

Call for nominations for membership of EFAD Research and Evidence Based Practice Committee

EFAD is looking for new members for the Research and Evidence Based Practice Committee (REBPC), from 2023 to 2027.

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 Research and Evidence Based Practice Committee (REBPC)

Purpose: To embed evidence-based working in dietetic practice

- ▲ Propose and implement strategies for the development of an evidence-based approach to practice for European Dietetics, which supports the strategies of Member Associations.
- ▲ Using best practice of Member Associations and Higher Education Institutions (HEIs) advise on mechanisms for establishing an evidenced-based approach for dietitians working and studying within Europe.
- ▲ Encourage developmental opportunities and opportunities to use, share and discuss best practice in dietetic research.
- ▲ Contribute to the EFAD journal '*Kompass Nutrition & Dietetics*'.
- ▲ Proactively liaise with European (health) professional groups, HEIs and others to contribute to dietetic research in Europe.
- ▲ Advise the EC about participation in research projects which EFAD is invited to participate in.

- ▲ Proactively seek opportunities to raise funding for and participate in research.
- ▲ Make recommendations to EC on acceptance of nominations of expert dietitians. An advanced practitioner/specialist may also be considered an expert

Membership of the REBPC will be for 4 years. The committee will meet virtually approximately every 4 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 REBPC, 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) apply.

Selection Criteria

- ▲ A qualification in nutrition and dietetics.
- ▲ Experience & competence in dietetic research.
- ▲ Willingness to actively contribute to the work of the Research and Evidence Based Practice Committee
- ▲ Expertise in data collection, evaluation and quality assessment (auditing).
- ▲ Experience of dissemination or teaching evidence-based practice
- ▲ No more than two members of any committee can be from the same National Dietetic Association or Education Associate member. Where there is more than one National Dietetic Association or Education Associate member in a country, then no more than two members of a committee can be from the same country.



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 procedure

Nominations must be accompanied by:

- ▲ Curriculum Vitae
- ▲ Letter of motivation
- ▲ Name of two referees
- ▲ Letter of recommendation from a National Dietetic Association
- ▲ List of skills that the applicant will contribute to EFAD and the Research and Evidence Based Practice Committee

Deadline for nominations – 28 February 2023

Please send your nomination, with all accompanying documents to:

secretariat@efad.org





Nomination for Research and Evidence Based Practice 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. List of skills that applicant will contribute to EFAD and REBPC committee
4. Letter of recommendation from EFAD member (Full, Affiliate or Education Associate)
5. Two references providing evidence of expertise

Deadline for nominations – 28 February 2023

Please send your application, with all accompanying documents to secretariat@efad.org

Wineke Remijnse
EFAD Executive Director





APPENDIX

Extract from Guidelines for EFAD Committees, Networks, Experts & Representatives

Ratified by the 32nd EFAD General Meeting October 2021

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 (REBPC), the Education and Lifelong Learning Committee (ELLLC), the ESDN committees, the EFAD Conference Organising Committee (ECOC) and the EFAD Conference Scientific Programme Committee (ECSPC).

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 Plan](#), including embedding European Dietetic Advanced Competences, the Lifelong Learning strategy.

Selection of committee members is guided by the “**EFAD Policy on Selecting Representatives, Committee Members and European Specialist Dietetic Network members**”. **Executive Committee members must be Full Member Associations. Other committee members must be members of an EFAD member association (Full, Affiliate or Education Associate). The term of office for all committee members is 4 years. Committee members may be re-elected.**

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 Executive Director and administrative assistant/office manager.

Committee members will not be reimbursed for their work, but any previously approved expenses incurred on behalf of EFAD will be reimbursed. Only expense claims complying with the EFAD Policy on Claiming Reimbursement will be reimbursed.

Committee budgets will be confirmed on a year-to-year basis

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.
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](#)"
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 Plan](#) 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. If a committee member fails to attend three consecutive committee meetings or does not reply to three consecutive emails or requests for information his/her nominating Association will be informed and his/her committee membership may be terminated.
- 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
- 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 8)