



Terms of Reference for the European Health Psychology Society (EHPS) Special Interest Groups (SIG) initiative

1. General

Special Interest Groups (SIGs) are initiatives of the EHPS that enable members of the society with a shared interest to identify each other, exchange ideas and information and potentially establish collaborations. SIGs can include a focus on for example a specific illness or behaviour, an intervention technique/medium or a methodology.

2. SIG Leading Committee

The purpose of the EHPS SIG Leading Committee is to oversee the EHPS SIG activities.

The SIG Leading Committee is constituted by the following individuals: the EHPS Executive Committee (EC) SIG Liaison and the SIG chairs and co-chairs. The EC appoints the SIG Liaison who acts as the Lead of the SIG Leading Committee.

The Committee's responsibilities are:

- Accept/reject applications for new SIGs (assessment criteria outlined in section 3).
- Evaluate the continuity of each SIG in accordance with the Criteria for EHPS SIGs – minimum activities (assessment criteria outlined in section 5).
- Support each SIG by establishing links with the EHPS Executive Committee (EC), Easy Conferences and other SIG chairs/co-chairs.
- Monitor each SIG's activities (assessment of the annual report).

3. Application for a new SIG

Any EHPS member, or group of members can propose a new SIG.

A written proposal using [the template](#), available on the EHPS website, should be submitted to the SIG Leading Committee, and clearly indicate:

- The purpose of the SIG.
- Intended activities.
- Leading committee.
- Capacity to carry out the proposed activities and engage members.
- How the SIG will contribute to the impact of EHPS in health psychology research and/or practice and/or policy & to the strategic goals of the EHPS.

This proposal is assessed by the SIG Leading Committee within 2 months of submission. The assessment criteria for acceptance are:

- Topic that does not overlap with existing SIGs.
- Focus of the SIG is within the scope of EHPS.

- Sufficient support indicated in the proposal, ensuring that the SIG will be regularly active and engage its members (by proposing for example detailed and feasible activities).

4. SIG Committee/Members/Chairs

- Each SIG has a committee, constituted by at least one chair. It is strongly advised having at least one co-chair, to ensure the successful development and implementation of activities. It is also advised that the committee is composed by a mix of people in different stages of their career (e.g. early, mid-career researchers).
- The members of the SIG need to be EHPS members.
- The committee should serve for a minimum period of 2 years.
- The committee following up the committee designated in the SIG proposal is nominated by the members of the SIG. Each SIG can decide how to run this.
- There is no recommendation for the number of individuals sitting on the committee.

5. Criteria for EHPS SIGs – minimum activities

- To be supported by EHPS, each SIG is expected to run a minimum of activities per year:
 - Organize at least one activity during the EHPS annual conference (e.g. SIG meeting; symposium). The SIG Chair/Co-Chairs should liaise with Easy Conferences and the Local Organising Committee in relation to this to ensure a slot in the conference schedule.
 - Organize at least one activity throughout the year, outside the EHPS conference (e.g. webinar/course).
- Maintain regular contact with SIG members throughout the year (e.g. through an e-newsletter)
- Annual report to be submitted every year to the SIG Leading Committee. A template is provided by the Leading Committee, and each SIG committee needs to submit their report at the latest one month after the Annual Conference. The Leading Committee will review and can request additional information if needed. The Chair/Co-Chairs are exempted from reviewing their own SIG report.
- Maintain a minimum of 15 members.
- Based on the annual report of the activities, the EHPS SIG Leading Committee may recommend to the EHPS EC dissolving a SIG due to low activity or low engagement. The Leading Committee needs to report the rationale to the SIG Chair/Co-Chairs.

6. Financial support for SIGs:

- SIGs receive a base funding of 200€/year per SIG to support its functioning which should be used within one year after their approval. The funding can be used, for example, for leaving gifts of SIG chairs or for promotional materials. Reimbursement requests should be made to the EHPS treasurer and EHPS SIG officer before making any payments.
- EHPS will additionally financially support SIG activities. The total amount/ year per SIG is dependent on the total number of active SIGs and is currently up to €1500/year per SIG:
 - Examples of activities that can be funded by the EHPS are: Open access publication lead by a SIG, invitation of a speaker to attend a SIG initiative at a conference.

- SIGs who wish to apply for this funding, should fill in a [funding request](#) and send it to the SIG leading committee, outlining how the fund will be spent.
- Requests are reviewed by the SIG leading committee and potentially revised based on its feedback, and approved by the EHPS EC (in accordance with the EHPS bylaws) after recommendation by the SIG leading committee.
- Every year the financial capacity of the society is assessed. Therefore, funding for the SIGs is dependent on the available budget, as well as the number of active SIGs, and will be revised yearly. Therefore, the funding for SIGs may increase or decrease depending on the budget and demand as well as the overall financial situation of the EHPS.

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