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<tr>
<td>Thomas Fuchs-Buder</td>
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<tr>
<td>Research Committee Chair</td>
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<tr>
<td>Sylvia Daamen</td>
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<td>Research Manager</td>
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<tr>
<td>Amaury van Kesteren</td>
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<td>Quality Manager</td>
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<td>Approved by</td>
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<tr>
<td>Kai Zacharowski</td>
<td></td>
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<tr>
<td>President of ESA, on behalf of the ESA Board of Directors</td>
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European Society of Anaesthesiology

POL_RC_01_RC Research Committee Policy

v5.0 31JAN2020

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Page 2 of 9

Details

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Relevant regulations / legislation / guidelines / references

1* POL_NOM_01_NC nominations committee policy
2* SOP_RC_02 Mentorship Programme
3* POL_FIN_02 Reimbursement Policy
4* ESA Grants Programme: Guidelines and Eligibility Criteria
5* CTN_OO_01 General Organisation and Principles
6* ESA Research Group Guidance
7* SOP_ADM_01 Activity Reporting SOP
8* POL_COI_01 Conflict of Interest Policy

Change History

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<tr>
<td>28OCT14</td>
<td>2.0</td>
<td>All members of the RC must have full ESA membership for at least one year before application to the Committee. Members of the RC must declare any conflicts of interest.</td>
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<tr>
<td>11MAR16</td>
<td>3.0</td>
<td>Addition of the Research Mentorship Programme, clarification of the membership.</td>
</tr>
<tr>
<td>19MAY2017</td>
<td>4.0</td>
<td>Reorganisation of the document to match the ESA standard template for committee policies.</td>
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<tr>
<td>05APR2018</td>
<td>4.1</td>
<td>Addition of section 3b “Voting Rights”; TOC update, committee website responsibility, committee budget due by June, CTN reference number updated to Ad Hoc reference system, activity reporting SOP, committee members dismissal, responsibility of minutes clarified.</td>
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<tr>
<td>31JAN2020</td>
<td>5.0</td>
<td>Changes made according to new NC Policy. The rules of appointment of members and the Chair is described in the Nominations Committee only.</td>
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</table>
Table of contents

1) Introduction, Purpose and Scope of the Committee ................................................................. 4

2) Activities of the Committee .................................................................................................... 5
   a. ESA Research Grants ........................................................................................................... 5
   i. ESA Research Grants Programme ..................................................................................... 5
   ii. ESA Research Grants Programme supported by unrestricted Research Grants from Industry .............................................................................................................. 5
   iii. ESA Clinical Trial Network Grant .................................................................................. 6
   b. ESA Research Groups ......................................................................................................... 6
   c. ESA Research Masterclasses ............................................................................................. 6
   d. ESA Research Mentorship Programme .............................................................................. 6
   e. Other ................................................................................................................................... 7

3) Structure of the Committee .................................................................................................... 7
   a. Positions .............................................................................................................................. 7
   b. Voting Rights ....................................................................................................................... 7
   c. Terms of Office ..................................................................................................................... 8

4) Appointment Process ............................................................................................................. 8

5) Meetings .................................................................................................................................. 9

6) Reimbursement of Members ................................................................................................. 9

7) Conflicts of Interest .............................................................................................................. 9

8) Appendices ............................................................................................................................ 9
1) Introduction, Purpose and Scope of the Committee

The mission of the ESA Research Committee (RC) is:

1. To administer:
   a. ESA Research Grants:
      i. ESA Grants Programme
      ii. ESA Grants Programme supported by unrestricted Research Grants from Industry
      iii. Clinical Trial Network Grants Programme (CTN)
   b. ESA Research Groups
   c. ESA Research Masterclasses
   d. ESA Research Mentorship Programme

2. To foster European collaboration investigator-driven research to improve the outcome of patients in Anaesthesia, Peri-operative Medicine, Intensive Care Medicine, Critical Emergency Medicine and Pain.

The goals of the RC are:

1. To coordinate and to administer the annual ESA Grants that includes the ESA Research Grants Programme and the ESA Grants Programme supported by unrestricted Research Grants from Industry;
2. To promote investigator-initiated research in Anaesthesia, Peri-operative Medicine, Intensive Care, Critical Emergency Medicine and Pain. This includes establishing networks of investigators and research teams, enabling discussion of research projects, design and implementation of clinical trials;
3. To offer opportunities for education and collegial support for emerging investigators and to foster communication in the Anaesthesia, Peri-operative Medicine, Intensive Care Medicine, Critical Emergency Medicine and Pain research community including a potential platform for industry sponsored trials.

These goals will be achieved by:

- providing a “service” to ESA members which improves research quality, and recruits or supports researchers;
- coordinating research programmes so that they grow towards areas of strength, and become sufficiently large in terms of output and funding potential. This is especially relevant for epidemiologic studies, but also for bio-banking, for outcome relevant research and for health services research, as well as for health technology assessment/biotechnology;
- setting “health gain” as one of the ESA goals – quality rather than quantity. This may mean investing all of ESA (limited) resources in a limited number of existing successful ESA programmes, and/or building alliances with successful research enterprises worldwide.
2) Activities of the Committee
   a. ESA Research Grants
      i. ESA Research Grants Programme

**General Principle**

The ESA Research Grants Programme is intended to help institutions and individual ESA investigators to perform research in the field of Anaesthesia, Peri-operative Medicine, Intensive Care, Critical Emergency Medicine and Pain.

**Goal**

The goal of the Research Grants Programme is to support basic, applied and clinical research in all fields of Anaesthesiology and Perioperative Medicine. The goal of all research is to contribute to advancements and improvement in patient care.

Please refer to the following related documents:
- ESA Grants Programme: GUIDELINES and ELIGIBILITY CRITERIA (ref. 4*)
- ESA Grants Programme: Application Form (ref. 4*)
- ESA Grants Programme: HOW TO FILL IN the ESA Grants Application Form (ref. 4*)

ii. ESA Research Grants Programme supported by unrestricted Research Grants from Industry

**General Principle**

The ESA Grants Programme supported by unrestricted Research Grants from Industry is intended to help institutions and individual ESA investigators to perform research in the field of Anaesthesia, Peri-operative Medicine, Intensive Care, Critical Emergency Medicine and Pain.

**Goal**

The goal of the Research Grants Programme supported by unrestricted Research Grants from Industry is to support basic, applied and clinical research in all fields of Anaesthesiology and Perioperative Medicine. The goal of all research is to contribute to advancements and improvement in patient care.

Please refer to the following related documents:
- ESA Grants Programme: Application Form (ref. 4*)
- ESA Grants Programme supported by an unrestricted Research Grants from Industry Guidelines and Eligibility Criteria (ref. 4*)
iii. ESA Clinical Trial Network Grant

**General principle**

The ESA Clinical Trial Network (CTN) provides an infrastructure through which Institutions, clinicians and scientists can work collaboratively across international borders to improve the care of patients in the field of Anaesthesia, Peri-operative Medicine, Intensive Care, Critical Emergency Medicine and Pain. International networks all over the world have demonstrated the advantages of inter-institutional collaboration to answer clinically relevant research questions. Long-term collaborative relationships across research, education and clinical practice require dedicated resources and infrastructure which allows access to the entire clinical community. The aim of the ESA CTN is to build such a collaborative relationship.

In addition to a grant for study costs (which is held by the ESA and not paid upfront), the CTN offers administrative and coordination support, sponsorship and collaboration for a period of at least 1 year to investigators and Research groups/Steering Committee.

Please refer to CTN ОО_01 General Organisation and Principles for details (ref. 5*).

**b. ESA Research Groups**

Some topics might require specific Research Groups for the development of standards, definitions, methodologies and / or guidelines. These Research Groups might be created ad hoc, but mainly by applying the general principles of the ESA in open advertising and selecting members for Research Group based on objective, transparent criteria. Research Groups members are selected by the RC and approved by the ESA Board. Please refer to ESA Research Group Guidance (ref. 6*).

**c. ESA Research Masterclasses**

The ESA RC organises and coordinates Masterclasses. The ESA RC Masterclasses are sessions of tuition by experts for anaesthesiologists wishing to improve their scientific skills or refresh knowledge on specific topics such as conducting research, scientific writing, statistics or design and analysis of clinical studies.

**d. ESA Research Mentorship Programme**

The ESA Research Mentorship Programme aims to promote professional development of young researchers through mentorship by an established investigator. A member of the RC will be the Research Mentorship Programme Leader and will oversee the programme. Please refer to the Mentorship Programme (SOP_RC_02; ref. 2*).
The Chair and the members of the ESA RC will evaluate and monitor over time the activity of the different research programmes and will send a report to the ESA Research Staff at the ESA Secretariat.

The Chair of the RC 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 procedure (ref. 7*). The template of the reports is attached (ADM_01_F2 template committee activities report).

By June 30th, the RC 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 RC.

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

The RC Chair is an ex-officio member of the Scientific Committee and of the Industry Liaison Task Force.

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

3) Structure of the Committee

a. Positions

The ESA RC consists of:

- Chair of the RC
- Members:
  - Past Chair of the RC (for 18 months, as applicable)
  - 6 elected members of the RC
  - Chair of the Scientific Committee
  - Research Mentorship Programme Leader (ad-hoc member of the RC (without voting rights)
  - ESA Secretariat Research staff (without voting rights)

The RC is usually composed of 9 members including the Chair and the Scientific Committee Chair. Exceptionally, this number can be increased, if approved by the ESA Board of Directors.

b. Voting Rights
The RC Chair and Past Chair, the Scientific Committee Chair and RC elected members hold voting rights within the Research Committee. They evaluate applications for Grants, CTN Grants, Research Groups and Masterclasses, following assessment processes as described in ref. 4*, 5*, 6*.

The Research Mentorship Programme Leader sits on the Committee with no voting rights, and oversees the Mentorship Programme.

The ESA Secretariat staff in charge with the RC does not have voting rights. He/she has advisory and administrative roles.

**c. Terms of Office**

Chair: The term of office is three years. For continuity, the Past-Chair will remain a member of the RC for one and a half years after the end of his/her term as Chair.

The RC members are elected for three years, renewable twice for one year for a total of five years. Committee members can apply for the Chair position no later than at the end of their third year. The total aggregated term in office must not exceed seven and a half years (member+ Chair+ Past Chair).

All terms of office of chairs and members start on the 1st of January and end on the 31st of December. Where a member would leave in mid-term: the term of the newly elected member will start on the 1st of January.

For the Research Mentorship Leader tenure please refer to the ESA Research Mentorship Programme SOP (ref. 2*).

The tacit annual renewal of the term following the first three years’ term can be discontinued if the contribution is deemed insufficient, or in case of repeated absences at meetings, repeated failure to undertake appointed tasks or answer communications over a prolonged period. In such cases, the Committee Chair can decide to dismiss that Committee member, pending approval of the ESA Board.

**4) Appointment Process**

The Chair and members of the RC are appointed by the ESA Board. The appointment process of the RC Chair and Members is described in the ESA Nominations Committee policy (NC) (ref 1*).

The criteria published in the Chair and Member vacancy will include the general criteria and scoring criteria outlined in the NC Policy.
The Committee staff in charge at the ESA Secretariat is responsible for keeping a 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 Media Committee and Communication Specialist for updating the ESA website.

5) Meetings

The RC is convened as necessary by the Chair. Meetings, with an agenda and recorded minutes, usually take place three times a year, one meeting in spring, one at the Euroanaesthesia and one in November. The RC Chair may propose to have an additional planned meeting with prior budget approval by the ESA Board. Other meetings are encouraged via teleconferences. Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref. 7* and ADM_01_F1 template meeting minutes).

The minutes of each meeting of the RC are written and kept by the Secretariat staff and are validated by the Chair after accepting amendments from meeting participants. 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 RC members to attend RC related activities will be reimbursed according to the ESA Reimbursement Policy (ref. 3*).

7) Conflicts of Interest

Any person who sits in the RC 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 RC. 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. 8*) 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