**EFIM subcommittee guidelines**

EFIM subcommittees are originated to work on important specific subjects which need further development (May 2014). To facilitate the tasks this document will give rough guidelines how to perform them. The composition and the specific tasks will be communicated by the designated chairpersons.

It is advised to communicate by Skype professional (free of charge) or teleconferences if Skype is not available. Help to organize these meetings can be provided by the EFIM professional secretariat (Aneta Trajkovska: Aneta.Trajkovska@mci-group.com). Face-to-face meetings should be organized twice a year along with the Administrative Council (AC) meetings of EFIM. Subcommittees have to report also twice yearly during the AC meetings preferably both written and orally.

The primary mission of the subcommittee is to produce each year a document for the EFIM EC with prioritized recommendations in order to achieve the objectives established.

The subcommittees are expected to be active and end their work as soon as the task has been fulfilled or as soon as no activities are being employed anymore.

The subcommittees are:

Communication, chair Frank Bosch

ESIM, chair Shirley Rigby

EU affairs, chair Nica Cappellini

Congress, chair Pedro Conthe

Research, chair Ramon Pujol