

**Call for nominations for membership of
EFAD Education and Lifelong Learning Committee**

EFAD is looking for two new members for the Education and Lifelong Learning Committee (ELLLC), from 2020 to 2024. The Vision and Mission of ELLLC can be viewed in appendix 1

Committee members will not be reimbursed for their work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed

Terms of Reference for Education and Lifelong Learning Committee (ELLLC)

Purpose: To support dietetics education and embed Lifelong Learning in dietetic practice

1. Propose and implement strategies to embed Lifelong Learning (LLL) and dietetic competences for European Dietetics which supports the strategies of Member Associations
2. Using best practice of member Associations and Higher Education Institutions (HEIs) advise on mechanisms for supporting dietetics education and embedding Lifelong Learning for dietitians working and studying within Europe
3. Liaise as appropriate with other European professional groups and monitor the developments in education and LLL of other health professionals

Membership of the ELLLC will be for 4 years. The committee will meet virtually approximately every 4-6 weeks

Committee members, who should be nominated by an EFAD member association for their skills and experience in education and their capacity to contribute to the work of the ELLLC, do not necessarily need to be members of EFAD Member Associations, although this would be preferable. As members of an EFAD committee the “terms of reference for standing committees” outlined in the governance document (see appendix 2) apply.

Selection Criteria

- A qualification in nutrition and dietetics.
- Experience & competence in the field of higher education.
- Willingness to actively contribute to the work of the Education and Lifelong Learning Committee

Selection process

- The Executive Committee will decide which of their members will be involved in the selection panel.
- After the deadline for nominations has passed all nominations and supporting documentation will be forwarded to the selection panel.
- Their decisions will be forwarded to the Executive Committee for approval.
- The decision of the Executive Committee is final, and discussion with candidates or nominating organisations will not be entered into.
- All candidates will be informed of the decision of the Executive Committee by email.

Nomination for Education and Lifelong Learning Committee members

Name of nominee: _____

Details of Nominating Association

Name of nominating Association _____

Signature _____

Name of person signing _____

Position in Association _____

Nominations should be submitted on this form, with following accompanying documentation
(all documentation to be written in English)

1. Curriculum vitae
2. Letter of motivation describing the experience and strengths the candidate could bring to the work of the committee (max 1000 words)
3. Letter of recommendation from EFAD member (Full, Affiliate or Education Associate)
4. Two references providing evidence of expertise

Deadline for nominations – 31 August 2020

Please send your application, with all accompanying documents to:

Judith Liddell
EFAD Executive Director
secretariat@efad.org

APPENDIX 1

Mission, Vision and Priority Statements for the EFAD Education and Lifelong Learning Committee

Background

Since the establishment of EFAD in 1978 many initiatives have taken place to support the development of dietetic professional practice in Europe. EFAD has developed standards for the education, training and practice of dietitians in Europe (adopted in 2005 and 2009)^{1,2}, a European standard for practice placement requirements (adopted in 2010)³, a European standard for advanced dietetic competences (adopted in 2012)⁴, pedagogical standards for practice placement teachers (adopted in 2013)⁵ and a lifelong learning (LLL) strategy for EFAD (adopted in 2013)⁶.

These initiatives have provided a solid basis to build on and we are grateful to the individuals who contributed to them. But the job is not yet finished. Changes within EFAD, including the cessation of the thematic networks for improving education and training standards for dietitians in Europe (DIETS1 and 2)⁷, and the introduction of higher education institutions (HEIs) as Education Associate Members, provide new challenges but also opportunities. The development of frameworks and criteria for registration, training and LLL, which includes continuous professional development (CPD) for the dietetic workforce, are all part of the support to national dietetic associations (NDAs).

In addition, HEIs will be supported in establishing effective models of pedagogical practice within Europe.

The vision and mission of the Education and Lifelong Learning Committee

The vision of ELLLC is to support EFAD in achieving the highest quality of education and learning for the dietetic workforce in Europe.

The mission of ELLLC is to ensure that under- and post-graduate education of dietitians is of the highest standard and to enhance the individual dietitian's practice through education and continuous professional development (CPD). This is achieved through supporting students, dietitians, EFAD National Dietetic Associations (NDAs) and the higher education institutions (HEIs).

Broader key benefits include ensuring the safety and welfare of dietetic service users, building societal trust in the dietetic profession and maintaining the integrity of the profession. This is achieved through partnership working (with NDAs, HEIs and the two other EFAD committees; Research and Evidence-Based Practice Committee (REBPC) and the Professional Practice Committee (PPC), and the European Specialist Dietetic Networks (ESDN)), to define and share best practices in the areas of education and LLL.

The priorities and current tasks for ELLLC are:

Priorities

- To support the Executive Committee in developing policies related to education and LLL for example by performing scoping and mapping activities such as surveys on educational practices Europe wide.
- To support EFAD members in facilitating communication on issues related to intrinsic strategies for continuous professional development by disseminating new initiatives, providing

tools, and best practice descriptions.

- To liaise with other Committees of EFAD to ensure a seamless and transparent approach to effective use of resources and implementation of initiatives.
- To continue to make HEI's aware of and test the usability of outputs from the DIETS projects.
- To monitor pertinent European directives and developments of other professions (in collaboration with other committees of EFAD) and how these can inform the work of the NDAs, HEIs and EFAD.

Tasks

- To disseminate and support increased utilization of outputs from the DIETS projects, e.g., the European Dietetic Advanced Competences (EDAC) for continuous professional development (CPD) and lifelong learning (LLL).
- To support CPD and monitoring the development in Europe with regard to registration and CPD-requirements together with the PPC.
- To investigate the feasibility of certifying/endorsing LLL courses.
- To develop networking, information provision and use of appropriate media to support dietitians in their CPD.

¹EFAD. European Dietetic Academic and Practitioner Standards. 2005.

²EFAD. European standard for dietetic education and training (EDC). 2009

³EFAD. European standard for practice placement requirements. 2010

⁴EFAD. European standard for advanced dietetic competences (EDAC). 2012

⁵EFAD. Pedagogical standards for practice placement teachers. 2013

⁶EFAD. Strategy for Lifelong Learning for dietitians in Europe. 2013

⁷DIETS is the acronym for the first dietetic thematic network 'Dietitians Improving the Education and Training Standards' (funded by ERASMUS, 2006-09). DIETS2 is the second network 'Dietitians ensuring education, teaching and professional quality' (funded by the EACEA, 2010-13).

APPENDIX 2

From **Guidelines for EFAD Committees, Networks, Experts & Representatives**

Standing Committees

Definition

The term "standing committee" in this document refers to the Executive Committee (EC), the Professional Practice Committee (PPC), the Research and Evidence Based Practice Committee (RES), the Education and Lifelong Learning Committee (LLL), the EFAD Conference Organising Committee (ECOC) and the EFAD Conference Programme Committee (ECPC).

Other "ad hoc" committees or task and finish groups may be established by the EFAD Executive Committee on a temporary basis as required.

Purpose: The role of the committees is to implement the policies and decisions of the EFAD General Meeting and Executive Committee, as described in the EFAD Strategic Plan¹, including embedding European Dietetic Advanced Competences, the Lifelong Learning strategy and taking forward the work of DIETS.

Selection of committee members is guided by the "*EFAD Policy on Selecting Representatives, Committee Members and European Specialist Dietetic Network members*"

Committee members are expected to undertake preparation and reading of papers and background documents etc. and to attend regular committee meetings.

The time commitment can be expected to be between 1 & 2 hours a week.

The work of the committees is supported by the Secretary General and administrative assistant.

Committee members will not be reimbursed for their work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed.

Terms of Reference for Standing Committees

1. Hold regular (virtual) meetings, which are recorded in agendas and minutes posted on the EFAD web site
2. Provide an annual report (for inclusion in the EFAD annual report), describing their work on development of the dietetic profession in their specialist field, including any research, publications or guideline development
3. Present annual work plans, including budget, to EFAD Executive Committee for approval at least 6 months before the year commences
4. Communicate work of committee through EFAD's newsletter and EFAD website, conference and e- journal.

¹ EFAD Strategic plan: <http://www.efad.org/everyone/2847/5/0/32>

5. Follow the EFAD publishing policy and use the EFAD logo on all publications and documents
6. Only enter into collaboration agreements which are in line with the “EFAD policy for sponsorship and collaboration with industry”²
7. Ensure that consultation procedures for external enquiries are simple and transparent
8. Maintain a list of members on the EFAD web site
9. Monitor and evaluate the work of the committee against EC approved performance indicators
10. Set-up small task and finish groups as appropriate to support the development and delivery of the committee’s work plans

Guidelines for Standing Committees on reporting and quality assurance

1. Publish the agenda for each meeting, with all accompanying documentation, on the EFAD web site at least one week before the meeting
2. Inform all committee members where the agenda and supporting documents can be accessed at least one week before the meeting
3. Inform all committee members of the date and time of each meeting four weeks before the meeting
4. Publish the minutes for each meeting on the EFAD web site no more than two weeks after of the meeting
5. Submit a report on how the committee is meeting its deliverables to the Executive Committee each month
6. Submit a report for inclusion in the EFAD Annual Report each year
7. All documents must contain the EFAD logo and show the date of preparation.

Responsibilities and Duties of EFAD Standing Committee Members

The duties and obligations of committee members and co-opted committee members are to:

1. Implement the Strategic Plan³ and Annual Work Plans as directed by the Executive Committee
2. Develop policies/strategies and procedures
3. Participate actively in all Committee meetings. There will normally be a maximum of two face-to-face meetings a year, of up to 2 days duration and a short virtual meeting in each month that does not have a face-to-face meeting
4. Contribute to the GM, EC & own committee agendas, identify and propose areas of work and direction of the committee, guided by the work plans

² EFAD Policy for Sponsorship and Collaboration with Industry: <http://www.efad.org/media/1044/efad-guidelines-for-sponsorship-and-collaboration-with-industry-2014.pdf>

³ EFAD Strategic Plan available on <http://www.efad.org/en-us/about-efad/strategic-plan/>

5. Respond quickly to enquiries from the committee chair and other committee members
6. Ensure that deadlines are met
7. Represent EFAD when asked to do so by the committee chair or the Executive Committee and report back to the Executive Committee
8. Liaise with other Committees of EFAD to ensure a seamless and transparent approach to effective use of resources and implementation of initiatives.
9. Committee members who are also the delegates for their association should continue to carry out the duties and responsibilities described for EFAD Delegates (see pg 6)