

ERN-LUNG – Standard Operating Procedure (SOP)

August 14, 2018

How to accept “Supporting Partners” (ERN-LUNG specific)

A: First of all, the candidate has to be supported either by a Core Network (CN) or by a Functional Committee (FC) or by the Network Coordination Team (NCT).

B: Secondly, they have to provide the “self-assessment” form (PDF) that had to be filled out by each Health Care Provider (HCP) that is a full member now for each Core Network, unless they are Members of any of the other CN.

Please find the PDF in this folder (“170523 amt_selfassessment_healthcareprovider_en”).

Furthermore, the following points apply:

- 1) They did not go through the European Commission application process
- 2) They are not *necessarily* endorsed by their national authorities;
- 3) They do not *necessarily* need to fulfil the minimum criteria of the CN they want to join;
- 4) They do not have voting rights;
- 5) If full members want to be involved in other Core Networks than those they have been endorsed and accepted for as full members, they can ask the resp. CN/CNC for acceptance as ‘supporting partners’ in which case they have to nominate an extra person to take this role.
- 6) It is up to ERN-LUNG to involve supporting partners to foster excellence in rare respiratory diseases across Europe.

If you are the supporting entity (as mentioned under A), e.g. a CN-leader, and would like to integrate a HCP as “Supporting Partner” into ERN-LUNG please make sure that the above mentioned requirements are fulfilled.

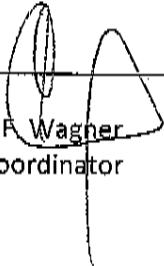
Then, please send an e-mail to the Network Coordination Team in Frankfurt with the following input:

1. Filled PDF “Self Assessment” as mentioned under B above (only if Supporting Partner from outside).
2. “Supporting Partner” for which Core Network?
3. Who supports the HCP as “Supporting Partner”? (e.g. [name of the CN leader] & [further name] on behalf of the CN XY)
4. Official name of HCP
5. Name (first name & last name) of the representative at the HCP who will be the contact person. It has to be a **new** person which is not a contact person for another CN!
6. Email address of the representative of the HCP

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History of Changes:

Version	Change
(2) 14.08.2018	Added under B: “..., unless they are Members of any of the other CN.” Added under 1.: “...(only if Supporting Partner from outside)”.
(1) 23.05.2017	First Version


Approved by
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14 08 2018
Date