

Swiss Personalized Health Network: Compensation Regulations

(27.9.2016; revised on 27.2.2018, 9.11.2018, 26.11.2019, 20.2.2020, 10.5.2021, 12.05.2022)

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), National Advisory Board (NAB), Hospital IT Strategy Alignment Group (HIT-STAG), Ethical Legal Social Issues Advisory Group (ELSlag), and International Advisory Board (IAB), as well as any specialised bodies appointed by the NSB and external experts mandated to review SPHN projects and project proposals.

Article 2 Types of compensation

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

² The amount of the compensation is specified in the Appendix.

Article 3 Daily allowances

¹ Daily allowances may only be claimed for meetings, preparation and follow-up, incl. writing reports and expert opinions. The time spent must be documented in writing.

² 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.

³ Official meetings and events pursuant to paragraph 1 are events for which SPHN issues an invitation or for which the participating person is delegated to attend by SPHN.

Article 4 Expense allowances

¹ 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.

² For travel in Switzerland and to neighboring countries, SPHN normally pays the costs of travel by public transport (first class with a half-fare travelcard).

³ 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).

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

⁵ 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 NSB periodically reviews the compensation rates set out in the Appendix to these Regulations and adjusts them as required.

Section Two: Entitlements

Article 6 Chairpersons of the NSB, the NAB, the HIT-STAG, the ELSlag as well as members of the NAB, the ELSlag, and the HIT-STAG

The chairpersons of the NSB, the NAB, the HIT-STAG, the ELSlag as well as members of the NAB, the ELSlag, and of the HIT-STAG are entitled to daily allowances (per diem) and to the reimbursement of expenses.

Article 7 Members of the NSB and specialized bodies (e.g. working groups, task forces)

¹ In accordance with Article 2 of the Rules of Procedure, members of the NSB provide their services in an honorary capacity and are entitled to the reimbursement of expenses only.

² These arrangements generally also apply to the members of the specialized bodies (e.g., working groups, task forces) appointed by the NSB, unless the NSB approves daily allowances for the chairperson or/and members of the working group / task force, based on the following criteria:

- 1) Daily allowances may be granted for long-term mandates (≥ 1 year) with regular meetings (>5 per year)
- 2) No daily allowances may be granted if the working group / task force operates under an agreement (e.g., Collaboration Agreement, HospFAIR agreement, etc.) that includes financial contributions to the institution for delegating an employee, or if SPHN pays for the salary of the working group / task force chair or member.

³ Members of the above-mentioned bodies who are self-employed (recognized by AHV) are entitled to half-daily and daily allowances.

Article 8 International Advisory Board (IAB)

The members and the chairperson of the IAB are entitled to the reimbursement of expenses (accommodation and travel costs). The NSB decides on the financial compensation of the work performed by the IAB.

Article 9 Mandates issued by the NSB

¹ Under the provisions of Article 2 of the Rules of Procedure, the NSB may mandate individual members of the SPHN bodies or external experts to address specific questions which exceed the work in connection with regular meetings. Such efforts can be, for instance, the evaluation of ongoing or completed SPHN-funded projects and of applications to SPHN funding programs.

² The members and experts mandated by the NSB 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 12.05.2022 and replace the previous version from 10.05.2021 as of 12.05.2022.

Appendix to the Compensation Regulations (Version: 10.5.2021)

Amount of compensation

Regulation	Role	Compensation type	Amount [CHF]
Art.3	Chairs of the NSB, NAB, HIT-STAG, ELSlag	Half-daily allowance	250.-
		Daily allowance	500.-

	Members and external experts working on mandates issued by NSB, members of the NAB, the ELSlag, and of the HIT-STAG	Half-daily allowance	250.-
		Daily allowance	500.-
	Members who are self-employed (recognised by AHV)	Half-daily allowance	400.-
		Daily allowance	700.-