

# How to engage as a thematic group chair?

## A few tips based on the experience of the chairs

- Work for the whole group and engage each healthcare provider / hospital (HCP) concerned in the group
- Have time to organize 1 meeting of 1,5 hour every 3 months (3 virtual and 1 on site during the board meeting) and to follow-up the group activities
- Decide within the group, the objectives, the linked tasks and task leaders, the linked deliverables, the linked timeline based on the ERN-Skin road map
- Plan all your group meetings for 2024
- Send your group road map for 2024-2027 by Jan. 30 so we can include it in the ERN-Skin grant. If plans change, please inform us as we need to inform the European Commission and launch an amendment
- Follow European Commission rules for all your activities and deliverables so the thematic group expenses are eligible (such as ERN-Skin and European Commission acknowledgement, activities, deliverables as described in the road map)
- Get support from the ERN-Skin coordination team to organize all your meetings, follow-up the activities, make reports, manage budget, links with the European Commission, etc.
- If you (upon your healthcare provider / hospital agreement) and the whole thematic group agree, you may become an official ERN-Skin beneficiary for a smoother budget use