



## **EHRA Scientific Initiatives Committee (SIC)**

### **1. Mission**

To run and oversee the development of relevant surveys 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
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 GRASP registries (suggest EHRA representative for GRASP)
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 GRASP (in line with their strategic objectives and respecting the selection criteria) 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 research proposals submitted by external organizations/individuals through a formal anonymous voting process and make recommendations to the EHRA Board
9. To collaborate with other committees AQIC & Health economics, Patient, NCS in the further development of the global Pulse Day Initiative

### **3. Job Descriptions**

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

- Defines the EHRA Scientific Initiatives Committee's strategic objectives in line with the EHRA and ESC's strategic plans



- 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 /ESC 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, plans activities 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 (less than 72 hours)
- Maintains confidentiality as appropriate
- Enhances EHRA's 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:
  - Establishes 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
  - Provides monthly - annual reports for the EHRA e Newsletter and EHRA annual report about planned and ongoing SIC activities
- Responds timely to email notifications and solicitations (less than 72 hours)
- Maintains confidentiality as appropriate
- Enhances EHRA's visibility in his/her country and involves 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, co-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 to email notifications and solicitations in a timeline manner (within less than a week)
- Contributes to the completion of committee products and deliverables within the deadlines of EHRA/ESC staff and the committee
- Maintains confidentiality as appropriate
- Enhances EHRA's 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.*