

Summary of the EFOMP Structure

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- I: The EFOMP federal structure**
as laid down in the EFOMP constitution
- II: Meeting and Committee Structure**
as decided at the Council Meetings in Belfast, 2001, and Ljubljana, 2002
- III: The EFOMP Structure diagram**

I: Summary of the EFOMP federal structure

I.1: EFOMP Membership (according to the Constitution, Section C)

- **National Membership:** National Member Organisations with full EFOMP Membership
- **Honorary Membership:**
- **Affiliate Membership:** National Organisations seeking closer link to EFOMP and which do not meet all conditions for full EFOMP Membership
- **Industrial Membership:** Companies active in the field of medical devices

I.2: Administration (according to the Constitution, Section D)

- The **Council** is the **constitutional body** of the Federation and **directs its activities**.
- The Council consists of **two delegates appointed by each Member Organisation** and the **Officers of the Council**.
- The Officers are the **President**, the **Vice President**, the **Secretary General**, the **Treasurer** and the **Chairmen of the Committees** set up by Council, at present **five Committees**.
- Officers of the Council can **invite individuals**, in particular Honorary Members and representatives of co-operating organisations to attend Council as **observers**.

I.3: Council Business (according to the Constitution, Section E)

- The **Council** is the **supreme authority of the Federation**.
- Issues related to **Council business** are decided by **agreement in Council**, by a **majority vote** among Council Members present (or as specifically prescribed in the Constitution)
- Each **National Member Organisation**, represented in Council by either one or two delegates, has a **number of votes according to their National Membership**. (Only the **unanimous vote** of two delegates will be a valid vote.)
- **Honorary Members** have **no vote**.
- **Officers** have **no votes**; the President has a casting vote in case there is a tie.
- **Affiliate and Industrial Members:** “Attend and speak but **not vote or hold office**” (Council and Committees).
- Council sets up **Committees** for specific defined matters; as Council instruments for the purpose of furthering the aims and purposes of the Federation.

II: Meeting and Committee Structure

The Meeting and Committee structure is based on several earlier Council decisions on increased transparency and more open and democratic procedures, actively involving National Member Organisations.

II.1: Meeting structure

- The Council Meeting will be a full one day Meeting, or a Meeting of two full half days. The old type Scientific and ETP Committee Meetings are formally integrated into the Council Meeting. This was decided by Council in Belfast 2001.
- All appointed National delegates, and NMO Presidents, will receive the complete set of Council documents.
- All EFOMP members and observers will be invited to participate in the Council Meeting.

II.2: Committee structure

EFOMP activities are expanding, and EFOMP needs as many people as possible to be involved in the workings of EFOMP. It was thus decided by Council in Ljubljana 2002 to revise the composition of the Committees; all NMO delegates should be members of one of the Committees. This Committee structure also means increased democracy, and increased involvement and authority of Council!

- Each Committee will comprise a core membership of three to four members, who will form the “working core” of the Committee: a chairman elected by Council according to the Constitution, and two or three other core members, selected by the Chairman among those who have specifically registered their interest in that Committee.
- Other members of the committee will be designated "corresponding" members.
- The Committee itself will decide if a secretary is to be selected among the core members.
- All Council delegates will be invited to join one Committee, either as a "core" member or as a "corresponding" member.
- It is for delegates, or their NMO's, to decide which Committee they should join.
- Exceptionally, delegates may be members of more than one Committee, but no more than two. However, one delegate cannot be a core member of more than one Committee.
- EFOMP Officers may be co-opted as members of specific Committees in addition to their Officers' position.
- Non-delegates may be members of a Committee if co-opted by that Committee.
- Each Committee may be of a different size.
- The Committees will work via e-mail, but the core members should be encouraged to take advantage of other meetings, where appropriate, to take the opportunity to meet.
- It is important that changes of membership are notified to the Secretary General to enable current membership to be monitored.
- All delegates will continue to get all papers for items to be discussed at the integrated Council meeting.
- The Composition and Terms of Reference for each Committee describes the aims and purposes of the Committee.

III: The EFOMP Structure diagram

