



Foreword

The motivation to establish the European Network for Training Evaluation and Research in Mental Health stems from the knowledge that prevention and care of mental health is a major public health priority in all European countries and there is a growing need for cooperation between European countries on mental health issues. The Network believes that cultural diversity is not a disadvantage but rather a source of richness for understanding mental health issues and recognises that the mental health of European citizens will be enhanced through collaborative research between mental health service deliverers. Furthermore it recognises that the mental health of European citizens will be enhanced through the participation of mental health service users in establishing research and training priorities and through interfacing with carer and user organisations on a European level. The Network also acknowledges that there is a need for the development of effective cross-training of European mental health professionals and there is a need to create common cross-cultural policy implementation mechanisms. Finally the Network recognises the need to make mental health tools and skills accessible to all European citizens.

This Network Agreement sets out the formal framework within which the network, hereafter referred to as 'ENTER' will fulfil its mission and objectives.



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Article I NAME and legal status

The European Network for Training, Evaluation and Research in Mental Health, hereafter referred to as ENTER, is hereby established. ENTER does not have a legal personality. It is an agreement between members defining how they network together.

Article II MISSION STATEMENT and OBJECTIVES

The Mission of ENTER is to promote and defend the highest standards of mental health prevention and care in Europe based on collaborative research which acknowledges the value of

- cultural diversity
- a participative approach, interfacing with all partners in the mental health area, including carer and user organisations
- a global approach, addressing the entire scope of mental health issues, from the promotion of mental health, to prevention, care, cure, rehabilitation and inclusion
- a knowledge-based society that makes mental health tools and skills accessible to all European citizens

ENTER seeks to do this by:

- i. Promoting effective cross-training of mental health professionals
- ii. Creating networking opportunities and exchange programmes between members
- iii. Developing common cross-cultural policy implementation methods
- iv. Creating common research, education and training projects
- v. Facilitating diffusion of results which arise out of ENTER projects, and dissemination of such information in European languages
- vi. Developing common standards of best practice, assessment methodologies and care outcome measures
- vii. Promoting user participation, information and education
- viii. Exploring new technologies for cross-European training and information
- ix. Creating networking opportunities in mental health for European Union candidate countries
- x. Creating networking opportunities for developing countries in general and for countries of origin of European immigrant populations in particular
- xi. Creating ties between member institutions and European representatives for their country
- xii. Any other means that are in conformity with the Mission.

Article III DURATION

This Network Agreement shall come into force as of the date of its signature by Network Members, and shall continue in full force and effect until terminated in accordance with Article VIII or complete discharge of all obligations for the carrying out of all activities undertaken by the Members under this Network Agreement, unless extended by the Members.

Article IV MEMBERSHIP

A *Founding Members and Other Members*

The Founding Members are listed at the end of this document. There is a second list of Members admitted since founding. All members on both lists are signatories to this Network Agreement.

B Eligibility for Membership

- i. Membership is institutional. Only moral persons can be members.
- ii. Members must share ENTER mission statement.
- iii. The number of Member Institutions for each country is limited as follows:

N° of members	Country Population
2	<10 million inhabitants
3	<20 million inhabitants
4	>20 million inhabitants

- iv. Member Institutions from countries that are members of the European Union will count for at least two thirds of the total number of Member Institutions.
- v. Members Institutions will have as part of their work one of the following components:
 - *Primary provision of clinical services, with links to academic institutions*
 - *Primary provision of education/training/academic services with links to clinical services*
- vi. In recognising the variability across Europe on how clinical and academic/educational services are structured, funded and delivered, application and membership will be conditioned on applicant and member institutions meeting and continuing to meet their own country's criteria as being 'fit for purpose'.
- vii. Institutions who do not have formal links with either a clinical or academic service, may apply for membership under the condition that they accept to develop such links as part of their induction to the Network.
- viii. Institutions from other European countries, particularly from candidate countries for membership to the European Community, and from developing countries are eligible to apply for membership.
- ix. Institutional representatives must know their own mandate and be prepared to act in accordance to it. If a decisional meeting involving the general resources of a Member Institution is envisaged, then the representative will be given the opportunity to prepare its institution in advance, so that the appropriate institutional arrangements can be made in time.
- x. The fact that institutions might meet all the eligibility criteria does not mean that admission is automatically granted. For example, the needs of the Network for major network projects, the necessity for the network not to grow too quickly and the necessity not to have specific countries or regions that are too heavily represented, shall also be taken into account.

C. Application for membership

- i. Applications are to be submitted to the Steering Group who will check conformity with the missions and constitution of ENTER and then put to a vote at an Annual General Meeting or a postal vote of Member Institutions for admission to ENTER.
- ii. Any application which is challenged by an existing member, will be taken to the next AGM for discussion and final voting.

D. Membership Fee

Member institutions will not be requested to pay an annual fee. Expenses related to participation in the activities of the Network such as the Annual General Meeting or the Steering Group will be underwritten by the member institutions themselves.

E. Exclusion, withdrawal

Exclusion: Members whose actions are not in conformity with the Mission or Network Agreement of ENTER or who do not meet any of their engagements with regard to the Network, will be excluded after discussion at an AGM and a 4/5 vote of members present or represented (excluding the withdrawing or excluded member). Furthermore, members are expected to be 'active' with a minimum expectation of attendance at Annual General Meetings. Members that revoke on this or any other significant Network commitment may be asked to stand down so that ENTER can invite an 'active' representative from their country to take their place. The Steering Group will review membership annually with regard to these exclusion criteria.

The list of current members will be maintained as an Annex to this document.

Article V NETWORK STRUCTURE AND ORGANS

The organs of ENTER are:

- (a) Annual General Meeting
- (b) Extraordinary General Meeting
- (c) Steering Group
- (d) Secretariat

A Annual General Meetings

- i. ENTER will hold a minimum of one annual meeting (AGM), which will be hosted by Member Institutions as far as possible on a rotational basis.
- ii. These meetings will take place within the ENTER Annual Conference, typically a 2-3 day event including amongst others
 - The Annual General Meeting (AGM)
 - Clinical Site Visits
 - Conferences and discussions

Quorum

The quorum for the AGM is two thirds of the number of member institutions.

Voting

- i. Each member institution holds one vote.
- ii. In the case of a draw, the Chairperson's vote decides.
- iii. In case of absence, member institutions can vote by proxy by giving their power of vote to other member institutions. Each member institution can only hold one proxy vote in addition to their own vote.
- iv. Decisions are made by simple majority of all voting members present or presented by proxy. Proxy votes are to be presented in writing.
- v. Where there is a nominee for a vacant position on the Steering Group, the candidate will be elected on simple majority.

Business

- i. The Secretary will prepare the Agenda and all necessary documents and send them at least 20 days before the Annual General Meeting to all Members.
- ii. Members may submit items for the Agenda no less than 30 days before the Annual General Meeting to the Secretary. Members must submit items for the Agenda to the Secretary no less than 30 days before the Annual General Meeting-
- iii. The Chair will present an Annual Activity Report and the Network Project for the following year.
- iv. The Treasurer will present an Annual Financial Report and the Budget for the following year.
- v. These Annual Reports, Projects and Budgets will be put to the vote for approval by the AGM.
- vi. Changes to the Network Agreement must be sent to members at least 2 months prior to the AGM at which the changes will be put to the vote.

B *Extraordinary General Meeting*

- i. Special meetings shall be called by written notice to the membership, upon request of a simple majority of the Steering Group or by a simple majority of voting members. Such notice shall be given not less than 60 days prior to the date of the meeting and shall indicate that it is being issued by or at the direction of the Member(s) calling the meeting and shall state the purpose(s) for which the meeting is being called.
- ii. No business other than specified in the notice shall be transacted at a special meeting.
- iii. Notification shall be made to all eligible voting members as defined in Article III

C *Steering Group*

The Steering Group shall be responsible for those activities specifically directed in the Constitution. The Group will be accountable to the membership and report annually at the General Meeting.

Composition of the Steering Group

The Group will consist of **seven** officers, elected by the AGM:

- Chairperson
- Vice Chairperson in charge of Training
- Vice Chairperson in charge of Research and evaluation
- Vice Chairperson in charge of Communication
- **Vice Chairperson in charge of Scientific Publication**
- Treasurer
- Secretary

As far as possible and reasonable, members of the Steering Group should come from different countries. The Chairperson, one of the **four** Vice Chairpersons and the Treasurer must come from different countries.

Eligibility

Any Member Institution's representative shall be eligible to run for office.

Term of Office

- i. Except for situations listed in paragraphs (ii) to (iv) below, the Members of the Steering Group will be elected by the AGM for a four year mandate.
- ii. Steering Group elections will be staggered so that at least two members shall be elected at each election. This notwithstanding, in order to put the staggered electoral system into place, at the first Annual General Meeting (1) all five members will be elected and (2), the two Vice Chairpersons will be elected for only two years.
- iii. If an officer stands down before expiration of their term of office, the Steering Group will assume this responsibility until the next AGM. The 'replacement's' term of office will run only for the period remaining.
- iv. At the discretion of the Chairperson or, in case of absence or default of the latter, the Deputy Chairperson, can request an officer that misses three consecutive official meetings to stand down from the Steering Group.

Election and Installation

- i. The election for officers shall be conducted every two years at the General Meetings of ENTER.
- ii. Call for nominations will be circulated by the Secretary two months prior to the AGM.
- iii. Nominations must be submitted in writing to the Secretariat one month before the AGM.
- iv. Information on nominations shall be circulated to members prior to the AGM for consideration.

Meetings

- i. The Steering Group shall be expected to meet a minimum of twice a year independently of the context of the Annual General Meeting and Conference (Video or Telephone Conferences count as meetings).
- ii. A quorum shall be 75 per cent of the current members of the Group.
- iii. The purpose of the Steering Group meeting shall be the overall direction of the ENTER Network.
- iv. Minutes of meetings shall be kept by the Secretary.

Duties

The Chairperson's responsibility is to ensure that this Network Agreement is acted upon as fully as possible by all ENTER partners. He or she is assisted in this by the Secretary, particularly with regard to the organisation of the Annual General Meeting and Conference and Steering Group Meetings, maintaining and updating the archives and documents of the Network, communicating with Members and processing applications for membership.

The Treasurer's responsibilities are outlined in Article VI.

The Secretary is responsible for the Secretariat. The Secretariat is the postal address of the Network and provides necessary secretarial facilities for the Secretary's function. The Secretariat is located in the Secretary's Institution.

Article VI COMMITTEES AND ENTER PROJECTS

The AGM and the Steering Group may appoint such committees as may be desirable in forwarding the work of ENTER. The Steering Group shall review annually the existence, composition and duties of such committees.

ENTER Projects are projects in which **ENTER members** use the name of ENTER with the agreement of the Annual General Meeting or the Steering Group.

Article VII FINANCIAL MATTERS

- i. Monies raised in the name of ENTER for the organisation and coordination of the activities of ENTER shall be paid into the "ENTER" bank account approved by the Steering Group and attended to and managed by the Treasurer. Monies raised in the name of ENTER by ENTER Member Institutions for specific projects will be handled directly by those Institutions.
- ii. A report on ENTER's financial account will be submitted to the Steering Group at each meeting by the Treasurer.
- iii. All cheques drawn against ENTER bank account must be signed by the Treasurer.
- iv. All monies raised in the name of ENTER (with the exception of research grants) must be audited once a year by an external auditor appointed by the Steering Group.
- v. If the account is active, an audited statement of accounts for the previous fiscal year (January - December) must be submitted annually by the Treasurer on behalf of the Steering Group to the General Meeting.

Sponsorship and Fundraising

- i. ENTER will accept gifts, legacies and raise money subject to such consents as may be required by law for the purposes of ENTER on such terms and on such security as shall be thought fit.
- ii. ENTER reserves the right to accept and terminate sponsorship.
- iii. All applications for sponsorship must be submitted to the Steering Group for consideration.

Article VIII LANGUAGE MATTERS

- i. The official language of ENTER is English, language which shall govern all documents, notices and meetings or in any other way relative thereto together with all reports, communications, correspondence and technical work between Members.
- ii. Members whose official language is English will, if so required, be expected to play an increased role in the preparation of all documents in English relative to ENTER or to ENTER projects.

Article IX TERMINATION

Termination of the activity of ENTER can be implemented by means of:

- a. Reorganisation (affiliation, division, separation, transformation);
- Or
- b. Liquidation.

Upon voluntary liquidation of the organisation, property remained as a result of the liquidation, after satisfying the demands of creditors, is directed by decision of the final general meeting to the member organisations who are likely to continue working with similar activities to those specified in Article II here above.

The founding members of ENTER

Aarhus, Denmark The Psychiatric Services The County of Aarhus	Bodø, Norway Department of Training & Research Nordland Hospital
Cambridge, United Kingdom Drug & Alcohol Centre, Brookfields Hospital,	Dundee, United Kingdom Dundee University Department of Psychiatry,
Middlesex University, United Kingdom School of Health and Social Sciences, London, United Kingdom	Paris, France Etablissement Public de Santé Maison Blanche,
Sainsbury Centre for Mental Health, United Kingdom	Storstrøm County, Denmark Psychiatry of Storstroem County
Stockholm, Sweden North Stockholm Psychiatry	Tampere, Finland Department of Nursing Sciences, University of Tampere
Warsaw, Poland Institute of Psychiatry and Neurology,	

Members admitted since founding

Bremen, Germany Centre for Research & Counselling At the University of Applied Sciences	Vilnius, Lithuania Psychiatric Clinic of Vilnius University