



SIP PT - Societal Impact of Pain Portugal

Functioning of the Executive Committee

1 – In Portugal, and under the scientific coordination of APED, all partners assume the objectives of the platform, in a **participatory management model** that should involve the **elements of the founding group** with the collaboration of patient associations that are integrate as **members**.

2 – The project coordination and management will be ensured by an **Executive Committee (EC)**. The EC is representative of all member associations.

3 – The EC is composed of a **representative of APED** and an **even number of patient associations**. The EC must be composed of a minimum number of five members, to be decided at a meeting called for this purpose.

4 – The elements who represent the patient associations and the APED in the EC, must be appointed for periods of **2 years**. One of the Associations belonging to the EC must provide the secretariat on its own initiative or, by majority vote, while it remains a member of the EC.

5 – The secretariat **ensures the scheduling of SIP PT general meetings** on the virtual platform or in face-to-face, summons SIP PT members via email and manages meetings with stakeholders and partners, among other functions requested by the EC.

6 – The EC has autonomy to direct **invitations** to SIP PT supporting entities, for participation in projects or meetings, whose agenda complexity so requires.

7 – The EC **meets monthly online**, in **ordinary meetings** and, **whenever necessary, in extraordinary meetings**. At least one member of the EC must participate in SIP Europe meetings/events.

8 – **At the end of the EC meetings**, the pending tasks for each EC element, must be reviewed. The documents (translations or others) that should be approved, must be reviewed by two elements. The documents must have an approval date and/or revision date (if applicable).

9 – Of the decisions taken by the EC regarding the activities organized by the SIP PT Platform, **all member associations of SIP PT must be fully informed**, through the most convenient electronic means or, if possible and necessary, through the scheduling of face-to-face meetings or virtual.

10 – **Each association elected to the EC, can only be represented by one element**, who must be mandated by its Board of Directors or be an integral member of it. However, for logistical



reasons or formal convenience, more than one member of each association may participate in EC meetings, but **only having the right to one vote**.

11 – To enrich the entire process, all members belonging to SIP PT **may submit work proposals or project development ideas to the EC**, as long as they are included in the platform's objectives and duly justified.

12 – This management model will involve all representatives of the associations, on a basis of trust that allows for **active collaboration in all decision-making processes**.

13 – Upon prior unanimous agreement, the financial organization of the SIP PT platform will have its **Cost Center** based on accounting headings for revenues and expenses in the APED Chart of Accounts, as it will not have its own legal identity. It was agreed, that any expense greater than 500 euros (VAT not included), can only be contracted based on three budgets.

14 – Any association, member of SIP PT, may establish **contacts** with a view to obtaining funding for projects of the Platform, with prior knowledge and approval of the EC, within the scope of its objectives and policies. However, their origin and destination must be taken with caution, so as not to collide with the initiatives of each association, to the detriment or benefit of themselves.

15 – The EC will be responsible for the **day-to-day management of the PT SIP Platform**, serving as its public face and being the point of contact for political decision-makers / stakeholders / sponsors / other entities and organizations.

16 – **The EC manages** the institutional email geral@sip-pt.pt for communication between the members of the EC, patient associations and SIP EU. It also manages the platform used for SIP PT virtual meetings.

Approved on April 7th, 2021

The Executive Committee in 2021

Beatriz Craveiro Lopes (APED)

Maria Teresa Flor de Lima (ADDCA)

Ivone Machado (AAADMJ)

Isabel Pireza (MiGRA)

Alexandre Silva (SPEM)



Review on May 18th, 2022

The Executive Committee in 2022

Maria do Rosario Alonso (APED)

Maria Teresa Flor de Lima (ADDCA)

Ivone Machado (AAADMJ)

Isabel Pireza (MiGRA)

Susete Margarido (SPEM)

Approved at the SIP PT General Meeting

June 1st, 2022