IHE-Europe Internal Rules
As of 6 May 2022

The latest version of the Internal Rules is available from the IHE-Europe Website:
https://www.ihe-europe.net/statutes-rules

Table of Contents

1. Acronyms

- o IHE – Integrating the Healthcare Enterprise
- o CECTF – Connectathon and Event Coordination Task Force
- o EC – European Commission
- o EU-Affairs – European Affairs Committee
- o MarCom – Marketing and Communications Committee
- o T2S – Tools & Testing Strategy Committee

2. Definitions

In the Internal Rules, unless the context otherwise requires, the following terms shall have the following meanings and the singular shall include the plural and vice versa (*position filled provided that the budget and/or suitable candidates are available):

"Committee Chair"

A committee chair is the committee-elected coordinator and representative of a Committee.

"IHE Connectathon®"

An IHE Connectathon is a cross-vendor interoperability test session. IHE-Europe organises IHE Connectathons usually as the major event during the Connectathon Week as face-to-face event each year in a different country as selected by the IHE-Europe Steering Committee. It can also be organised as an online event. The term "Connectathon" is a registered trademark of IHE-Europe in Europe.

"Director of Test Activities"*

The "Director of Test Activities" is responsible for the management of the IHE-Europe initiated test events including the IHE-Europe Connectathon and has the business accountability. This includes the organisation and the recruitment of participants and the support to MarCom for all test-event related MarCom activities. He/she supervises all the technical activities that are delegated to IHE Catalyst.
The Director of Test Activities is a matter expert on interoperability and testing tools. He/she represents IHE-Europe on the Testing and Tools Committee of IHE International and ensures that the needs of IHE-Europe are covered. He/she also validates new testing tool versions that are delivered for the IHE-Europe Connectathon. He/she is chair of area 1 of the CECTF. Selection will follow the Recruitment of Staff procedure. The Director of Test Activities is appointed by the Executive Committee.

"IHE-Europe Connectathon Participation Contract"

An IHE-Europe Connectathon participation contract is a contract to be signed if requested by the organisation that wants to participate in the IHE-Europe Connectathon.

"Contractor"

A contractor is a person or organisation contracted by IHE-Europe to perform activities for IHE-Europe to foster its mission.

"CECTF – Connectathon and Event Coordination Task Force"

The CECTF is a task force that coordinates all events, including the Connectathon. The Director of Test Activities is a mandatory member of the CECTF.

"Director of Interoperability for IHE-Europe"*

The Director of Interoperability is responsible for providing interoperability and IHE expertise and competence, including acting as project manager for projects that are approved by the IHE-Europe Steering Committee. When specific services are needed from IHE Catalyst for those projects, these services must be requested and coordinated with IHE Catalyst. The Director of Interoperability grows the European network by participating in European conferences and any other interoperability activities that need relevant expertise. He/she also supports the IHE National Deployment Committees to promote IHE Profiles. He/she reports to the EU-Affairs Committee and the Steering Committee. Selection will follow the Recruitment of Staff procedure. The Director of Interoperability is appointed by the Executive Committee.

"Financial Manager"

The Financial Manager is responsible for taking care of the financial situation of IHE-Europe and for the operational management of financial issues for IHE-Europe and its different Committees. The Financial Manager is also responsible for financial tracking and reporting of EC Projects in which IHE-Europe is involved. In doing so, he/she will cooperate and work with the Financial Officer and the Director of Interoperability. The Financial Manager reports to the Financial Officer and to the Executive Committee. Selection will follow the Recruitment of Staff procedure. The Financial Manager is appointed by the Executive Committee.

"Financial Officer"*

The Financial Officer is responsible for taking care of the financial situation of IHE-Europe, preparing quarterly financial statements and an annual report, preparing yearly budgets and following budget progression. The Financial Officer reports to the Executive Committee, Steering Committee and General Assembly. He/she is elected by the Steering Committee. (See also Statutes ART. 41 for all relevant mentions of the Financial Officer in the present Internal Rules.)

"MarCom Director"*

She/he is responsible of the management of the MarCom staff and will deliver all the MarCom materials needed as described in the MarCom roadmap and validated by the committee. He/she will report to the MarCom Chair and work closely with the MarCom Chair, the Director of Interoperability and the Director of Test Activities. Selection will follow the Recruitment of Staff procedure.

"Project Coordinator"*

The "Project Coordinator" is in charge of managing EU-Affairs projects. Selection will follow the Recruitment of Staff procedure. He/she is appointed by the Executive Committee. The "Project Coordinator" reports to the Director of Interoperability and the EU-Affairs Committee Chair.

"Quality and Security Manager"*

The Quality and Security Manager is responsible for the quality and security management and reports to the Executive Committee – see Section 6.

"Risk/Financial Analysis"

A risk/financial analysis is an activity requested from the Financial Officer/Financial Manager by any of the governing bodies of IHE-Europe or by its directors in order to clearly assess potential financial/legal risk of a certain operation including, but not limited to, budget impact, cash-flow analysis and impact, financial viability and sustainability, etc.

"Secretariat"

The Secretariat is the body that provides administrative support to IHE-Europe and its Executive Committee. The term is also used for the body providing administrative support to IHE Catalyst.

"Staff"

Staff refers to a paid position that can be fulfilled either by an external consultant or an employee of IHE-Europe.

3. General Structure

3.1. The organisational structure of IHE-Europe shall comprise the following bodies according the Statutes:

a. the General Assembly;
b. the Steering Committee;
c. the Executive Committee;
d. the Co-Chairs;
e. the Deputy Co-Chairs, and
f. the Financial Officer

In addition, the Internal Rules describe the following roles (*means position filled provided that the budget is available):

(i) Financial Manager*
(ii) Director of Interoperability*
(iii) Project Coordinator*
(iv) Director of Test Activities*
(v) MarCom Director*
(vi) Quality and Security Manager*
(vii) IHE-Europe Representatives to External Bodies and/or Committees
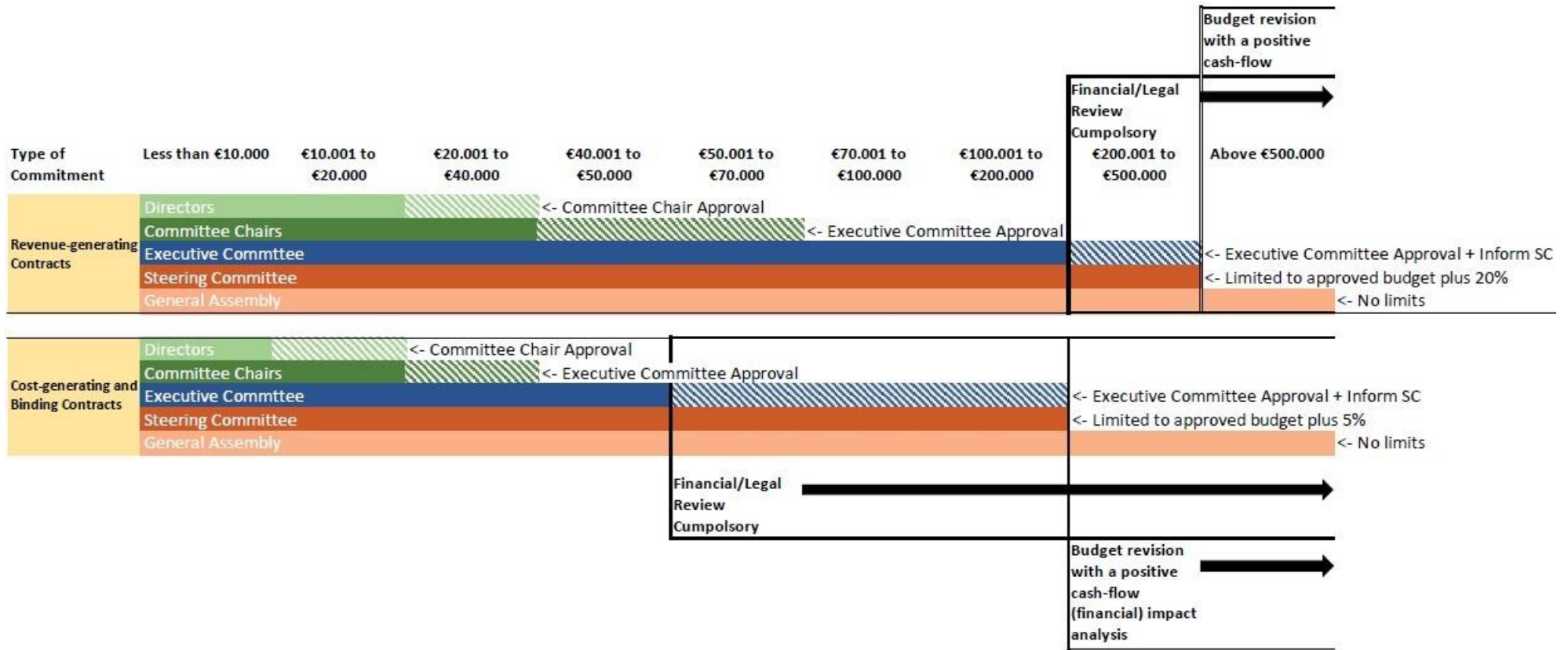
as well as operational task forces and committees:

(i)   Extended Executive Committee
(ii)   MarCom Committee
(iii)   EU-Affairs Committee
(iv)   Tools & Testing Strategy (T²S) Committee
(v)   Non-permanent task forces
(vi)   Secretariat

See Annex 2 for IHE-Europe's organisational chart.

3.2.   In order to be eligible for application to become an IHE-Europe member, the potential member must already be an IHE International member. The applicant may submit a presentation (5-10 slides) including their expectations from IHE-Europe membership. The presentation will be submitted to the Executive Committee for review together with the application as defined in the statutes.

3.3.   For National Deployment Committees the IHE International membership is automatically obtained through the Active Membership in IHE-Europe.

3.4.   Task forces report to and are accountable to their respective Committee and report to the Steering Committee (see also Statutes, ART. 32)

3.5.   The MarCom Committee, the EU-Affairs Committee and the T²S Committee report to the Executive Committee and the Steering Committee and are accountable to the Steering Committee under the conditions set forth in these Rules. These committees are collectively hereafter referred to as "Operational Committees".

3.6.   The Director of Interoperability reports to and is accountable to the Chair of the EU-Affairs Committee and Steering Committee.

3.7.   The Financial Manager reports to and is accountable to the Financial Officer and the Executive Committee.

4. Delegation of Powers

4.1. Graphic

Type of Commitment		Less than €10.000	€10.001 to €20.000	€20.001 to €40.000	€40.001 to €50.000	€50.001 to €70.000	€70.001 to €100.000	€100.001 to €200.000	€200.001 to €500.000	Above €500.000	
Revenue-generating Contracts	Directors				<- Committee Chair Approval						
	Committee Chairs					<- Executive Committee Approval					
	Executive Commttee									<- Executive Committee Approval + Inform SC	
	Steering Committee									<- Limited to approved budget plus 20%	
	General Assembly										<- No limits

Financial/Legal Review Cumpolsory (applies from €200.001 to €500.000)

Budget revision with a positive cash-flow (applies Above €500.000)

Type of Commitment		Less than €10.000	€10.001 to €20.000	€20.001 to €40.000	€40.001 to €50.000	€50.001 to €70.000	€70.001 to €100.000	€100.001 to €200.000	€200.001 to €500.000	Above €500.000	
Cost-generating and Binding Contracts	Directors			<- Committee Chair Approval							
	Committee Chairs				<- Executive Committee Approval						
	Executive Commttee									<- Executive Committee Approval + Inform SC	
	Steering Committee									<- Limited to approved budget plus 5%	
	General Assembly										<- No limits

Financial/Legal Review Cumpolsory (applies from €40.001)

Budget revision with a positive cash-flow (financial) impact analysis (applies from €200.001)

Notes

Note 1: All threshold in this matrix are meant "within approved budget" and "per transaction".

Note 2: Financial/Legal Review always possible (e.g. Committee Chairs/Directors may ask for financial review to support their decision making-process for any amount listed)

Note 3: All figures shall be intended as economic values and therefore net of VAT

Note 4: In an escalation request/approval, the requestor should also indicate a desired/required timeframe for decision

Assumptions:
- General Assembly powers as defined by Statutes: the approval of the annual accounts and of the budget of the Association
- Steering Committee powers as defined by Statutes: the general management and direction of the Association
- Executive Committee powers as defined by Statutes: the day-by-day management of the Association
- Budget is prepared by the Executive Committee and approved by the General Assembly. Each Committee has its own line of budget for which it is responsible.
- When/if IHE-Europe wins a tender, Executive Committee may elect NOT to sign/proceed with the contract.

4.2. Ratification of Contracts

The Executive Committee as defined in ART. 27 of the Statutes, or its representatives as defined in ART. 31 of the Statutes, can ratify contracts within the Delegation of Power thresholds, using the following language:

"IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorised representatives as of the date set forth in the first paragraph."

Contracts will be signed by the two Co-Chairs or their assigned proxies and will contain the following:

- o Contract name: _____
- o Date of signature: _____
- o Signed on behalf of IHE-Europe AISBL
    - o For the User Constituency: _____
      (name and title of the User Co-Chair/signee)
    - o For the Vendor Constituency: _____
      (name and title of the Vendor Co-Chair/signee)
- o Counterparty: _____

The signees of said contract on behalf of IHE-Europe AISBL will not be held personally responsible for any consequences of the signature of said contract. The Executive Committee confirms on behalf of IHE-Europe AISBL that the signees have acted within the limits of their delegation of power.

By signing the contract, the signees confirm that they do not have any conflict of interest (see attachment: Conflict of Interest policy) with regard to the aforementioned contract, indirectly or directly, financially or otherwise. If this statement would not be correct, this ratification would become null and void and the affected signee will be solely responsible for all consequences of any nature, arising from this contract.

This ratification does not extend to future contracts (to be signed), nor to annexes or extensions of existing contracts, nor does this grant the signor any unlimited delegation of powers other than foreseen in the internal rules of IHE-Europe AISBL. Any contract signature by the signees which exceeds the boundaries of the delegation of powers as foreseen by the Internal Rules, will not bind IHE-Europe AISBL, and will only cause the signees to be solely responsible for all damage and consequences arising from such unauthorised contract signature.

5. **Operational Committees and Task Forces**

5.1. **Common rules applicable to Operational Committees and Task Forces**

5.1.1. All Operational Committees and Task Forces shall operate according to the non-profit purposes of the Association as set forth by the Law of 25th October, 1919 on International Associations with Scientific Objectives, and foster the mission of IHE-Europe. IHE-Europe will not enter into competition with its members unless the Steering Committee determines otherwise.

5.1.2. Task Forces are non-permanent bodies and focus on a mission provided by the relevant Committee, which defines the objectives, deliverables and time frame and agrees on their composition.

5.1.3. Each Task Force reports all results directly to the Committee that commissioned and specified the work.

5.1.4. Each Operational Committee will elect at least one Committee Chair, who has to be confirmed by the Steering Committee according to ART. 32 of the statutes. Operational Committee chairpersons are appointed for a period of two (2) years renewable unless terminated earlier for good cause in accordance with the Committee's rules of procedure. For election procedures see attachment "Procedure to Conduct Elections".

5.1.5. If not already designated by the responsible committee, each Task Force will select one coordinator to be confirmed by the responsible committee. Task Force coordinators are appointed for the whole duration of the Task Force.

5.1.6. Committees may delegate specific tasks to Task Forces or other Committees. In turn, they shall be responsible for properly integrating the results of those Task Forces or Committees into the stream of work in progress.

5.1.7. The composition of Operational Committees and TFs is defined in the respective sections of the present Internal Rules. Unless provided otherwise, the terms of office of Operational Committee members shall be reviewed and confirmed by the respective Committee in the first quarter of each year.

5.1.8. If foreseen in addition to ex-officio members, Operational Committees and TFs may include representatives or experts nominated by Members of IHE-Europe. Members may nominate one representative per Operational Committee and TF. Exceptions are possible upon prior validation by the Operational Committee Chair or TF Coordinator. Each Associate Member may nominate one observer per Operational Committee and TF. The Committee Chair and TF Coordinator may invite external guests as observers or experts to specific meetings.

5.1.9. The minutes of any Operational Committee meeting shall be made available to the Steering Committee upon request.

5.1.10. Decisions of Operational Committees or TFs are taken by consensus of the members present. If no agreement can be reached, the Chairperson of the Committee / Coordinator of a TF shall decide.

5.1.11. Each Operational Committee and Task Force shall be responsible for:

5.1.11.1. its own organisational arrangements, work procedures and time schedule, providing that such arrangements, work procedures and time schedule do not conflict with the Internal Rules; and,

5.1.11.2. logistical arrangements such as web conferences, conferencing facilities to allow members to attend the meeting, with support from the Secretariat.

5.1.12.   Each Operational Committee submits a budget request according to the process outlined in Chapter 10.

5.1.13.   Each Operational Committee reports in writing through its Committee Chair on its activities to the Steering Committee at least on a quarterly basis.

5.1.14.   Task Forces are specifically designated teams of experts working together with the purpose to accelerate the work on specific tasks that IHE-Europe has to achieve for the yearly workplan and projects.

5.1.15.   Each Task Force reports through its Coordinator to its responsible Committee.

5.2.   Conducting Meetings

5.2.1. All Committee and Task Force meetings of IHE-Europe shall be conducted according to the following procedures and any additional procedures that the Chair/Coordinator may prescribe to avoid any antitrust problems.

5.2.2. No commercial topics shall be acted upon or even considered. To avoid the most sensitive areas, a reminder of the antitrust rules (see Annex 3) shall be made at the beginning of each meeting.

5.2.3. Committee and Task Force meetings shall be conducted in such a manner that all members are afforded an adequate opportunity to present their views. All opinions shall be considered before actions are decided upon. The Chair/Coordinators shall undertake this responsibility with the assistance of the Secretariat.

5.2.4. The Secretariat, in consultation with the Chair(s)/Coordinator, shall ensure that minutes of all meetings are clear, complete, and accurate with regard to the actions that were taken and the justification for those actions. The minutes shall mention the chair of the meeting.

5.2.5. There shall be no conversations "off the record" at a Committee and Task Force meeting. If comments are not appropriate for recording, they shall not be brought up at meetings.

5.2.6. Executive Committee meetings shall be adjourned when all business has been completed as far as the allocated time allows.

5.3.   Extended Executive Committee

5.3.1. The Extended Executive Committee shall be permanent. The Extended Executive Committee consists of the Executive Committee, the chairs and vice-chairs of Committees, the Financial Officer, Financial Manager, Director of Test

Activities, the Quality and Security Manager, the MarCom Director, the Director of Interoperability, the two representatives to the IHE Catalyst Board and the representative to the IHE Catalyst General Assembly.

5.3.2. The Extended Executive Committee usually has two monthly meetings dedicated to addressing operational matters to the Executive Committee and vice versa.

5.3.3. For the Executive Committee members as well as all Committee chairs, dedicated email addresses will be set up in the format: firstname.lastname@ihe-europe.net

The email address will be valid for a defined period of time after the position terminates.

5.4. MarCom Committee

5.4.1. The MarCom Committee shall be permanent and may be supported by a MarCom Director, who will be a member of the Committee and will report to the MarCom Chair.

5.4.2. The MarCom Committee manages the promotion and communication of IHE-Europe activities including:

  a.   Public Relations and Communication, including the monthly online newsletter "News Pulse"
  b.   Marketing IHE in Europe
  c.   Organisation of IHE-Europe events
  d.   Execute on the strategic advice of the T²S Committee when organising the events, including Connectathon
  e.   Promotion of education and training activities
  f.   Coordination with and support of IHE National Deployment Committees in the MarCom area
  g.   Liaising with other IHE marketing committees

All marketing and communication materials developed by this Committee shall be passed on for informational purposes to the Steering Committee members.

5.4.3. The MarCom Committee manages the IHE-Europe and IHE-Europe Connectathon websites with support from the secretariat (text edits) and potentially contractors (structural website changes, graphics/banners), including the maintenance and updating of its information.

5.4.4. The MarCom Committee Chair also coordinates the activities of the CECTF.

5.5. EU-Affairs Committee

5.5.1. The EU-Affairs Committee shall be permanent.

5.5.2. EU-Affairs shall be responsible for the following activities:

   a.   Management of, contribution to and participation in European and other projects signed by IHE-Europe as a beneficiary;

   b.   Promotion of IHE profiles and other IHE assets in European projects and support of IHE National Deployment Committees;

   c.   Development of relationships at EU level with European institutions and organisations such as European user and vendor associations, standards developing organisations, stakeholder groups, etc.;

   d.   EU-Affairs may be a subcontractor of IHE Catalyst for projects managed by IHE Catalyst

   e.   Participation in eHealth related interoperability governance activities in Europe

   f.   Recruitment of new IHE-Europe members and new IHE National Deployment Committees;

   g.   Participation in conferences in Europe such as eHealth forums in different countries, eHealth weeks etc.

5.5.3. The Director of Interoperability and/or a permanent Project Coordinator, if established, shall be members of the EU-Affairs Committee. An IHE Catalyst representative shall be member of the EU-Affairs Committee.

5.5.4. The EU-Affairs Committee may delegate operational tasks to contractors, including IHE Catalyst, that have the necessary qualifications, skills and competitive advantages. In this case, the EU-Affairs Committee shall be responsible for properly integrating the results of those contractors, including other committees' deliverables, into the stream of projects work in progress and ensure confidentiality of any acquired information.

5.6.   Tools & Testing Strategy (T²S) Committee

5.6.1. The Tools & Testing Strategy Committee shall be permanent and may be supported by a Director of Test Activities, who would then be a member of the Committee. If there is no Director of Test Activities, the Committee chair assumes the role and may delegate specific tasks to Committee members.

5.6.2. The T²S shall be responsible for the following activities:

   a.   Defining the testing strategy promoted by IHE-Europe
   b.   Defining the test offerings of IHE-Europe
      ▪   Defining the testing tools roadmap of IHE-Europe
      ▪   Liaison with IHE Catalyst in order to ensure that the needs of IHE-Europe are recognised
      ▪   Potentially sponsor the development of test tools and offerings
      ▪   Liaison with the IHE International Testing and Tools Committee and other relevant committees in order to ensure that the needs of IHE-Europe are recognised

- Providing information for technical decisions to be taken by the Steering Committee upon request by the Executive Committee
- Support the Executive Committee and the Steering Committee in organising the IHE Connectathon in Europe from a strategy point of view (schedule, fees, monitor recruitment, domains & profiles to offer for testing).

5.6.3. Members:

- Chair
- Director of Test Activities (optional position)
- Director of Interoperability (optional position)
- Representatives of IHE-Europe to the
    - IHE Catalyst Board
    - IHE International Testing and Tools Committee
    - IHE International Conformity Assessment Committee
- Interested members of the Steering Committee

5.6.4. The T²S Committee may delegate operational tasks to contractors, including IHE Catalyst, that have the necessary qualifications, skills and competitive advantages. In this case, the T²S Committee shall be responsible for properly integrating the results of those contractors, including other committees' deliverables, into the stream of projects work in progress and ensure confidentiality of any acquired information.

5.7.   Connectathon and Event Coordination Task Force (CECTF)

5.7.1. The CECTF is a Task Force of the MarCom Committee responsible for the coordination of all events held during the week or in the framework of the European Connectathon.

5.7.2. The composition of the CECTF is adapted yearly. It is chaired by a MarCom Representative. Members include:

- The Director of Test Activities (T²S Committee liaison), managing area 1
- The Director of Interoperability (T²S Committee liaison), coordinating the organisation of IHE-Europe events (area 2)
- Representatives of additional areas as defined by the TF
- The IHE-Europe Financial Manager
- Additional IHE-Europe members as appropriate, to be renewed on a yearly basis
- At least one representative nominated by IHE Catalyst
- At least one representative nominated by the IHE National Deployment Committee organising the physical Connectathon

5.7.3. The CECTF operates within the boundaries of the approved budgets of the coordinated events and by no means is it allowed to take any decision that would affect the budgeting and financials of the coordinated events.

6. **Quality and Security Manager**

6.1. The Quality and Security Manager (optional position) is responsible for the quality and security management and reports to the Executive Committee.

6.2. The main tasks are:

    (i) To determine the quality policy in order to maintain a desired level of excellence

    (ii) To create and implement the quality plan and assurance

    (iii) To control and improve the quality of the IHE-Europe processes

    (iv) To ensure IHE-Europe operates in a manner consistent with charitable non-for-profit purposes and does not engage in activities that could jeopardise its neutrality (see attachment: Conflict of Interest Policy)

6.3. The Quality and Security Manager is in charge of IT services (email, website, collaboration tools etc.). These services may be subcontracted to an external body.

6.4. The Quality and Security Manager is also responsible to prevent any cyber-attacks against IHE-Europe assets including the collaborative tools, websites, network, devices, applications and data, etc. The main tasks related to potential cyber-attacks are:

    (i) identifying and managing the risks (risk assessment)

    (ii) preventing the identified risks by defining and implementing processes and means in order to minimise the risks such as access and update of sensitive information, malwares, extorting money, etc.

6.5. The Quality and Security Manager will work closely with the IHE-Europe Committees and Task Forces and advise the members on security and privacy matters, including GDPR, in relation with IHE-Europe activities.

7. **Secretariat**

7.1. The Secretariat shall be permanent.

7.2. The mission of the Secretariat is to support the activities of IHE-Europe and the tasks of the Executive Committee, the Steering Committee and other Committees and Task Forces as required. Therefore, it is responsible for the following tasks:

    (i) Providing organisational, secretarial, and operational support to all Committees as required for organising meetings; maintaining rosters of all Committees; preparing agendas and minutes; for Steering Committee meetings, the secretariat notifies Representative(s) of the concerned member of the Steering Committee who did not attend three Steering Committee meetings in a row that his/her vote will be suspended. This notification shall be done on behalf of the Executive Committee before the very next meeting of the Steering Committee following the said third successive meeting of the Steering Committee.

    (ii) Whenever Executive Committee, Steering Committee or other

representatives change, initiate the necessary formal steps in coordination with IHE-Europe's lawyer and/or Financial Manager (details see internal checklist)

(iii) Receiving, publishing and distributing documents as requested by the relevant Committee or Task Force

(iv) Updating/administrating of membership upon verification of membership payment by the Financial Manager; verifying the yearly payment of IHE International fee for report to the Steering Committee

(v) Maintaining the website content in collaboration with the MarCom Committee

(vi) Acting as general email and telephone contact for IHE-Europe and its different bodies, allowing them to make efficient use of electronic communication, information exchange and document handling.

7.3. The Secretariat is under the supervision of and reports to the IHE-Europe Executive Committee.

8. IHE-Europe Representatives to External Bodies and/or Committees

8.1. IHE-Europe may be required to be represented for official business in external organisations' boards and/or steering committees and/or sub-committees (e.g., IHE International). At such, one or more IHE-Europe representatives will be officially elected by the Steering Committee.

8.2. An IHE-Europe representative is elected by the Steering Committee by majority vote among the available candidates. Any representative of an Active Member of the Steering Committee, regardless of the constituency, can stand as candidate. The Executive Committee is responsible for scheduling the call for candidates and the election process.

8.3. Applications shall contain the following information confirming that the candidate meets the required criteria and qualifications for the specific representation as stated by the relevant external organisation:

a. sufficient availability and time for fulfilling the tasks related to the position as defined in the call for candidature.

b. experience and current activities in which the candidate is effectively involved within IHE-Europe to be knowledgeable of IHE-Europe's goals, strategies and policies.

c. description of the directions the candidate intends to pursue through the external organisation.

d. practical ways the candidate intends to use in reporting to the relevant bodies within IHE-Europe of relevant activities and decisions made by the external organisation.

e. The candidate shall declare every year that he/she has no conflict of interest (see attachment: Conflict of Interest Policy)

8.4. The representative's mandate is not monetarily compensated by IHE-Europe, usually has a duration of two years, except as stated in the rules of the external body,

and is renewable. The mandate shall start at the election and end at the election of the next candidate.

8.5.   A member cannot hold more than 2 external representation mandates at the same time. The Steering Committee may allow exceptions.

8.6.   The mandate can be revoked by the Steering Committee under extraordinary circumstances, such as the representative not following the principles and rules of IHE-Europe or having a conflict of interest and/or non-execution of the mandate.

8.7.   The representative may choose to resign before the end of his/her mandate. The representative should, in this instance, ensure continuity until a new representative is elected or an interim representative is appointed by the Steering Committee.

8.8.   The representative shall fulfil the work implicit in the mandate, including attending the meetings of the relevant external body, and, if required, meetings for specific committees and task forces.

8.9.   The representative reports to and coordinates with the IHE-Europe Executive Committee and the Steering Committee.

8.10.   Non-exhaustive, informative list of external bodies for which a representative of IHE- Europe is elected:

   a) IHE International Board and Board Operations Committee
   b) IHE International Conformity Assessment Committee
   c) IHE International Global Deployment Committee
   d) IHE International MarCom Committee
   e) IHE International Testing and Tools Committee
   f) eHealth Stakeholder Group (eHSG)
   g) IHE Catalyst Board (2 persons)
   h) IHE Catalyst General Assembly

The Executive Committee is responsible for maintaining a list of external body representatives. This list will be made available on the IHE-Europe website.

8.11.   Costs for travel to attend meetings, activities and teleconferences which are not covered by external bodies or committees are governed as follows:

   (a)   if the representative is from the User constituency, all travel costs will be borne by IHE-Europe provided that the applicable travel rules and limitations are applied and the Executive Committee approves the travel
   (b)   if the representative is from the Vendor constituency, all travel costs will be borne by the respective vendor member. The Executive Committee has the authority to evaluate exceptions upon consultation with the Financial Officer regarding budget coverage.

In case of authorised exceptions, authorisation must be unanimously approved by the Executive Committee.

9. Funding and Costs

9.1.   Each of the Member representatives bears their own costs incurred in furtherance of the Internal Rules, including the cost of work performed in implementing IHE-Europe activities within Committees and/or Task Forces as well as costs of attending meetings of IHE-Europe. The Member representatives hereby waive the right to claim any reimbursement from other Members for any cost arising in connection with the Internal Rules.

9.2.   To lift barriers to the active participation of some User Member representatives of the Steering Committee, IHE-Europe may envisage the reimbursement of limited travel costs related exclusively to attendance to the General Assembly, Steering Committee, approved representation to external bodies (see 8) or Executive Committee meetings, according to the IHE-Europe Travel Policy. The IHE-Europe Travel Policy is revised and approved yearly by the Executive Committee. The current IHE-Europe Travel Policy is available on the IHE-Europe website.

9.3.   In the fiscal year during which membership for a new IHE National Deployment Committee is provisionally approved no membership fee will be charged.

9.4.   Active Members who do not pay their membership fees within the stated period can be offered to become Associate Members. If the concerned member does not answer within a stated period or declines to become an Associate Member, it can be excluded from IHE-Europe. See also IHE-Europe statutes ART. 10.

9.5.   The IHE-Europe bank accounts are supervised by the Financial Officer (if position exists) and managed by the Financial Manager under the express authorisation by the IHE-Europe Executive Committee. In addition, the Financial Officer and/or Financial Manager reports to the Executive Committee on the financials monthly and upon request.

9.6.   At least one of the two co-chairs and the Financial Manager hold an IHE-Europe credit card.

10.   Budgeting process

For the establishment of the budget, each operational committee prepares a budget request to the Financial Officer in Q3 of the current fiscal year to be submitted yearly to the Executive Committee and subsequently to the Steering Committee for discussion and formal approval prior to the General Assembly in Q4. The Financial Officer consolidates the budget requests to a budget proposal, which is reviewed and updated by the Executive Committee. A strategic paper including this budget is transmitted to the Steering Committee at least two (2) weeks before the Steering Committee's budget approval meeting. Each Operational Committee shall manage and be responsible for its own annual budget that must have been proposed to and approved by the General Assembly at the latest in Q4 of the previous year.

11.   Changes

Any change to the Internal Rules shall be proposed in writing at least twenty calendar days prior to a General Assembly to all General Assembly members and follow the procedure as defined in ART. 33 of the Statutes of IHE-Europe.

ANNEX 1: Secretariat

As of 6 May 2022

1. **Secretariat**

The registered office of IHE-Europe AISBL is:

BluePoint Brussels
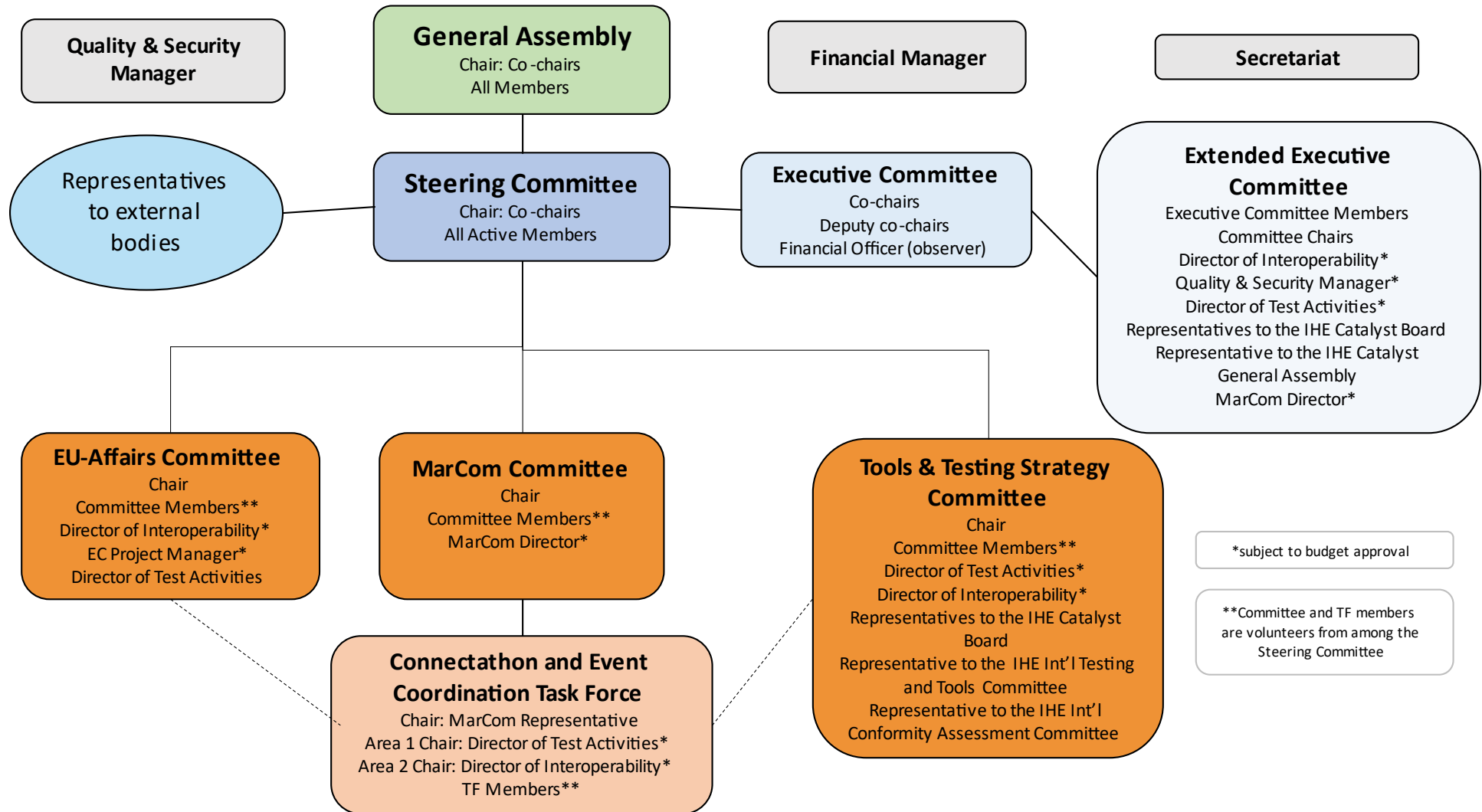80 Bd A. Reyers
B-1030 Brussels
Email: office@ihe-europe.net

The Secretariat for IHE-Europe will be provided by Education Congress Research GmbH, Vienna:

IHE-Europe secretariat
Am Gestade 1
1010 Vienna
Austria
Email: secretariat@ihe-europe.net

ANNEX 2: Organisational Chart
As of 6 May 2022

Quality & Security Manager

General Assembly
Chair: Co-chairs
All Members

Financial Manager

Secretariat

Representatives to external bodies

Steering Committee
Chair: Co-chairs
All Active Members

Executive Committee
Co-chairs
Deputy co-chairs
Financial Officer (observer)

Extended Executive Committee
Executive Committee Members
Committee Chairs
Director of Interoperability*
Quality & Security Manager*
Director of Test Activities*
Representatives to the IHE Catalyst Board
Representative to the IHE Catalyst
General Assembly
MarCom Director*

EU-Affairs Committee
Chair
Committee Members**
Director of Interoperability*
EC Project Manager*
Director of Test Activities

MarCom Committee
Chair
Committee Members**
MarCom Director*

Tools & Testing Strategy Committee
Chair
Committee Members**
Director of Test Activities*
Director of Interoperability*
Representatives to the IHE Catalyst Board
Representative to the IHE Int'l Testing and Tools Committee
Representative to the IHE Int'l Conformity Assessment Committee

Connectathon and Event Coordination Task Force
Chair: MarCom Representative
Area 1 Chair: Director of Test Activities*
Area 2 Chair: Director of Interoperability*
TF Members**

*subject to budget approval

**Committee and TF members are volunteers from among the Steering Committee

ANNEX 3: Anti-Trust Rules reminder

As of 6 May 2022

A reminder of the following rules shall be made at the beginning of each meeting:

o   All IHE committee meetings shall be conducted in compliance with all applicable laws, including antitrust and unfair competition laws.

o   Don't discuss the interpretation, validity, or necessity of patents or patent claims.

o   Don't discuss specific license rates, terms, or conditions.

o   Relative costs, including licensing costs of necessary patent claims, of different technical approaches may be discussed in standards development meetings.

o   Technical considerations remain primary focus

o   Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.

o   Don't discuss the status or substance of ongoing or threatened litigation.

o   Don't be silent if inappropriate topics are introduced … do formally object.

See [IHE International, Incorporated Principles of Governance](#), Section 12.2.10 Meeting Conduct, for further details.

Attachments

List of documents that are part of the Internal Rules but have been separated for practical reasons. The valid version of each document is the one as of April 14, 2021 or later.
See https://www.ihe-europe.net/statutes-rules

       (i)   Conflict of Interest Policy
       (ii)   Membership Application Form
       (iii)   New Project Assessment
       (iv)   Procedure to Conduct Elections
       (v)   Recruitment of staff
       (vi)   Travel Policy