**TERMS OF REFERENCE**

**MENTAL HEALTH EUROPE CO-CREATION TASK FORCE**

**13/04/2022**

**What do we mean by Co-creation at Mental Health Europe?**

MHE’s working definition of co-creation:

*A collaborative approach involving all actors in mental health working together on an equal basis to develop and implement policies, services and communication that foster positive mental health according to MHE’s psychosocial model and human rights -based approach.*

*The core values of co-creation according to MHE*

*All those involved in co-creation acknowledge that:*

* *Human Rights Framework – members of the co-creation task force will adhere to MHE’s human rights-based approach*
* *Equality - everyone’s perspective is valuable and that everyone is an expert in their own domain*
* *Respect – due regard will be paid to working together and communicating in a constructive manner*
* *Mutual support – everyone will play an active role in learning as well as in empowering others.*

In the context of MHE’s internal operations “all actors” is meant to represent and reflect the variety in membership: experts by experience, their supporters, health and social care actors, professionals, researchers, educators, advocates and activists.

In the context of MHE’s external work in promoting a co-creation approach “all actors”, in addition to those previously listed includes policy and decision makers at various levels, civil society organisations, corporate leaders.

**Why do we need to work in a co-creation approach?**

“United we are stronger” is probably an overused slogan, however, it captures very well the purpose and value of co-creation. Those involved in co-creation need to work almost as a team and, in a good team everyone participates, everyone’s point of view is listened to, joint brainstorming is fostered, diverging opinions are worked out to reach common ground and finally everyone’s supports the agreed course of action.

This inevitably takes more time and energy than just one party working on their own, but the outcome makes it fully worthwhile: joint ownership, learning and empowerment, actions that better serve the purpose based on taking into account all perspectives.

**Co-creation – a new priority in MHE Strategic Plan 2022-2025**

In its recent development of the vison and strategic direction for the next four years, MHE identified co-creation as one of its new strategic priorities and defined the following elements in its strategic plan.

**Strategic Outcome 2022-2025:**

Experts by experience, their supporters and peer networks are active actors in co-creation

**Strategic Priority 4 - Co-creation with experts by experience, their supporters, service providers and other actors**

**Strategic Objectives & Actions:**

Objective 1. Increase co-creation in policy and services development, implementation, and evaluation across the European region

Objective 2. Ensure peer support and expertise by experience in mental health services are acknowledged and valued, including through funding and employment

Objective 3. Expand co-creation with European and national networks of experts by experience

Objective 4. Improve representation of experts by experience and their supporters within MHE membership and other relevant organisations

Objective 5. Strengthen the establishment and capacity of national organisations representing experts by experience and their supporters.

**DRAFT TERMS OF REFERENCE OF CO-CREATION TASK FORCE**

**Composition:**

Group of diverse profiles of membership: experts by experience, their supporters, health and social care actors, professionals, researchers, educators, advocates and activists (12 people max).

Attention will also be paid to gender, age and geographical diversity.

**My role as a member of the Co-creation Task Force will consist in:**

1. Understanding and working within MHE’s human rights-based approach of mental health
2. Understanding the concept of co-creation and its underpinning values of equality, respect and mutual support
3. Participating in reviewing MHE Monitoring & Evaluation framework 2022-2025
4. Supporting all activities related to the co-creation work area
5. Supporting actions to improve representation of experts by experience and their supporters within MHE membership and other relevant organisations
6. Aiding to recruit new MHE members which are user-led organizations
7. Providing support on grass roots level to national and local groups of persons with lived experience, as well as individual activists with lived experience who lack support and established networks (depending on the situation in each country) to foster empowerment, networking, creation and leadership of organizations
8. Contributing to development of glossary on mental health terminology planned for 2022-2023
9. Contributing to development of empowering communications, campaigns and resources
10. Working with secretariat to develop relevant advocacy strategies

**PROVISIONS RELATED TO ALL MHE TASK FORCES IN MHE INTERNAL RULES[[1]](#footnote-1)**

Task Forces will deal with specific topics and may be limited in time and scope depending on the needs.

The Task Forces can:

* Prepare MHE position papers;
* Gather expertise in specific areas;
* Submit ideas for project applications;
* Support MHE’s work on specific issues.

Task Forces will be composed of maximum 7-8 experts coming from MHE-SME’s broad membership, following a call for expression of interest launched by the Secretariat. The Secretariat will select the members based on their expertise.

The Task Force will continue its activities for as long as the Secretariat considers that the Task Force is relevant to the work of MHE. If the Secretariat no longer sees the need for the Task Force, it can decide to end its activities and relieve members of their duties.

Task Forces can make proposals, but decisions shall be taken by the Secretariat.

Additional members can also be appointed to the Taskforce; however their number will be limited to 5. Additional members will be kept up to date with the activities of the group and can provide their views on initiatives of the Task Force and MHE, however they will not be required to attend meetings.

Participants should be ready to devote time to the work of MHE and show a willingness to respond rapidly to consultations, usually with a consultation time of approximately 10 working days.

Members agree to respect confidentiality on draft documents and to report in writing to MHE and the group when asked to represent MHE in technical meetings or conferences.

The role of the Chair

The Chair of the Task Force is appointed by the members of the Task Force. The position of Chair will rotate every 2 years in order to allow other members the opportunity to lead the Task Force, however the previous Chair is eligible for re-appointment for maximum one other time.

The Chair is responsible for coordinating the work of the Task Force in collaboration with the responsible member of the Secretariat. The Chair will report on the work of the Task Force to the Board once a year at one of the Board meetings. On the occasion of this meeting, the Chair will prepare a short note (1/2 page) on the activities of the Task Force.

Working Methods

The Task Force will usually meet at least once a year at the General Assembly but most of the work of the will be done via online communications unless meetings are necessary.

Consultation periods will be at least 10 days unless a response is needed urgently. The Secretariat will endeavour to give the Task Force as much time as possible in cases where responses are needed urgently.

The work within the Task Force requires continuity and active participation from all participants. In case a participant expresses the wish not to be involved anymore, or in case a participant has remained inactive for over 6 months, the Chair will engage with the participant in relation to their continuation on the Taskforce. If the participant would like to vacate his/her position or remains inactive, MHE will seek to fill the vacant position by launching a new call for participation.

If the Task Force proposes any actions, this should be done in consultation with the Secretariat to ensure that the proposal aligns with MHE’s priorities and work programme and that there is capacity to execute the proposal.

Working language

All participants of the Committee must be able to communicate in English.

**EXPRESSION OF INTEREST FORM for CO-CREATION TASK FORCE**

**THIS CALL IS OPEN TO ALL TYPES OF MEMBERSHIP: FULL, SUPPORTING AND INDIVIDUAL**

***Note:*** *all personal information will be treated confidentially.*

*Please return this form (this page only) duly completely and signed by email at* *niklas.hlubek@mhe-sme.org* *by the 30th of April.*

**First name:**

**Family name:**

**Country of residence:**

**Sex:**

**Age:**

**What profile/s best represent you (you can choose more than one)?**

* expert by experience [ ]
* a family member of someone with lived experience [ ]
* a friend of someone with experience [ ]
* someone (colleague, teacher, sport coach, etc.) who provides support to a person with lived experience [ ]
* a health care actor [ ]  , please specify:
* a social care actor [ ]  , please specify:
* a professional [ ]  , please specify:
* a researcher [ ]  , please specify:
* an educator [ ]  , please specify:
* an advocate and activist [ ]
* other [ ]  , please specify:

**Name of MHE member organisation you belong to (please write individual member if this is not applicable to you):**

**Your email address:**

**Why do you want to join the Co-creation Task Force?**

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**How do you consider your level of experience in co-creation (or co-production)?**

No experience at all [ ]  Fair [ ]  Good [ ]  Very good [ ]

**If you have experience, please give us some details (e.g. what type of project/activity/service, what was your role, which stakeholders were involved):**

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|  |

**Date:**

**Signature:**

1. Endorsed at the General Assembly of May 2021 [↑](#footnote-ref-1)