

## **Operation and Remit of the ESPE e-Learning Committee (eLC)**

### **Committee Composition**

**Chair:** *ESPE members who have in-depth knowledge, experience and interest in online learning resources and tools. Appointed by the ESPE Council and also a member of the ESPE Education committee.*  
The chair of committee should normally, have served at least one term as a member of the committee prior to serving as chair of the committee.  
The chair decides to nominate a committee member for a second term, and if the member decides to accept this nomination the chair will ratify at the next Committee meeting. If the chair decides not to nominate a committee member for a second term, the membership ends after 3 years. Vacancies for committee chairs shall be announced and appointed as above.

**Full members:** Up to 7 Full members

- Up to 7 ESPE members will sit on the board, as well as up to 2 ex-officio members
- The project manager will attend the meetings
- A representative of the ESPE Education and Training committee
- Members of committee must be ESPE members, except those who are ex-officio or co-opted (Local organizers of events).

Recruitment: The committee chair will liaise with the ESPE Team for the upcoming vacancies. Vacancies for membership of the committee will be advertised through ESPE newsletter and online.

Chair to nominate Society representatives, Council to ratify.

**Ex-officio member:** ESPE Chair of the Education and Training Committee

**Co-opted member:** ISPAD e-learning representative

**Quorum** 5 Full members, which must include at least 4 ESPE members.

### **Duration of Service**

**Chairs:** Co-terminus with office.  
**Full members:** 3 years or co-terminus with office if applicable.  
**Ex-officio members:** Co-terminus with office.  
**Co-opted members:** 2 years or co-terminus with office if applicable.

**Meetings** Committee will meet during the ESPE Annual Meeting and conduct its business through email and web conferences as needed.

**Remit**

1. To serve as a forum for expanding and developing online education efforts of ESPE.
2. Ensure eLC members have knowledge of e-learning opportunities and online educational projects.
3. Ensure ESPE members have continued access to the educational resources of the Society.
4. To help promote and guide the use of online learning tools for ESPE educational events, participation in the activities of ESPE including, where possible and appropriate, giving presentations about ESPE e-Learning, whilst ensuring that such activities does not overly burden the educational and scientific content of meetings.
5. Discuss with ESPE members new initiatives to enhance the annual meeting and educational activities and extend the usefulness of all events by making digital content available during and after the event.
6. Where appropriate (subject to decision of Chair and/or Council), manage presentation of e-learning resources in ESPE events, e.g. the Annual Meeting, and upon request at advanced seminars and summer/winter schools, and upon request in any event organised by sister societies and/or partners.
7. Committee will pay special attention to ESPE summer, winter, and science schools as well as advanced seminar series to make the educational resources available online and promote use of e-learning during the schools.
8. To organise a content update cycle of 5 years, described in the Standard Operating Procedure (SOP). With a special attention for the Diabetes ISPAD Guidelines, which have an update cycle of every four years, and the CME accredited content which has a review cycle every 2 years containing regular content and content taken from the diabetes ISPAD guidelines.
9. To monitor and provide guidelines for copyright issues that may arise due to online distribution of educational materials prepared by ESPE members and other faculty members contributing to ESPE seminars / events.

**Additional notes**

- Committee members should be aware the work of the E-learning committee requires considerable commitment. Therefore, it is advisable that a member will not be in other ESPE committees and the ESPE e-Learning Committee at the same time.
- Committee members should make every effort to attend annual meetings and the regular online meetings. Any Committee member who does not attend the annual meeting, and/or is not attending regular meetings persistently in 12 months, other than in exceptional circumstances, the Chair will reserve the right to ask the member to step down. If the member is not attending the ESPE annual meeting, an effort will be made to allow members to join online.
- Each new committee member will be issued with a list of aims of the committee and the remit of the committee, together with the last three sets of meeting minutes, and access to the committees Google Cloud which serves as an archive for the content as well as publications, statistics, and other resources.
- Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.

### **Roster for appointment and resignation**

Name	Position on the committee	Date of initial appointment	End date of 1 <sup>st</sup> appointment period	End date of 2 <sup>nd</sup> appointment period
Sten L.S. Drop (NL)	Project Initiator Full eLC member	2009	2012 2016	2016 2019
Amit V Pandey (CH)	Chair	2016	2018	
Annemieke M Boot (NL)	Co-chair Chair	2016	2018 2018	2022
Rasa Verkauskiene (LT)	Ex-officio member	2019	2022	2022
Carine de Beaufort (LU) - ISPAD	Co-opted member	2018	2020	2022
Daniëlle van der Kaay (NL)	Full member	2016	2019	-
Flora Bacopoulou (GR)	Full member	2016	2019	2022
May Ng (UK)	Full member Chair	2016 2022	2019 2025	2022 2028
Evangelia Kalaitzoglou (US)	Full member	2019 (Jun)	2022	2025
Zacharoula (Joy) Karabouta (GR)	Full member	2019 (Sep)	2022	2025
Abdulsalam Abu-Libdeh (PS)	Full member	2019 (Sep)	2022	2025
Jan Idkowiak (UK)	Full member	2022 (Sep)	2025	2028
Yvonne van der Zwan (NL)	Full member	2022 (Sep)	2025	2028
Rasha Hamza (EG)	Ex-officio member	2022	2025	
Loredana Marcovecchio (UK) - ISPAD	Co-opted member	2022	2024	

### **Project management**

Conny van Wijngaard - de Vugt (from 2010 onwards).

### **IT management**

Sander Spaans (from 2010 onwards).