

EFCAP EU

Guidance for National Groups

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This document aims to support both established and emerging EFCAP National Groups. Its purpose is to strengthen communication, collaboration, and mutual support across countries while respecting the autonomy, diversity, and unique characteristics of each national group.

Established National Groups

Many EFCAP National Groups already have well-established structures, activities, and ways of working. EFCAP-EU recognises and values this independence and does not seek to interfere with national priorities or organisational models.

To maintain connections across the European network, established groups are encouraged to share a brief annual update (approximately 1–2 pages) outlining their key activities, achievements, and future plans.

Members of recognised EFCAP National Groups are also part of the wider EFCAP community and may benefit from EFCAP-EU initiatives and opportunities, including:

- EFCAP-EU Membership
- Journal Clubs
- Networking Opportunities
- Congress-Related Activities
- Research Collaborations
- Professional Development Initiatives
- Other Member Benefits and Opportunities Offered by EFCAP-EU

To facilitate access to these opportunities, national groups are encouraged to provide EFCAP-EU with an annually updated list of active members. This allows

EFCAP-EU to maintain accurate records and provide members with appropriate access to activities and resources without requiring additional membership payments where applicable.

Emerging National Groups

EFCAP-EU welcomes the development of new national groups and recognises that groups may begin with different levels of organisation, resources, and membership.

The suggestions below are intended as practical guidance rather than formal requirements.

Suggested Foundations

- A designated spokesperson or primary contact person
- A basic membership list, updated periodically
- A short annual summary of activities and future plans
- Regular communication among members

These simple practices help create visibility, strengthen communication with EFCAP Europe, and ensure members can benefit from opportunities available across the wider EFCAP network.

Minimum Membership

The minimum number of members required to establish a national group remains open for discussion and may vary depending on local circumstances.

Suggested Organisational Structure (Flexible)

Groups may adopt simpler or more complex structures depending on their size, legal status, and local context.

Chair/President

Treasurer

Optional Advisory Board

Secretary or Administrative Officer

Board Members

Optional additional administrative support

Examples of Possible Activities

National Groups may choose to engage in activities such as:

- Regular meetings (online or in person)
- Training events, workshops, and webinars
- Research collaborations
- Student and early-career professional engagement
- National conferences or symposia
- Contributions to EFCAP congresses
- Dissemination of research and good practice
- Collaboration with relevant national organisations and institutions

Communication with EFCAP Europe

National Groups are encouraged to:

- Nominate a primary contact person
- Share a brief annual report summarising activities and future plans
- Provide an updated membership list on at least an annual basis
- Inform EFCAP-EU about relevant events, initiatives, and opportunities
- Participate in meetings of National Group representatives during EFCAP congresses

Tips for New Groups

- Start with a small and committed core team
- Define realistic goals for the first year
- Use online meetings to reduce logistical barriers
- Collaborate with universities, healthcare providers, justice organisations, and professional associations

- Engage students and early-career professionals
- Communicate regularly and celebrate achievements
- Focus on sustainable growth rather than rapid expansion

Final Note

Support from EFCAP-EU may include networking opportunities, visibility through the EFCAP website and congresses, participation in EFCAP initiatives and member activities, and the sharing of experience and good practice between countries.

National Groups vary considerably in size, resources, organisational structures, and legal arrangements. This diversity is one of EFCAP's strengths. The purpose of this guidance is not to impose a single model but to encourage communication, collaboration, and mutual support while preserving the flexibility needed to respond to national circumstances.

Continued discussion among National Group representatives during EFCAP congresses and other EFCAP activities is encouraged to exchange ideas, share experiences, and identify opportunities for future collaboration.