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<td>Andreas Sandner-Kiesling</td>
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<td>Education &amp; Training Committee Chair</td>
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<td>Daniela Filipescu</td>
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<td>Past President of the ESA</td>
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<td>Amaury van Kesteren</td>
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<td>President of the ESA, on behalf of the ESA Board of Directors</td>
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## Details

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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_COI_01 conflict of interest policy |

## Change History

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1) Introduction, Purpose and Scope of the Committee

The ESA Education and Training Committee (EdTC) evolved from the previous Education and Training Platform and ESA Academy.

The EdTC 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, the EdTC-Chair, or a majority of the members of the EdTC with voting rights.

The aims of the EdTC are to:

1. Coordinate and support all current ESA education and training activities:
   - Encourage cooperation, improve synergy and increase productivity, efficiency, visibility, quality and outcome of each educational initiative;
   - Define priorities on new education and training activities and products;
   - Ensure the effective and efficient implementation of initiatives and new projects in the field of medical education and training;
   - Be responsible for scientific sessions on education for the ESA Congresses, and for supporting the Scientific Committee on requests related to education;

2. Identify the postgraduate educational and professional (continuous medical education/continuous professional development- CME/CPD) needs of trainees and certified anaesthesiologists:
   - Constant investigation for and initiation of new educational and training activities in cooperation with ESA Committees, European Board of Anaesthesiology/European Union of Medical Specialists (EBA/UEMS), National and international Societies (e.g. with American Society of Anaesthesiologists (ASA), World Federation of Societies of Anaesthesiologists (WFSA), Association of Anaesthetists of Great Britain and Ireland (AAGBI), etc);
   - Provide expertise and guidance in the development of education and training activities;

3. Advise the Board of Directors by providing an overview of current and future ESA educational and training activities, enabling the Board to develop strategic goals for the future.

2) Activities of the Committee
   a. General

The EdTC aims will be achieved by:

- Advising and supporting the activities of the following ESA Committees in the matters of education and training:
Committee for European Education in Anaesthesiology (CEEA)
- eLearning Committee
- Examinations Committee
- Guidelines Committee
- Hospital Visiting and Training Accreditation Programme (HVTAP) Committee; a joint ESA and EBA/UEMS Committee
- National Anaesthesiologists Societies Committee (NASC)
- Patient Safety and Quality Committee (PSQC)
- Research Committee (RC)
- Scientific Committee (SC)
- Trainee Exchange Programme Committee (TEPC)
- Trainees Committee (TC)

- Meeting all ESA educational partners at least once the year in an advisory meeting to share information, facilitate close relationship and avoid redundancies;
- Liaising and supporting continuous communication between all educational partners;
- Providing expert consultation to all committees to improve educational activities.
- Proposing educational / training sessions or activities to the Scientific Committee; in preparation of ESA Congresses;
- Reviewing abstracts related to education and training in preparation of ESA Congresses;
- Building up an educational network covering basic, operational and expert knowledge;
- Collaborating and maintaining close relationships to key partners and stakeholders like EBA/UEMS, ASA, WFSA, etc.;
- Supporting the ESA e-Newsletter by annually publishing at least one article on the Committee’s activities.

b. The roles of the Education & Training Committee Chair

The roles of the EdTC Chair will be the following:
- To ensure that the EdTC fulfils its responsibilities for the governance and success of all ESA educational activities;
- To provide leadership and direction to the Committee particularly in setting objectives and priorities in line with the ESA vision, mission and strategies;
- To facilitate and optimise the relationship between all Committees involved in the ESA educational activities.

The EdTC Chair also sits on the following committees:
- CEEA
- Scientific Committee
- Trainees Committee
- Industry Liaison Task Force
The Chair of the EdTC 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).

By June 30th, the EdTC 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 EdTC.

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

3) Structure of the Committee
   a. Positions

The EdTC shall consist of the following members:

- The EdTC Chair
- The EdTC Past Chair (if applicable)
- A representative of the CEEA
- A representative of the eLearning Committee
- A representative of the Examinations Committee
- A representative of the HVTAP Committee
- A representative of the TEP Committee
- A representative of the Trainees Committee
- A representative from the EBA/UEMS
- Co-opted Members (when applicable)
- The Education Team Leader

The EdTC may be enlarged or diminished if judged necessary and if approved by the ESA Board of Directors.

   b. Voting Rights

Co-opted Members support the EdTC with their specific experience, knowledge and skills in respect to the aims of the Committee. Co-opted Members have an advisory role and no voting rights. The Education Team Leader has an advisory and administrative role, but no voting rights. All other members have voting rights.

   c. Terms of Office
      i. Term of office of the Education & Training Committee Chair
The term of office of the EdTC Chair is three years. For continuity of activities, the Past-Chair will remain a member of the EdTC for one and a half years after the end of his/her term as Chair. The EdTC Chair and any Member of the EdTC must resign from the Committee 1 year after retiring from active work, or in certain cases two years after retiring, at the discretion of the Chair of the relevant Committee, with the approval of the ESA Board.

**ii. Term of office of the Education & Training Committee Members**

The term of office of the EdTC Members depends on their individual term of office in the original Committee. They may serve in the EdTC for a term of office of three years, renewable twice for one year, up to five years, as long as they are still members of the original Committee. If the contribution of a 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 EdTC Chair will ask the Chair of the original Committee of that member to appoint another representative to the EdTC. EdTC Members can apply for the EdTC Chair position no later than at the end of their third year in the EdTC. The total aggregated uninterrupted term of office in the EdTC must not exceed seven and a half years (member+ Chair+ Past Chair).

**iii. Term of office of the EBA/UEMS Representative**

The EBA/UEMS representative can serve for a term of three years with the possibility of successive one-year appointments up to a maximum of five years.

**iv. Term of office of Co-opted Members**

The term of office of the Co-opted Members is depending on the specific task or expertise of the given member and her/his contribution. 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 a Co-opted Member can be discontinued 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 Education Team leader 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 Education & Training Committee Chair**

The selection of the EdTC Chair is governed by the Nominations Committee Policy (ref. 1*). The criteria published in the Chair vacancy will include the general criteria and scoring criteria outlined in the Nominations Committee Policy.
The EdTC Chair must have been an ESA active member for at least the last two calendar years.

b. Appointment of the Education & Training Committee Members

The EdTC Members representing different ESA Committees are appointed to their original Committees as described in the Nominations Committee Policy (ref. 1*).

Each time a vacancy occurs for a specific committee representative position in the EdTC, the EdTC Chair will contact the Chair of the respective committee to which this vacancy is related and request the nomination of the new Member in the EdTC. Within the partner committees, EdTC members are chosen via internal discussion and voting.

Representative Members to EdTC shall be actively involved into education and training.

c. Appointment of EBA Representative

The selection of the EBA Representative is not considered the remit of the Nominations Committee but of the EBA/UEMS.

d. Appointment of Co-opted Members

The EdTC Chair may propose to the other Members of the Committee to co-opt members with a specific experience, skill or knowledge. The selection of Co-opted Members is not considered the remit of the Nominations Committee, but should be approved by the Board of Directors.

5) Meetings

Meetings will be held at least once a year, usually during Euroanaesthesia. The Chair may invite Chairs of other ESA Committees to attend the meeting. Co-opted Members may also attend. The EdTC Chair may propose to organise additional Committee meetings if needed, pending the extra-budget is approved by the Board of Directors.

In addition, telephone conferences and an IT-supported communication platform will be used on a regular basis to ensure continuous communication between all EdTC partners.

Standard committees’ meetings procedures are followed, with agenda and minutes recorded (ref. 2* and ADM_01_F1 template meeting minutes). An agenda will be sent out at least 2 weeks in advance.

The minutes of each EdTC meeting are written and kept by the Education Team Leader and validated by the EdTC Chair after accepting amendments from participants to the meeting. The minutes shall be approved by the EdTC at its next meeting.

6) Reimbursements

Travel costs for EdTC members to attend Committee related activities are reimbursed according to the ESA Reimbursement Policy (ref. 3*).
7) Conflicts of Interest

Any person who sits in the EdTC 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 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. 4*) 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