

ESA Scientific Committee Policy and Procedures

The **Scientific Committee (SC)** fulfils the following functions:

1. Determines the Scientific Programme for the Annual Euroanaesthesia Meeting
2. Monitors the process of the Scientific Programme at the Annual Meeting
3. Assesses abstracts submitted for presentation at the Annual Meeting and proposes the Best Abstracts
4. Co-ordinates and administers the Euroanaesthesia Best Abstract Prize
5. Publishes the Refresher Course CD
6. Determines the Scientific Programme for the ESA Autumn Meeting
7. Co-ordinates the Draeger Prize Competition
8. Carries out other functions as decided by the Board

Structure

The SC reports to the ESA Board of Directors through the Chairperson of the Committee. All members of the Scientific Committee and Subcommittees must be ESA Members in good standing.

The SC comprises:

- Chairperson of the Scientific Committee
- Deputy-Chairperson of the Scientific Committee (as applicable)
- Past-Chairperson of the Scientific Committee (as applicable)
- Chairpersons of the individual subcommittees or their approved deputy
- Refresher Course Editor
- ESA Secretariat Programmes Administrator (without voting rights)

The number of subcommittees is determined by the need for representation of the scientific fields that contribute to the annual meeting. The Scientific Committee Chairperson makes proposals for changes in the number of subcommittees to the Board of the ESA, for consideration and approval.

Chairperson of the Scientific Committee

The Chairperson of the SC is appointed by the ESA Board. S/he also sits on the following committees, *ex officio*:

- Annual Meeting Committee
- Education and Training Platform
- Research Committee
- Guidelines Committee

The Chairperson's term of office is 3 years (starting March 1st). A new chairperson is appointed 18 months before the incumbent demits office, and this new person spends 18 months as deputy before becoming the Chairperson. The Past-Chairperson will remain a member of the SC for 18 months after the end of his term as Chairperson.

The Scientific Committee is convened as necessary by the Chairperson. Standard committee procedures are followed, with agenda and minutes recorded. Meetings are usually twice yearly, one meeting approximately three months before the Annual Scientific Meeting, and the other at the Annual Meeting.

Appointment of Chairperson of the Scientific Committee

An advertisement will be published in the ESA newsletter and on the ESA website announcing the availability of the position of Chairperson of the SC. Applications are sent to the Nominations Committee. Following assessment of the applications, the Nominations Committee should recommend a suitable person to the Board, which would ratify this proposal if acceptable.

Scientific Subcommittee Chairpersons

The term of office is 3 years, and the maximum term of service on a subcommittee including being its chair is 6 years.

Each subcommittee chairperson is responsible for keeping a record of the membership of that subcommittee and promptly communicating this information to the Programme Administrator at the ESA Secretariat. The subcommittee chairperson should also maintain a record of the dates of accession of members to the subcommittee, and records of the membership process. The Chairperson of the Scientific Committee is kept informed of all changes in membership of the subcommittee.

The Subcommittee Chairperson must submit to the SC chairman a summary of subcommittee meetings and the decisions taken. At least one formal summary will be required per year, after the annual meeting. This must include information about upcoming ends of the term of subcommittee chairs or members.

Scientific Subcommittee Members

Each Scientific Subcommittee has a maximum of seven members including the chairperson. Each Scientific Subcommittee member can serve for a period of 3 years, which can be extended annually if necessary for up to three further years. No subcommittee member can serve for more than six years, either as a member or Chairperson. The subcommittee members will be evaluated each year by the Chairperson of the Scientific Subcommittee, before that member's position is confirmed for an additional year.

Members and Chairpersons of a scientific subcommittee may only be a member of ONE subcommittee. No more than 3 members, including the SC Chair, from the same country may be part of the subcommittee. It is the responsibility of the Chairperson of the subcommittee to ensure that these membership regulations for subcommittees are observed. The membership of each subcommittee will be published annually in the preliminary and final programme of the Annual Scientific Meeting, and on the ESA website.

It is the prime role of the Chairpersons and subcommittee members to provide suggestions for topics and speakers in the Scientific Programme of the Annual Euroanaesthesia meeting, and other ESA organised events. Subcommittee Chairpersons and designated subcommittee 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 Subcommittee members are therefore expected to enhance the ESA scientific programme by their activities.

Appointment of Chairperson or Member of a Scientific Subcommittee

An advertisement will be published in the ESA Newsletter and on the ESA website, announcing all the vacancies for SC Subcommittee chairpersons and members. For the position of the chair of a subcommittee, all ESA members in good standing, including the current members of this subcommittee, can apply, as long this does not interfere with their maximum term of office within that subcommittee. 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 experience 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.). The applications for the positions of a chairperson or a member of a specific subcommittee 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 subcommittee can be involved in this process, as long as they have not applied for the respective position. Thereafter, each member of the Nominations Committee will re-evaluate the submitted application material and the scoring sheets received from the subcommittee chairs. In the case of discrepancies in the ranking, a final decision will be obtained by the Nominations Committee, after discussing this issue with the SC chair and the particular chair of that subcommittee. The Nominations Committee will recommend the selected, suitable candidates to the Board, which would ratify this proposal if acceptable. Once a year all members of subcommittees will also be ratified by the ESA Board.

Affiliated Members

Each ESA member is strongly encouraged to actively participate in the activities of a specific subcommittee. Upon application or renewal of his membership, each member is required to choose one scientific subcommittee of particular interest. Affiliated members support their subcommittee in fulfilling its tasks.

Planning of Future Meetings

Each year, the subcommittee will provide an appropriate scientific programme for that cognate area. The members of a subcommittee are asked to submit their programme proposals to the chairperson of their subcommittee (+2.4 years ahead). In addition, all ESA members may submit proposals for sessions to the subcommittee chairpersons. The deadline for submission of these proposals will be communicated by mail and posted on the ESA website. All proposals must use the respective form (see attachment) and all items listed must be filled in. Each Subcommittee will meet at the Annual Meeting to evaluate all proposals received and to draw up a draft programme for the meeting two years ahead (+2 years).

Affiliated ESA members may attend this meeting of their subcommittee as guests without voting rights.

Further planning is by telephone, email or fax, and more exact proposals are submitted to the Scientific Committee and discussed during a meeting early in the following year (+1.4 years). 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 the Annual Meeting (+ 1 year). 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.

SC Chair may propose to have an additional planned meeting prior approval of the budget by the ESA Board.

Speakers and session Chairpersons must be approved by the Chairperson of the individual subcommittees. In conjunction with the ESA Secretariat, the SC Chairperson will plan the scientific meeting, using the suggestions provided by each subcommittee. Final approval of the programme for the following year is given by the Chairperson of the SC, as soon as possible after the Annual Meeting. 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.

It is the responsibility of the individual scientific subcommittee Chairpersons 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.

The content and speakers at industry-sponsored symposia or workshops must be pre-approved by the Chairperson of the Scientific Committee.

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