

## **EASL Educational Committee Terms of Reference**

### **1. Purpose**

The mission of the Educational Committee is to provide scientific expertise and support to the EASL Governing Board and EASL Office in the development and monitoring of a high-quality educational portfolio in support of EASL's educational strategy and commitment to remaining a worldwide reference in liver-related education. The Educational Committee's role is to contribute to the continuous education and professional development of hepatologists and other specialists, general practitioners, clinical and basic scientists as well as nurses and patients.

### **2. Composition and mandate period**

As per EASL's Articles of Association:

- the Educational Committee consists of the Educational Councillor and six other members.
- the composition shall represent specialties of relevance for the Association's educational programmes, as specified by the EASL Governing Board.
- each member serves for a period of three years and cannot be re-elected as an Educational Committee member.
- at any point in time, one member of the Educational Committee must be below 40 years of age at the time of their nomination, for the remaining members there is no age limit at the time of the election.
- Educational Committee members are not members of the EASL Governing Board.

### **3. Educational Committee Councillor**

- the EASL Educational Councillor is the chairperson of the Educational Committee.
- the EASL Educational Councillor is elected by the EASL General Assembly.
- the EASL Educational Councillor serves for a period of four years and cannot be re-elected.
- in the event of an unexpected vacancy, the Governing Board shall nominate a substitute until the next General Assembly.
- the EASL Educational Councillor is part of the EASL Governing Board and the EASL Management Committee, where they present the perspective and interests of the Educational Committee.

### **4. Process for selection and nomination**

A call for applications will be launched by the EASL Governing Board to recruit new members for the Educational Committee in order to replace outgoing members coming to the end of their term. The call will be disseminated via the EASL website, EASL Social Media channels, and the EASL monthly newsletter. The call will be open for a minimum of 4 weeks.

For each call for applications, the EASL Governing Board can specify which particular scientific profile and area of expertise they are recruiting for.

To be eligible to apply for the Educational Committee candidates must be:

- an active EASL member
- reside in a European country, as defined by the World Health Organization ([link https://www.euro.who.int/en/countries](https://www.euro.who.int/en/countries))

Candidates will be required to submit:

- a letter of motivation indicating their aspirations to join the Educational Committee.
- an updated CV.
- a summary of your scientific achievements (list of your publications, h-index, grant income) as well as educational roles.

Applications will be evaluated by the Educational Committee and short-listed candidates will be invited for an interview. Unsuccessful applicants will be informed of the decision.

Shortlisted candidates will be requested to complete a Declaration of Interest form which will be reviewed by the EASL Ethics and Compliance Committee.

The EASL Educational Committee will base their selection on the following criteria:

- candidate profile:
  - scientific experience
  - field of expertise
  - personality
  - independency
  - teamwork skills
  - experience participating in scientific associations or research groups
  - experience in education or developing educational programmes and content.
- inclusion and heterogeneity (with the aim of composing an Educational Committee that is representative of the EASL community in terms of scientific fields, countries, experience)
- diversity, in accordance with the EASL equity, diversity and inclusion policy.

Candidates selected by the Educational Committee and the EASL Governing Board will be nominated for election by the EASL General Assembly, as per EASL's Articles of Association. After approval by the General Assembly candidates will formally join the Educational Committee.

## 5. Roles and responsibilities

The Educational Committee will be involved in EASL's educational strategy as follow:

### I. Educational strategy

The Educational Committee shall advise the Governing Board and any EASL Committee and Task Force on:

- strategic directions EASL should take to support and promote training and education of the EASL community.
- any critical issues likely to impact on the capacity of EASL to deliver an appropriate education and training programme for its members.
- strategic associations (assuring multidisciplinary) EASL should establish or maintain with respect to education and training.
- the development of a curriculum with accreditation in hepatology that integrates the educational activities.

### II. Educational portfolio

In line with EASL's educational objectives and priorities, the Educational Committee's role is to:

- Coordinate the development of the EASL Core Curriculum in Hepatology:
  - the Educational Councillor represents the Educational Committee and leads the Steering Committee of the Core Curriculum together with the EASL External Affairs Councillor.
- Coordinate EASL's School of Hepatology (4 schools per year):

- review and approve the call for schools process and assessment criteria.
- review and select the topics and organisers for the clinical and basic schools.
- comment and provide feedback on the programmes.
- approve the programmes.
- review the participants selection process.
- select the participants.
- Coordinate and develop the EASL CPG dissemination and implementation programme:
  - propose CPG-derived content for each new EASL CPG (webinar, podcasts, eLearning course).
  - coordinate the development of the summary version of CPGs.
  - coordinate with the European National Associations for the translation of the CPG summary version.
  - review and approve the call for academy process and assessment criteria.
  - comment and provide feedback on the programmes.
  - approve the programmes.
  - review the participants selection process.
  - select the participants.
- Coordinate the AASLD-EASL Masterclass:
  - appoint one representative for the organising committee.
  - review and comment on the development of the programme.
  - pre-approve the programme and propose the programme for formal approval by the EASL Governing Board.
  - select faculty.
  - review the participants selection process.
  - select the participants.
- Coordinate and develop the EASL Postgraduate Course (PGC) at EASL Congress:
  - select topics and chairs.
  - review and comment on the development of the programme.
  - pre-approve the programme and propose the programme for formal approval by the EASL Governing Board.
- Propose and develop educational offering during EASL events
  - propose onsite sessions based on the yearly online educational offering.
  - supervise the production of the Best of Slide Deck(s).
- Online education development:
  - develop an online education portfolio supported by adequate technologies (EASL Campus, webinars and apps) and best-class adult learning methods that will enhance the learning experience for the community.
  - develop and implement open-access state-of-the-art online courses and e-learning modules (topic selection, learning objectives, assessment tests).
  - identify and propose topics and faculty for the development of conference webcasting, filming activities and derivatives.
  - identify and prioritise the development of EASL's clinical practice guidelines e-learning modules and derived EASL Quiz questions.
- Mentorship programme:
  - decide on the specific focus of the programme each year.
  - provide feedback and check the eligibility of the applications.
  - select the mentees per year and assign the corresponding mentors.

- Produce the yearly podcast offering:
  - the Educational Councillor takes part in a core working group.
  - identify and propose topics and faculty.

## 6. Decision-Making and Quorum

A quorum is defined as 50% +1 of members. Decisions should be made by consensus where possible, or by majority vote when necessary.

## 7. Reporting framework

The Educational Councillor is a member of the Governing Board and Management Committee, and has the responsibility to report any Educational Committee decisions to the Governing Board and Management Committee, present proposals for approval by the Governing Board and Management Committee where applicable, and communicate any Governing Board and Management Committee decisions to the Educational Committee.

## 8. Confidentiality

Committee members must maintain confidentiality of all internal discussions, applications, and decisions. Breaches may result in removal from the Committee.

## 9. EASL Office support

The EASL Office will support the Educational Committee members in the following ways:

- schedule meetings (in-person and online).
- provide agendas and draft minutes.
- organise all logistical aspects in a timely manner.
- develop preliminary project budgets.
- monitor and report on project budgets.
- assist with programme development and approval processes.
- liaise with event and/or course organisers and faculty.
- coordinate call for applications for new Educational Committee members.
- coordinate the project planning to ensure that the Educational Committee objectives are met, and deadlines are respected.

The main point of contact at the office is the Head of Science & Education.

## 10. Meetings

Two in-person meetings are planned per year:

- May/June (at EASL Congress)
- November/December (EASL office in Geneva)

In addition, the Educational Committee will convene online every first Monday of the month, when possible.

The Educational Councillor will have individual meeting with the Head of Science & Education once per month or more depending on the needs.

## 11. Commitment

The Educational Committee members commit to:

- attend scheduled meetings (in-person and online).
- share all communications and information across the committee and the EASL office.
- meet deadlines.
- respond to EASL office's comments and requests in a timely manner.

## 12. Succession and Vacancies

In the case of resignation or inability to serve, the Governing Board may appoint an interim member until the next General Assembly.

## 13. Benefits

The primary driver to serve on the committee is a desire to contribute to the education of the community.

- members of the Educational Committee act on a voluntary basis.
- expenses will be reimbursed in accordance with EASL's expense policy.
- members of the Educational Committee are invited to attend EASL Congress.
- appropriate acknowledgment and recognitions will apply.

## 14. Review and Amendment of Terms of Reference

These Terms of Reference will be reviewed every 3 years by the Governing Board and may be amended subject to Governing Board approval.