA members
- The IAB will have close cooperation with the Scientific Board

### **Mutual IAB members support**

IAB members should make an effort to have the most adequate and respectful contact with their equals within the EURIPA. This means that:

- o Between IAB members communication will be performed in a way that will warrant understanding and ability to cooperate. This understanding should be confirmed and not simply assumed
- o IAB members should respect the others when they express the need of additional time
- o Communication should be easy and friendly in that IAB members should have the chance to ask questions, and the answers should be always honest
- o IAB members should respect disagreements within the EURIPA and make their most to reach conciliation.