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| **Relevant regulations/legislation/guidelines/references** | 1* ESA By-laws  
2* SOP_ADM_01 Activity Reporting SOP  
3* POL_FIN_02 Reimbursement Policy  
4* POL_COI_01 Conflict of Interest Policy |
| **Change History** | Change Details  
The Board of Directors has the final say in the appointment of members at senior positions. The President does not need to blindly evaluate the applications. No more than 1 representative from the same institution. Elected members of the Nominations Committee shall not be Chairs of ESA Committees. The elected members of the NC should be from different countries. All members of the ESA Committees should declare their conflicts of interest when appointed. Appeal process. In some cases, the Chair of the Committee can decide to dismiss a Committee member with the approval of the ESA Board. Formatted to fit Quality Document template. Up to date ESA membership for Committee Members and not 1 year membership. Past Board and Council members can apply to NC. Members of a Committee should leave the Committee after 1 or 2 years if he or she retires. References to CEEA, Education and Training, eLearning, and Trainee Committees’ Policies; update of criteria for applications. References to “full” membership removed. All terms of office of chairs and members start on the 1st of January and end on the 31st of December. Clarifications for the Trainees Committee. Communication must not necessarily go through the NC Chair only. The NC Chair, President and Past-President can score applications. Clarified situations where a member would leave in mid-term: the term of the newly elected member will start on the 1st of January. The NC Chair can now be the Past-President. |
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1) Introduction, Purpose and Scope of the Committee

The Nominations Committee (NC) is responsible to the ESA Board of Directors for organising the appointment of ESA Committees Chairs and Members. After working with the relevant ESA Committee, they make a final recommendation to the ESA Board detailing their reasons for the nomination. The Board will ratify this proposal if acceptable. At all times, the NC will aim to uphold the integrity of the ESA, by using fair, transparent and reproducible selection methods. External review processes will be applied. The NC aims to improve the standards of appointment to senior posts in the ESA by using good governance in the selection of candidates to optimise the quality of successful appointees.

2) Activities of the Committee

a. General Principles of the Nomination Process

i. Requirements for Applications and Advertising the Vacancies

Up to date active membership of the ESA is required before applications for committee membership are considered, except for the Trainees Committee where only European Trainee members can apply and for the CEEA where affiliate members can apply. New Chairs of the ESA Committees/Subcommittees must have been active member for at least the last two calendar years on the date of the application deadline, except for the Trainees Committee where new Chairs must be a European Trainee member on the date of the application. One person can chair only one Committee at one time. For the Committee/Subcommittee Chair position, all ESA members in good standing as mentioned above, including the current members of the relevant Committee/Subcommittee, can apply, as long as this does not interfere with their maximum term of office within that Committee/Subcommittee (see below 2.a.vii).

All vacancies will be advertised on the ESA website and in the ESA e-news sent to all ESA members (henceforth referred to as full advertisement) at least two months before the deadline for applications. The selection criteria and access conditions, including the category of ESA membership entitled to apply must be clearly identified by the Committee Chair and published. The criteria published in the Chair and Members vacancies for each Committee/Subcommittee are provided in the Appendices.

Every candidate for one of the appointed positions should send their Curriculum Vitae and application form to the ESA Secretariat for the attention of the Chair of the relevant Committee/Subcommittee.

All members of the ESA Committees should declare their conflicts of interest when appointed.

ii. Scoring and Nomination of Committee/Subcommittees Members and Subcommittees Chairs

Following full advertisement, all applications validated by the relevant ESA Committees’ Coordinators as complying with the advertised requirements, will be considered by the relevant
Committee/Subcommittee who will make recommendations to the Chair of the NC based on scored assessments of each application (NOM_01_F1 committee application scoring sheet).

All communications concerning appointments will be made to NC members by the NC Chair in complete confidence. No direct communication on such matters is recommended between Committee/Subcommittee Chairs and individual members of the NC. Any member of the NC who is working closely with a listed candidate, will be excluded from the relevant appointment process.

All valid applications (see above) will be sent for evaluation to the NC, in the same time as to the relevant Committee/Subcommittee. The NC Chair will circulate through the NC Coordinator the details of the new applications, including the CVs and application letters, together with the relevant scoring system, to each member of the NC for scoring. The NC members will score the candidates using the same scoring system as the relevant Committee/Subcommittee but will be blinded to the scores awarded by that Committee/Subcommittee.

One person cannot score twice for an application. If a NC member becomes a Committee Chair or a member of the Board of Directors during his/her term of office, he/she will resign from the NC at the next General Assembly. Until the resignation is approved, the incumbent will score and vote during various appointment processes as a NC member only and not as a Chair or, respectively, as a member of the Board of Directors.

After obtaining the scores from the NC members, the NC Chair will compare the NC’ scores with the scores awarded by the relevant Committee/Subcommittee and a recommendation will be made with reasoning to all members of the NC and with their approval, a final recommendation made to the ESA Board of Directors.

Gender balance and representation from throughout Europe will be encouraged on all Committees. No more than two representatives working professionally in any one country (except for ex-officio or co-opted members with no voting rights), and no more than one representative from the same institution, can sit on any Committee/Subcommittee. The Board of Directors can grant an exception to this rule if there is only one eligible candidate.

At all times, the NC Chair will aim to reach a consensus with the relevant Committee Chair over the final recommendation to the ESA Board of Directors. If there is disagreement, the Chair of the relevant Committee will take the matter back to the Committee/Subcommittee members for further discussion before a final recommendation is made by the NC. The NC Chair will present to the Board of Directors the final recommendations of the NC, including the reasoning in case of divergent scores between the relevant Committee/Subcommittee and the NC.

The Board of Directors will ratify the proposal from the NC on the appointment of members to different ESA Committees/Subcommittees if found appropriate.

**iii. Scoring and Nomination of Committee Chairs**
For the Committee Chair positions, the nomination process can include both the scoring of the applications as described above and an interview. Interviews of the candidates for the position of Committee Chairs may be organised as the NC Chair deems necessary. Usually, interviews are not organised for the selection of the Subcommittees Chairs. The interview committee will consist of: the NC Chair, at least one other NC member and the present Committee Chair/incumbent or their representative, all with voting rights. The NC Chair selects the NC members for the interview panel but all NC members should have the opportunity to sit in interview panels, if available. Interviews should be planned preferably 2 months and at least 3 weeks in advance.

Relevant members of the ESA Secretariat may be invited by the NC Chair to attend the interview, but they do not have voting rights. Specialist advisors may be appointed to sit on the interview committees if considered appropriate.

Following the interview, the interview panel will recommend the most suitable candidate to be appointed. The NC Chair will compare the result of the interview to the scores received from the NC and the relevant Committee (except the case of the Scientific Committee Chair and Newsletter Editor who are scored by the NC only) and a recommendation will be made with reasoning to all members of the NC. With their approval, the NC Chair will make a final recommendation to the ESA Board of Directors. If there were discrepancies between scores or scores and interview’s result, the NC Chair will inform both the NC members and the Board of Directors about the discussion, outcome of the discussion and the criteria used for the final decision.

The Board of Directors will finally decide on the appointment of ESA Committee Chairs.

**iv. Informing Candidates of Appointment Decisions**

Successful appointments to ESA Committee Chairs and offices will be informed by the Chair of the NC. New members of ESA Committees and Subcommittee Chairs and Members will be informed by the relevant Committee Chair, as will all unsuccessful applicants. Letters may be sent out by e-mail from the ESA Secretariat, but they must at all times be firstly checked by the relevant Chair and also signed by them. The relevant Chairs should also deal in the first instance, with enquiries from unsuccessful candidates.

**v. Dismissal Process**

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

The same principle may be applied for the dismissal of a Subcommittee member: the Subcommittee Chair may suggest to the Committee Chair to dismiss a Subcommittee member.
The Committee Chair can then decide to dismiss that Subcommittee member, pending approval of the ESA Board of Directors.

In case of insufficient contribution, Subcommittee Chairs and Chairs of Task Forces can be dismissed by the relevant Committee Chair with the approval of the Board of Directors.

**vi. Appeal Process**

Applicants for appointment to ESA Committees/Subcommittees or other positions (or recommended for dismissal) may appeal against the decision of Committee Chairs, and the appeal will be heard by the NC. Appeals against decisions made by the NC will be heard by the ESA Board of Directors.

**vii. Term of Office of Committees’ Chairs and Members**

The term of office of Committees’ Chairs, except the Examinations Committee (see below b.i.1), is three years. For continuity of the activities, the Past Chair will remain a member of the Committee (except the Examinations Committee – see below b.i.1 and the relevant policy) for one and a half years after the end of his/her term as Chair.

The term of office of Committees’ members, except the Examinations and Trainees Committees, is three years renewable twice for one year for a total of five years. The maximum term of office of the Examinations Committee and Subcommittees members is eight years. There is no possibility of the ESA Trainees Committee members to be re-elected.

Extension of membership beyond three years should be officially applied for and the Chair of the Committee will decide on the matter. It is recommended that each year one member of the Committee is changed.

The annual renewal of the term following the first three years term can be discontinued if the contribution of a Committee member is deemed insufficient, or in case of repeated absences at meetings, repeated failure to undertake appointed tasks or answer communications over a prolonged period (see also “Dismissal process” above).

A member of one Committee or Subcommittee can become its Chair no later than at the end of their third year. The total aggregated term of office must not exceed seven and a half years (member+ Chair+ Past Chair), except the Examinations Committee (see below b.i.1), and the relevant Policy). All terms of office will start on 1 January.

In case of a Committee/Subcommittee Chair leaves his/her position unexpectedly, the members of that Committee/Subcommittee elect among themselves an Interim Chair, who takes office as soon as the Chair position is vacant and until the appointment of a new Chair, pending the Board of Directors’ approval.
In case of unexpected vacancies for member positions in a Committee/Subcommittee during the year, the Committee/Subcommittee will continue with one member less until the appointment of a new member who will start his/her term of office on 1 January. Any member of a Committee/Subcommittee must resign from the Committee/Subcommittee one year after retiring from active work, or in certain in cases two years after retiring, at the discretion of the Chair of the relevant Committee, with the approval of the ESA Board.

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

**b. Specific Responsibilities of the Nominations Committee**

The NC will make recommendations to the Board of Directors for Chair and members’ appointments to the following ESA Committees and positions:

1. **Examinations Committee**
   1. **Chairperson**

   The appointment process of the Examinations Committee Chair follows the general principles described above (see 2.a.iii). The criteria used for scoring by both the Examinations and Nominations Committees are described in the Appendices 1a.

   Tenure: Three years, renewable annually up to eight years. Advertisements for a successor will be made in the usual way during the sixth year of office of the incumbent. The future Examinations Chair will become Chair-Elect of the Examinations Committee at the start of the seventh year of office of the Examinations Chair. At the start of his/her eighth year of office, the Examinations Chair becomes Past Chair and the Chair Elect becomes Chair of the Examinations Committee. The maximum term of office for a combination of member, Chair Elect, Chair and Past Chair is twelve years.

2. **Committee Members**

   This includes the Chairs of the Part I, Part II and On-Line Assessment (OLA) Subcommittees, the Subcommittee Part I Member in charge of the Part I MCQ Bank Anaesthesia and Intensive Care (Paper B), the Subcommittee Part II Deputy Chairperson, the OLA Subcommittee Member in charge of the OLA MCQ Bank Anaesthesia and Intensive Care (Section B) and the representative from the European Union of Medical Specialists-European Board of Anaesthesiology (UEMS-EBA).

   The appointment of the Chairs of the Part I, Part II and OLA Subcommittees is described below.
The selection of Subcommittee Part I Member in charge of the Part I MCQ Bank Anaesthesia and Intensive Care (Paper B), the Subcommittee Part II Deputy Chairperson and the OLA Subcommittee Member in charge of the OLA MCQ Bank Anaesthesia and Intensive Care (Section B) is not considered the remit of the NC. He/she will be selected by the Examinations Committee and his/her appointment will be approved by the Board of Directors. The process will take place as follows: all members of Subcommittees Part I, Part II and OLA, respectively, will be informed of the opening by e-mail through the Secretariat and be given the opportunity to manifest their interest. After a discussion within the Examinations Committee, the Examinations Committee Chair will recommend the candidates, selected amongst existing Subcommittee Part I, Part II and OLA members, respectively, interested in the position, and submit this proposal to the Board of Directors for final approval.

The selection of the UEMS-EBA Representative is not considered the remit of the NC but of the UEMS-EBA.

Tenure: Three years, renewable annually up to eight years. The tacit annual renewal of the term following the first three years term can be discontinued as described above (see 2.a.vii). The rule applying in the Part I, Part II and OLA Subcommittees in such cases will be as follows: the Chair of the Subcommittee may suggest to the Chair of the Examinations Committee to dismiss the member. The Chair of the Examinations Committee can then decide to dismiss that Subcommittee member pending the approval of the Board of Directors.

3. **Chairperson of the Examinations Subcommittee Part I**

The appointment process of the Chair of the Examinations Subcommittee Part I (also a member of the Examinations Committee) follows the general principles described above (see 2.a.iii.). All applications will be considered by the Examinations Committee who will make recommendations to the Chair of the NC based on scored assessments of each application. The criteria used for scoring by both the Examinations and Nominations Committees are described in the Appendices 1b.

4. **Chairperson of the Examinations Subcommittee Part II**

The appointment process of the Chair of the Examinations Subcommittee Part II (also a member of the Examinations Committee) is as for Chair of the Examinations Subcommittee Part I. The criteria used for scoring by both the Examinations and Nominations Committees are described in the Appendices 1d.

5. **Chairperson of the OLA Subcommittee**

The appointment process of the Chair of the OLA Examinations Subcommittee (also member of the Examinations Committee) is as for Chair of the Examinations Subcommittee Part I. The criteria used for scoring by both the Examinations and Nominations Committees are described in the Appendices 1f.
Members of the Examinations Subcommittee Part I

The appointment process of the Members of the Examinations Subcommittee Part I, follows the general principles described above (see 2.a.ii.). The assessment of applications is performed by the Examinations Subcommittee Part I but the communication to the NC Chair is made by the Examinations Committee Chair who is also sitting and scoring in all the Examinations Subcommittees. The criteria used for scoring by both the Examinations Subcommittee and NC are described in the Appendices 1c.

Whenever a European country (as defined by WHO) officially adopts the European Diploma in Anaesthesiology and Intensive Care (EDAIC) Part I Examination as one of its mandatory national examinations, a co-opted representative of this country can temporarily join the Examinations Subcommittee Part I for a period of maximum two years, in addition to the normal representative of this country. Both representatives are chosen at the full discretion of the National Authority.

Members of the Examinations Subcommittee Part II

The appointment process of the Members of the Examinations Subcommittee Part II is as for Members of the Examination Subcommittee Part I, for regular vacancies. The criteria used for scoring by both the Examinations Subcommittee and NC are described in the Appendices 1e.

Whenever a European country (as defined by WHO) officially adopts the EDAIC Part II Examination as one of its mandatory national examinations, its representative in the Part II Subcommittee is chosen at the full discretion of the National Authority.

Members of the OLA Subcommittee

The appointment of OLA members follows the same rules as for members of Examinations Subcommittee Part I. The criteria used for scoring by both the Examinations Subcommittee and NC are described in the Appendices 1g.

ii. Education and Training Committee

1. Chairperson

The appointment of the Education and Training Committee (EdTC) Chair follows the same rules as described above (see 2.a.iii.). The criteria used for scored assessment of each application by both the EdTC and the NC are described in Appendices 2.

2. Committee Members
The EdTC members are representing different ESA Committees involved in education: CEEA, eLearning, Examinations, Hospital Visiting Trainee Accreditation Programme, Trainee Exchange Programme and Trainees Committee. They are appointed to their original Committees as described in the NC and relevant Committees’ policies.

Each time a vacancy occurs for a specific Committee representative position in the EdTC, the EdTC Chair will contact the Chair of the respective Committee to which this vacancy is related and request the nomination of the new member in the EdTC. Within the partner Committees, EdTC members are chosen via internal discussion and voting.

Tenure: the term of office of the EdTC members depends on their individual term of office in the original Committee. They may serve in the EdTC for a term of office of three years, renewable twice for one year, up to five years, as long as they are still members of the original Committee. The selection of the UEMS-EBA Representative is not considered the remit of the NC but of the UEMS-EBA.

If the contribution of a member is deemed insufficient, or in case of repeated absences at meetings, repeated failure to undertake appointed tasks or answer communications over a prolonged period, the EdTC Chair will ask the Chair of the original Committee of that member to appoint another representative to the EdTC.

EdTC members can apply for the EdTC Chair position no later than at the end of their third year in the EdTC. The total aggregated uninterrupted term of office in the EdTC must not exceed seven and a half years (member+ Chair+ Past Chair).

iii. Scientific Committee

1. Chairperson

The appointment process of the Scientific Committee (SC) Chair follows the general principles described above (see 2.a.iii). After full advertisement, all the applications will be considered only by the members of the NC through the NC Chair using the predetermined scoring system described in the Appendices 3a.

Tenure: Three years, with an eighteen months overlap with their respective predecessor and successor. A new Chair is appointed eighteen months before the incumbent demits office, and this new person spends eighteen months as deputy before becoming the Chair. The Past Chair will remain a member of the SC for one and a half years after the end of his/her term as Chair. Advertisements for a successor will be made in the usual way during the second year of office of the incumbent.

2. Subcommittee Chairs and Members

The appointment process of the Chairs and members of the Scientific Subcommittees (SsCs) follows the general principles described above (see 2.a.ii). No formal interview is performed for the (SsC) Chair position. The criteria used for scoring by both the SsCs and NC are described in the Appendices 3b and 3c.

For both Chair and member positions, candidates can apply only to one SsC at a time. Therefore multiple applications to different SsCs are forbidden. If a candidate sends multiple applications, only the first one submitted will be taken into consideration for evaluation.
The assessment of each application is performed by the Chair and all the members of the relevant SsC, as long as they have not applied for the respective position. Thereafter, the scoring list will be sent by the SsC Chair to the SC Chair and with his/her approval to the NC Chair. The communication is between the SC Chair and NC Chair only. The process of evaluation of the applications by the NC and final recommendation to the Board of Directors is described above (see 2.a.ii).

Tenure: The term of office is three years for the SsC Chairperson, plus one and a half year as Past Chair and three years renewable twice for one year for a total of five years for SsCs’ members. The total aggregated term of office must not exceed seven at half years (member+ Chair+ Past-Chair).

Members and Chairpersons of a SsC may only be a member of one SsC at one time. Each SsC should not include more than two members working professionally in the same country, and no more than one member from the same institution, including the Chair of the SsC. Specialist, Subspeciality and Allied Scientific Societies can have one representative on one related SsC. No member can act simultaneously as member of a particular SsC and representative of a Specialist, Subspeciality or Allied Scientific Society.

iv. Newsletter Editor

After full advertisement, all the applications will be considered by the members of the NC through the NC Chair using the predetermined scoring system and the criteria described in Appendices 4. An interview can be held, as described for the Committee Chairs (see 2.a.iii.). Following the interview, the NC Chair will make a recommendation with reasoning to all members of the NC and with their approval, a final recommendation will be made to the ESA Board.

Tenure: Three years, renewable twice for one year for a total of five years.

v. Other Committees:

CEE A, eLearning, Guidelines, Media, Patient Safety and Quality, Research, Trainee Exchange Programme and Trainees Committees

1. Chairpersons

The appointment of Chairs of the CEEA, eLearning Committee, Guidelines Committee, Media Committee, Patient Safety and Quality (PSQ) Committee, Research Committee, Trainee Exchange Programme (TEP) Committee and Trainees Committee follows the same rules as described above (see 2.a.iii.). The criteria used for scored assessment of each application by both the relevant Committees and the NC are described in the Appendices 5.i.a to 5.viii.a, respectively.

Tenure: three 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.

2. Committee Members
The appointment of Committee members of the CEEA, eLearning, Guidelines, Media, PSQ, Research, TEP and Trainees Committees follows the same rules as described above (see 2.a.ii). The criteria used for scoring by both the Committees and the NC are described in the Appendices 5.i.b. to 5.viii.b. respectively.

Tenure: three years, renewable twice for one year for a total of five years (except the Trainees Committee members who cannot renew). Committee members, except the Trainees Committee members, can apply for the Chair position no later than at the end of their third year. The total aggregated term of office must not exceed seven and a half years (member+ Chair+ Past Chair). The term of a Trainees Committee member ends automatically on 31 December of the year the traineeship comes to an end.

The Trainees Committee Members can only apply for the Chair position if that term will end at the latest on 31 December of the year their traineeship comes to an end.

c. Appointment Responsibilities shared with the EBA
   i. Hospital Visiting and Training Accreditation Programme (HVTAP) Committee

HVTAP Committee consists of three ESA and three EBA members. The Committee selects their Chairperson and Secretary. If the Chairperson is from the ESA, the Secretary will be from the EBA and vice versa. The appointment process of the ESA members of the HVTAP Committee follows the general principles described for Committees/Subcommittees members (see 2.a.ii). The criteria used for scored assessment of each application by both the HVTAP and the Nominations Committees are described in the in Appendices 5.ix. All the HVTAP Committee members will score. Recommendations will then be made by the Chair of the HVTAP Committee to the NC Chair.

Tenure: both the Chair and the members are appointed for three years, renewable twice for one year for a total of five years.

d. Appointment not the Remit of the Nominations Committee
   i. Other ESA Committees & Officers

Appointment to the following ESA Committees & Officers is not considered the remit of the Nominations Committee:

- Board of Directors
- Council
- National Anaesthesiologists Societies Committee (NASC)
- Finance Committee
- Industry Liaison Officer
- EJA Chief Editor/Chair of the EJA Editorial Board and Editorial Board
- Specialist, Subspecialty and Allied Scientific Societies Committee
- Congress Committee
- National Organising Committee
The structure, term of office, and appointment process are described in the By-laws (for Board of Directors, Council and NASC) or relevant Policies, as applicable.

**ii. Chair and Members of the ESA Task Forces**

Selection and appointment of Chairs and members of Task Forces is the responsibility of the relevant Committee and approved by the ESA Board.

**iii. Co-opted Members to the Committees/ Subcommittees**

Appointment of Co-opted members to various Committees/Subcommittees is the responsibility of the relevant Committee and approved by the ESA Board.

**e. Other Responsibilities**

The Chair of the NC reports to the Board of Directors. Written reports will be presented to the Board and Council twice a year (September and April) following the Activity Reporting SOP (ref. 2*). The template of the reports is attached (ADM_01_F2 template committee activities report).

By June 30th, the NC 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 NC.

The Chair is responsible for the content published on the NC section of the ESA website and updates sent as e-news to ESA members related to the NC.

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

**3) Structure of the Nomination Committee**

**a. Positions**

The NC consists of:

- Chair: the President-Elect or the Past-President Members:
  - the President
  - 4 elected members

One member of the ESA Secretariat staff will be the Coordinator for the NC, attending NC meetings. The ESA Executive Manager will appoint this staff member.

**b. Voting Rights**
The Chair and the members of the NC have voting rights. The NC Coordinator at the ESA Secretariat has advisory and administrative roles but no voting rights.

### c. Terms of Office

The NC Chair will be the President-Elect, as from the date of his/her term of office (1 January following the Council meeting at which he/she were elected), or the Past-President. The four elected NC members are each appointed for two years, renewable once on re-election.

### 4) Appointment Process

The NC Coordinator at the ESA Secretariat is responsible for keeping record of the committee membership, informing the Chair about the end of term of different members and future vacancies and communicating all changes to the Communications Department for updating the ESA website.

#### a. Appointment of the Nominations Committee Chair

The Chair of the NC is the ESA President-Elect who is elected by the Council as described in the By-laws (ref. 1*) or the Past-President.

#### b. Appointment of the Nominations Committee Members

The vacant posts of the NC are advertised on the ESA Website and in the ESA e-news sent to all ESA members, at least 4 months before the General Assembly. Candidates must introduce their application at least two months before the General Assembly.

Applicants require to be sponsored in writing by two active ESA members to the ESA Secretariat. They must demonstrate significant experience of ESA Committee work and/or management of the ESA when applying. They should have been active ESA members for at least five years and a member of an ESA Committee, Council or Board of Directors for at least three years. Elected members of the NC shall not be Chairs of ESA Committees or members of the Board of Directors. If an elected member becomes a Chair or a Board member during his/her term of office, he/she will resign from the NC at the next General Assembly and will not be eligible for re-appointment to the NC for as long as they remain a Committee Chair or a Board of Directors’ member.

Voting occurs for election of new members to the NC at the General Assembly during Euroanaesthesia, where all candidates will give a verbal presentation of their case for selection. In addition, the CV and a written letter of intention from the applicant will be posted on the ESA website one month before the General Assembly meeting.
It is preferable to stagger the appointment of new NC members, and a maximum of two members should be appointed/reappointed each year.

The elected members of the NC should be working professionally in different countries.

5) Meetings

The NC will meet at least once a year, probably at the annual Euroanaesthesia meeting and as necessary throughout the year. Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref. 2* and ADM_01_F1 template meeting minutes).

The minutes of each meeting of the NC are written and kept by the NC Coordinator and are validated by the Chair after accepting amendments from participants to the meeting. The final minutes shall be approved by the Committee at its next meeting.

The minutes are the responsibility of the Chair.

6) Reimbursement of Members

Travel costs for NC members to attend Committee related activities will be reimbursed according to the ESA Reimbursement Policy (ref. 3*).

7) Conflicts of Interest

Any person who sits in the NC 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 NC. 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. 4*) and the COI form (COI_01_F1 COI disclosure form).

8) Appendices

ADM_01_F1 template meeting minutes
COI_01_F1 COI disclosure form
NOM_01_F1 committee applications scoring sheet

The criteria used for the selection of Committees Chairs and members are listed below. For each item, a score of 0-5 should be awarded:
1. EXAMINATIONS COMMITTEE

a. Chairperson
   i. Practising anaesthesia in hospital with trainee anaesthesiologists.
   ii. Experience in teaching and educational activities.
   iii. Examination related activity.
   iv. Support from National authorities (e.g. University, Colleges, Associations, Ministry of Health).
   v. Previous administrative involvement in an examinations committee.
   vi. Public involvement in International/European anaesthesiology
   vii. Linguistic skills.

b. Chairperson of the Examinations Subcommittee Part I
   i. Practising anaesthesia in hospital with trainee anaesthesiologists
   ii. Experience in teaching and education.
   iii. Examination related activity.
   iv. Support from National authorities.
   v. Administrative involvement in any examination committee.
   vi. Linguistic and translation skills.

c. Members of Examinations Subcommittee Part I
   i. Practising anaesthesia in hospital with trainee anaesthesiologists.
   ii. Experience of teaching and educational activities.
   iii. Examination related activity.
   iv. Support from National authorities.
   v. Linguistic and translational skills.

d. Chairperson of the Examinations Subcommittee Part II
   i. Practising anaesthesia in hospital with trainee anaesthesiologists.
   ii. Experience in teaching and educational activities.
   iii. Examination related activity.
   iv. Support from National authorities.
   v. Administrative involvement in examination committees.
   vi. Specific involvement in EDAIC oral examination centres.
   vii. Linguistic and translational skills.

e. Members of Examination Subcommittee Part II
   i. Practising anaesthesia in hospital with trainee anaesthesiologists.
   ii. Experience of teaching and educational activities.
   iii. Examination related activity.
   iv. Support from National authorities.
   v. Linguistic and translational skills.

f. Chairperson of OLA Subcommittee
1. Practising anaesthesia in hospital with trainee anaesthesiologists
2. Experience in teaching and education.
3. Examination related activity.
4. Support from National authorities.
5. Administrative involvement in any examination committee.
6. Linguistic and translation skills.

**g. Members of OLA Subcommittee**

i. Practising anaesthesia in hospital with trainee anaesthesiologists.
ii. Experience in teaching and education.
iii. Examination related activity.
iv. Support from National authorities.
v. Linguistic and translation skills.

2. **EDUCATION AND TRAINING COMMITTEE**

**Chairperson**

i. Good knowledge of the ESA with previous demonstration of involvement in ESA activities
ii. In-depth knowledge of education needs in the field of anaesthesia, critical care and perioperative medicine, pain and emergency medicine
iii. Practicing clinical anaesthesiology in a teaching hospital
iv. Experience in a wide range of teaching and educational activities
v. Support from National authorities

3. **SCIENTIFIC COMMITTEE**

a. **Chairperson**

i. International scientific standing, including senior roles in anaesthesiology societies.
ii. Scientific publications.
iii. Invited national/international lectures.
iv. ESA Committee experience.
v. Experience in teaching and organising scientific meetings.
vi. Editorial and grant award experience.

b. **Subcommittee Chairs**

i. Scientific expertise and activity.
ii. Experience in teaching and/or organising scientific meetings.
iii. Previous scientific administrative tasks.
iv. Publications.

c. **Subcommittee Members**
i. Scientific expertise and activity.
ii. Experience in teaching and/or organising scientific meetings.
iii. Previous scientific administrative tasks.

4. NEWSLETTER EDITOR

i. Editorial experience.
ii. ESA Committee experience.
iii. Contacts with international anaesthesiology fraternity.

5. OTHER COMMITTEES

i. CEEA

a. Chairperson
   i. Minimum 3 years' experience in organising the full six modules CEEA Courses cycle.
   ii. Minimum 3 years ESA Active Membership.
   iii. Long experience in education and clinical practice.
   iv. 2 recommendation letters from CEEA Active Centre Directors.
   v. Preferable – CEEA Member.

b. Members
   i. Minimum 1 year experience in organising the full six modules CEEA Course cycle.
   ii. Minimum 1 year ESA Active/Affiliate Membership.
   iii. Long experience in education and clinical practice.
   iv. 2 recommendation letters from CEEA Active Centre Directors.

ii. eLEARNING COMMITTEE

a. Chairperson
   i. Previous committee experience in ESA teaching, educational or scientific activities.
   ii. Scientific understanding of teaching and educational evidence and its use in clinical practice.
   iii. Author of eLearning modules (optional)
   iv. Publications in education or training (optional)
   v. Master of Medical Education or equivalent (optional)
   vi. Plus, all criteria of ESA eLearning Committee members

b. Members
   i. Previous educational or teaching activities.
   ii. Knowledge in didactics of training and education, learning objectives vs. content
   iii. Previous activities in eLearning (production, development, maintenance, etc.)
iv. Previous or current ESA contributions

iii. GUIDELINES COMMITTEE

a. Chairperson
   i. Previous leadership experience in guideline activity.
   ii. Scientific understanding of research evidence and its use in clinical practice.
   iii. Awareness of European medical political context.
   iv. Previous leadership in national or European anaesthesiology organisations.

b. Members
   i. Previous guideline activity.
   ii. Scientific understanding of research evidence.
   iii. Previous administrative tasks related to production and implementation of guidelines.
   iv. Links with national/European anaesthesiology societies.

iv. MEDIA COMMITTEE

a. Chairperson
   i. Social media expertise and activity.
   ii. Awareness of European medical political context.
   iii. Contacts with international anaesthesiology/medical community.
   iv. Publications.
   v. ESA committee experience.

b. Members
   i. Social media expertise and activity.
   ii. Contacts with international anaesthesiology/medical community.
   iii. Publications.

v. PATIENT SAFETY AND QUALITY COMMITTEE

a. Chairperson
   i. Publications in patient safety.
   ii. Involvement in patient safety projects.
   iii. Invited lectures on patient safety.
   iv. ESA activity.
   v. Patient Safety knowledge.

b. Members
   i. Publications in patient safety.
   ii. Involvement in patient safety projects.
   iii. Invited lectures on patient safety.
iv. ESA activity.

v. Patient Safety knowledge.

**vi. RESEARCH COMMITTEE**

a. **Chairperson**
   i. Experimental research experience.
   ii. Clinical research experience.
   iii. Reviewing experience.
   iv. Publications.
   v. Reputation: takes into account the ability to get recognition from research community, and to acquire reputation and visibility. It also assesses the researcher’s involvement in structuring scientific networks at the regional, national or international levels, and its capacity to be at the upfront of his/her field.

b. **Members**
   i. Experimental research experience.
   ii. Clinical research experience.
   iii. Reviewing experience.
   iv. Publications.
   v. Reputation: takes into account the ability to get recognition from research community, and to acquire reputation and visibility. It also assesses the researcher’s involvement in structuring scientific networks at the regional, national or international levels, and its capacity to be at the upfront of his/her field.

**vii. TRAINEE EXCHANGE PROGRAMME COMMITTEE**

a. **Chairperson**
   i. Experience of anaesthetic teaching and training nationally.
   ii. Experience of exchange and fellowship trainee programmes nationally and internationally.
   iii. ESA contributions.
   iv. National and international experience in giving examinations.
   v. Personal experience of being a fellow or trainee abroad.

b. **Members**
   i. Experience of anaesthetic teaching and training nationally.
   ii. Experience of exchange and fellowship trainee programmes nationally and internationally.
   iii. ESA contributions.
   iv. National and international experience in giving examinations.
v. Personal experience of being a fellow or trainee abroad.

viii. TRAINEES COMMITTEE

a. Chairperson
   i. Member of the ESA Trainee Network Social Networks Groups: LinkedIn, Facebook and Twitter
   ii. Previous participation in activities organised by the ESA TN
   iii. Previous participation in activities directed to Students and/or Trainees
   iv. Current leading position in other networks/organisations
   v. Different Nationality from the other members of the ESA Trainees Subcommittee
   vi. Specific Cover letter

b. Members
   i. Member of the ESA Trainee Network Social Networks Groups: LinkedIn, Facebook and Twitter
   ii. Previous participation in activities organized by the ESA TN
   iii. Previous participation in activities directed to Students and/or Trainees
   iv. Current leading position in other networks/organisations
   v. Different Nationality from the other members of the ESA Trainees Subcommittee
   vi. Specific Cover letter

ix. HOSPITAL VISITING AND TRAINING ACCREDITATION COMMITTEE (HVTAP)

a. Chairperson: Selected by the Committee.

b. Members
   i. Previous accreditation experience.
   ii. Activity as HVTAP visitor.
   iii. Committee work experience.
   v. CV presentation and voting amongst visitors.