



## **Swiss Personalized Health Network: Compensation Regulations** (27.9.2016; revised on 27.2.2018)

Based on Article 2 of the Rules of Procedure, the National Steering Board issues the following Regulations:

### **Section One: General provisions**

#### **Article 1 Scope of application**

These Regulations apply to the members and Chairs of the National Steering Board (NSB), Scientific Expert Board (SEB), Ethical Legal Social Issues Advisory Group (ELSIag), and International Advisory Board (IAB), as well as any specialised bodies appointed by the National Steering Board.

#### **Article 2 Types of compensation**

<sup>1</sup> Under the provisions of these Regulations, the SPHN pays daily allowances (per diem) and expense allowances to the entitled parties.

<sup>2</sup> The amount of the compensation is specified in the Appendix.

#### **Article 3 Daily allowances**

<sup>1</sup> Daily allowances may only be claimed for meeting preparation and follow-up, incl. writing reports or expert opinions. The time spent must be documented in writing.

<sup>2</sup> A full daily allowance is paid for a time commitment of 5 or more hours per day, 50% of the daily allowance for a time commitment of 2-5 hours per day.

<sup>3</sup> Double daily allowances can be paid if the entitled party is primarily self-employed (recognised by the AHV) or primarily employed at an institution that does not receive research funding from the Swiss public sector.

<sup>4</sup> Official meetings and events pursuant to paragraph 1 are deemed to be events for which SPHN issues an invitation or which the participating person is delegated to attend by the SPHN.

#### **Article 4 Expense allowances**

<sup>1</sup> Expense allowances are payments for the actual costs of meals, accommodation and transport incurred by the entitled parties in carrying out official functions for SPHN.

<sup>2</sup> For travel in Switzerland and to neighbouring countries, SPHN normally pays the costs of travel by public transport (First class with a half-fare travelcard).

<sup>3</sup> Journeys that have to be made by private car are reimbursed at the price for an equivalent train ticket (First class with a half-fare travelcard).

<sup>4</sup> In the case of meals away from home and overnight accommodation, SPHN covers the actual costs within reasonable limits, subject to supporting evidence.

<sup>5</sup> Claims for expenses are to be submitted to SPHN within three months of the expense being incurred. Original receipts must be provided.

### Article 5 Adjustment of compensation

The National Steering Board periodically reviews the compensation rates set out in the Appendix to these Regulations and adjusts them as required.

## Section Two: Entitlements

### Article 6 Chairs of the National Steering Board, Scientific Expert Board, Ethical Legal Social Issues Advisory Group

<sup>1</sup> The Chairs of the National Steering Board, Scientific Expert Board, and Ethical Legal Social Issues Advisory Group are entitled to daily allowances (per diem) and to the reimbursement of expenses.

<sup>2</sup> These arrangements also apply to the Chairs of the specialised bodies appointed by the National Steering Board.

### Article 7 Members of the National Steering Board, Scientific Expert Board, and Ethical Legal Social Issues Advisory Group

<sup>1</sup> In accordance with Article 2 of the Rules of Procedure, members of the National Steering Board, Scientific Expert Board, and Ethical Legal Social Issues Advisory Group provide their services in an honorary capacity and are entitled to the reimbursement of expenses only.

<sup>2</sup> These arrangements also apply to the members of the specialised bodies appointed by the National Steering Board.

### Article 8 International Advisory Board

The members and the Chair of the International Advisory Board are entitled to the reimbursement of expenses (accommodation and travel costs). The National Steering Board decides on the financial compensation of the work performed by the International Advisory Board.

### Article 9 Mandates issued by the National Steering Board

<sup>1</sup> Under the provisions of Article 2 of the Rules of Procedure, the National Steering Board may mandate members of the SPHN bodies to address specific questions which exceed the work in connection with regular meetings.

<sup>2</sup> The members mandated by the National Steering Board are entitled to daily allowances (per diem) and to the reimbursement of expenses.

## Section Three: Final provisions

### Article 10 Entry into force and repeal of existing regulations

These Regulations were approved by the National Steering Board on 29.5.2018 and replace the previous version from 27.9.2016 as of 1.1.2018.

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## Appendix to the Compensation Regulations (Version: 27.02.2018)

Amount of compensation (applicable as of 1 January 2017)

Regulation	Role	Compensation type	Amount [CHF]
Art.3	Chairs of the NSB, SEB, ELSIag	Half daily allowance	250.-
		Daily allowance	500.-
	Members working on mandates issued by NSB	Half daily allowance	250.-
		Daily allowance	500.-