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## Details

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<th>Committee Policy</th>
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<tr>
<td><strong>Document name</strong></td>
<td>Committee for European Education in Anaesthesiology (CEEA)</td>
</tr>
<tr>
<td><strong>Ref #</strong></td>
<td>POL_EDU_05_CEEA</td>
</tr>
<tr>
<td><strong>Version and Approval date</strong></td>
<td>v3.0 05JUN2017</td>
</tr>
<tr>
<td><strong>Effective from</strong></td>
<td>15JUN2017</td>
</tr>
<tr>
<td><strong>Planned Review date</strong></td>
<td>15JUN2019</td>
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<tr>
<td><strong>Superseded documents</strong></td>
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| **Relevant regulations / legislation / guidelines / references** | 1* POL_NOM_01_NC nominations committee policy  
2* SOP_ADM_01 activity reporting procedure  
3* POL_FIN_02 Reimbursement Policy  
4* POL_ADM_04 Conflict of Interest Policy |

## Change History

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<tr>
<td>JUN2011</td>
<td>1.0</td>
<td>CEEA Policy (ESA)</td>
</tr>
<tr>
<td>2015</td>
<td>2.0</td>
<td>Change of the General Assembly to Regional Centres assembly</td>
</tr>
<tr>
<td>15JUN2017</td>
<td>3.0</td>
<td>Formatted to fit quality document template. TOC update. ESA website responsibility for the chair of the com, budget due by June, no chair elect, terms of office, structure, reporting</td>
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1) Introduction, Purpose and Scope of the Committee

The Committee for European Education in Anaesthesiology (CEEA) provides a Committee for Continuing Medical Education (CME), Continuing Professional Development (CPD) and Evaluation of Professional Practice (EPP).

The aims of CEEA are to:

- Raise the standards of care in Anaesthesiology, Perioperative Medicine, Intensive Care Medicine, Critical Emergency Medicine and in Pain management to the highest possible level through Continuing Medical Education (CME) and Continuing Professional Development (CPD).
- Improve professional practice in Anaesthesiology, Perioperative Medicine, Intensive Care Medicine, Critical Emergency Medicine and in Pain management.
- Harmonise international CME/CPD programmes.
- Develop close relationships with less affluent countries to meet their needs in matters of education.
- Encourage and support the development of new CEEA centres.
- Ensure that centres comply with the general operating scheme proposed by the CEEA.

2) Activities of the Committee

These aims of CEEA will be achieved by:

- Proposing a general operating scheme.
- Proposing an educational model.
- Proposing educational materials.
- Interacting with Centres' Directors for the quality assessment of the courses, the content and the evaluation of speakers and participants.
- Promoting CEEA courses in countries where the number of courses appears insufficient.

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

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

a. Management of the CEEA

i. Chair

The Chair shall conduct the day-to-day business of the CEEA with the support of the ESA Education and Training Coordinator.
The Chair of the CEEA 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. 2*). The template of the reports is attached (ADM_01_F2 template committee activities report).

### ii. CEEA Members

The CEEA members shall act as a Committee for Continuing Medical Education (CME/CPD) in close cooperation with the ESA Board of Directors, European Board of Anaesthesiology (EBA/UEMS), National Anaesthesiologists Societies Committee (NASC), ESA Scientific Committee, ESA Education and Training Committee, and the Examinations Committee, for:
- Improving the content of courses and the teaching tools.
- Improving both the quality assessments of the courses, and the evaluation of speakers and participants.

### iii. Regional Centre Directors

Regional centre directors:
- Are duly entitled by the CEEA to manage the Regional Centre and organise the CEEA courses in their Centre. Their designation is made after consultation with the National Society and academic leaders of the Region.
- Are responsible for the logistic and financial aspects of the courses which they organise. The management of funds must be done according to the laws of the country. They will be in close contact with the CEEA and the ESA Secretariat, to which they report the dates and the topics of the course in advance, and complete and submit the report after the course.
- Continuous communication with the ESA Headquarter, CEEA members and CEEA Chair is an essential function of all the CEEA Regional Centre Directors, providing the entity of the CEEA regional education.
- If communication with Regional Centre Director is lost for half a year, the status of this Regional Centre is considered to be temporarily suspended until the communication with Regional Centre Director will be completely renewed. Both the National Society and the Regional University should be aware of this suspended status of the Regional Centre.
- If the communication remains lost for the whole year, this Regional Centre is considered to be closed and excluded from the list of Regional Centres. Therefore, from this moment Regional Centre loses the right to use the CEEA name and logo in any kind of its activities.
- Speakers from other regions of the country or from abroad may be invited as far as financial support exists, coming either from the Regional Centre’s own resources or from external sources previously identified and confirmed.
- Travel grants must be requested only for those speakers who are ESA Active/Affiliate members and sufficiently far in advance in order to include them in the budget of the next year which is submitted to the ESA Board in June of each year. Requested grants and funds can only be obtained after the ESA Board approval.
- Grants from industry must be free from any obligation or conflict of interest.
Participation of speakers is on a voluntary basis and they cannot be paid for their participation.

b. CEEA Course

The CEEA will continue to provide CME/CPD programmes in Europe, as well as in the rest of the world with the cooperation and the financial support of the World Federation of Societies of Anaesthesiologists (WFSA), according to the following principles:

- Educational and financial autonomy of the Regional Centres.
- Collaboration between advanced and less affluent countries.
- Participation of speakers on a voluntary basis, cost being limited to reimbursement of travel expenses.
- Respect of ethics and absence of conflict of interest with industry.
- Quality of courses based upon evaluation of speakers and participants.
- Residential seminars ensuring a friendly atmosphere between teachers and participants and allowing interactive communication.
- Organisation of the courses in communication with the National Society and the University in the region.
- Development of the e-Learning website with the introduction of clinical cases discussion, problem based learning, self-evaluation and other kinds of interactive learning tools.
- Promoting the European Journal of Anaesthesiology, the official journal of the ESA, among the participants to courses and contribute to it by providing original and review articles.

c. Budget

- By June 30th, the CEEA 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 CEEA.
- The budget will cover only travel expenses for the centres which are in need for support.

In principle, Regional Centres should be self-financing. The CEEA encourages the centres having higher resources to support financially (travel and accommodation) invited international speakers or to set up a twin centre organisation with centres in low-medium income countries.

d. ESA-CEEA-WFSA relationship

The ESA Education and Training Coordinator will collectively manage all the CEEA Regional Centres worldwide from the administrative point of view. Co-ordination will be ensured by a liaison officer appointed by the WFSA Council from among WFSA Education Committee
members, who will become a permanent member of the CEEA with full voting rights. The WFSA liaison officer will report the activities of the CEEA to the WFSA Education Committee and will transmit to the CEEA information concerning the participation of the WFSA Education Committee in the Regional Centres outside Europe.

### 3) Structure of the Committee

#### a. Positions

The CEEA consists of:
- Chair
- Members:
  - CEEA Past Chair (for 18 months)
  - 8 CEEA Members (6 from European Centres + 2 from extra-European Centres)
  - A liaison officer appointed by the WFSA
  - Chair of the Education and Training Committee (ETC)
  - Chair of the Examinations Committee
  - NASC Chair or representative
  - EBA President or representative
  - ESA Education and Training Coordinator

Co-opted members and consultants having specific experience, knowledge and skills in respect to the aims of the CEEA may be appointed, if approved by the ESA Board of Directors. To take into account geographical representation, no more than one member will come from the same country and two members will come from extra-European centres. In case of no candidate/s from extra-European centres the European candidate/s may stand for election.

#### b. Voting Rights

The CEEA Chair, elected CEEA members, Liaison of WFSA and ETC Chair have voting rights. Other members, consultants and co-opted members have an advisory role but no voting rights. The ESA Education and Training Coordinator has an advisory and administrative role, but no voting rights.

#### c. Terms of Office

##### i. CEEA Chair

The term of office of the CEEA Chair is for three years and starts on 01 January of the year after his/her nomination. For continuity of activities, the Past-Chair will remain a member of the CEEA for 18 months after the end of his/her term as Chair.
ii. CEEA Members

Elected CEEA members shall serve for three years, renewable twice for one year for a total of 5 years. Committee members can apply for the Chair position no later than at the end of their third year. The total aggregated uninterrupted term of office must not exceed seven and a half years (member + Chair + Past Chair).

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.

Members of the CEEA must resign from the Committee 1 year after retiring from active work. In certain cases, a CEEA Member may resign from the Committee 2 years after retiring provided that the CEEA Chair applied for special consideration on behalf of this member and subsequently received the approval of the ESA Board.

iii. CEEA Co-opted Members and Consultants

The term of office of Co-opted CEEA members and Consultant is variable, depending on the specific task or expertise of the given member and her/his contribution.

iv. Vacancy

When a vacancy on the CEEA occurs for any reason the CEEA itself shall co-opt a successor to fill the non-expired term until the next nomination. This co-opted member shall have no voting rights.

4) Appointment Process

The appointment process of the CEEA Chair and Members is described in the ESA Nominations Committee Policy (ref 1*).

The Committee Coordinator 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.

a. Chair
In the last year of office of the CEEA Chair, a vacancy for this position will be published. The criteria published in the Chair vacancy will include the general and scoring criteria outlined in the Nominations Committee Policy (ref 1*).

Criteria for election of the Chair include:

- Minimum 2 years ESA Active Membership
- Long experience in education and clinical practice
- Minimum 3 years’ experience in organising the full six modules CEEA Courses cycle.
- 2 recommendation letters from CEEA Active Centre Directors.

b. Committee Members

The selection criteria and access conditions must be clearly identified by the CEEA Chair and published in the vacancy together with the general criteria outlined in the Nominations Committee Policy (ref 1*).

Criteria for the election of Members include:

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

5) Meetings

a. CEEA Meeting

The CEEA shall meet at least once annually and before each CEEA Regional Centres Assembly. Special meetings of the CEEA may be called by the Chair, at a time and place determined by the Chair, or his/her designate, whenever he/she believes the interests of CEEA so require or whenever he/she receives a request for the consideration of special business from at least a simple majority of members of the CEEA.

The CEEA Regional Centres Directors Assembly will normally be held every year during an ESA annual Congress and eventually at such other times and places as may be determined by the CEEA.

An extra meeting of the CEEA Regional Centres Directors Assembly may be called by the CEEA on its own initiative, as and when deemed necessary and must be called by the CEEA within 3 months of a request by one third or more of the active CEEA Regional Centres. Representatives of the ESA Board of Directors, and the NASC shall be invited to attend ordinary and extra CEEA Regional Centres Directors Assembly, with no voting rights.

b. CEEA Minutes

Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref. 2* and ADM_01_F1 template meeting minutes).
c. Regional Centres Directors Assembly

The CEEA Regional Centres Directors Assembly will be composed of the CEEA Chair and the members of the CEEA, together with the CEEA Regional Centre Directors or a duly nominated representative. The Chair of the CEEA shall serve as the Chair of the Assembly.

i. Powers and Duties

The CEEA Regional Centres Directors Assembly shall determine the objectives of the CEEA and shall approve the report of activities presented by the Chair subject to approval of the ESA Board.

ii. Process

The CEEA Chair in consultation with the members of the CEEA and the ESA Board of Directors shall prepare the agenda of the CEEA Regional Centres Directors Assembly. In deciding on matters to be placed on the agenda of the CEEA Regional Centres Directors Assembly, the Chair shall cooperate with the Regional Centres who may request particular items to be considered for the agenda.

The ESA Education and Training Coordinator in cooperation with the CEEA Chair shall forward the agenda to the Regional Centres with notice of the Assembly no later than one month prior to the Assembly.

Following the Assembly, the minutes shall be distributed to each Regional Centre Director, to each member of the CEEA and to the Board of Directors.

6) Reimbursement of Members

Travel costs for CEEA members to attend CEEA meetings will be reimbursed according to the ESA Reimbursement Policy (ref. 3*).

CEEA centres can apply the travel grants with the following conditions:

- Only the centre which has communications with the ESA Headquarter can apply for the grants.
- Each centre can apply for one grant.
- The grant is only for international speaker.
- The international speaker must be ESA Active/Affiliate Member.
Each centre must apply by June each year at latest.
Programme/topic/name of the speaker must be submitted when applying the grant.
Expenses for travel and accommodation for any meeting of the CEEA Regional Centres Directors Assembly shall be the responsibility of each attendee.

7) Conflicts of Interest

Any person who sits in the CEEA 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 CEEA. 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 General Conflicts of Interest Policy (ref. 4*) and the COI form (COI_01_F1 COI disclosure form).

CEEA Chair and members must sign the Conflict of Interest Form each January. It will be sent by ESA Education and Training Coordinator.

8) Appendices

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