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<td>Amaury van Kesteren</td>
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<td>1.0</td>
<td>Scientific programme committee (SPC) – Policy and Procedures</td>
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<td>SEP2010</td>
<td>2.0</td>
<td>Name of committee changed to Scientific Committee (SC): taking into account the Autumn Meeting and Draeger Prize</td>
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<td>SEP2013</td>
<td>3.0</td>
<td>Removed: Refresher Course Editor; Draeger prize reference. Added new responsibilities: scientific meetings of other societies; subcommittees = forum of exchange of ideas</td>
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<td>MAR2014</td>
<td>4.0</td>
<td>Programme committee: chair of SC, SC past or deputy, RC, ESA Academy.</td>
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<td>OCT2014</td>
<td>5.0</td>
<td>SsC members to perform reviews for EJA upon request.</td>
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<tr>
<td>01DEC2016</td>
<td>6.0</td>
<td>Formatted to fit quality document template. Chair responsibilities added: committee website and e-news, Newsletter contribution, budget due by June.</td>
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<td>15MAY2017</td>
<td>6.1</td>
<td>Membership requirement for Scientific Committee members changed to: “The ESA SsC member must be an ESA member (active, affiliate or trainee) at the time of application”</td>
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1) Introduction, Purpose and Scope of the Committee

This policy is intended to describe the structure, the roles, the responsibilities and the rules of the ESA Scientific Committee and related ESA Scientific Subcommittees. The following abbreviations will be used in this Policy:

- Scientific Committee (SC)
- Scientific Subcommittee (SsC)
- Scientific Subcommittees (SsCs)

2) Activities of the Committee

The Scientific Committee (SC) fulfils the following functions:

- The Scientific Subcommittees (SsCs) provide a European platform for contact and exchange of ideas and scientific initiatives within their specific field of interest. They need to provide a forum for exchange of ideas and initiatives at the different ESA scientific meetings.
- Determines the Scientific Programme of ESA Scientific meetings. The scientific program committee will put together the program based on the proposals based on the suggestions by Scientific Subcommittees (SsCs) members, along with other ESA entities (Research Committee, European Journal of Anaesthesiology, Education and Training Committee etc.) and external entities (ESA members, Subspeciality societies, etc.). The Euroanaesthesia program is organised in learning tracks. This program will be presented and discussed in a meeting with the SsC chairs in order to come to a final proposal. The program committee consists of the SC chair, SC past or deputy chair, the Research Committee chair and the Education and Training Committee chair.
- Determines the Scientific Programme for invited ESA panels at scientific meetings of other societies.
- Monitors the process of the Scientific Programme at the scientific meetings.
- Assesses abstracts submitted for presentation at the Annual Euroanaesthesia Meeting and proposes the Best Abstracts.
- Co-ordinates and administers the Euroanaesthesia Best Abstract Prize.
- SsC members agree to perform reviews for EJA upon request. Refusals to review will be investigated and followed up on by SsC chairs.
- Carries out other functions as decided by the Board of Directors.

The Chair of the SC 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).
By June 30th, the SC 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 SC Chair.

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

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

**a. Planning of Future Scientific Meetings**

Each year, the SsC will provide an appropriate scientific programme for that cognate area. The members of a SsC are asked to submit their programme proposals to the Chair of their SsC (± one and a half years ahead). Further planning is by telephone, email or fax, and more exact proposals are submitted to the SC and discussed during a meeting early in the year before the planned Euroanaesthesia. After this SC meeting, speakers for the programme should be asked, in writing, if they are able to participate, and their written agreement to participate, if invited, should be obtained before the final programme selection is submitted to the next SC meeting at Euroanaesthesia. At this meeting, the programme for the subsequent year will be finalised. Additional slots will be reserved, to allow for short term incorporation of sessions into the programme that are covering current topics.

In addition, all ESA members may submit proposals for sessions to the ESA secretariat and the SsC Chairs. The deadline for submission of these proposals will be communicated by e-blasts and posted on the ESA website. All proposals must use the respective form (Appendix SC_01_F1 ESA SC Session Proposal Form) and all items listed must be filled in. After internal evaluation inside the relevant SsC the Chair will communicate the decision on the proposed session to the proponent.

Speakers and session Chairs must be approved by the Chair of the individual SsCs. In conjunction with the ESA Secretariat, the SC Chair will plan the scientific meeting, using the suggestions provided by each SsC. Final approval of the programme for the following year is given by the Chair of the SC, as soon as possible after Euroanaesthesia. After this final approval, speakers will receive a request from the ESA Secretariat for formal written confirmation of participation, the official ESA invitation letter, and the Conflicts of Interest statement (ref 5* and appendix COI_01_F1 COI disclosure form).

It is the responsibility of the individual SsC Chairs to ensure that, from the very first instance, proposed invited speakers and refresher course contributors are made aware of ESA policies for invited speakers and refresher course contributors (ref 4*).

The content and speakers at industry-sponsored and guest symposia or workshops must be pre-approved by the SC Chair.

**3) Structure of the Committee**
a. Positions

The Scientific Committee is organised in Scientific Subcommittees. All members of the SC and SsCs must be ESA Members in good standing.

The SC comprises:

- Chair of the SC
- Deputy-Chair / Past-Chair of the Scientific Committee (as applicable)
- Chairs of the individual SsC or their approved deputy
- Chair of the Research Committee
- Chair of the Education and Training Committee
- ESA Secretariat Programme Coordinators (without voting rights)

The number of SsCs is determined by the need for representation of the different scientific fields in Anaesthesiology. After internal discussion within the SC, the SC Chair makes proposals for changes in the number of SsCs to the Board of the ESA, for consideration and approval.

i. Chair of the Scientific Committee

The Chair of the SC is appointed by the ESA Board. She/he also sits on the following Committees, ex officio:

- Congress Committee
- Education and Training Committee
- Research Committee
- Guidelines Committee
- Subspecialty Societies Committee (as Chair)

The Chair of the SC is an ex officio member of the Board of Directors (ref. 1*).

ii. Chairs of the Scientific Subcommittees

The SsC Chairs lead the Scientific Subcommittees. Each SsC Chair together with the Programme Coordinator at the ESA Secretariat is responsible for keeping a record of the membership of that SsC. The SsC Chair should also maintain a record of the dates of accession of members to the SsC, and records of the membership process. The Chair of the SC is kept informed of all changes in membership of the SsC.

The SsC Chair must submit to the SC Chair a summary of SsC meetings and the decisions taken, following the activity reporting procedure (ref. 3*). At least one formal summary will be required per year, after Euroanaesthesia. This must include information about upcoming ends of the term of SsC chairs or members.

It is the prime role of the Chairs and SsCs members to stimulate the exchange of scientific and clinical knowledge in their field of interest with the ESA members.
In addition they are asked to provide suggestions for topics and speakers in the Scientific Programme of Euroanaesthesia, and other ESA-organised or supported events. SsCs Chairs and designated SsCs members also assess the abstracts submitted for presentation at the Euroanaesthesia meeting. They may also be asked to assess applications for Research Grants and judge the choice of awards for scientific excellence. All SsC members are involved in the assessment of the quality of the scientific programme of their SsC and are therefore expected to enhance the ESA scientific programme by their activities. Finally, SsC members are expected to act as reviewers for the European Journal of Anaesthesiology.

### iii. Scientific Subcommittee Members

Each SsC has a maximum of four members including the Chair and the past Chair (if applicable). SsC on Respiration and Airway Management can have 5 members, SsC on Intensive Care Medicine can have 8 members, and SsC on Resuscitation, Emergency Medicine and Trauma can have 6 members.

The SsC members will be evaluated each year by the Chair of the SsC, before that member’s position is confirmed for an additional year. Extension of membership beyond three years should be officially applied for and the Chair of the SC will decide on the matter after advice of the Chair of the SsC involved. It is recommended that each year one member of the SsC is changed. If the contribution of a SsC member is deemed insufficient, the chair of the SsC may suggest to the chair of the SC the dismissal of that member.

If, after two written warnings, the contribution of a SsC chair or 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 Chair of the SC can decide to dismiss that SsC chair or member with the approval of the ESA Board of Directors.

Members and Chairs of a SsC may only be a member of one SsC, at one time. Each SsC should not include more than 2 members from the same department or country, including the chair of the SsC. It is the responsibility of the Chair of the SsC to ensure that these membership regulations for SsC are observed.

The membership of each SsC will be published annually in the preliminary and final programme of Euroanaesthesia, and on the ESA website.

### iv. Subspecialty Societies Representatives

Subspecialty Societies can have one representative in one related SsC. No member can act simultaneously as member of a particular SsC and representative of a Subspecialty Society.
Each ESA member is strongly encouraged to actively participate in the activities of a specific SsC. Upon application or renewal of his/her membership, each member is encouraged to choose one or two SsCs of particular interest. Members who have specified their affiliation are invited to support their SsC in fulfilling its tasks. ESA members with particular interest in the field of a specific SsC may attend the SsC meeting during Euroanaesthesia as guests without voting rights.

b. Voting Rights

The following members of the SC have voting rights:
- The Chair of the SC,
- The Deputy-Chair / Past-Chair of the SC (as applicable),
- The Chairs of the individual SsCs or their approved deputy,
- The Chair of the Research Committee,
- The Chair of the Education and Training Committee.

ESA Secretariat Programme Coordinators have advisory and administrative role but no voting rights.

c. Terms of Office

i. Chair of the Scientific Committee

The Chair’s term of office is three years (starting March 1st). A new Chair is appointed 18 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 eighteen months after the end of his term as Chair.

ii. Scientific Subcommittee Chairs

The term of office is normally three years, plus one and a half year as Past Chair (for continuity of activities), subject to availability and commitment to the Chairs’ tasks. A member of one SsC can become its chair no later than at the end of their 3rd year. In this case, the term will be prolonged to allow serving as chair and past chair (maximum seven and a half years). All terms of office will start on January 1.

iii. Scientific Subcommittee Members

Each SsC member normally serves for a period of three years, subject to availability and commitment to the members’ tasks. This three years period can be extended twice for a period of one year for a total of five years.
iv. Subspecialty Societies Representatives

The same representative of the Specialist Society should stay at the related SsC for a maximum of three years. After this period, a new representative is advisable.

4) Appointment Process

The process of various appointments is detailed in the Nominations Committee (NC) policy (ref 2*).

a. Appointment of Chair of the Scientific Committee

An advertisement will be published announcing the availability of the position of Chair of the SC. Applications are sent to the NC (ref. 2*). A formal interview will be held after short-listing if appropriate, by the NC. Following assessment of the applications and the interviews, the NC should recommend a suitable person to the Board, which would ratify this proposal if acceptable.

b. Appointment of Chair or Member of a Scientific Subcommittee

An advertisement will be published, announcing all the vacancies for SsCs Chairs and members.

A period of at least one year must exist before any past member can again submit a new application as member or chair of another SsC. Application for membership of the same SsC is discouraged and is not allowed within a period of two years after the end of term.

For the position of SsC chair, all ESA members in good standing, including the current members of this SsC, can apply, as long this does not interfere with their maximum term of office within that SsC. For both member and chair 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 ESA SsC chairs must have been an ESA active member for at least two year prior to the year of the application.

(Example: if a member wishes to apply for a Chair position in 2016, with term of office starting in January 2017, he/she must have been active member as of 2014).

The ESA SsC member must be an ESA member (active, affiliate or trainee) at the time of application.

Applications will be sent to the ESA Secretariat and systematically evaluated on the basis of the predefined criteria. These include scientific expertise and activity within the relevant field or cognate area (publication record; grants), special expertise in teaching and/or organising scientific meetings, a previous record of scientific administrative tasks (activities as editor,
reviewer, president or chair of scientific organisations, etc.), personal commitment (availability, motivation, etc.) and communication skills. The applications for the positions of a Chair or a member of a specific SsC will be forwarded to its chair, who will evaluate and score the expertise of each individual candidate, according to the criteria specified above and using the respective scoring sheet. All current members of this SsC should be involved in this process, as long as they have not applied for the respective position. Thereafter, the scoring list will be sent by the SC Chair to the Chair of the NC only. The NC members will score the candidates using the same scoring system as the relevant SsC but will be blinded to the scores awarded by that SsC. After agreement from the NC, the NC Chair will discuss the decision with the SC chair and if they concur, a recommendation will be made to the ESA Board. If there is disagreement, the SC chair will take the matter back to the relevant SsC for further discussion before a final decision is made by the NC. The NC will recommend the selected, suitable candidates to the Board, which will ratify this proposal if acceptable.

5) Meetings

The SC is convened as necessary by the Chair. Meetings are usually three times a year, one meeting approximately three months before Euroanaesthesia, one during Euroanaesthesia and the other in the autumn.

The SC Chair may propose to have an additional planned meeting pending ESA Board budget approval. Other meetings are encouraged as teleconferences. Standard committee procedures are followed, with agenda and minutes recorded (ref. 3* and ADM_01_F1 template meeting minutes).

The minutes of each meeting of the SC are written and kept by the Secretariat staff and are validated by the Chair after accepting amendments from meeting participants. The final minutes are approved by the Committee at its next meeting. The minutes are the responsibility of the Chair.

6) Reimbursement Policy

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

7) Conflicts of Interest

Any person who sits in the SC and SsCs 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 SC/SsC Committee. This includes, but is not limited to, financial relationships, advisory positions, receipt of grants/research supports, receipt of honoraria or consultation fees, participation in a company sponsored speaker’s bureau, stock shareholder, and spouse/partner financial relationships with a commercial company.
Please refer to the General Conflicts of Interest Policy (ref. 5*) and the COI form (COI_01_F1 COI disclosure form).

8) Appendices

SC_01_F1 ESA SC Session Proposal Form
ADM_01_F2 template committee activities report
ADM_01_F1 template meeting minutes
COI_01_F1 COI disclosure form