



European Federation of Allergy and Airways  
Diseases Patients' Associations

**EFA CAPACITY BUILDING**

**EUPATI Fellow Training**

## TERMS OF REFERENCE

### Questions?

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## TABLE OF CONTENTS

<b>Background: EFA Capacity Building .....</b>	<b>2</b>
<b>EFA in EUPATI Initiative .....</b>	<b>2</b>
<b>What is the EUPATI Patient Expert Programme? .....</b>	<b>2</b>
<b>What does the programme enable you to do? .....</b>	<b>3</b>
<b>Structure of the Course .....</b>	<b>3</b>
<b>Course Language .....</b>	<b>3</b>
<b>Application Process &amp; Selection .....</b>	<b>3</b>
<b>Selection Criteria .....</b>	<b>4</b>
<b>Timeline.....</b>	<b>4</b>

## Background: EFA Capacity Building

The EFA Capacity Building Project has been successfully ongoing since 2014, when EFA identified a great need to support its Members and strengthen their capacities at the national and international level.

Capacity building activities vary with Member and network needs, all with the aim of:

- building relevant skills for members for better cooperation and coordination with relevant stakeholders and improving the members' knowledge base and
- addressing the areas identified by Members where experience is lacking to facilitate the growth of the organisation.

## EFA in EUPATI Initiative

To further enhance the capacity of EFA members and the youth ambassadors from the European Parliament Allergy and Asthma Interest Group's Allergy and Asthma Youth Parliament, and to contribute to the excellence of the network, EFA is sponsoring Member participation in a training organized by **The European Patients' Academy on Therapeutic Innovation (EUPATI)**. The training, known as the EUPATI Fellow Programme, will focus on empowering patients and advocates in EFA disease areas to engage in the many processes of medicines research and development (R&D).

To date, there is a lack of EUPATI-certified patients, and specifically in EFA disease areas. EFA will help to change that by sponsoring selected patients/advocates for EUPATI training, which will provide a strong foundation for successful partnership with patients and member organisations as well as increase the capacity and capability of participants to understand and meaningfully contribute to medicines R&D processes.

## What is the EUPATI Patient Expert Programme?

EUPATI is a patient-led partnership working across stakeholders to enhance patient engagement in medicine research and development (R&D), funded by the European Union.

**The EUPATI Patient Expert Programme, or the EUPATI Fellow Programme**, is a formalised training taken from the pioneering and well recognised EUPATI Open Classroom. The training is available online and on-demand, at participants' own pace and preferred order. Graduates of the programme will be able to act as **EUPATI Patient Experts** and be involved in:

- medicines research
- regulatory deliberations
- development of therapeutic innovations
- other patient engagement initiatives

The content of the EUPATI Fellow Programme has been developed following the Patient Engagement Roadmap, a process model that provides guidance for patient involvement in the different areas of the medicines R&D process.

Graduates of the EUPATI Patient Expert Training Programme are also known as EUPATI Fellows. The title certifies the knowledge gained and will give you the opportunity to be recognised as an expert patient. EUPATI Fellows are well-known within the patient engagement landscape and are highly sought-after partners by different stakeholders.

## What does the programme enable you to do?

While all patients are experts by experience, this training offers another level of expertise that is widely applicable to EFA and Member's daily work. The Alumni are active in patients organisations and providing advice to industry, regulators and Health Technology Assessment (HTA) bodies. It makes patient experts and their respective organisations more desirable as research project partners, as stakeholders and advisors to both funding bodies and regulators, and as consultants to public and private partners.

Additionally, EUPATI Fellows can engage in the review and production of new training and toolbox content for EUPATI, participate in EUPATI events (webinars, workshops, and Patient Expert Training), and even co-deliver EUPATI trainings.

## Structure of the Course

Once enrolled the 5 members are expected to engage in all 6 modules over a roughly **15-month period**, the equivalent of **300 study hours**. EFA will support the members enrolled throughout the duration of the training programme. The EUPATI secretariat is also available for some mentoring support and there is a possibility to interact with other learners, to form study groups via the platform.

The first set of courses that the 5 members are asked to complete correspond to the following topics:

- [Getting Started](#)
- [Introductions to Medicines R&D](#)
- [Non-Clinical Development](#)
- [Clinical Development](#)

After completing these courses, EUPATI will be contacting the learners and inviting them to the first face-to-face training event. To be eligible for the in-person training events, participants **MUST** complete the stated modules ahead of the training date. Similarly, to attend the second and final in-person training event, the learner should complete the remaining courses in the platform corresponding to:

- [Regulatory Affairs](#)
- [Health Technology Assessment](#) (HTA)

It is essential for the 5 members to participate in the in-person training events to be able to engage in practical exercises led by representatives from the multi-stakeholder EUPATI Faculty as well as interact, network, share experiences and learn from the other participants.

After the participant has attended this second and last training event, s/he will receive the EUPATI Patient Expert Programme certificate thereby becoming a EUPATI Fellow or Alumni.

## Course Language

The course will be delivered in English. While some modules are available in other languages, working proficiency in English is necessary for the successful completion of the training course.

## Application Process & Selection

1. EFA will release a call for 5 patients or patient advocates (**18+ years old**) from member organisations representatives to become EUPATI Fellows (certified) through participation in EUPATI's Open Classroom.
2. The selection will be organised through an application process. The applicants will be requested to complete the following steps:
  - Step 1:** Click [here](#) to start the application process
  - Step 2:** Enter your contact details
  - Step 3:** Submit motivation letter

## Selection Criteria

5 applicants will be chosen based on the following criteria:

- Individual patient, carer or patient advocate
- Preference will be given to patients from different geographic regions, Member organisations and disease areas
- Level of English: B2
- Willingness to travel for the two mandatory physical events - EFA will cover all travel and accommodation costs associated with the training programme
- Motivation Letter that demonstrates:
  - History of patient activity or motivation for future involvement in projects, consultations, etc.
  - Strong willingness to complete the training programme
  - Identified or potential opportunities to apply training in Member or EFA activities

## Timeline

<b>Application submission deadline</b>	Sunday 9 June 2023
<b>Evaluation period</b>	12 June – 16 June, 2023
<b>Confirmation and Enrolment</b>	If your application is successful, we will contact you to confirm your selection and work together to make sure you are successfully enrolled by July 2023*. We will provide you with all the necessary information, links, and material to start the course.
<b>Start of the course</b>	Officially October 2023* however, early registration will allow EFA members to begin the modules prior to the official start date of the program.
<b>First Face-to-Face event</b>	March 2024*
<b>Second Face-to-face event &amp; Graduation</b>	October 2024*

*\*The dates may be subject to change. The official timeline will be communicated to the participants as soon as the registration for the EUPATI Fellow Training 2023-2024 Programme will be open.*