EULAR PARE Working Group

“Internal and external affairs”

Programme / Project Description / Aims and Objectives

This EULAR PARE Working Group has been set up in 2019 to work and was vital in developing the new PARE Committee By-Laws and Subcommittee Regulations. Its working programme for the coming 2 years includes the following items:

1) to develop and review new and existing SOPs and related documents for the work the EULAR PARE Committee
2) to analyse and flag any membership issues so they can be addressed by the EULAR PARE Committee
3) to explore possible new member organisations in countries where PARE is not yet represented
4) to organise and run the EULAR PARE Engagement Programme (add hyperlink)
5) collaboration with other PARE Working Groups where applicable
6) to conduct surveys among national organisations – where applicable.

Role of Working Group Members

- to develop and review new and existing SOPs and related documents for the work the EULAR PARE Committee
- to analyse the current status of EULAR PARE member organisations and make a report for the EULAR PARE Committee to review and discuss
- to collect information on RMD patient organisations in countries where PARE is not yet represented
- to review and judge applications received under the EULAR PARE Engagement Programme
- to support the arrangements of individual projects under the EULAR PARE Engagement Programme
- to design, conduct, analyse the results of surveys among national organisations

Timeline / Detailed Schedule

- Skype telecalls every 4-6 weeks (stable internet connection is required to join)
- 2-3 h of weekly support envisaged
- Tasks to be distributed among WG members (deadlines apply)
- All the work is foreseen to be conducted via email, no regular travelling foreseen

Required Skills
- Essential skills:
  - Good written and oral English
  - Good analytical skills and attention to detail and analysing processes
  - Good communication skills
  - Interest in the work of national organisations and in the organisational work of EULAR PARE
  - Ability to work to deadlines
  - Ability to read and write documents written in formal manner
  - Ability to use MS Excel
- Desirable skills:
  - Experience in conducting surveys

### Additional Comments

The Working Group needs 3 additional members.
Current Working Group members come from: Russia, Ireland, Bulgaria, Italy and Poland.

If you have questions, please contact pare@eular.org.