

# Call for nominations for membership of EFAD Professional Practice Committee

EFAD is looking for new members for the Professional Practice Committee (REBPC), from 2022 to 2026.

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

The PPC is currently addressing issues including:

- ▲ Communication on use and adoption of standardized language
- ▲ Sharing of knowledge of SL; identify collaboration opportunities
- ▲ Raised awareness among stakeholders for cost effectiveness of dietitians' work
- ▲ DASHBOARD Report

Members of the PPC should have knowledge of EFAD's EuDAP, strategic plan, at least one aspect of the work of the committee and be prepared to actively contribute to that work. Often times this work entails cross collaborations with other standing EFAD committees.

The PPC meets virtually once every other month and face to face twice a year, as funding allows. Usually the second face to face meeting coincides with dates of the EFAD's annual conference. Also, PPC members undertake work on reports etc. between its meetings.

Committee members, who should be nominated by an EFAD member association for their skills and experience in professional practice and their capacity to contribute to the work of the PPC, they do not necessarily need to be members of EFAD Member Associations, although this would be preferable.

EFAD will pay the travel and subsistence expenses incurred in attending face to face committee meetings, as funding allows.



### Selection Criteria

- ▲ A qualification in nutrition and dietetics.
- ▲ Member of an NDA or HEI that is part of EFAD
- ▲ Willingness to actively contribute to the work of the Professional Practice Committee
- ▲ Experience in dietetic practice, education, or research
- ▲ Expertise in any one of the three key areas that PPC works on (care process/terminology, registration, ethics).

### Selection process

- ▲ The Executive Committee will determine the selection panel from existing committee members
- ▲ Following the close of nominations, the selection panel will review and assess each nomination and supporting documents. Committee membership is limited to no more than two members coming from the same National Dietetic Association or Education Associate member. In countries where there is more than one National Dietetic Association or Education Associate member, no more than two members can be representing that country.
- ▲ The selection panel decisions will be forwarded to the Executive Committee for approval.
- ▲ The Executive Committee decision is final and no further discussion with candidates or nominating organisations will 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 or Higher Education Institute (HEI). Should an HEI's nominee be selected, that HEI will be expected to apply for "Education Associate Membership" of EFAD
- ▲ List of skills that the applicant will contribute to EFAD and the Professional Practice Committee

### Deadline for nominations – 28 February 2022

Please send your nomination, with all accompanying documents to:

[secretariat@efad.org](mailto:secretariat@efad.org)





# Nomination for Professional Practice Committee members

Name of nominee: \_\_\_\_\_

## Details of Nominating Association or Education Associate Member

Name of nominating Association or Education Associate Member: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Position in Association/Education Institute \_\_\_\_\_

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 PPC 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 2022

Please send your application, with all accompanying documents to:

Wineke Remijnse  
EFAD Executive Director  
[secretariat@efad.org](mailto:secretariat@efad.org)





# APPENDIX 1

## 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)

