# Signature page

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<td>Education and Examinations Department</td>
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| Bernardo Matias  
ESA Trainees Committee Chair | 01/03/2018 |

## Reviewed by

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| Dan Longrois  
NASC Chair | 01/03/2018 |
| Andreas Sandner-Kiesling  
Education and Training Committee Chair | 01/03/2018 |
| Diogo Sobreira Fernandes  
ESA Trainees Committee Chair | 01/03/2018 |
| Amaury van Kesteren  
Quality Manager | 01/03/2018 |

## Approved by

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| Stefan de Hert  
President of the ESA, on behalf of the Board of Directors | 01/03/2018 |
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<tr>
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<td>2* POL_NOM_01_NC nominations committee policy</td>
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<td>3* SOP_ADM_01 activity reporting procedure</td>
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<td>4* POL_FIN_02 Reimbursement Policy</td>
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<td>5* POL_COI_01 Conflict of Interest Policy</td>
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**Change History**

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<tr>
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<td>JUN2016</td>
<td>1.1</td>
<td>Review of the structure</td>
</tr>
<tr>
<td>10AUG2016</td>
<td>1.2</td>
<td>Review by ETC chairperson: ref to Nom. scoring criteria</td>
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<td>01DEC2016</td>
<td>2.0</td>
<td>Formatted to fit quality document template, TOC update, activity reporting procedure, website responsibility for the chair, budget by June, Subcommittee =&gt; Committee</td>
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<td>15MAR2018</td>
<td>3.0</td>
<td>Board Approval of TC Representatives. Term of Office for Past Chairs is 1.5 years. Appointment of the Observer Representatives in the ESA Committees is 1 year pilot. Nationality of Past Chair is not considered in nationality limit and neither in the specialist year limit.</td>
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</tbody>
</table>

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Table of Contents

1) Introduction, Purpose and Scope of the Committee .............................................................. 4
2) Activities of the Committee ........................................................................................................ 4
3) Structure of the Committee ......................................................................................................... 5
   a. Positions ................................................................................................................................... 5
   b. Voting Rights ............................................................................................................................ 6
   c. Terms of Office .......................................................................................................................... 6
4) Appointment Process .................................................................................................................... 7
   d. Appointment of the ESA Trainees Committee Chair ................................................................. 7
   e. Appointment of the ESA TN Committee Members ................................................................. 8
      i. Appointment of the ESA Council Trainee Representatives .................................................. 8
      ii. Appointment of the elected Trainee Representative ............................................................ 8
   f. Appointment of the Trainee Observer Representatives to other ESA Committees ............. 8
   g. Appointment of Co-opted Members ......................................................................................... 8
5) Meetings ...................................................................................................................................... 8
6) Reimbursements ........................................................................................................................... 9
7) Conflicts of Interest ..................................................................................................................... 9
8) Appendices .................................................................................................................................. 9
1) Introduction, Purpose and Scope of the Committee

The mission of the ESA Trainees Committee is to establish a network between trainees from the countries represented in the ESA Council and NASC and to strengthen the visibility of the trainees within the Society.

The aims of the ESA Trainees Committee are to:

- Encourage closer involvement from European anaesthesiology trainees in the ESA and vice-versa
- Create and organise a trainee network throughout Europe to activate and involve the European trainees
- Use the active social media of the ESA to facilitate the networking, such as LinkedIn, Facebook, and Twitter, etc.
- Identify the expectations of the European trainees
- Communicate the trainees’ needs to the ESA Leadership and the European Board of Anaesthesiology (EBA), our section within the European Union of Medical Specialists (UEMS)
- Initiate the implementation of changes necessary to answer trainees’ expectations
- Increase trainees’ awareness of European standards and professional requirements;
- Inform about the European training curriculum and common training frameworks
- Communicate with other Trainee committees or sections throughout the world, like European Junior Doctors (EJD), American Society of Anesthesiologists (ASA), World Federation of Societies of Anaesthesiologists (WFSA), Association of Anaesthetists of Great Britain and Ireland (AAGBI), European Society of Intensive Care Medicine (ESICM), etc.
- Support the Congress, Scientific or other Committees with proposals for and participation to the Congress and other educational or scientific activities.

2) Activities of the Committee

The ESA Trainees Committee coordinates and conducts the ESA Trainee Network (ESATN) activities and projects.

The ESA Trainees Committee is responsible for ensuring an effective communication with all European Anaesthesiology trainees. As member of the ESA Trainees Committee, the NASC Chair will support and facilitate the interaction with all the European trainee sections/committees.
from National Societies. Each European trainee sections/committees from National Societies are encouraged to bridge the information gap between the respective trainees and the ESA Trainees Committee.

The communication should be developed according to the ESA Media Committee policies.

All major initiatives or projects should be sent to the ESA Board of Directors for approval. Major initiatives or projects are defined as those that involve financial resources, require the collaboration of National Societies and the publication of ESA copyrighted material.

The ESA Trainees Committee Chair reports to the ESA Board of Directors. Vice versa, the ESA Trainees Committee Chair will receive information from the Board of Directors that is relevant for the Committee’s work and future direction to fulfil ESA’s vision and mission. Written reports will be presented to the Board and Council twice a year following the Activity Reporting procedure (ref. 3*) and the activity reporting template.

By June 30th the Trainees Committee Chair shall submit the budget proposal for the following year for approval by the ESA Board of Directors. The annual budget will be set at an appropriate level to fund activities of the Trainees Committee.

The Chair is responsible for the content published on the ESA Trainees Committee website and updates sent as e-news to ESA members.

The Trainees Committee will support the ESA e-Newsletter by annually publishing at least one article on the Committee’s activities.

For 2018, the Board has agreed to include a representative of the ESA Trainees Committee in five ESA committees: eLearning Committee, Guidelines Committee, Scientific Committee, Media Committee, and Education and Training Committee.

The role of these Representatives is to be an observer in these Committees, but in the Media Committee they can really contribute as an active member.

**3) Structure of the Committee**

*a. Positions*

To be effective and to represent a maximum of European trainees, the ESA Trainees Committee will be structured as follows:

- Chair of the ESA Trainees Committee
- Past-Chair of the ESA Trainees Committee
b. Voting Rights

Co-opted members have an advisory role and no voting rights. The ESA Secretariat Coordinator has an advisory and administrative role, but no voting rights. All other ESA Trainees Committee members have voting rights.

c. Terms of Office

The term of office of the Chair and the ESA Trainees Committee Elected Members is three (3) years. For continuity, the Past Chair will remain a member of the relevant Committee for one and a half years after the end of his/her term as Chairperson.

The term of office of the ESA Council Trainee Representatives is three years, according to the ESA By-Laws (ref. 1*).

The term of office of the Trainee Observer Representatives to other ESA Committees is limited to 1 year as a pilot but can be extended by the ESA Board of Directors.

The term of office of the ESA Trainees Committee member ends automatically after the first specialist/consultant year. The Past Chair is excluded from this rule.

There is no possibility of any ESA Trainees Committee member to be re-elected.

The total aggregated term of office must not exceed seven and a half years (member + Chair + Past Chair).

The total length of the Council Trainee Representatives (CTR) and Elected Trainee Representatives (ETR) can be 7,5 years if they wish to apply for the position of Chair of the TC in the end of their respective terms.

If the Chair was not previously an ETR or CTR member of the Trainees Committee then the maximum length of their term can be 4,5 years (3 years + 1,5 as Past Chair).

If after two written warnings the contribution of the Trainees Committee Chair or Member is deemed insufficient, the dismissal procedure may be applied. The members of the Trainees
Committee can only be dismissed by the Board of Directors. The Trainees Committee Chair can decide to dismiss a committee member, pending approval of the ESA Board of Directors.

In case the Committee Chair leaves his/her position unexpectedly, the members of that Committee can elect among themselves an Interim Chair, who would take office as soon as the Chair position is vacant and until the appointment of a new Chair, pending the Board of Directors’ approval.

4) Appointment Process

To become a member of the ESA Trainees Committee the applicant must be a Trainee in a country represented in the ESA and have valid ESA Trainee membership.

To promote the equal representation of all countries, trainees from different countries are encouraged to be part of the ESA Trainees Committee. Therefore, there shouldn’t be more than 2 representatives from any one country, in line with similar policies in other committees. The nationality of the Past Chair is excluded from this consideration.

The Committee Coordinator at the ESA Secretariat is responsible for keeping a record of the Committee membership, informing the Chairperson about the end of term of different members and future vacancies and communicating all changes to the Media Committee and Communication Specialist for updating the ESA website.

d. Appointment of the ESA Trainees Committee Chair

The election of the Chair of the ESA Trainees Committee is governed by the Nominations Policy in the most current version (ref. 2*). The criteria published in the Chair vacancy will include the general criteria and scoring criteria outlined in the Nominations Policy.

New Chairs of the Trainees Committee must have been European Trainee member for at least the last one calendar year on the date of the application deadline.

Trainees Committee Members can apply for the Chair position if they are still within their first year after graduating as Anaesthesiologists at the end of the total aggregated term of office.

In the third year of office of the Chair of the ESA Trainees Committee, a vacancy for this position should be published through relevant ESA communication tools at least 2 months before the application deadline.
e. Appointment of the ESA TN Committee Members

i. Appointment of the ESA Council Trainee Representatives

The Election of ESA Council Trainee Representatives is governed by the ESA By-Laws in its latest version.

ii. Appointment of the elected Trainee Representative

The election of the two Elected Trainee Representatives is governed by the Nominations Committee Policy in its last version. The criteria published in the Elected Trainee Representative vacancy will include the general criteria and scoring criteria outlined in the Nominations Policy.

In the third year of office of the elected members of the ESA Trainees Committee, the vacancies for this position should be published through relevant ESA communication tools at least 2 months before the application deadline.

f. Appointment of the Trainee Observer Representatives to other ESA Committees

The candidates for the first year of Trainee Observership in 5 ESA Committees will be selected by the Chair of the ESA Trainees Committee out of the ESA Trainees Committee or co-opted from the ESA Trainees Network.

g. Appointment of Co-opted Members

Appointment of Co-opted members to the Trainees Committees is the responsibility of the Committee and shall be approved by the ESA Board.

5) Meetings

One meeting for all ESA Trainees Committee members shall be held during the Euroanaesthesia Congress. The Chair may invite co-opted members to attend the meeting. Further meetings will be organised if required. Other meetings are encouraged as teleconferences.

Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref. 3* and ADM_01_F1 template meeting minutes).
The minutes of each meeting of the ESA Trainees Committee are written by the ESA Secretariat Coordinator and validated by the Chairperson after accepting amendments from meeting participants. The final minutes are approved by the Committee at its next meeting. The minutes are the responsibility of the ESA Trainees Committee Chair.

The ESA Trainees Committee Policy shall be updated every two years. The update of the policy can be triggered by any member of the ESA Trainees Committee but should always be approved by the Board of Directors.

6) Reimbursements

Travel costs for Trainees Committee members to attend Committee related activities will be reimbursed according to the ESA Reimbursement Policy (ref. 4*).

7) Conflicts of Interest

Any person who sits in the Trainees Committee should annually declare any relationship or arrangement with a commercial company, direct or indirect, that could be reasonably considered to affect the work in the Trainees Committee. This includes, but is not limited to, financial relationships, advisory positions, receipt of grants/research supports, receipt of honoraria or consultation fees, participation in a company sponsored speaker’s bureau, stock shareholder, and spouse/partner financial relationships with a commercial company. Please refer to the Conflicts of Interest Policy (ref. 5*) and the COI form (COI_01_F1 COI disclosure form).

8) Appendices

ADM_01_F2 template committee activities report
ADM_01_F1 template meeting minutes
COI_01_F1 COI disclosure form