

Termination policy of a healthcare providers' membership in Endo-ERN

Triggering event (TE)

TE (a). HCP does not intend to maintain the levels of expertise in disease areas for which it was assessed during the application to join Endo-ERN/ expansion of disease area process

TE (b). Non compliance with mandatory (evaluation) activities

TE (c). Voluntary withdrawal request is submitted by member HCP in writing

TE (d) Any of the remaining triggering events outlined in Article 12.1, "Loss of Membership" of the Implementing Decision 2014/287/EU¹

Description

If Endo-ERN is made aware that the triggering event has occurred for any healthcare providers (HCPs) within its network, namely voluntary withdrawal, the HCP no longer complies with the legal or operational criteria as defined by the European Commission or has not been active in the network and/or returned mandatory monitoring/ evaluation information, the following procedures will apply.

1. The Endo-ERN Coordinator will write to the healthcare provider (HCP's) Main and Substitute representatives to ask for clarification of the issue (an offer of a videoconference to discuss any issues will be included in the letter).
2. Based on the outcome of step 1, the appropriate procedure is selected from the following options:

TE (a): the HCP must inform the **Coordinator in writing [sent to EndoERN@amsterdamumc.nl]** , **copying the letter to DG SANTE [SANTE-ERN@EC.EUROPA.EU]**, and their member of the ERN Board of Member States.

TE (b): If the issues cannot be resolved by the HCP providing the required information/evidence of compliance:

¹ Commission Implementing Decision of 10 March 2014 setting out criteria for establishing and evaluating European Reference Networks and their Members and for facilitating the exchange of information and expertise on establishing and evaluating such Networks (Text with EEA relevance) (2014/287/EU) , [Access initial legal act](https://eur-lex.europa.eu/eli/dec/impl/2014/287/2019-08-18) ELI: http://data.europa.eu/eli/dec_impl/2014/287/2019-08-18

Termination policy



- The ERN Coordinator will write to the HCP's CEO, **copying the letter to DG SANTE** [SANTE-ERN@EC.EUROPA.EU], requesting an action plan and timetable to demonstrate how the compliance issues will be resolved if applicable.
 - It is understood that if a particular expert moves employment to a different HCP or a clinician retires, that a reasonable amount of time might be needed to recruit and appoint a new expert.
- If the action plan and timetable requested are not provided, or non-applicable, then a notice of termination of this member is communicated to the Endo-ERN Steering Committee.
 - An adequate time to review the advised steps to terminate the membership will be offered to SC. All possible appeals to action must be made in this timeframe.

TE (c): the HCP must inform the **Coordinator in writing** [sent to EndoERN@amsterdamumc.nl], **copying the letter/email to the CEO of the HCP**.

TE (d): The remaining TE listed pertain to termination of membership recommendation made by Board of Member State due to non-compliance with national and/or Board of Member State criteria, or termination of ERN as a whole. Proceed directly to step 3.

3. The Endo-ERN Coordinator/coordination office will officially inform the relevant persons depending on the relevant TE:

TE (a), (b), (d): HCP, copying **DG SANTE** [SANTE-ERN@EC.EUROPA.EU], the **CEO of the HCP and their member of the ERN Board of Member States in the cases specified in Article 12 of the Implementing Decision 2014/287/EC¹** about the recommended/confirmed termination of its membership as appropriate.

TE (c): The HCP's letter will be forwarded to **DG SANTE** [SANTE-ERN@EC.EUROPA.EU] by **Endo-ERN coordinators** as an **annex to a formal letter** from our network coordination **endorsing the voluntary withdrawal** of said HCP's membership from Endo-ERN.

- **DG SANTE** [SANTE-ERN@EC.EUROPA.EU] will inform/forward the relevant documents to **the chair and relevant member of the ERN Board of Member States** whom shall finalize the loss of membership.