1. Name of the committee: EHRA Training Fellowship committee

2. Mission

To provide high quality practical training in cardiac rhythm disorders management in the ESC area (ESC member and affiliated countries) in order to improve and to reduce differences in clinical practice.

3. Objectives & Activities

3.1) Standard fellowship program:
- Annual grants to support training fellowship in centres of excellence on EP (basic and advance) and device implantation (advance).

3.2) Affiliated fellowship program:
- Annual grants to support training fellowship in EHRA centres of excellence on EP (basic and advance) and device implantation (advance) through contracts between EHRA and other sister scientific societies. APHRS (3 positions, 3 editions) and Argentina (1 position, 1 edition).

3.3) Proctor fellowship program:
- Annual grants to ease the transition from fellowship to independent practice once having completed the EHRA Training Fellowship Programmes or to acquire additional techniques, either in the field of Arrhythmias or Cardiac Pacing.

Chairman’s job description:

General:
- Work allocation and coordination of all programs
- Review and approval of all activities and documents
- Setting and chairing meetings for applicant and centre selection and matching and for regular committee activities
- Supervising communication and problem solving of queries from the applicants, fellows and centres
- Conducting the award ceremonies and induction meetings
- Drafting of different text’s (annual activity report, minutes from meetings, etc)
- Preparing reports for the EHRA Executive Board
- Addressing all requests from the EHRA Executive Board about other EHRA activities (Spring Summit, Europace congress session proposals, etc).

Specific:
- Direct coordination and supervision of the Standard and Affiliated TF programs
- Review and scoring of the applications for all programs

Co-Chair job description:

General: assistance and collaboration with all tasks described for the Chair

Specific:
- Direct coordination and supervision of the Proctor program and other new activities
- Review and scoring of the applications for all programs
Committee Member job description:
- Attending committee meetings and teleconferences.
- Developing new documents of rules, applications forms and surveys.
- Addressing communication and problem solving with applicants, fellows and centres
- Review and scoring of the applications for all programs

**Time:** (the time spent per year/activity in minutes or hours or full days).

**Chair & Cochair:**
- Coordination: 24 hours
- Communication and problem solving: 24 hours
- Conducting the award ceremonies and induction meetings: 3 hours
- Preparing reports for the EHRA Executive Board (including presentation): 4 days
- Requests from the EHRA Executive Board: 12 hours
- Drafting of different text's (annual activity report, minutes from meetings): 1h/month
- Email and other communication: 1h/week

**All committee members:**
- Review and scoring of the applications:
  - Standard program: 12 hours
  - Affiliated program: 2 hours
  - Proctor: 6 hours
- TF Standard Program: Selection and matching meeting (including travel): 1 day
- TF Affiliated Program: Selection and matching conference: 1 hour
- TF Proctor Program: Selection and matching meeting (including travel): 1 day
- Committee meetings at congresses: 2 hours
- Induction meetings: 3 hours
- Email and other communication: 1h/month

**Specific committee tasks:**
- Document development and review:
  - Standard program: 12 hours
  - Affiliated program: 12 hours
  - Proctor: 12 hours