



## **INTERNAL RULES OF PROCEDURE FOR THE EUROPEAN SECTORAL SOCIAL DIALOGUE COMMITTEE FOR THE HOSPITAL SECTOR**

### ***Preamble***

In the framework of the European Commission Decision of 20 May 1998 annexed to its Communication entitled "*Adapting and promoting the social dialogue at Community level*" COM (1998) 322, the European Hospital and Healthcare Employers Association (HOSPEEM) and the European Federation of Public Service Unions (EPSU) have requested the establishment of a Social Dialogue Committee in the Hospital sector.

HOSPEEM and EPSU recognise each other at all levels as being representative of the interests of employers and employees in the EU hospital sector in accordance with Annex 1 of European Commission Communication COM(98) 322.

The Committee's work programme, and the formulation and implementation of statements or common positions agreed in the Committee shall take account of specific national contexts, which differ in the way hospital and healthcare services are organised and provided and in the way social dialogue practices and procedures are determined.

In accordance with article 5§1 of the aforementioned Commission Decision which states that "each Committee shall, together with the Commission, establish its own rules of procedure", the Internal Rules of Procedure for the Committee are set out below.

### ***Clause 1- Objectives***

The Committee's objectives are:

- Deliver opinions to the Commission on initiatives with regard to social and employment policy and the development of European policy having consequences in these areas for the hospital sector.
- Encourage and develop the social dialogue at European, national and local level in the hospital sector.

### ***Clause 2 –The Dialogue***

In order to achieve these objectives, the Committee shall:





- Work in a spirit of co-operation and consensus.
- Adopt in plenary a multi-annual work programme, based on themes identified and agreed jointly;
- Organise the implementation of the work programme in a flexible manner, establishing ad hoc working groups as necessary on specific subjects;
- Meet in plenary session at least twice a year;
- Promote the discussion and/or implementation, for instance, of policies, statements and recommendations adopted by the Committee at national, regional and local levels;
- Regularly evaluate and update its work programme;
- Liaise closely with the Commission Secretariat.

### ***Clause 3- Appointment of Chairperson***

1. The Committee will agree on two chairpersons and four vice-chairpersons. One of the chairpersons and two of the vice-chairpersons will be appointed by HOSPEEM; the other chairperson and vice-chairpersons by EPSU. All Committee meetings will be jointly chaired by one chairperson or vice-chairperson from the employers' side and one chairperson or vice-chairperson from the employees' side
2. In the event that the individuals holding the role of chairperson or vice-chairperson become no longer engaged in the work of the sectoral social dialogue committee, a successor will be appointed by the employers' or the employees' side for the remainder of the term.

### ***Clause 4 – Committee Steering Group***

1. The Committee will establish a Steering Group whose function shall be to prepare and coordinate the meetings of the Committee in liaison with the Commission's services. This Group shall be composed of members appointed by HOSPEEM and EPSU. The Steering Group will agree its detailed working methods.
2. The Steering Group will comprise of up to three members representatives for each side plus one representative from each secretariat.
3. The Commission services will provide the Secretariat for the Committee and for the Steering Group.
4. The Steering Group will meet at least twice a year.

### ***Clause 5 – Composition of the Committee***





1. The Committee will be composed up to a maximum 50 representatives from current and new Member States, (25 each side). At least 10 representatives per side will be present when decisions are taken.
2. HOSPEEM and EPSU will co-ordinate respectively the employers' and workers' delegations and invite their representatives to the various meetings and activities of the Committee, Steering Group and Ad Hoc Working Groups taking into account as far as possible the need for gender and geographical balance.
3. No remuneration shall be paid to Committee members in respect of functions exercised or as regards participation in meetings.
4. Accommodation and travel expenses will be reimbursed in accordance with the Commission's procedures.

#### ***Clause 6 - Secretariat***

The Commission shall provide the Secretariat for the Committee, the Ad Hoc Working Groups and the Steering Group.

The Secretariat shall inform HOSPEEM and EPSU of documents relating to the sector and forward texts adopted by the Committee to external parties, including relevant Commission services

#### ***Clause 7 - Confidentiality***

Without prejudice to the provisions of Article 214 of the Treaty, if the Commission informs the Committee that the opinion requested relates to a subject that is confidential, members undertake not to disclose information they may receive through their work in the Committee, working groups or in the Steering Group.

#### ***Clause 8 – Commencement of Rules of Procedure***

These Internal Rules of Procedure will enter into force on adoption by the Committee.

#### ***Clause 9 - – Review and Amendment of Rules of Procedure***

HOSPEEM and EPSU may review these internal rules of procedure at the request of one of the parties mentioned in the preamble. Any changes will be taken by consensus.

