

Protokoll SNAPS styrelsemöte
2016-03-30
kl.19.00
Skype



Närvarolista

Mötesordförande: Sandra Ingel

SNAPS styrelse: Ordförande, Sandra Ingel; Kassör, Josephine Ingemarsson; EPSA-LS, Josefin Jädernäs; Ledamot, Wilhelm Sjöland; sekreterare, Lisa Johansson; IPSF-CP, Marian Attalla; PR-ansvarig, Karin Inadsson

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§ 63. Mötets öppnande

Mötet öppnades av Sandra Ingel kl. 19.02

§ 64. Formalia

- 64.1.** Kallelseförfarandet godkändes
- 64.2.** Mötesprotokoll 2016-03-07 och 2016-03-17 godkändes.
- 64.3.** Sandra Ingel valdes till mötesordförande.
- 64.4.** Lisa Johansson valdes till mötessekreterare.
- 64.5.** Josefin Jädernäs valdes till justeringsperson.
- 64.6.** Dagens föredragningslista godkändes.

§65. Meddelanden

Sandra (Ordförande)

Planeringen inför Vårmötet och arbetet med handlingarna till detta är i full gång.

Har kontaktat medlemskårerna angående Nationella rådet 26-27 april då ingen från SNAPS styrelse kan åka, SAKS har meddelat att de har en person som kan ställa upp som representant.

Josefin (EPSA LS)

Förberedelserna inför EPSA Annual Congress i Helsingfors är i full gång. Sveriges delegation kommer att bestå av tre stycken studenter, samtliga från Uppsala.

§ 66. Revidering av SNAPS stadgar, bilaga 1

66.1 Revideringen av SNAPS stadgar pågår. Eftersom det är mycket som behöver revideras kommer det ta längre tid än först beräknat.

Sandra presenterade ett förslag om att ändra styrelsens ämbetsperioder. Styrelsen ställde sig positiva till förslaget som kommer att behandlas på Vårmötet.

§ 67. SNAPS Vårmöte 2016

67.1. SNAPS Weekend

En budget och marknadsföringsplan för SNAPS-weekend måste presenteras på Vårmötet. Wilhelm och Karin får i uppgift att ta fram en skriftlig marknadsföringsplan. Josephine och Sandra ska ta fram ett budgetförslag.

Sandra och Josephine tar fram en budget och Wilhelm och Karin tar fram en marknadsföringsplan till nästa styrelsemöte 12/4.

67.2. Åsiktsdokument

Denna punkt bordlades på Höstmötet och kommer att bordläggas även på Vårmötet. Detta för att styrelsen prioriterar arbetet med stadgan. Planen är att ha ett färdigt förslag att diskutera med kårerna i början på höstterminen så att förslaget som presenteras på Höstmötet är grundligt och noggrant genomarbetat.

67.3. Propositioner

En proposition från 2015 års styrelse ska lyftas på Vårmötet. Eftersom den rör en ändring av stadgan måste den godkännas på SNAPS-möten.

§ 68. EPSA AC 2016, bilaga 2

68.1. Val av OD

Josefin kommer att åka som ensam OD till EPSA AC 2016.

68.2. Ändringar i TORSO

Propositionen från EPSA:s styrelse har inkommit efter deadline. SNAPS –styrelse anser att det är en så pass viktig proposition att den ändå måste behandlas och ställer sig positiva till att den lyfts på GA, samt ställer sig positiva till förslaget som sådant.

§69. Övriga frågor

§70. Ordet fritt

§71. Nästa möte

Nästa möte kommer att hållas 12 april kl. 19.30 via skype

§72. Mötet avslutas

Mötet avslutas kl. 20.02 av ordförande Sandra Ingel.

Ordförande, Sandra Ingel

Sekreterare, Lisa Johansson

Justeringsperson, Josefin Jädernäs

Bilaga 1

Mandatperioderna för styrelsemedlemmarna borde gå omlott för att organisationens arbete ska flyta på smidigare och bli mer effektivt. För nuvarande väljs samtliga styrelsemedlemmar in på SNAPS Höstmöte och tillträder den 1 januari. Om de olika posterna i styrelsen tillsätts omlott kan det möjligen vara enklare att hitta kandidater till posterna och personerna som kandiderar känner iallafall till hälften av de som sitter i styrelsen (annars vet man ju inte förrrens valen är gjorda).

Förslag på ändringar:

Styrelseposter som bör tillsättas på Höstmötet:

Ordförande

Bör tillträda 1 januari då denne är ansvarig för verksamhetsberättelse och organisationens löpande verksamhet.

Kassör

Bör tillträda 1 januari då budgetåret är per kalenderår. Även smidigt om båda firmatecknarna (ordförande och kassör) byts ut samtidigt av rena administrativa skäl.

IPSF kontaktperson

Bör tillträda 1 januari då IPSF World Congress alltid hålls i slutet av juli/början av augusti. Då hinner IPSF CP komma in i arbetet innan kongressen och har även tid kvar i styrelsen efter kongressen för sitt fortsatta arbete när man blivit ännu mer insatt i organisationen. Det vore inte lämpligt att tillsätta IPSF CP ungefär en månad innan IPSF world congress, det skulle inte gynna SNAPS.

PR ansvarig

Har ingen jättefin motivering till detta men om SNAPS Weekend ska fortsätta att hållas på hösten så är det positivt om den som är PR ansvarig har fått växa in i rollen under året och känner sig mer bekväm i marknadsföring och vet vad som funkar för att locka studenter och inte just det året.

Styrelseposter som bör tillsättas på Vårmetet:

EPSA Liasion Secretary

Eftersom EPSA har en kongress per termin och sin annual congress där de väljer in en ny styrelse för organisationen på våren är det passande att EPSA LS går på sitt mandat 1 juli. På så sätt är EPSA LS mer införstådd i hur EPSA fungerar som organisation och vad som krävs för de olika styrelseposterna när den nya styrelsen ska väljas in på våren. Detta ger även EPSA LS en bättre möjlighet till att kandidera till de olika posterna inom EPSA, eftersom dennes uppdrag i SNAPS tar slut när uppdragstiden för EPSAs nya styrelse påbörjas. EPSA LS är även vice ordförande i SNAPS och bör således inte sitta under samma mandatperiod som ordförande.

Sekreterare

Då sekreterare och ordförande jobbar tätt tillsammans kring alla SNAPS sammanträden skulle det vara fördelaktigt om mandatperioden för sekreterare och ordförande gick omlott. Detta skulle ge en mer konsekvent struktur på SNAPS mötesdokument.

Ledamot

Eftersom ledamoten är en lite allt-i-allo så trycker jag in den posten här bara för att balansera upp det hela. Har ingen motivering men vet att det iallafall inte skadar att välja in den här posten på ett vårmöte istället för ett höstmöte eftersom ledamoten inte har någon kongress som denne måste representera på.

Bilaga 2

External department Regulations changes for 51st GA

IN GREEN - to be added

IN RED - to be deleted

IN YELLOW - comments and motivations (not part of the actual changes)

Issue Number 1: GRANTS - Moving Grants and Grant Coordinators under Treasurer's portfolio.

EPSA is finally more successful with grants. We have received the EYF grant for 7200€ last year and this year the Erasmus+ operational grant for 35.000€. This field has a lot of potential to boost the EPSA budget and make EPSA grow even more. Grant Coordinator is the person managing all grant applications and in the end also the person with the most knowledge about the programmes, meaning grant obligations, financial liability, paperwork etc. The grant application (in this case operational grant) requires a huge level of commitment and responsibility that should rather fall under the portfolio of an Executive member (mandated by the General Assembly to represent the Association) than a Coordinator's position. In reality, with the current distribution of tasks, successful grant applications also bring additional obligations and responsibility to the position and consequently the Vice President of External Affairs (supervising the Grant Coordinator), whose portfolio is already extensive. Therefore in our opinion moving the Grant Coordinator position under the portfolio of Treasurer would be a solution to this disparity. Many other student associations, for instance the European Law Students' Association (ELSA) have a similar structure that proved to be working well. With the current proposal the Treasurer would be responsible for coordinating the grant application and the follow up of the grant if the application is successful.

The position of Grant Coordinator would be moved under Treasurer and the person would focus on looking for new grant opportunities and supporting the Treasurer in managing the successful grant applications.

CHANGES in Executive Handbook

4. Treasurer

Specifically, the Treasurer should:

- Be responsible for leading grant applications in collaboration with Grant Coordinator and to do the follow up of received grants.

- Coordinate the work of the Grant Coordinator in looking for new grants.

8. Vice President External Affairs

- Coordinate the work of the Grant and Partnership Coordinators in looking for new grants and sponsors.

CHANGES in Handbook of EPSA Coordinators

4.1. Grant Coordinator

5. Administrative Department

5.1. Grant Coordinator

The Grant Coordinator is responsible for providing support to the Team member responsible for leading and coordinating all the grant application processes, leading and coordinating all grants application processes, and for documenting summaries and key points of researched grants. He is highly encouraged to attend Grant trainings and events connected to European Union funding schemes, as well as to liaise with other grant knowledgeable persons.

Specifically, the Grant Coordinator should:

- Research for grants for EPSA and EPSA's projects in close collaboration with related departments.
- Provide support to all the Lead and coordinate grant application processes.
- Manage the Grants database, where an overview of the grants for which EPSA and EPSA members can potentially apply is presented.
- Educate EPSA members on grant funding opportunities for the Twinnet project in close collaboration with the Vice President of Mobility.
- Liaise with partner associations (NGOs, governmental associations, students' associations etc.) in order to gain valuable information about grant funding opportunities.
- Prepare and hold Grant workshops if needed.

Issue Number 2: MOBILITY - Creating the position of Mobility Coordinator instead of Vice President of Mobility

*Vice President of Mobility is the position that has been struggling a lot over past few years due to undefined tasks and the workload being lower than for other Executive members. **The idea to remove the position was already raised, but as Mobility is an important part of EPSA we feel that a person solely responsible for this aspect of the Association should be kept, yet as a Mobility Coordinator position.** Mobility Coordinator would manage Twinnets, gather important information about mobility programmes around Europe and develop the Student Guide. Mobility Coordinator will then search for the Mobility possibilities for students together with Central IMP Coordinator.*

CHANGES in Terms of Reference proposed

Please refer to Terms of Reference changes proposed under ISSUE 3 as these are connected.

Changes made to article 5.1.3.8. (remove the Vice President of Mobility)
Changes made in 8.1 (creation of Mobility Coordinator)
Changes made in 10.1 (implications of creation of Vice President of Mobility for IMP)

CHANGES in Standing Orders proposed

Please refer to Standing Orders changes proposed under ISSUE 3 as these are connected.

Changes made to article 12.3.1.8. (remove the Vice President of Mobility)
Changes made to article 13.1. (creation of Mobility Coordinator)

CHANGES in Executive Handbook

8. Vice President of Mobility

One of the main responsibilities of the Vice President of Mobility is promoting mobility opportunities offered within EPSA and in European level. He must actively seek new improvements for mobility projects and ensure continuity and sustainability for the established projects under his portfolio.

Maintenance of mobility information and data collected on the EPSA web page shall be done by the Vice President of Mobility. Moreover, he has to be able to provide any interested member with extensive information about different European Mobility programmes (ERASMUS+, EVS,...)

Specifically, the Vice President of Mobility should:

- Update and promote European mobility programmes and opportunities for pharmacy students.
- Update and promote European policies about mobility of pharmacy students and professionals.
- Promote mobility opportunities to participants of EPSA events
- Liaise with the Vice President of Public Relations and the PR Board to organise necessary campaigns which promote mobility for pharmacy students.
- Ensure that the EPSA Mobility databases are maintained, updated and promoted.
- Ensure that all documents used by the IMP board are up to date.
- Update all necessary documentation in English intended for reaching the new potential IMP partners and potential IMP trainees in European countries.
- Look for specific funding for EPSA mobility programmes.
- Liaise with the Central IMP Coordinator regarding IMP.
- Attend IMP board meetings and support the Central IMP Coordinator.
- Liaise with the Vice President of External Affairs, Partnership Coordinator and Central IMP Coordinator in order to find new IMP Placements as well as other kind of collaboration that could improve IMP.
- Promote the IMP to companies, in cooperation with the Central IMP Coordinator, by attending events and holding presentations.
- Follow-up on contacts made with potential IMP Partners by EPSA Team or IMP Board.
- Follow-up on previous IMP Placements (quality survey for trainees, preparation of next internship etc....)
- Monitor the group exchanges undergoing over Twinnet Project.
- Coordinate Twinnet Project and ensure Inter-Professional Twinnet project evolution.
- Promote EPSA Students' Guide and ensure the collected data is periodically updated.

CHANGES in Handbook of EPSA Coordinators

4.1. Mobility Coordinator

One of the main responsibilities of the Mobility Coordinator is to promote mobility opportunities offered within EPSA and on the European level. He must actively seek new improvements for mobility projects and ensure continuity and sustainability for the established projects under his portfolio.

Maintenance of mobility information and data collected on the EPSA web page shall be done by the Mobility Coordinator. Moreover, he has to be able to provide any interested members with extensive information about different European Mobility programmes (ERASMUS+, EVS,...)

Specifically, the Mobility Coordinator should:

- Update and promote European mobility programmes and opportunities for pharmacy students.
- Promote mobility opportunities to participants of EPSA events.
- Liaise with the Vice President of Public Relations and the PR Department to organise necessary campaigns which promote mobility for pharmacy students.
- Ensure that the EPSA Mobility databases are maintained, updated and promoted.
- Liaise with the Central IMP Coordinator and help with IMP.
- Attend IMP board meetings and support the Central IMP Coordinator.
- Monitor the group exchanges undergoing over Twinnet Project.
- Coordinate Twinnet Project and ensure Inter-Professional Twinnet project evolution.
- Promote EPSA Students' Guide and ensure the collected data is periodically updated.

Issue Number 3: VP EA AND PARTNERSHIP COORDINATOR - Removing the Partnership Coordinator position; Establishing Vice President of European Affairs.

Issue Number 3: VP EA AND PARTNERSHIP COORDINATOR - Removing the Partnership Coordinator position; Establishing Vice President of European Affairs.

The Vice President of External Affairs has a very diverse portfolio. In the last couple of years EPSA has been collaborating more and more with professional associations, as well as more partnerships are being developed. EPSA advocates for the topics of the interest of pharmacy students and is recognised as an important stakeholder in the ongoing discussions.

Advocacy is currently divided between Educational Department and Vice President of External Affairs; Educational Department preparing Position Papers and Statements of Opinion, while Vice President of External Affairs is in charge of actively presenting EPSA positions on the European level. Vice President of Education has to supervise five Coordinators in his Department, as well as prepare educational programme for two congresses, therefore has difficulties to actively also follow all the discussions taking place on European level and bringing it to students to form an opinion on Educational Professional Affairs Advocacy Platform. Advocacy, being the core of our Association, deserves a position solely devoted to it. Due to all those above-mentioned aspects we propose to split the position of Vice President of External Affairs into two Executive positions:

- 1. **The Vice President of European Affairs**, who would take care of the Annual Reception and manage the Educational Professional Affairs Advocacy Platform. This Executive member would be responsible for drafting EPSA position papers and leading the work in advocacy. The person would be also responsible for the contact with European institutions and programmes. **Vice President of European Affairs would also be a Permanent Officer and an intern at PGEU and therefore responsible for Annual Reception.** He would **not belong to any department** but liaise with all departments in order to facilitate advocacy work.*
- 2. **The Vice President of External Relations** would be responsible for the contact with student and professional associations, as well as managing the EPSA partners. This Vice President would be the head of the External Department consisting of the Mobility Coordinator and Central IMP Coordinator.*

*With the current proposal the position of **Partnership Coordinator would then not exist anymore.** The issues with this position, that were observed throughout the years, were that the responsibilities and the role of the Coordinator were unclear and very much dependent on how the Vice President of External Affairs was managing the department. The tasks of*

*the Partnership Coordinator were to support the Vice President of External Affairs in obtaining and managing partnerships, however as an Executive Member it was the Vice President who was solely responsible for the Association's partners. We strongly believe that such tasks, important for maintaining a professional image of the Association, should fall under the position of an Executive Member and the Coordinator cannot manage the relations affecting almost half of the EPSA budget. Hence, the Vice President of External Affairs had to monitor all the activities of the Partnership Coordinator. **Therefore we propose to remove the position of Partnership Coordinator.***

CHANGES in Terms of Reference proposed

5.1.3. The Executive will be composed of the following members:

5.1.3.7. Vice President of External **Relations Affairs**

5.1.3.8. Vice President of **European Affairs Mobility**

5.1.6. Vice President of **European Affairs External Affairs**.

5.2.2. The term of office for each Executive member except the Vice President of **European External Affairs** and Immediate Past President is one Association year.

5.2.5. The term of office for the Vice President of **European External Affairs** is a minimum of one Association year. However, shorter periods of work shall be accepted in special cases, namely in the absence of candidates capable of fulfilling one Association year of work. The President shall not accumulate functions as Vice President of **European External Affairs** and President.

5.2.7. Vice President of **European Affairs External Affairs**.

5.4.1. Members of the Executive who wish to resign must give six weeks' notice in writing to the remaining members of the Executive, during which time they must continue to carry out their duties and endeavour to aid the Executive in finding a suitable replacement. In the case of the Vice President of **European External Affairs** the resignation notice is six months.

Article 10.1. General

10.1.2. An IMP Coordination Board consists of **Vice President of External Relations Vice President of Mobility**, Central IMP Coordinator, **Mobility Coordinator** and of National and Local IMP Coordinators as representatives of every EPSA Member Organisation that is participating in the Individual Mobility Project.

10.1.3. The Vice President of **External Relations Mobility** is responsible for the vision of the project and decisions that accomplish the goals of IMP and for guiding the whole IMP Board.

10.1.4. The Central IMP Coordinator is responsible for the coordination of IMP Coordination Board, project continuation and IMP Coordination board e-group operation and effectiveness. When there is no Central IMP Coordinator the Vice President of **External Relations Mobility** should perform his tasks.

10.1.6. IMP Advisory Board is a consulting body of IMP Coordination Board consisting preferably of experienced past IMP coordinators. It has been created in order to sustain IMP knowledge and ideas and to provide advice when appropriate or when asked to. To become an IMP Advisory Board member an individual needs the invitation of Central IMP Coordinator or/and Vice President of **External Relations Mobility**.

10.1.7. The development of the IMP will be the responsibility of the Vice President of **External Relations Mobility** together with the Central IMP Coordinator.

10.1.14. The Vice President of **External Relations Mobility** and/or Central IMP Coordinator can appoint members of the IMP Coordination Board to work in guiding the rest of the IMP Coordination Board in any specific field of interest under the area of interest of the IMP Coordination Board.

Paragraph 12. EPSA Educational and Professional Affairs Advocacy Platform

Article 12.1. General

12.1.4. The EduProf Platform is managed by the **Professional Affairs Coordinator, the Educational Affairs Coordinator, and ultimately the Vice President of European Affairs Education**.

12.1.5. The procedures for issuing Advocacy documents should respect the approved EduProf Platform Guidelines.

CHANGES in Standing Orders proposed

12.3. Elections shall be carried out in the following order:

12.3.1.7. Vice President of External **Relations Affairs**

12.3.1.8. Vice President of **European Affairs Mobility**

13.2.6.12. **Partnership Mobility** Coordinator

CHANGES in Executive Handbook

1. President

- Coordinate the organisation of the Annual Reception with the Vice President of **European External Affairs** and invite people to attend this event.
- Liaise with the Vice President of External **Relations Affairs** in managing EPSA partners and sponsors.

4. Treasurer

Coordinate the setting up of contracts between EPSA and sponsors together with the President and Vice President of External **Relations Affairs**.

- Coordinate with the Vice President of External **Relations Affairs** transfer of money from sponsors to EPSA, making sure it is done before the deadline.

5. EPSA Vice President of Education

The core role of the Vice President of Education is to bring the content to all EPSA activities. He is responsible for the educational content of all EPSA events, but mainly for Annual Congress and Autumn Assembly **for the preparation of policy documents, such as Statements of Opinion and Position papers** and for the development of the activities and

opportunities for students in regards to the extracurricular activities and professional development. He should regularly follow the activities of the European Commission and other relevant European institutions and associations regarding policy affecting health and education area, and update EPSA Team, LSs and Educational and Professional Advocacy Platform representatives.

In concrete, the Vice President of Education should:

- Manage Educational and Professional Affairs Advocacy Platform, facilitate and encourage discussions on the platform in collaboration with Educational Affairs Coordinator, Professional Affairs Coordinator and other relevant Team members.
- Ensure that the EPSA official policy documents are kept up-to-date, distributed and promoted as much as and by every means possible.
- Encourage and facilitate writing new policy documents.
- Prepare an update on all educational outcomes of EPSA activities to be communicated to EPSA partners via Vice President of External Relations Affairs.

6. Vice President of Public Relations

- Liaise with the Vice President of External Relations Affairs to update the Slim Volume and Partners package, and with Central IMP Coordinator to update IMP related promotional material.

7. Vice President of External Relations

The position is aimed at strengthening the relations between European pharmacy students and practicing professionals, as well as other student organisations with similar aims.

Specifically, the Vice President of External Relations should:

- Be responsible for all communication with externals.
- Liaise with other European students' associations.
- Liaise with European professional associations that are of interest to EPSA.
- Be responsible for obtaining, maintaining and renewing sponsorships and partnerships of EPSA.
- Liaise with the Vice President of Public Relations to update the EPSA Slim Volume and Partnership package when necessary and present it to the sponsors.
- Maintain an updated database of all the possible sponsor contacts that EPSA has.

Kommentar [1]: add: Liaise with the IPSF Chairperson of the European Regional Office to maintain a good collaboration between EPSA and IPSF.

Kommentar [2]: Just curious - is there something similar to what you are proposing in IPSF's regulations?

Kommentar [3]: This is already included under this point: Liaise with other European students' associations. Therefore I do not know if there is a need to specifically write that.

- Inform and coordinate with the Treasurer when some sponsorship has been agreed upon.
- Inform and coordinate with any other Executive member or Coordinator when a partnership that concerns him has been achieved.
- Liaise with the rest of the Team and Reception Committees ensuring that all terms agreed upon with the sponsors are met by EPSA.
- Coordinate the work of Central IMP Coordinator and Mobility Coordinator.
- Promote the IMP to companies, in cooperation with the Central IMP Coordinator, by attending events and holding presentations.

7. Vice President of External Affairs

The Vice President of External Affairs is based in Brussels throughout the period of the mandate and is working as intern in the PGEU Office (Pharmaceutical Group of the European Union) full time for EPSA and for PGEU. The position is aimed at strengthening the relations between European pharmacy students and practicing professionals. Moreover, the Vice President of External Affairs is in charge of representing EPSA's interest and opinions to European organisations and institutions and also of carrying out tasks as the EPSA Permanent Officer.

Specifically, the Vice President of External Affairs should:

- Be responsible for all communication with externals.
- Liaise with other European students' associations.
- Liaise with European professional associations that are of interest to EPSA.
- Monitor and share issues happening at European level that are of interest to EPSA and its members.
- Find opportunities for EPSA's involvement in European projects, activities, consultations and programmes.
- Attend relevant meetings of the Council of Europe, European Commission, European Parliament and any other European Institutions that are relevant to EPSA.
- Share relevant external contacts with EPSA Team members.
- Ensure that EPSA's reputation in Brussels is maintained at high level.
- Organise the EPSA Annual Reception.

Kommentar [4]: To VP External Relations

Kommentar [5]: To VP External Relations

Kommentar [6]: To VP External Relations

Kommentar [7]: To VP European Affairs

Kommentar [8]: To VP European Affairs

Kommentar [9]: To VP European Affairs

Kommentar [10]: To VP European Affairs

Kommentar [11]: To VP European Affairs

Kommentar [12]: To VP European Affairs

- Be responsible for obtaining, maintaining and renewing sponsorships and partnerships of EPSA.
- Liaise with the Vice President of Public Relations and Partnership Coordinator to update the EPSA Slim Volume and Partnership package when necessary and present it to the sponsors.
- Maintain an updated database of all the possible sponsor contacts that EPSA has.
- Inform and coordinate with the Treasurer when some sponsorship has been agreed upon.
- Inform and coordinate with any other Executive member or Coordinator when a partnership that concerns him has been achieved.
- Liaise with the rest of the Team and Reception Committees ensuring that all terms agreed upon with the sponsors are met by EPSA.
- Coordinate the work of the Grant and Partnership Coordinators in looking for new grants and sponsors.

Kommentar [13]: To VP External Relations

Kommentar [14]: To VP External Relations

Kommentar [15]: To VP External Relations

Kommentar [16]: To VP External Relations

Kommentar [17]: To VP External Relations

Kommentar [18]: To VP External Relations

Specifically, the Vice President of External Affairs as EPSA Permanent Officer should:

- Be the EPSA-PGEU Intern and respect requirements and ensure delivery of the EPSA-PGEU contract.
- Support the PGEU Secretariat in their daily activities.
- Be the centre of the official EPSA correspondence (received and sent).
- Be responsible for EPSA archives and documents.

Kommentar [19]: To VP European Affairs

8. Vice President of European Affairs

The Vice President of European Affairs is based in Brussels throughout the period of the mandate and is working as intern in the PGEU Office (Pharmaceutical Group of the European Union) full time for EPSA and for the PGEU. He is responsible for the preparation of policy documents, such as Statements of Opinion and Position papers and management of EduProf Platform. He should regularly follow the activities of the European Commission and other relevant European institutions and associations regarding policy affecting health and education area, and update EPSA Team, LSs and Educational and Professional Advocacy Platform representatives.

- Monitor and share issues happening at European level that are of interest to EPSA and its members.
- Find opportunities for EPSA's involvement in European projects, activities and programmes.

- Coordinate writing responses to relevant public consultations released by European institutions.
- Manage Educational and Professional Affairs Advocacy Platform, facilitate and encourage discussions on the platform in collaboration with Educational Affairs Coordinator, Professional Affairs Coordinator and other relevant Team members.
- Ensure that the EPSA official policy documents are kept up-to-date, distributed and promoted as much as and by every means possible.
- Encourage and facilitate writing new policy documents.
- Attend relevant meetings of the Council of Europe, European Commission, European Parliament and any other European Institutions that are relevant to EPSA.
- Share relevant external contacts with EPSA Team members.
- Ensure that EPSA's reputation in Brussels is maintained at high level.
- Organise the EPSA Annual Reception in collaboration with other EPSA interns in Brussels.
- Update and promote European policies about mobility of pharmacy students and professionals.

Specifically, the Vice President of European Affairs as EPSA Permanent Officer should:

- Be the EPSA-PGEU Intern and respect requirements and ensure delivery of the EPSA-PGEU contract.
- Support the PGEU Secretariat in their daily activities.
- Be the centre of the official EPSA correspondence (received and sent).
- Be responsible for EPSA archives and documents.

CHANGES in Handbook of EPSA Coordinators

Chapter names and order changes

2. The Educational Department

- Collaborate with the Educational and Professional Affairs Advocacy Platform (EduProf Platform) for issuing Statements of Opinion or other policy documents that fall under their specific domain.

2.1. Educational Affairs Coordinator

- Manage initiatives related to advocacy and publish relevant information regarding any Educational or Professional issues in collaboration with Professional Affairs Coordinator and Vice President of Education.

In collaboration with Professional Affairs Coordinator and Vice President of Education use the Educational and Professional Affairs Advocacy Platform to formulate Statements of Opinion or Statements of Support on any educational topic relevant to our members.

2.2. Professional Affairs Coordinator

- Manage initiatives related to advocacy and publish relevant information regarding any educational or professional issues in collaboration with the Educational Affairs Coordinator and Vice President of Education.

- In collaboration with the Educational Affairs Coordinator and Vice President of Education manage and help the Educational and Professional Affairs Advocacy Platform to formulate Statements of Opinion or Statements of Support on any educational or professional topic relevant to EPSA members.

4. The External RelationsAffairs Department

The External RelationsAffairs Department consists of the positions that are coordinated by the Vice President of External RelationsAffairs and Vice President of Mobility. The positions focus on various external areas, each crucial for EPSA's External contacts.

Each Coordinator that is part of the External RelationsAffairs Department should:

- Inform the Vice President of External RelationsAffairs or Vice President of Mobility regularly about the developments in their work.
- Provide updates about the activities/projects under development during External RelationsAffairs Department meetings
- Maintain a good communication with the Executive through the Vice President of External RelationsAffairs and the Vice President of Mobility.

4.2.3. Central IMP Coordinator

- Liaise with the Vice President of External RelationsMobility regarding any IMP related issue.

4.2 Partnership Coordinator

The Partnership Coordinator is responsible for sponsors and partnerships in EPSA together with the Vice President of External Affairs.

Specifically, the Partnership Coordinator should:

- Find new EPSA Partners and sponsors, new IMP Partners and other types of potential collaboration.

- Manage the Partners' databases, having overall EPSA-partners in the categories mentioned overview.

- Provide strategies and guidance for contacting partners (new and old).

Lead the Fundraising Subcommittee and overview its tasks. Who will do that in the new structure?

Collaborate with the Vice President of External Affairs and the Vice President of Mobility in conducting partnerships, being an active participant in related discussions on the IMP Coordination Board e-group.

Prepare and encourage the IMP Coordination Board in contacting new partners, providing and updating necessary introduction and promotional IMP documents together with the Vice President of Mobility and Design Coordinator.

Attend as many relevant events in terms of developing new partnerships for EPSA as possible.

Help in updating the EPSA Sponsorship packages.

ISSUE 4 Professional Affairs Coordinator - Moving Professional Affairs Coordinator position under the new External Relations department.

The position of Professional Affairs Coordinator is relatively new and has been undefined for quite some time, with few former position holders struggling developing it further. For the past two mandates, few projects have been developed under the portfolio of this position, such as the Career Page and Mentoring Project. Both projects are very much focused on external relations. The role of the Professional Affairs Coordinator is to liaise with externals and search for opportunities for students, as described in the current Handbook of EPSA Coordinators. Therefore, it seems natural that this position would fall under the External Relations Department, where the collaboration with Central IMP Coordinator, already in place, could be even more fruitful, producing more positive outcomes for the members. The current strategy for the Individual Mobility Project also evolves around career advising where the Professional Affairs Coordinator is already aiming to liaise with the Central IMP Coordinator on that matter. Currently, the Professional Affairs Coordinator is a part of the Educational Department. However, there is a certain disparity between this and other Coordinators' positions within the department. Specifically, other positions are very much more academically oriented and focused on delivering educational content, while the Professional Affairs Coordinator mainly organises opportunities for sharing good practice and focuses on the professional world. There is a clear distinction between academia and the professional world. The two do collaborate, however, the way they work is very different. The proposed shift would also relieve the Vice President of Education who has manage and supervise 5 Coordinators. This means that there are additional pressures on the Vice President of Education, creating an imbalance between the Departments. We have recognised that due to this imbalance and the wide portfolio, the Vice President is struggling to fulfill all the responsibilities. Hence, balancing the departments would be the natural thing to do..

The position of Professional Affairs Coordinator would be moved under the External Relations Department and the person would focus on liaising with the professional

world to bring the knowledge about career opportunities closer to students to close the gap between students and professionals, as well as collaborating with the Central IMP Coordinator and developing further the current projects.

CHANGES in Terms of Reference proposed

8.1.2.6. Professional Affairs Coordinator

8.1.2.15. Professional Affairs Coordinator

CHANGES in Standing Orders proposed

13.2.6.4. Professional Affairs Coordinator

13.2.6.13. Professional Affairs Coordinator

CHANGES in Executive Handbook

7. Vice President of External Relations

• Coordinate the work of Central IMP Coordinator, Mobility Coordinator and Professional Affairs Coordinator.

CHANGES in Handbook of EPSA Coordinators

2.2. Professional Affairs Coordinator

The Professional Affairs Coordinator is part of the Educational Department. Specifically, the Professional Affairs Coordinator should:

• Search for new professional challenges and career opportunities for the Pharmacy students, develop projects towards professional awareness (e.g. Mentoring Project, Chat with Professionals, Career Page) and address the role of the pharmacists in the society as well as involve EPSA Alumni when possible and relevant, using their professional experiences in order to achieve the project's objective.

• Collaborate with professional associations and inform the EPSA members (mainly through the LSs and EPSA media tools) about important events related to Professional Development that EPSA has knowledge of and do as much as possible to have an EPSA representative in that event. After the event takes place, if relevant, write about it on the EPSA Blog or Website.

• Search for new professional challenges and career opportunities for the Pharmacy students, develop projects towards this professional awareness, as well as involving EPSA Alumni when possible and relevant, using their professional experiences in order to achieve the project's objective..

• Manage initiatives related to advocacy and publish relevant information regarding any educational or professional issues in collaboration with the Educational Affairs Coordinator and Vice President of Education.

In collaboration with the Educational Affairs Coordinator and Vice President of Education manage and help the Educational and Professional Affairs Advocacy Platform to formulate Statements of Opinion or Statements of Support on any educational or professional topic relevant to EPSA members.

4.3. Professional Affairs Coordinator

The Professional Affairs Coordinator is part of the External Department.

Specifically, the Professional Affairs Coordinator should:

Search for new professional challenges and career opportunities for the Pharmacy students, develop projects towards professional awareness (e.g. Mentoring Project, Chat with Professionals, Career Page) and address the role of the pharmacists in the society as well as involve EPSA Alumni when possible and relevant, using their professional experience in order to achieve the project's objective.

Collaborate with professional associations and inform the EPSA members (mainly through the LSs and EPSA media tools) about important events related to Professional Development that EPSA has knowledge of and do as much as possible to have an EPSA representative in that event. After the event takes place, if relevant, write about it on the EPSA Blog or Website.