



EHRA Scientific Documents Committee

(under the EHRA Research Pillar)

1. Mission

To oversee the development and endorsement of clinical documents relevant to the needs of heart rhythm professionals.

To provide high quality scientific documents on cardiac arrhythmias, working in collaboration with other ESC Associations and Working Groups, and other international societies, including HRS, APhRS, SOBRAC, LAHRS, CASSA etc

2. Objectives

1. Increase the number and quality of EHRA scientific documents.
2. Develop good collaboration with sister associations, organizations and societies to create high quality consensus documents or position papers.
3. To speed up the writing process of the documents which are already on the way.
4. Making suggestion to the EHRA board for the creation of new documents on the topics which are not covered by ESC Guidelines and other documents so far.
5. To complement the formal scientific documents, to prepare practical toolkits, slide sets and booklets which can be useful for daily practice and educational purposes (in collaboration with the EHRA Education Committee)
6. Utilize needs assessment and other data resources to identify and prioritize topics for scientific documents, in collaboration with other EHRA committees.
7. Facilitate the initial development, revision and/or endorsement of clinical documents, including establishing effective operating procedures.
8. Review requests for document collaboration/participation submitted by external organizations and make recommendations to EHRA Board.





3. Job Descriptions

CHAIRMAN'S JOB DESCRIPTION [anticipated time: 2 hours/week]

- Sit at the EHRA Board and report decisions from the Board and information from the committee
- Define the Scientific Documents committee objectives in line with the ESC/EHRA strategic plan
- Improve visibility of EHRA in its country and involve his/her networks
- Establish annual objectives, work plans, timelines
- Monitor activities and deadlines to ensure timely completion of high quality, cost effective work products
- Ensure members' compliance with the EHRA financial and conflict of interest policies, including regularly reviewing members' disclosures and planning appropriately
- Schedule meetings
- Develop meeting agendas
- Prepare for meeting dynamics, especially complex or controversial issues
- Report activities and recommendations to the appropriate entity or entities, as designated in the charge
- Set and communicate expectations about volunteer performance
- Set challenges and delegate tasks to members and encourage quality participation
- Respond to email notifications and solicitations in a timely manner
- Maintain the confidentiality of deliberations and materials
- Approve final work products and formal communications
- As EHRA Research Pillar Chair: oversee the activities of the EHRA Scientific Initiatives Committee (+ 2 hours/month)

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

Work collaboratively with the Chairman to:

- Sit at the EHRA Board and report decisions if the chair is not available and represent him at any other meetings
- Define the Scientific Documents committee objectives in line with the ESC/EHRA strategic plan
- Improve visibility of EHRA in its country and involve his/her networks
- Establish annual objectives, work plans, timelines
- Develop meeting agendas
- Prepare for meeting dynamics, especially complex or controversial issues
- Preside over meetings and teleconferences, in the absence of the chair
- Respond to email notifications and solicitations in a timely manner
- Maintain the confidentiality of committee materials and deliberations
- A specific responsibility of the Co-Chair, in collaboration with the Chairman, is to coordinate the review process for scientific documents
- Other duties as assigned by the chair





COMMITTEE MEMBERS' JOB DESCRIPTION [anticipated time: 1 hour/week]

- Work collaboratively with the Chairman and also staff from the Heart House to achieve the committee's goals and objectives as defined by the ESC/EHRA strategic plan
- Improve visibility of EHRA in its country and involve his/her networks
- Participate actively and constructively in all committee meetings, including contributing to committee deliberations by being familiar with distributed materials
- Respond to email notifications and solicitations in a timely manner
- Maintain the confidentiality of deliberations and materials
- Contribute to the timely completion of committee products and deliverables, including meeting HH staff and committee deadlines
- Volunteer for special assignments or tasks when able
- Participate in discussions, meetings/calls and/or voting as appropriate

If absent from 2 consecutive committee meetings, the member needs to report to the Chair whether to remain or leave the committee related to time constraints.

