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Establishment of EDF committees and email expert groups after AGA

Document for discussion/approval

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1. Introduction and purpose

This paper has been developed based on a series of discussion in the Executive committee of the European Disability Forum (EDF). The purpose of the paper is to present the finding to the Board for discussion and approval, leading to a clear path towards reestablishment of EDF's committees and email expert groups following our Annual General Assembly (AGA) in May 2017.

2. Changes proposed to EDF working structures

- Broaden the scope of EDF's CRPD committee to become a 'Human Rights and Non Discrimination Committee' enabling this Board committee to have a more comprehensive input to EDF's work on human rights and non discrimination.



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- Form an EDF Board committee on 'Social Policy and Inclusion', to enable the EDF Board to engage more deeply in European Union (EU) issues related to poverty, inequality, unemployment and exclusion
- Strengthen the Youth and Women's Committees
- Ensure that the rights of persons with disabilities in need of more intensive support are considered within all committees and email expert groups and that issues related to youth and women with disabilities are considered within all working structures
- Ensure the list of email expert groups is aligned with EDF strategic priorities and function effectively to promote shared learning and collaboration amongst members.

There are no proposed changes to the statutory committees on Finance or Membership and Credentials.

3. Questions or decisions for the Board

On the committees: Women's committee, Youth committee, Human rights and non-discrimination committee, and Social Policy and Inclusion committee

- Do you agree with the list of committees?
- Do you have proposals corrections on the terms of reference?
- Is the process for establishment of these committees adequate?
- How can we facilitate learning and capacity building between the members of the committee?

On the email expert groups:

- Do you agree with the list of E-mail expert groups and committees?
- Do you agree with the proposed Terms of References for the EDF E-mail Expert Groups and Committees?
- Is there anything missing/superfluous in the process for reestablishing email expert groups?

4. EDF Committee changes

Here is the proposed list of the Committee's to establish which have changes:

- Women's Committee,
- Youth Committee,
- Human Rights and non discrimination committee (transforming the CRPD committee to a committee with a broader human rights mandate)



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- Social Policy and Inclusion Committee. (new)

4.1. Process for establishing Youth and Women's committee after AGA

- May 15th 2017: An application form will be sent to all EDF members to nominate candidates for the Women's Committee and the Youth Committee. This application form will request information on the contact details, the experience of the candidate member, and its motivation to contribute to the Committee's work.
- June 20th 2017: deadline for receiving completed application forms.
- Executive Committee meeting on June 30th 2017: discussions on the received applications and selection of Committee members. Ideally 6 members are selected for both committees, with an equal number of members from full National Council and ENGO members.
- (July 2017: sending out second call for applications, if needed).
- July- September 2017: nomination of the candidate members by the Executive Committee and official launch of the new Women's Committee and Youth Committee

4.2. Women's Committee terms of reference

Introduction

In compliance with the Annual General Assembly decision on the revision of committees as agreed in May 2013, and the decision of the Board in February 2017.

The objective of these terms of reference is to ensure that the EDF Women's Committee contributes effectively to EDF's work and supports its members by providing expertise on gender equality and the rights of women and girls with disabilities. The Committee shall also serve as a network for exchanges of information, capacity building and learning, and to support the members amongst each other in order to strengthen EDF and its members work on promoting the rights of women with disabilities.

In particular, the Committee will be requested to:

- Support actions proposed and approved by the Committee members at national and European level
- Share information amongst themselves and with EDF on the rights of women with disabilities – this includes requesting EDF and other committee members for advice and support



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- Reply to internal consultations on EDF positions and provide input to EDF publications; assist in mainstreaming the rights of women with disabilities in EDFs overall policy work
- Give input to EDF's work plan and overall goals to make sure gender equality and women's rights issues are sufficiently and appropriately addressed in EDF's policies, communication and working practices
- Share examples and information from different EU Member States on women's rights, the implementation of CAVIO, CEDAW, General Comment of the CRPD Committee on article 6 of the CRPD, etc.
- When necessary, represent EDF at technical and/or political meetings on the subject
- Mainstream the rights of youth, and persons with high level support needs in their work
- Propose actions on women with disabilities to the EDF Board

Members' profile

Membership of EDF Women's Committee is open to all EDF members as well as independent experts recommended by EDF members.

Participants will have experience and expertise in the area of gender equality and the rights of women and girls with disabilities, either at the national or European level. They will represent different impairment groups, with a particular attention to ensure the inclusion of women with intellectual and psychosocial disabilities, and different age groups, in particular aiming to involve young women with disabilities. The members will also come from different parts of Europe.

Participants should be ready to devote time to the work of EDF and willingness to respond rapidly to consultations, usually with a consultation time of ca. 10 working days.

Members could agree to respect confidentiality on draft documents and to report in writing to EDF and the group when asked to represent EDF in technical meetings or conferences.

Rules of participation

The EDF Women's Committee functions mainly through virtual work by e-mail and the use of new technologies, ensuring accessibility for all participants.

Two meetings take place yearly, ahead of the EDF Board meetings. When funding is available, extra meetings, conferences or training activities can be organised by the EDF secretariat or the Committee's members.



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EDF secretariat will establish a closed Facebook page of the Women's Committee. This page will facilitate exchanging information between the national and the European level and receiving input from the members of the Committee.

The work within the Committee requires continuity and active participation from all participants. In case a participant expresses the wish not to be involved anymore, or in case a participant has remained inactive, EDF may seek to fill the vacant position by launching a new call for participation.

The Women's committee should report back annually to the EDF Board.

Working language

All participants of the Committee will be able to communicate orally and in writing in English or be supported by their own organisation to do so.

The role and responsibility of the Chair

An executive committee member will serve as Chair of the Committee and is responsible to coordinate the work and annual meetings of the Committee with the support of the Human Rights Officer at the EDF secretariat. The Chair will report on the work of the Committee to the Board.

Accountability of Committee to EDF governing bodies

The members of the EDF Executive committee member in charge will provide information to the EDF governing bodies on the work carried out.

Support of Committee by EDF Secretariat

In cooperation with the EDF Executive Committee member or Board members in charge, the EDF Human Rights Officer and EDF Director coordinate, support and manage the work of the Committee.

The secretariat will organise a meeting of the new Women's Committee in 2017 which will include training on EU issues and human rights issues for women with disabilities on issues such as CEDAW, Istanbul Convention, etc. This meeting will also serve to allocate roles and responsibilities and establish strong communication and team working within the committee.

The EDF secretariat will also support the Women's Committee to try to mobilise resources to increase the capacity and activities of the Women's Committee.

4.3. Youth Committee terms of reference

Introduction



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In compliance with the Annual General Assembly decision on the revision of committees as agreed in May 2013, and the decision of the Board in February 2017, this document outlines the terms of reference of the EDF Youth committee.

The objective of these terms of reference is to ensure that the EDF Youth Committee contributes effectively to EDF's work and supports its members by providing expertise on rights of young people with disabilities. The Committee shall also serve as a network for exchanges of information and learning, and to stimulate support between EDF members on youth issues.

In particular, the Committee will be requested to:

- Communicate amongst each other and to the EDF secretariat and Board on important issues concerning youth
- Reply to internal consultations on EDF positions on youth rights policies or subjects and provide input to EDF publications
- The Committee will monitor and contribute to drawing up EDF papers (e.g. position papers, statements) that should incorporate a youth perspective, especially on those relating to employment as the negative consequences of the current employment situation in the EU heavily affect youth with disabilities;
- Give input to EDF's work plan and overall goals to make sure the youth perspective and youth rights issues are sufficiently and appropriately addressed in EDF's policies, communication and working practices
- Share examples and information from different EU Member States on youth rights.
- When necessary, represent EDF at technical and/or political meetings on the subject
- The Committee will ensure representation of EDF Youth Committee members to EDF events;
- The Committee will raise awareness on the participation of young persons with disabilities in EDF and organisations of persons with disabilities;
- The Committee will contribute to improving EDF information and communication targeting young people;
- Mainstream the rights of women with disabilities, and persons with high level support needs in their work
- Committee will do the preparatory work for the adoption of a new Youth Committee Action Plan 2017-2020, in line with next EDF triennial Work Programme.

Members' profile



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Membership of EDF Youth Committee is open to representatives of EDF members, with an aim to include 3 members from European Full NGO members and 3 Full National Council members, considering an estimated age range from 18 to 35.

Participants will have experience and expertise in the area of rights of youth with disabilities, either at the national or European level. They will represent different impairment groups, with a particular attention to young people with intellectual and psychosocial disabilities. The members will also come from different parts of Europe.

Participants should be ready to devote time to the work of EDF and willingness to respond to consultations, usually with a consultation time of around 10 working days.

Members could agree to respect confidentiality on draft documents and to report in writing to EDF and the group when asked to represent EDF in technical meetings or conferences.

Members of the Youth Committee will represent EDF only if they are nominated officially by EDF and should represent EDF official positions in external representation.

Rules of participation

The EDF Youth Committee functions mainly through virtual work by e-mail and the use of new technologies, ensuring accessibility for all participants.

One meeting take place yearly, together with an EDF Board meeting, to maximise interaction with the Board. When funding is available, extra meetings, conferences or training activities can be organised by the EDF secretariat or the Committee's members.

EDF secretariat will re-establish a Facebook page of the Youth Committee. This page will facilitate exchanging information between the national and the European level and receiving input from the members of the Committee.

To facilitate common working on documents and communication the Youth Committee has a dropbox, and a messenger group on Facebook. The work within the Committee requires continuity and active participation from all participants. In case a participant expresses the wish not to be involved anymore, or in case a participant has remained inactive, EDF may seek to fill the vacant position by launching a new call for participation.

Working language



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All participants of the Committee will be able to communicate orally and in writing in English or be supported by their own organisation to do so.

The role and responsibility of the Chair

The Committee will elect its Chair. The Chair is responsible to coordinate the work and the annual meeting of the Committee with the support of the youth Officer at the EDF secretariat. The Chair will report on the work of the Committee to the Board, and is invited to each Board meeting as an observer.

Accountability of Committee to EDF governing bodies

The member of the EDF Executive committee nominated as a focal point for the Youth Committee will facilitate a link between the EDF governing bodies and the Youth Committee.

Support of Committee by EDF Secretariat

In cooperation with the EDF Executive Committee member or Board member in charge, the EDF Youth Officer supports and manages the work of the Committee.

4.4. Human rights and non discrimination committee terms of reference

Introduction

In compliance with the Annual General Assembly decision on the revision of committees as agreed in May 2013, and the decision of the Board on February 2017, this terms of reference describes a transformation of the existing UN CRPD committee to a Human Rights and Non Discrimination Committee.

The objective of these terms of reference is to ensure that the EDF Human Rights and Non-discrimination Committee contributes effectively to EDF's human rights work on the issue and supports its members by providing expertise on human rights and non-discrimination in all aspects of life, while taking into account aspects related to gender, age and type of disability. The Committee shall also serve as a network for capacity building and exchanges of information and learning, and to generally support amongst EDF members.

In particular, the Committee will be requested to:



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- Provide guidance and proposals to the EDF Board in matters concerning Human Rights and Non discrimination;
- Reply to internal consultations on EDF positions on human rights and non-discrimination policies and provide input to EDF publications;
- Give input to EDF's work plan and overall goals to make sure human rights and non-discrimination issues are sufficiently and appropriately addressed in EDF's policies, communication and working practices;
- Share information and learning from different European countries on the review processes before the UN treaty bodies and the Universal Periodic Review of the Human Rights Council;
- Share examples and information on the implementation of CRPD, CEDAW and CRC, Marrakesh and Istanbul treaties and, among others, other relevant human rights treaties and non-discrimination legislation;
- When necessary, represent EDF at technical and/or political meetings on the subject;
- Raise new issues of human rights and non-discrimination which EDF should be addressing, build the capacity and advise EDF Board on how to proceed with new issues.
- Mainstream the rights of youth and women with disabilities, and persons with high level support needs in their work.

Members' profile

Membership of EDF Human Rights and Non-Discrimination Committee is open to all EDF Board members as well as independent experts coopted by the EDF Board.

Participants will be familiar with policies on human rights and non-discrimination, both on EU and on national level. Participants should include Board members who have assisted in reporting to the UN human rights system, such as the CRPD Committee on the situation of persons with disabilities in their country.

Members could agree to respect confidentiality on draft documents and to report in writing to EDF and the group when asked to represent EDF in technical meetings or conferences.

EDF will seek balanced representation in terms of geography, type of disability and gender.

Rules of participation



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Two meetings take place yearly, ahead of the EDF Board meetings. When funding is available, extra meetings, conferences or training activities can be organised by the EDF secretariat or the Committee's members.

The EDF Human Rights and Non-discrimination Committee functions besides the meetings through virtual work by e-mail and the use of new technologies, ensuring accessibility for all participants.

The work within the Committee requires continuity and active participation from all participants. In case a participant expresses the wish not to be involved anymore, EDF may seek to fill the vacant position by launching a new call for participation within the EDF Board.

Working language

All participants of the Committee will be able to communicate orally and in writing in English or be supported by their own organisation to do so.

The role and responsibility of the Chair

An Executive Committee member will serve as Chair of the Committee. The Chair will report on the work of the Committee to the Board. In case the Chair cannot attend the meeting, he or she will be replaced by another Executive Committee member who is a member of this committee, and who will be responsible for reporting to the Board.

Supported by the EDF Human Rights Officer the Chair will have the responsibility to lead the drafting and implementation of the Committee's work plan, its activities and communication; setting the agenda and chairing the bi-annual meetings; and representing the group at technical and political meetings; and promoting the good functioning of the Committee and its members' collaboration.

Accountability of Committee to EDF governing bodies

The Chair and the member of the EDF Executive committee in charge will provide information to the EDF governing bodies on the work carried out.

Support of Committee by EDF Secretariat

In cooperation with the EDF Executive Committee member or Board members in charge, the EDF Human Rights Officer supports the work of the Committee. The Human Rights officer, together with the Chair, prepares the annual work plan, the agenda for its meetings, takes and disseminates the minutes, prepares policy



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documents, capacity building and trainings, and input to EU consultations and informs EDF secretariat and governing bodies of important developments.

4.5. Social Policy and Inclusion Committee terms of reference

This is a proposed new committee of the EDF Board, and will be comprised of Board members.

EDF Committee on Social Policy and Inclusion has the objective to effectively contribute to EDF's work on social and employment policy and supports its members by providing expertise on social rights, including the right to work and employment, social protection and full inclusion in society. The Committee shall also serve as a network for exchanges of information and experiences, and to support the members amongst each other.

In particular, the Committee will be requested to:

- Communicate and share information within the Committee on important arising issues at national or European level
- Reply to internal consultations on EDF's positions on EU employment and social policies and legislation, and provide input to EDF's publications
- Give input to EDF's work plan and overall goals to make sure that social policies and inclusion issues are sufficiently and appropriately addressed in EDF's policies, communication and working practices
- Share examples and information from different EU Member States on employment and social inclusion of persons with disabilities, the implementation of the International Covenant on Economic, Social and Cultural Rights (ICESCR), the European Social Charter, the EU Employment Equality Directive, etc.
- When necessary, represent EDF at technical and/or political meetings on the subject
- If the case, manage the implementation, monitoring and evaluation of projects on social policies and inclusion
- Raise new issues and activities on social policies and inclusion which EDF should be addressing, and advise EDF Board on how to proceed with new issues and activities
- If the case, support in the management of the implementation, monitoring and evaluation of projects on employment and social inclusion
- Raise new issues of employment and social policies which EDF should be addressing, and advise EDF Board on how to proceed with new issues
- Mainstream the rights of youth and women with disabilities, and persons with high level support needs in their work

Members' profile



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Membership of EDF Committee on Social Policy and Inclusion is open to all EDF Board members.

Participants will have experience and expertise in the area of social policy and inclusion, either at the national or European level. They will represent different impairment groups and different age groups. The composition of the Committee should ensure regional diversity and gender balance..

Members could agree to respect confidentiality on draft documents and to report in writing to EDF and the Committee when asked to represent EDF in technical meetings or conferences.

Rules of participation

The EDF Committee on Social Policy and Inclusion functions mainly through virtual work by e-mail and the use of new technologies, ensuring accessibility for all participants.

Two meetings will take place yearly, during the programme for EDF Board meetings. When resources are available, extra meetings, conferences or training activities can be organised by the EDF Secretariat or the Committee's members.

EDF Secretariat will establish a closed Facebook page of the Committee on Social Policy and Inclusion. This page will facilitate exchanging information between the national and the European level and receiving input from the members of the Committee.

The work within the Committee requires continuity and active participation from all participants. In case a participant expresses the wish not to be involved anymore, or in case a participant has remained inactive, EDF may seek to fill the vacant position by launching a new call for participation to the EDF Board.

The committee will report back to the EDF Board.

Working language

All participants of the Committee will be able to communicate orally and in writing in English or be supported by their own organisation to do so.

The role and responsibility of the Chair

An executive committee member will serve as Chair of the Committee and is responsible to coordinate the work and meetings of the Committee with the support of the Social Policy Officer at the EDF Secretariat. The Chair will report on the work of the Committee to the Board.

Accountability of Committee to EDF governing bodies



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The member of the EDF Executive Committee in charge will provide information to the EDF governing bodies on the work carried out.

Support of Committee by EDF Secretariat

In cooperation with the EDF Executive Committee member in charge, the EDF Social Policy Officer will support, manage and coordinate the work of the Committee.

5. Email expert groups

Email expert groups are established to support EDF and the EDF membership in specific policy work. These will be reestablished following the AGA in May 2017. The secretariat, based on our workplan, strategic priorities and level of activity of the current email expert groups propose to reestablish the following list of expert groups:

5.1. Proposed list of expert groups to establish after the AGA:

- Transport
- Built environment
- ICT
- Standardisation
- European Structural and Investment Funds (ESIF)
- International Cooperation
- Refugees with disabilities
- Task Force on the Accessibility Act (temporary)
- A small **e-mail expert group** from EDF members with specific expertise on persons with high support needs, with the **specific aim and restricted scope to follow up the EDF policy and documents in the perspective of persons with intense support needs.**

5.2. Proposed process for establishment of email expert groups

- A call including the draft Terms of Reference is sent out to all EDF Members after the AGA to (re-) nominate experts for the existing e-mail expert groups. The first deadline for nominations will be June 30th
- The Chair of the expert group will be designated at the Executive Meeting in June / July 2017.



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- The composition of the groups is then confirmed by the Chair of the expert group and a confirmation is sent by the Secretariat to the selected members. A list of expert group members and their background is available on the EDF members area.
- The selected members confirm that they have read and accepted the Terms of Reference, and they share their background and contact details with the full group.
- The new e-mail expert groups will then officially be set up and operational by July 2017. Any remaining issues can then be discussed at the Executive Meeting in September
- The mandate of the e-mail expert groups last for 4 years (until next AGA).

If an expert requests to join one of the e-mail expert groups during the course of a running mandate, he can do so with the usual nomination procedure, subject to approval by the Chair of the expert group. • See a suggested general ToR for all the e-mail expert groups below.

5.3. General terms of reference for EDF expert groups

These terms of reference are in compliance with the Board decision on the revision of committees as agreed in February 2017.

The objective of these terms of reference is to ensure that the EDF e-mail expert groups play the important role in shaping EDF position on specific issues, and provide a source of shared learning and support within the EDF membership.

In particular, e-mail expert groups will be requested to give inputs on on-going issues within the EDF work programme, or unexpected issues that might need immediate input from the experts.

The following E-mail expert groups will be established for the next period:

Email expert groups on

- Information and Communication technologies;
- Transport;
- Built environment;
- International cooperation;
- Standardisation
- European Structural and Investment Funds (ESIF)
- Refugees with Disabilities



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In addition a further e-mail expert group from NGOs with specific expertise on persons with high support needs will be established, with the specific aim and restricted scope to follow up the EDF policy and documents in the perspective of persons with intense support needs. Since persons with intense support needs are the most excluded and discriminated in all areas of life and the most exposed to human rights violations, such as deprivation of liberty, cruel, inhuman or degrading treatments, violence and abuse. Drafting specific papers in the past has shown not to be effective in raising awareness on persons with high support needs. It is therefore necessary that their perspective to be carefully taken into account across the EDF work with the support of experts in the field.

5.3.1. E-mail expert groups members' profile

Membership of EDF e-mail expert groups is open to all EDF members as well as independent experts recommended by EDF members in the specific areas of expertise.

Participants will have to show expertise and interest on the issues and willingness to respond rapidly to any consultation on the topic. E-mail expert groups should ensure the best mix of different disability groups, regional diversity and gender balance.

Candidates are usually required to be an expert in the sense that they are a technical expert (e.g. an architect for the expert group on the built environment), and/or a user (e.g. somebody who regularly uses public transport for the expert group on transport), and/or a policy expert (e.g. a policy officer from one of our members' secretariats). In some cases, also academics or other external experts (e.g. from the industry) can be nominated and accepted.

Experts can be independent (i.e. not affiliated to an EDF member organization) but the nominating organization takes responsibility to verify any possible conflict of interest or professional suitability of the expert.

Participants should be ready to devote time to the work of EDF.

Members agree to respect confidentiality on draft documents and to report in writing to EDF and the group when asked to represent EDF in technical meetings or conferences.

Executive committee members will be responsible to chair E-mail expert groups and will report on its work to the Board, and the staff member of EDF will coordinate the work of the group.

Members of the expert groups will be encouraged to exchange practices and initiate conversations inside the group.

5.3.2. Rules of participation in E-mail expert groups



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These groups will work exclusively by e-mail and through the use of new technologies, ensuring accessibility for all participants.

The group will take decisions on a consensus-basis approach. In case of discrepancies inside the group regarding a policy position, the final decision will lay on the chair of the expert group.

The work within E-mail expert groups requires continuity and active participation from all participants. If a member of the e-mail expert group decides to leave the group, retires from his/her organization, or cannot continue for any other reason during the regular four-year mandate of the expert group, the member can nominate a replacement until the end of the mandate which will be accepted without a need to re-confirm the candidature.

5.3.3. Working language

All participants of the E-mail expert groups will be able to communicate in writing in English or be supported by their own organisation to do so.

5.3.4. Accountability of E-mail expert groups to EDF governing bodies

A member of the EDF Executive committee will be nominated to be in charge of each group. They will provide information to the EDF governing bodies on the work carried out by the expert group.

5.3.5. Support of E-mail expert groups by EDF Secretariat

In cooperation with the EDF Executive Committee in charge, there will be an EDF staff member supporting the work of each email expert group.