**Membership of the Education and Training Committee of ESSO**

1. **Term of office**

Members are elected for a period of 2 years, which may be renewed by the ESSO board for a further 2 years subject to satisfactory performance. No member may remain for longer than 4 years unless elected as the Chair of the committee or exceptional cases. Satisfactory performance will be reviewed by the board annually and will take into account levels of activity and attendance at face to face meetings and teleconferences.

1. **Election to the ETC**

Potential candidates will be nominated to the ESSO ETC once a vacancy is projected following appropriate announcement. Nominees must submit a letter of application, a CV and a letter of support from a member of the board or ETC. The board will appoint the new member(s) following the recommendations of the ETC. Candidates must demonstrate an active commitment to education and training and academic surgical oncology. The board will also consider the geographic and speciality mix of the committee in making its decision.

The ETC also comprises an EYSAC representative to be appointed by the EYSAC Steering Committee. The EYSAC representative will be in post for a period of 2 years..

Current ETC composition

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Gender** | **Nationality** | **End of mandate (after renewal)** |
| Lynda Wyld | Chair | F | British | Sep-18 |
| Sergio Sandrucci | Vice-Chair | M | Italian | Sep-22 |
| Geerard Beets |  | M | Dutch | Sep-19 |
| Dopazo Cristina |  | F | Spanish | Jan-22 |
| Ibrahim Edhemovic |  | M | Slovenian | Sep-18 |
| Duveken Fontein | EYSAC | F | Dutch | Sep-18 |
| Zoltan Matrai |  | M | Hungarian | Sep-21 |
| Dawid Murawa |  | M | Polish | Sep-18 |
| Daniel Perez |  | M | German | Sep-18 |
| Karol Polom | EYSAC chair | M | Polish | Sep-18 |
| Kjetil Soreide |  | M | Norwegian | Sep-22 |
| Wolfgang Thasler |  | M | German | Jan-22 |
| Jos van der Hague |  | M | Dutch | Sep-21 |

1. **Roles and responsibilities**

The ETC has a number of responsibilities:

1. Scoring of and selection of candidates for the major and minor fellowships each year
2. Maintaining and developing content for the ETC web pages
3. Developing new educational courses and maintaining and enhancing the present portfolio following regular evaluation based on evaluation reports from participants and feedback received from the faculty. Running the EBSQ exam (exam setting, standard setting and examining)
4. Assisting during the ESSO congresses with abstract marking, poster and video marking, session chairing
5. Monitoring of EYSAC educational initiatives
6. Development of promotional material for the portfolio of courses
7. Sponsorship suggestions for educational activities
8. E-learning initiatives
9. Reporting on activities to the Board of ESSO

It is proposed that committee members will have specific roles, such as lead for certain courses (development, organisation, quality assurance, finance), deputy lead for the exam, lead for the fellowships etc.

The ETC has 2 face –to-face meetings each year. One in the winter (usually February) in Brussels at the ESSO office. This meeting usually takes all day (9:00 or 10.00-16.00) and may be preceded by a group dinner the evening before for those who can attend. The second face-to face-meeting is usually held during the ESSO congress in September/October. In between there may be 2 or 3 teleconferences. In addition the group may arrange a ‘retreat’ or weekend long meeting to facilitate team interaction and strategic developments.

1. **Termination of appointment**

ETC members will automatically demit office after a period of4 years. It is realised that ETC members have busy professional commitments and will be unable to attend all activities, however if 3 consecutive ETC meetings are missed it will be presumed that the member is no longer able to commit sufficient time to the ETC and they may be asked to demit office prematurely.

1. **Travel and other expenses**

Attendance at ETC meetings will be funded by ESSO. Travel may be arranged personally and reimbursed according to the ESSO policy for reimbursement of travel expenses.