ASPHER WORKING STRUCTURES

Working structures operate within ASPHER to contribute to the agenda and activities of the Association under the rules and guidelines adopted by the ASPHER General Assembly in 2020.

This document seeks to define the types of Working Structures which currently operate in ASPHER and to clarify and update the rules and guidelines adopted in 2020.

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ASPHER'S GUIDELINES REGARDING WORKING STRUCTURES

These guidelines apply to the Association's Working Strucures, which include: Working Groups, Task Forces, Programmes, Platforms, Committees and Projects as deflined below. All such Structures shall work in areas related to ASPHER's mission and regular five-year strategic plan.

As stipulated in ASPHER Statutes, the Executive Board may be assisted by any Working Structure of its choice; it sets their goals and composition, and their attribution will always be consultative.

1. Operation

1.1 A proposal for a new Working Structure can be submitted to the Executive Board by one or more institutional members of ASPHER (full or associate members). The proposal should include: A formal name, defined leadership (chair, co-chairs) and roles (e.g. reporting), clear scope of activities, plan of work, regularity of meetings, and expected time horizon.

1.2 The proposal can be accepted by the Executive Board with majority on grounds of sections 2.0, and 3.0 for a period of up to 3 years. The Working Structure can be extended beyond the period of three years with approval from the Executive Board.

1.3 If the proposal is accepted by the Executive Board, the chair is appointed as designated in the Working Structure proposal and the Executive Board identifies a member to monitor the group agenda except if the group chair is an Executive Board member.

1.4 After the first year the chair has to be elected by the Working Structure for the remaining period of 2 years and then for any subsequent 3-year periods.

1.5 Meetings of the Working Structure must be minuted by the structure and the chair of the Working Structure reports annually to the General Assembly on the Working Structure's activity and progress during the past year.

1.6 Working Structures may be monitored and evaluated by the Executive Board to ensure progress and quality of results.

1.7 Working Structures without substantial progress following annual progress reporting can be disbanded by the Executive Board with majority.

2. Membership

2.1 Working Structure membership is open to delegates affiliated with full or associate ASPHER member institutions. They may join a group on invitation or upon individually expressed interest with consent of the affiliated member institution.

2.2 Working Structures may invite participation of non-ASPHER affiliated delegates from partner organisations (not eligible for ASPHER membership).

2.3 Working Structures may provisionally accept delegates from non-ASPHER member institutions (that are eligible for membership) if it is the expressed intention of that delegate's institution to apply for ASPHER membership at the next scheduled General Assembly (GA). If the delegate's affiliated institution fails to apply for ASPHER membership at the next GA or applies but is not accepted for membership by the GA, then the delegate will be required to resign from the Working Structure.

2.4 Delegates to Working Structures must openly declare any conflicts of interest.

3. Adherence to Association's policies

3.1 Working Structurees are autonomous in terms of their funding context, but it should be reflected in and respect the annual funding plan of ASPHER; and follow the Association's funding, donation and sponsorship policy.

3.2 Working Structure publications and external communications must adhere to ASPHER's policy on Statements and Other Forms of Official Communications.

Any publication or external communication made by the Working Structures expressing the organisational position or viewpoint of ASPHER must receive formal approval by the Executive Board. Publications or external communications which do not represent an official position of ASPHER must be notified to the Executive Board. The Executive Board reserves the right to intervene if the content is inappropriate, could cause reputational damage to ASPHER, is not properly evidenced or is of poor quality.

3.3 Working Structures shall use the ASPHER logo and tagline for their work and materials.

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Definitions of types of Working Structures currently operating under ASPHER:

Working Groups: Working Groups contribute to ASPHER core objectives on education, training, capacity building and professionalisation. They may focus on didactics, relevant methods and techniques, quality assurance, research (including research on training), staff mobility, student enrollment, etc. Examples of current and recent working groups include: undergraduate education, doctoral programmes and research capacities, public health simulations.

Task Forces: Task Forces focus on topical/thematic areas requiring specific consideration in an evolving public health landscape. Task Forces should have concrete goals and specified time frames to achieve them. The time frame of Task Forces can be extended, but should remain oriented to action agendas. Task Forces should familiarise themselves with any relevant complementary thematic structures operated under partner organisations (e.g. EUPHA sections, IANPHI committees) to seek for complementarity and synergy. Examples of current and recent Task Forces topics include: Digital Transformations, War, COVID-19.

Programmes: Programmes are larger flagship initiatives governed by ASPHER. Programmes are central to ASPHER's unique mission of improving and protecting the public health by strengthening education and training of public health professionals for both practice and research, for which ASPHER serves as a focal point of reference. Professional competencies and core curriculum are examples. The pool of experts contributing to a Programme should be carefully selected to provide relevant expertise for key building blocks in each core area covered. ASPHER Fellows linking to specific core areas may also provide backing to senior experts.

Platforms: Platforms connect and support ASPHER work in a generational context. Platforms are integral, ongoing structures and are not time limited. Current Platforms include: the ASPHER Honours Platform made up of past-Presidents and Stampar Medallists; and the ASPHER Next Generation Platform made up of ASPHER Fellows, Interns and other Young Professionals supporting ASPHER Working Structures. See the ASPHER Fellowship Scheme and the ASPHER Internship Scheme for a definition of who constitutes ASPHER Fellows and Interns.

Committees: Committees are technical structures set up to address specific items important to the functioning of the Association such as, but not limited to events (e.g., Deans' & Directors' Retreat), administration (e.g. finances), or rules and regulations (e.g. statute and bylaws review).

Projects: Projects are framed within relevant contracts (e.g., Erasmus, Horizon, tenders, etc.) in which ASPHER has a role (coordinator, partner, subcontract, associate, advisor). Projects interact with other Working Structures as relevant. Their functioning and activities are governed by their contractual context. Project-specific workload must be provided by direct project funding.