

## Terms of Reference of the ESOT Education Committee

Revised in March 2025

### 1. MISSION

The aim of the Education Committee (EC) is to coordinate ESOT's efforts to advance multidisciplinary education for transplant professionals at all career levels and to contribute to their professional development. In addition, the EC promotes outreach efforts to bring educational and professional development opportunities to the transplant community in Europe and beyond.

The Education Committee is committed to principles of diversity and inclusion. Such principles guide the EC regarding its composition, activities, and audience.

### 2. ROLES AND RESPONSIBILITIES

#### I. General responsibilities

The Education Committee defines the ESOT educational strategy together with the Council and the specialty Sections and Committees. Its tasks include:

- Designing and implementing the ESOT educational programme in accordance with the educational strategy.
- Developing a biennial educational calendar in coordination with the ESOT Council, the Sections and Committees, and the ESOT Team.
- Acting as the point of contact for all ESOT educational initiatives, collecting and reviewing proposals of new educational activities in coordination with the ESOT Council.
- Overseeing and supporting educational initiatives organised by the ESOT Sections and Committees.
- Working closely with the Division of Transplantation of the European Union of Medical Specialists (UEMS) on projects relevant to its purposes and responsibilities, including exams, preparatory courses, and accreditation processes.

#### II. Development of ESOT's educational programme

In accordance with the ESOT educational strategy, the roles of the Education Committee include:

##### Foundation courses & masterclasses

- General planning in coordination with the ESOT team
- Development of scientific programmes
- Provision of all appropriate materials and information to the ESOT team for the promotion of courses and masterclasses
- Support to the planning of courses and masterclasses organised by Sections and Committees

## Online Education

- Development of the online education offering, including Transplant Live, webinars, online courses, and other e-learning activities and materials:
  - Identifying gaps and priorities for the development of new content
  - Faculty selection
  - Target audience
  - Learning outcomes
  - Formats
  - Assessments
  - Bibliographies
  - Etc.
- Provision of all appropriate materials and information to the ESOT team for the promotion of online education projects and initiatives

## Professional Development

- Development of the professional development offering including:
  - courses
  - workshops
  - the ESOT mentorship programme
- Provision of all appropriate materials and information to the ESOT team for the promotion of professional development projects and initiatives

## 3. THE EDUCATION COMMITTEE BOARD

### I. Composition and mandates

The Education Committee Core is composed of a Chair, a Vice-Chair, and the following members:

- A courses and collaborations lead
- A Transplant Live lead
- An education outreach lead
- A basic science lead
- An allied healthcare professional lead

The Broader Education Committee includes the following additional members:

- A patient representative
- Section and Committee representatives
- Representatives of the UEMS Transplant Surgery and Medicine divisions

Education Committee members serve a three-year term; at the end of their term, they can be reappointed for an additional term. The Chair and Vice-chair serve a non-renewable three-year mandate; at the end of their term, and subject to confirmation by the Board, the Vice-chair becomes Chair. If the Vice-chair cannot take on the role of Chair, an internal election is held to select the next Chair.

The patient representative serves on an advisory role for a term of three years. At the end of their term, they can be reappointed for one additional term.

All members of the EC serve on a voluntary basis and without compensation. Expenses related to participation in EC activities and meetings are reimbursed according to ESOT policies.

## II. Appointment of members

The members of the Education Committee, except for the Chair and Vice-Chair, are selected as follows:

1. A call for nominations is issued at least four months before the end of term of incumbent members and shared with the ESOT community at large. Young transplant professionals as well as underrepresented members will be particularly encouraged to apply.
2. Applicants will submit a CV and a letter of motivation that will cover their suitability for the position and their vision/plans for the role.
3. Applications will be reviewed by a specially nominated Selection Committee composed by:
  - the ESOT Secretary
  - the ESOT President
  - the incumbent Chair of the EC
  - the incumbent Vice-Chair of the EC
  - a member of the ESOT Council nominated by the President of ESOT
4. If necessary, the Selection Committee will shortlist the best candidates and invite them for an interview.
5. Applications will be evaluated considering the following criteria:
  - experience in the development of educational projects and/or relevant training
  - quality of the vision/plans proposed by the applicant
  - the need to ensure a balanced and diverse composition of the EC with regard to gender, ethnicity, age, geographical area, specialty, profession.

The Vice-Chair of the Education Committee is preferably selected among the existing members of the Committee. The process is the following:

1. A call for nominations is issued at least four months before the end of term of the incumbent Vice-Chair and shared with the existing members of the Education Committee.
2. Applicants will submit a CV and a letter of motivation including their vision and plans for the future of the Committee.
3. The Vice-Chair will be elected by the members of the EC Board on the basis of the following criteria:
  - Quality of the strategic vision for ESOT education
  - Demonstrated commitment to the Education Committee goals and projects
  - The need to ensure a balanced and diverse composition of the EC with regard to gender, ethnicity, age, geographical area, specialty, profession.

If there is more than one candidate for the Vice-Chair position, the selection will be determined by a majority vote conducted anonymously. The voting will take place following a discussion of the candidates within the Committee.

Section and Committee representatives are selected by the respective Boards, following an internal vote, if necessary, for a term of three years. The patient representative is appointed by the EC in consultation with the Steering Group of the Patient Inclusion Initiative.

### III. Responsibilities and expectations

The members of the EC commit to:

- attending scheduled meetings and videoconferences
- meeting project deadlines
- sharing all relevant information with the other Committee members and the ESOT Education Team
- working cooperatively and productively with the ESOT Team

The members of the Education Committee will expect:

- To be provided with all information in a timely manner
- To be consulted when scheduling meetings and videoconferences
- To be given reasonable time to respond (unless there is an emergency situation)
- To be given access to all submitted applications for the mentorship programmes

The ESOT Team is responsible for:

- Providing strategic and operational support
- Scheduling meetings and videoconferences
- Preparing agendas and minutes
- Organising all logistical aspects in a timely manner
- Coordinating the project planning, ensuring that the ESOT educational programme objectives and deadlines are met
- Preparing and monitoring the budgets for the different projects
- Managing the faculty and participants for EC projects

### 4. Meetings

The core of the Education Committee meets on a monthly basis via videoconference to discuss ongoing activities and projects. A meeting of the full Education Committee, including the Section and Committee representatives, takes place at least two times a year. Additional meetings can be scheduled whenever necessary.

In accordance with the current budget guidelines, Section and Committees are entitled to one in-person meeting per year and are kindly asked to organise them in conjunction with another event, if possible (all relevant information are available in the internal document “Guidelines for the organisation of Section and Committee in-person Board meetings”).

### 5. Finances

The EC submits its budget to the ESOT Council on an annual basis. The budget must include the Committee’s operational costs and the budgets of individual projects. The

Committee's budget is monitored by the EC Chair, Vice-chair and ESOT Team in collaboration with the ESOT Executive and especially with the ESOT Treasurer.

## **6. Review of the Terms of Reference**

The Terms of Reference shall be reviewed regularly every 3 years or may be reviewed ad hoc if there is reason for specific amendments as well as upon request of the ESOT Council. Changes to the Terms of Reference of the Education Committee will be incorporated following voting by the Board and approval by the ESOT Council.