

EHRA Scientific Initiatives Committee (SIC)

(Under the EHRA Research Pillar)

1. Mission

To run and oversee the development of relevant surveys, registries and scientific studies aiming at improving and ensuring high quality of health care for patients, minimizing regional differences, and stimulating adoption of guidelines and recommendations.

2. Objectives

1. To identify and prioritize topics for high quality surveys and registries on cardiac arrhythmia related issues or devices
2. To develop good collaboration with EP network centres, other ESC Associations and Working Groups, as well as other international organizations and societies, including HRS, APHRS, LAHRS, etc., to create high quality surveys and registries as well as scientific studies
3. To support or run scientific studies within arrhythmia related topics with a common interest for the European community
4. To supervise and coordinate EU Calls
5. To represent the EHRA in EORP registries
6. To facilitate the initial development, revision and/or endorsement of clinical scientific studies, including establishing effective operating procedures
7. To make suggestions to the EHRA Board and EORP for the creation of new surveys or registries of importance for quality of care and adoption of guidelines or recommendations within arrhythmology
8. To review requests for surveys, registries and studies' collaboration/participation submitted by external organizations and make recommendations to the EHRA Board

3. Job Descriptions

CHAIRPERSON'S JOB DESCRIPTION [anticipated time: 2-3 hours/week]

- Defines the EHRA Scientific Initiatives Committee strategic plan in line with EHRA and ESC's strategic plan
- Reports to the Pillar Chair
- Sits at the EHRA Full Board & shares information from the Committee to the Board and reports back to the Committee



- Establishes annual objectives, work plans, timelines and budgets, in alignment with the ESC/EHRA Board's strategic plan and priorities
- Is informed on the EHRA Strategic Plan, annual organizational priorities and the workload of other committees
- Suggests the members of the Scientific Initiatives Committee (SIC)
- Guides the committee members in their work, defines objectives, delegates tasks and motivates collaborative efforts
- Communicates expectations regarding committee members' input and monitors their performance
- Schedules and develops meeting agendas
- Approves final work products and formal communications
- Reviews minutes of SIC meetings in collaboration with the EHRA staff
- Provides content for regular and annual reports for the EHRA activity report and other institutional and formal communications
- Responds to email notifications and solicitations in a timely manner
- Maintains confidentiality as appropriate
- Enhances EHRA visibility in his/her country and involves his/her networks when possible

CO-CHAIR'S JOB DESCRIPTION [anticipated time: 1-2 hours/week]

- Participates in defining with the Chair the Committee's Strategic Plan and annual objectives
- Sits at the EHRA Full Board in the absence of the Chair, represents the Committee and reports to and back from the Board and participates in other relevant meetings
- Works in collaboration with the Chair to:
 - Establish annual objectives, work plans, timelines and budgets, in alignment with the ESC/EHRA Board's strategic plan and priorities
 - Be informed of the ESC/EHRA Strategic Plan, annual priorities and committees' responsibilities and workload
 - Provide monthly - annual reports for the EHRA E Newsletter and activities' report about planned and ongoing SIC activities
- Responds timely to email notifications and solicitations
- Maintains confidentiality as appropriate
- Enhances EHRA visibility in his/her country and involve his/her networks when possible



COMMITTEE MEMBER'S JOB DESCRIPTION [anticipated time: 1-2 hours/week]

- Be informed of the ESC/EHRA Strategic Plan, annual priorities and committees' responsibilities and workload
- Works in collaboration with the Chair and EHRA staff to achieve the committee's goals and annual objectives
- Participates actively in committee meetings, contributing to committee deliberations by being familiar with distributed materials
- Volunteers for special assignments or tasks when able, such as
 - Coordinating EP surveys
 - Coordinating patient surveys
 - Coordinating other types of assignments
 - Leading specific EP surveys or other types of assignments including developing questions, checking dataset, analysing results, writing and submitting to the EP Europace Journal within the deadline matching the OUP's publication schedule, as main author (with the help of the EHRA staff)
- Responds timely to email notifications and solicitations
- Contributes to the timely completion of committee products and deliverables, including meeting EHRA/ESC staff and Committee deadlines
- Maintains confidentiality as appropriate
- Enhances EHRA visibility in his/her country and involves his/her networks when possible

If absent from 2 consecutive SIC meetings, without any prior notification, the member needs to report to the Chair whether to remain or leave the committee related to time constraints.