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### Details

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<td>Education and Examinations Department</td>
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### Relevant regulations / legislation / guidelines / references

1. * SOP_EDU_05  eLearning Industrial Material SOP  
2. * POL_NOM_01_NC  nominations committee policy  
3. * SOP_ADM_01  activity reporting procedure  
4. * POL_FIN_02  reimbursement policy  
5. * POL_COI_01  conflict of interest policy

### Change History

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<tr>
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1) Introduction, Purpose and Scope of the Committee

The eLearning Committee is responsible for ESA’s web-based services and will work on:

- Producing eLearning modules and contents and other web-based educational products, which may or may not be created jointly with other associations or partners, from inside and/or outside the ESA;
- Providing and improving knowledge, skills and attitudes in the field of Anaesthesiology through web-based services;
- Developing and promoting the ESA Learning Management System (LMS) and related activities;
- Defining the educational focus and major topics to fill up the ESA LMS and to develop eLearning strategies in future;
- Identifying, developing and evaluating new eLearning methods, techniques and content; as new technology initiative and a best practice eLearning project;
- Developing an eLearning App to access the LMS;
- Providing ongoing maintenance, development and evaluation of eLearning or IT activities related to web-services;
- Supervising the development of a disaster management to ensure continuous online services in case of IT break-down.

The eLearning Committee Policy shall be adapted or changed every two years. Alternatively, the changing procedure may be initiated upon the suggestion of the ESA Board of Directors, eLearning Committee Chair, or a simple majority of the members of the eLearning Committee with voting rights.

2) Activities of the Committee

a. eLearning material produced by ESA

ESA produces its eLearning modules based on lectures from the ESA congresses or courses, or based on pre-existing guidelines, articles, videos, etc. Additionally, these modules or material will be shared with other professional organisations and societies (e.g. American Society of Anaesthesiologists (ASA)).

The chosen content will be reviewed by:

- the original author (if applicable): is the product still what he/she intended?
- members of the eLearning Committee regarding ESA strategy, outline, etc.
- members of the Scientific Committee/subcommittees regarding the scientific content.

The ESA has full rights and responsibility about this content.

b. eLearning material produced by industry
The eLearning material produced by industry is handled as described in the eLearning Industrial Material SOP (ref. 1*).

c. Copyright

All the authors of eLearning content need to give the copyright to the ESA. Content used needs to fulfil all criteria for correct citation. The authors are responsible for obtaining the copyright for any content used within the eLearning material from its originator.

d. Liaison with partner organisations

The eLearning Committee will liaise with other organisations (e.g. ASA, World Federation of Societies of Anaesthesiologists (WFSA), etc.), with regard to joint eLearning projects.

e. Other

The eLearning Committee Chair reports to the ESA Board of Directors and to the Education and Training Committee (EdTC). Vice versa, the Committee Chair will receive all information which is relevant for the Committee’s work and future direction to fulfil ESA’s vision and mission, from the Board of Directors or the EdTC Chair after the yearly Strategic Meeting.

Written reports will be presented to the Board of Directors 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 eLearning Committee 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 eLearning Committee.

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

The eLearning Committee 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 eLearning Committee consists of:

- Chair of the eLearning Committee
- Members:
  - eLearning Committee Past Chair (eighteen months when applicable)
  - Elected eLearning Committee members (maximum five)
  - Co-opted members (when applicable)
The ESA Education and Training Coordinator

- The ESA IT specialist
- A Specialist with expertise on the production, maintenance and error handling of eLearning

The three members of the previous Scientific Subcommittee on Education were relocated to the eLearning Committee and to the EdTC, since both Committees were founded most recently and the Scientific Committee was reorganised. These three members will serve in the eLearning Committee until the end of 2017.

The eLearning Committee may be enlarged or diminished if judged necessary and if approved by the ESA Board of Directors depending on functions and competences in eLearning.

Liaison between the eLearning Committee and partner organisations to joint eLearning projects will be ensured by eLearning Committee appointed or co-opted members selected by the eLearning Committee Chair and approved by the Board of Directors.

### b. Voting Rights

The eLearning members have voting rights except the co-opted members, Education and Training Coordinator the IT specialist and the eLearning specialist who have advisory and/or administrative roles, respectively.

### c. Terms of Office

#### i. Terms of Office of the Chair and Member

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

The term of office for the eLearning Committee Members is 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 uninterrupted term of office must not exceed seven and a half years (member+ Chair+ Past Chair).

Nobody can serve for more than seven and a half years in the eLearning Committee.

The term of office 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. In such cases, the Chair of the eLearning Committee can decide to dismiss that Committee member with the approval of the ESA Board of Directors.
Any member of the eLearning Committee must resign from the Committee one year after retiring from active work.

**ii. Terms of Office of the Co-opted Members**

Co-opted members can serve for a term of one year, with the possibility of successive one year appointments up to a maximum of three years. The term of office of a co-opted member can be discontinued by the Chair of the eLearning Committee if the contribution of this 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.

**4) Appointment Process**

The Committee Education and Training Coordinator 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. Appointment of the eLearning Committee Chair**

The appointment process of eLearning Committee Chair is described in the ESA Nominations Committee policy (ref 2*). The Chair of the eLearning Committee must have been an active member for at least the last two calendar years. The criteria published in the Chair vacancy will include the general criteria and scoring criteria outlined in the Nominations Committee Policy.

**b. Appointment of the eLearning Committee Members**

The appointment process of eLearning Committee elected members is described in the ESA Nominations Committee policy (ref 2*). ESA membership for at least one calendar year is required before application to eLearning Committee member position. The criteria published in the eLearning Committee member vacancy will include the general criteria and scoring criteria outlined in the Nominations Policy.

**c. Appointment of Co-opted Members**

The selection of co-opted members is not considered the remit of the Nominations Committee. eLearning co-opted members with a specific experience, skill or knowledge useful when selecting, creating and producing eLearning content are selected by the Chair and may join the Committee after the Board of Directors approval.
5) Meetings

Meetings will be held at least twice a year, with one meeting organised at the Euroanaesthesia. Other meetings are encouraged as video- or teleconferences.

Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref 3* and ADM_01_F1 template meeting minutes). An agenda will be sent out at least two weeks in advance.

The minutes of each meeting of the eLearning Committee are written and kept by the Education and Training Coordinator and are validated by the eLearning Committee Chair after accepting amendments from meeting participants. The final minutes are approved by the eLearning Committee at its next meeting.

The minutes are the responsibility of the Chair.

6) Reimbursement Policy

Travel costs for eLearning Committee members to attend Committee related activities will be reimbursed according to the Reimbursement Policy (ref. 4*).

7) Conflicts of Interest

Any person who sits in the eLearning Committee 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 eLearning 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 Conflicts of Interest Policy (ref. 5*) and the COI form (COI_01_F1 COI disclosure form).

8) Appendices

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