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Date	Version	Change Details
SEP2007	1.0	First NASC Policy separate from the By-Laws
SEP2012	2.0	Odd years deleted
2014	3	New NASC policy
2015	3.1	Sponsorship of meetings, meeting during Focus meeting
31JUL2018	3.2	Formatting to fit quality template, TOC update; references to ESA website, reporting; NASC support procedure => NASC support guidance. Update Terms of Office: max 8 years in total.
29MAY2020	4.0	Physical meetings reduced to only one physical meeting during Euroanaesthesia. The remaining committee activities shall take place remotely.

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1) Introduction, Purpose and Scope of the Committee

The National Societies of Anaesthesiologists in Europe form the National Anaesthesiologists Societies Committee (NASC) within the European Society of Anaesthesiology (ESA).

NASC will seek to establish close relationships between the ESA, European National Anaesthesiologists Societies (NS), the European Board of Anaesthesiology (EBA) and the World Federation of Societies of Anaesthesiologists (WFSA). NASC will encourage and assist in the creation of new Societies of anaesthesiologists in Europe in those countries that do not have one and will support the education and conduct of anaesthesiology in European countries.

2) Activities of the Committee

a. Duties of the NASC

The role of the NASC is to discuss matters and implement/follow-up projects of concern to individual NS in Europe, and to act as an advisory committee to the ESA Board of Directors and the ESA Council. The NASC shall also advise the ESA Board of Directors in matters concerning the ESA - European NS – WFSA relationship.

The NASC will also maintain an association with the EBA, particular with respect to NS input into topics such as postgraduate training, continuing professional development (CPD), re-validation and medical workforce migration.

b. Liaison with Officers of the EBA and the WFSA

The Presidents of the EBA and the WFSA may be invited, in their official capacity, to attend NASC meetings on issues specific to the NS. The costs incurred for attendance at these meetings shall be borne by the EBA and the WFSA.

The European representatives in WFSA, elected by the European national societies, are invited to the NASC meetings.

c. Educational Programmes

Educational programmes shall be encouraged in conjunction with the ESA, the EBA, the Education and Training Committee, the Scientific Committee including the appropriate Scientific subcommittees.

d. Sponsoring Meetings

The ESA, through the NASC, and in conjunction with the ESA Scientific Committee may act as a co-sponsor of meetings of European NS, if requested by a NS. Such sponsorship will need to be approved by the NASC, the Scientific Committee and the ESA Board of Directors. Experts proposed by the Scientific Committee of the ESA and approved by the ESA Board of Directors and NASC, may attend such meetings. ESA co-sponsorship will not imply guaranteed financial or scientific involvement in that NS meeting (ref. 2* and MER_01_F1 NASC support guidance).

Appropriate financial agreements regarding the cost to the ESA of participation at such meetings, must be made in advance and if not already reflected in the NASC annual budget, be pre-approved by the Finance Committee and finally by the ESA Board of Directors.

e. Contribution to the Scientific Programme of Euroanaesthesia

Every year during Euroanaesthesia, the NASC organises the “National Village” on a theme that is decided jointly by NASC, the ESA Board of Directors and concerned Committees/Subcommittees.

The NASC session is organised every year on the same theme as the National Villages’ theme to create synergy and to provide material for analysis/decision making of interest to ESA, NASC, National Societies of Anaesthesiologists and EBA.

The NASC and the Education and Training Committee shall organise the Young Teaching Award during Euroanaesthesia (ref. 3*).

f. Liaison with internal ESA Committees, Sub-committees and Task Forces

- Guidelines Committee
- Patient Safety and Quality Committee
- Education and Training Committee (Specifically CEEA and Trainees Committee)
- Teach the Teachers Masterclass Committee
- Other committees and Task forces

g. Organisation of the Teach the Teacher (TtT) Course

See Teach the Teacher Masterclass Committee Policy (ref. 4*).

h. Reporting

The NASC Chair 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. 3*). The template of the reports is attached (ADM_01_F2 template committee activities report). The NASC Chair will present an annual report to the ESA General Assembly at Euroanaesthesia.

i. Budgeting

By June 30th, the NASC 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 NASC.

j. Other

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

The NASC will support the ESA Newsletter by annually publishing at least one article on the Committee's activities.

3) Structure of the Committee

a. Positions

The NASC consists of:

- Chair
- Members: one representative from every European NS which is a Society member of the ESA. The NASC representative is designated by its NS.

The NASC Chair is an ex-officio member of the Board of Directors of the ESA with full voting rights (ref. 1*).

a. Society Membership

Society Membership is defined and governed by section 5 of the ESA By-Laws (ref. 1*).

All NS Member Societies of NASC shall pay a levy to the ESA, as set forth by the ESA By-Laws. The levy will be decided by the ESA Board, subject to approval by the NASC and the ESA General Assembly.

i. Temporary Society Membership

As per article 5.4.4 of the ESA By-Laws Temporary Membership of the NASC may be granted to NS that are unable, by virtue of government or other restrictions, to comply with their obligation to pay the annual subscription to the ESA. National Societies of Anaesthesiologists who wish to be considered for Temporary Membership status must present their case, in writing, to the NASC who will vote on the matter. Temporary membership may be granted to a NS for a maximum of two consecutive years. The ESA Board must approve temporary membership of more than two years' duration.

ii. Termination of Society Membership

Termination of society membership is defined and governed by section 5.4.1, 5.4.2 and 5.4.3 of the ESA By-laws.

The ESA and the WFSA shall inform each other in case of termination of NS membership by any member society.

The Marketing and External Relations Manager at the ESA Secretariat will support the NASC activities. The Secretariat staff has administrative and advisory roles but no voting rights. He/she is responsible for keeping a record of the NASC membership, informing the Chair about the status of NS membership and representatives, and communicating all changes to the Communications Committee and Communication Manager for updating the ESA website.

b. Voting Rights

The NASC shall make decisions by majority vote.

Each NASC member shall have a weighted vote according to the number of members for which his/her national society has paid memberships fees.

The voting will be based on the following scale based on the number of members:

≤ 250 members = 1 vote

251-500 members = 2 votes

501-1000 = 3 votes

1001-2000 = 4 votes

2001-3000 = 5 votes

Each further 1000 or fraction thereof = 1 extra vote.

In the case of equal vote, the NASC Chair's vote shall prevail. A majority of elected members of NASC shall constitute a quorum for the transaction of business by NASC.

c. Terms of Office

The terms of office of the members of the NASC shall be three years, renewable once for a further term of two years, as described in the ESA By-Laws (ref. 1*).

The maximum term of office of the members in the NASC shall be five years in total.

The maximum term of office of the NASC Chair shall be three years plus one year as Chair-Elect, without the possibility of re-election.

A NASC member, having a 5-year term of office, applying for the Chair-Elect position (in his/her 4th year at the latest), shall occupy the role of Chair-Elect in his/her 5th and last year of member of the NASC.

A NASC member, having a 3-year term of office, applying for the Chair-Elect position, shall occupy the role of Chair-Elect in the year following his term as NASC member.

The maximum term as a NASC member and Chair is 8 years in total.

The term of office will normally start on January 1 and end on December 31st of each year.

4) Appointment Process

a. Chair

The NASC Chair shall be elected by the NASC using a weighted voting system, as described above, thereby allowing his/her official appointment.

The applicant to the NASC Chair position must have been an ESA active member for at least the last two years. The candidacy for the NASC Chair position should be supported in writing by the President or the Board of the NS.

The NASC Chair cannot simultaneously hold another position on the ESA Board of Directors.

b. Members

All nominees for NASC membership shall be members in good standing in their respective NS and Active member of the ESA for at least one year. The nominees for NASC membership could be the President of the NS or any other appointed member of that society. A NS may have its own process for electing its NASC representative. The appointment of the NASC representative should be ratified by the Board of the respective NS. The process for appointing the NS representative should be made known to the NASC and the ESA Board.

The NASC representative should preferably be a member of the NS executive body. If this is not the case, the NASC representative should have a clear line of communication to his/her NS, to ensure the best representation for that country on the NASC.

All NASC members shall hold ESA Active membership in good standing at the time of their nomination, election and throughout their mandate.

NASC members cannot hold a position on the ESA Council at the same time.

If the NASC representative cannot attend a NASC meeting, another national delegate designated by the President of the NS can attend the meetings with voting rights. Designation of a representative must be transmitted by a NS to the NASC Chair or External and Corporate Relations Manager no later than 1 week before the NASC meeting.

5) Meetings

The NASC shall meet once a year physically at Euroanaesthesia before the General Assembly of the ESA. The remaining committee activities shall take place remotely.

The members of the NASC will all qualify for free registration at Euroanaesthesia and Focus meeting.

When deciding on matters to be placed on the agenda of the NASC Meeting, the NASC Chair shall co-operate and consult with the Member NS to facilitate the inclusion of specific items on the NASC meeting agenda.

The Marketing and External Relations Manager, in co-operation with the NASC Chair, shall forward the agenda by reliable means to the NASC Member Societies no later than two months prior to the meeting.

All members of the ESA Board are invited to attend part or all of NASC meetings.

Extraordinary meetings of the NASC may be called by the NASC Chair/ESA Board of Directors, at a time and place determined by the Chair or his designate, whenever he/she believes the interests of the NASC so require and whenever he/she receives a request for the consideration of special business from not less than a majority of members of the NASC. The NS will be responsible for the expenses incurred by such meetings.

The Marketing and External Relations Manager shall keep the minutes of each meeting of the NASC, in cooperation with the NASC Chair. The minutes of the meeting shall be distributed to all members of the NASC, the ESA Council, the ESA Board and the representatives of the EBA and WFSA attending the meeting as described in the ESA procedure activity reporting (ref. 3* and ADM_01_F1 template meeting minutes). The minutes will be approved by the NASC at its next meeting after accepting amendments from meeting participants. The minutes are the responsibility of the NASC Chair.

The NASC Chair shall decide what business may be conducted by e-mail or teleconferences and he/she may request members of the NASC to cast their vote on such business by e-mail or teleconferences.

6) Reimbursement of Members

Travel costs for NASC members to attend the bi-annual NASC meetings is according to the Reimbursement table issued by the Secretariat prior to the event. ESA will reimburse one hotel night, travel costs are carried by the NS unless specified differently in the Reimbursement table.

If a Task Force is convened by the NASC, the activity is budgeted by the NASC. The approval for the budget of the Task Force must be confirmed with the Finance Committee and ESA Board of Directors and the expenses will be covered.

7) Conflicts of Interest

Any person who sits in the NASC 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 NASC. 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

MER_01_F1 NASC support guidance