

The Terms of Reference for the First Aid Education European Network

The network

- The goal of the Red Cross Red Crescent First Aid Education European Network (hereafter referred to as FAEEN) is to enhance the implementation of quality first aid education (hereafter referred to as FAE) delivered by the European National RC/RC Societies through the exchange of experience and information.
- FAEEN is a self-established network with a desire to enable national societies in the Europe Zone to develop and improve first aid education through peer-to-peer support and collaboration.
- FAEEN does not have a legal identity.
- FAEEN is a network and is not a decision-making or coordination body.
- The FAEEN has a Steering Committee (hereafter referred to as SC) which is elected by FAEEN national societies to faithfully represent the first aid education network within European national societies.
- FAEEN is a network formed of RC/RC national societies that are part of the IFRC Europe zone.
- Every national society in the IFRC's "Europe Zone" can take part in the networks activities.
- The intention is that FAEEN meets annually, mentioned as the FAEEN annual meeting.
- Each meeting is prepared by the SC in cooperation with a host national society.
- The FAEEN can delegate tasks and responsibilities in the field of FAE to the SC in correspondence with the SC mandate.
- The working language for FAEEN is English in the plenary sessions. Discussions in working groups/subgroups can be done in other languages as long as the report that is presented as a whole is in English.

Tasks

FAEEN has the following tasks:

- arrange an annual meeting for the RC/RC National Societies within Europe Zone
- offer advice and proposals in the field of FAE
- when appropriate, establish task force(s) to study specific challenges in FAE
- participate in the work developed for the international purpose of FAE
- exchange experience and information with non-RC/RC organizations working in the field of FAE
- propose partnerships with non-RC/RC organizations working in the field of FAE
- identify European groups of specialists in the field of FAE
- propose a plan of actions of the FAEEN for the next year
- design the mandate for the SC
- hold election for SC member
- collaborate with the Global First Aid Reference Centre according to capacities

Costs

- Each National Society pays the travel, accommodation and organizational costs of the participant in any meeting initiated by FAEEN
- The costs of guests to the FAEEN meetings is paid by the organizations they represent
- National societies are invited to help other national societies who have problems affording the sending of a representative to the meeting of the First Aid Education European Network

The FAEEN Steering Committee and its mandate

Introduction

The mandate is to describe and limit the administrative and operational responsibility for the all-time existing Steering Committee (hereafter referred to as SC) and its elected members.

The mandate is valid for the period between the FAEEN meetings and can be revised only in these meetings.

This mandate must be seen in correlation with the at all-time existing

- understanding of what the FAEEN network is and consists of; the earlier page(s) in this document
- Cooperation Agreement between FAEEN and GFARC

Composition

The SC consists of six members

- Six elected members representing the National Societies within the RC/RC Europe Zone
- The chair of the SC is elected from and by the SC members

Tasks

The SC will undertake the following tasks between the FAEEN meetings

1. Follow up any decision made during and at/by the FAEEN meeting
2. Follow up and act upon the at all-time existing cooperation agreement between FAEEN network and GFARC
3. Follow up and act upon the at all-time existing mandate for the SC
4. Together with a selected/appointed NS, prepare and arrange the FAEEN meeting
5. Decide the professional content/agenda of the FAEEN meeting.
6. Decide upon which NS to invite inside the Europe zone as participants not being able to pay the participation fee for the FAEEN meeting themselves
7. Maintain and review the at all-time existing documents governing the FAEEN network and supporting its activities
8. If no support to the needed administrative and technical tasks is given by either GFARC and/or any NS, execute these also
9. Establish and administrate/operate a SC e-mail account outside any NS e-mail domain
10. Seek a solution to ensure an efficient technical platform covering the needs for communication and sharing of documents/concepts; see article 9 in the Cooperation Agreement between FAEEN network and GFARC.
11. Develop policy and procedures for use of sponsorship money

Limitations

The SC

- can not in any way financially bind the FAEEN NS's
- cannot by itself revise/alter the content in any FAEEN governing document outside the decided routines as described in this document

Finance

The FAEEN network has no funds for its own purposes. Thus any cost related activity triggered by the SC members for/on behalf of the SC/FAEEN must be covered by the NS the SC member is delegated by.

Election

- The election takes place at the annual FAEEN meeting
- The election of the SC member must be supported by his/hers National Society
- This support must be maintained for the election period
- Any National Society within the RC/RC Europe Zone can propose/present a member to the SC
- Any National Society within the RC/RC Europe Zone can at any given time only have 1 elected member in the SC
- A SC member is elected for a period of 3 years.
- One must try to accommodate that not all SC members are elected at, and from, the same FAEEN meeting
- Only National Societies within the RC/RC Europe Zone present at the FAEEN annual meeting can vote
- A National Society has only one vote
- The election is decided by simple majority
- In the event of equality of votes there must be a re-election between these candidates
- If still equality of votes the election is decided by lot