

Role:	Research Council Chair	Research Committee Members
Reporting to:	Executive Committee	Research Council Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Education and Research, Education and Research Manager	
Officer roles	See below details of current responsibilities and roles. These are subject to change on an annual basis, with members leaving and new ones joining or simply re-evaluating tasks and priorities.	

Research Council CHAIR	Research Committee ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the Research Council • Develop goals and objectives for the committee activities • Develop and implement strategies to achieve the set goals and objectives • Ensure succession planning • Define task distribution among committee members 	<ul style="list-style-type: none"> • Implement EUROSPINE guidelines and policies • Ensure usage of EUROSPINE brand is correctly managed at all times • Ensure appropriate and timely communication with EUROSPINE staff
Requirements	
<ul style="list-style-type: none"> • Have a commitment to the EUROSPINE mission, vision and goals (strategic plan) • Have a strong interest in working on the advancement of the Society • Understand the needs of our institutional and associate members and stakeholders • Represent the membership at large, not a particular interest group • Understand the need to base decisions on what is good for the Society • Willing and committed to devote the necessary time to EUROSPINE • Highly motivated • Fluent English 	
Eligibility	
<ul style="list-style-type: none"> • Former member of the Research Committee (previously Task Force) 	<ul style="list-style-type: none"> • Past experience and strong interest in interprofessional spine care • Candidates can apply directly or be proposed by another member • Committee and chair have priority right in choosing new members or successor • Candidates can be nominated but need to hand in full requested documentation • Conflict of interests must be mentioned together with the application documentation
Duties	
<ul style="list-style-type: none"> • Prepare and chair Research Committee meetings 2-4 times a year. • Oversee and approve the course programme. 	<ul style="list-style-type: none"> • Support the committee in strategic tasks to achieve set goals. • Represent and promote the EUROSPINE activities to stakeholders and the general public.

<ul style="list-style-type: none"> • In collaboration with the EUROSPINE staff, ensure governance of allocated budget • Lead the development, in collaboration with all Research Committee members and EUROSPINE staff, of all necessary assessments, tools and questionnaires to ensure EUROSPINE is at the forefront in this area. • Lead the development and use (in collaboration with all Research Committee members and EUROSPINE staff) of all necessary educational material, including presentations, e-learning material, guidelines, internal procedures needed to keep Research Committee activities in line with the latest international guidelines, best practices and new technologies. • Lead the development (in collaboration with the Research Committee members) of all Research Committee activities (research course, grants review). • Represent and promote the EUROSPINE Research Committee activities to stakeholders and the general public. 	<ul style="list-style-type: none"> • Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable timeframe (48 hours during business days). • Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly. • Attend meetings, educational events and conference calls, as occasion demands.
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Meetings

<ul style="list-style-type: none"> • 3 meetings per year (face-to-face or virtual) with the EUROSPINE Executive Committee to present current projects and discuss the strategic development of the Society in general. • Virtual meetings for specific projects, as occasion demands (I.e. EuSSAB meetings bi-weekly Ops call, Spine20). 	<ul style="list-style-type: none"> • 3-4 meetings per year (virtual) with the Research Committee • Regular meetings (virtual) with responsible EUROSPINE staff members.
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Benefits

<ul style="list-style-type: none"> • Financials: Free registration to the Annual Meeting including invitation to the ExCom dinner and travel reimbursement 	<ul style="list-style-type: none"> • Financials: Free registration to the Annual Meeting including travel reimbursement, if an official Research Committee meeting is organized during the Annual Meeting
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Director of Education and Research

Education and Research Manager

Staff Support and Responsibilities

<ul style="list-style-type: none"> • Provide strategic and operational support to Research Committee • Prepare and support Research Committee meetings 	<ul style="list-style-type: none"> • Provide operational and logistics support for research activities (research course and grants review, grant meeting) • Liaise with PCO if used (Professional Conference Organiser) in all organizational aspects for the research course
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	<ul style="list-style-type: none">• Liaise with e-learning team and student assistants for Learning Management System (LMS) and live session support for research course• Attend research course with Director of Education and Research and act as first point of contact for host, faculty and participants• Support Marketing Communications Manager with promotional activities for the research course and grant review• Administrative support for grants review• Deputize when Director of Education and Research is not available
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APPENDIX

Research Committee Activities

The Research Committee is responsible for the following activities:

Research Course

The Committee organises an annual Research Course to foster research skills for aspiring spine care specialists and clinicians. From 2011- 2022 the course was conducted as a live event, consisting of 3 full days and 2 half days. 2020 and 2021 saw a cancellation of the research course due to Covid.

With changing needs and expectations of learners, the research course was remodelled to include a blended learning approach. The new course is designed as follows:

Date	Course part	Format	Details
from 15 May 2024	PART 1 - E-learning	Online, self-paced	consisting of recorded lectures and MCQs
13 JUN 2024	PART 2 - Virtual introduction	Virtual (Zoom)	90 minute welcome and introduction, 2-3 weeks ahead of the face-to-face event
27-28 JUN 2024	PART 3 - Live session	Live	face-to-face session in Strasbourg/France 1,5 days
10 JUL 2024	Part 4 - Virtual completion	Virtual (Zoom)	final session (90min)

Research Grants

EUROSPINE has funded 52 research projects since 2011 with a total of 1.4 million EUR. The grant call was on hold from 2020-2022 due to Covid. All Committee members are part of the review team.

Traditionally the grant call and review followed the process and timeline below. This may differ now, but the aim is to complete the review process within 3-4 months of the submission deadline by the Committee members. Note that we aim to go back to the below timeline in the future.

1. **Early October:** Total funding available is confirmed each year at the EUROSPINE Annual Meeting
2. **Mid October:** Grant call is published shortly after
3. **End January:** Deadline to submit grant application
4. **Late March:** Committee members to review grants
5. **Early/mid April:** Review meeting takes place and recommendations are made
6. **Early/mid May:** Grantees are formally confirmed by Executive Committee (ExCom)
7. **Late May:** Applicants are informed of outcome and grantees receive grant agreement and schedule of tasks that need to be completed i.e. report deadline (new since 2022).
8. **Payment of grant:** upon completing the grant agreement i.e. all signatories signing the agreement, the grant payment will be transferred within 2-3 weeks to the grantee organisation

Other activities

Additional activities support the work done by the Committee.

Reviewing annual grant reports (new since 2022) - In progress

Grantees must submit an annual report on the progress of their research project (see grant agreement for details). Committee members are tasked to review and check the reports.

Status: The Education and Marketing team are in the process of devising a report in the form of a survey to standardize reporting and use information shared for promotional purposes.

External enquiries - In progress

EUROSPINE frequently receives enquiries about supporting or promoting other individuals' or organisations' research. The Committee is tasked to devise a set of guidelines on how to address these external requests.