



Call for Nominations for the Office of:

## **Chair of Education and Lifelong Learning Committee (ELLLC)**

The Chair of the ELLLC must be a member of an EFAD Member Association (Full, Affiliate or Education Associate), but does not need to be a delegate. The chair should be nominated for the skill and expertise he or she would bring to chairing the ELLLC. The term of office for Chair of ELLLC is 4 years, (2021- 2025). The Chair will also become a member of the EFAD Executive Committee.

The ELLLC is currently addressing issues including:

- Keep the EFAD education policies updated
- Promote the use the European qualification frame (EQF) for academic standards in the education of dietitians
- To support CPD and monitoring the development in Europe with regard to registration and CPD-requirements together with the PPC.
- To develop networking, information provision and use of appropriate media to support dietitians in their CPD
- To investigate the feasibility of certifying/endorsing LLL courses.

Members are invited to submit their nominations, together with a brief outline of the expertise their nominee could bring to the ELLLC and Executive Committee, on the form on page 2. Members should only nominate candidates who have:

- 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.
- Willingness to actively contribute to the work of EFAD through the Executive Committee.
- Experience in managing/chairing meetings

Responsibilities and Duties of EFAD Committee Chairpersons are given in Appendix 1.  
Responsibilities and Duties of EFAD Executive Committee Members are given in Appendix 2  
The Vision and Mission of ELLLC can be viewed in Appendix 3.  
Terms of Reference for EFAD committee members are given in the EFAD Guidelines for committees, networks, experts and representatives  
<http://www.efad.org/media/1848/efad-governance-document-november-2019.pdf>



### Nomination for Chair of Education and Lifelong Learning Committee

Candidate's name: \_\_\_\_\_

#### Details of Nominating Association

Name of nominating Association \_\_\_\_\_

Signature \_\_\_\_\_

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

Position in Association \_\_\_\_\_

#### Nominated candidates must have:

1. A qualification in nutrition and dietetics.
2. Experience & competence in the field of higher education.
3. Experience in managing/chairing meetings
4. Willingness to actively contribute to the work of the ELLLC.
5. Willingness to actively contribute to the work of EFAD through the Executive Committee.

#### Nominations must be accompanied by:

- Curriculum Vitae – confirming points 1-3 above
- Letter of motivation, including a brief outline of the expertise the nominee could bring to the ELLLC and Executive Committee – confirming points 4 & 5 above
- Letter of recommendation from an EFAD Member National Dietetic Association or Higher Education Institute
- Names of two referees

Candidates and nominations that do not meet the criteria above will not be considered for election

**Nominations to reach the Executive Director ([secretariat@efad.org](mailto:secretariat@efad.org)) by 22 June 2021.**

## APPENDIX 1

### Responsibilities and Duties of EFAD Committee Chairpersons

#### Organisational aspects

- The Chairperson will obtain prior approval and acceptance by the EC of all activities, including any financial commitments.
- The Chairperson will ensure that any sponsorship agreements follow the EFAD sponsorship guidelines and are approved by the EC
- The Chairperson will ensure that the Committee meets regularly (both virtually and face to face) and that written minutes of all meetings are submitted to the EC.

The Chairperson will be a full member of the executive committee. The EC normally meets twice a year for 2 days and holds short (1.5 hour) virtual meetings in each month that does not have a face-to-face meeting. Further information about what this entails is available in “Responsibilities and Duties of EFAD Executive Committee Members” in the EFAD Guidelines for committees, networks, experts and representatives  
<http://www.efad.org/media/1848/efad-governance-document-november-2019.pdf>

#### Documentation & Correspondence

- The Chairperson will ensure that all documentation and/or communications, which could be regarded as EFAD communications, have the prior approval of the EC before distribution.
- Unless otherwise approved, the chairperson will forward all correspondence to the EFAD secretariat for mailing and distribution
- The Chairperson will ensure that written documentation of planned deliverables and due dates is submitted to the EC before 1 February each year
- The Chairperson will submit a short report of the committee’s activities each June, for inclusion in the draft Annual Report and on the EFAD web site
- The Chairperson will make presentations about the committee’s activities to the EC and GM

#### Financial Aspects

- Each committee is allocated an annual budget, agreed by the General Meeting. The chairperson is responsible for managing this budget and meeting all committee expenses from it.
- EFAD will refund the expenses of the chairperson in accordance with the “EFAD rules for reimbursement” for attending Executive Committee meetings.
- All EFAD officers/representatives are expected to travel by the least expensive method reasonably possible and to keep their subsistence claims below the maximum allowed by European guidelines.

The Chairperson of an EFAD Committee must be a member of an EFAD National Dietetic Association member, or a member of an association working in an EFAD Education Associate Member, but does not need to be a delegate. A chair should be nominated for the skill and expertise he or she would bring to chairing the respective Committee.

While the position is an honorary one EFAD will pay the travel and subsistence expenses incurred by the chair in attending Committee meetings.

**Appendix 2.**  
**Responsibilities and Duties of EFAD Executive Committee Members<sup>1</sup>**

Executive Committee members will be expected to attend monthly virtual EC meetings, face-to-face EC meetings, the General Meeting and Conference each year. EC members will also be expected to read papers and background documents (1-2 hours a week rising to 3-4 hours leading up to the GM).

In addition to the duties and obligations of Standing Committee Members, Executive Committee members and any co-opted Executive Committee members are to:

1. Contribute to the agenda, identify and propose areas of work and direction of EFAD, guided by the Strategic Plans, Work Plans and the General Meeting.
2. Carry responsibilities for special areas eg a Standing Committee and report back on activities
3. Respond quickly to enquiries from the Honorary President, the Executive Director and other executive committee members.

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<sup>1</sup> See also EFAD Organisational Procedures [http://www.efad.org/media/1847/organisational-procedures\\_2019.pdf](http://www.efad.org/media/1847/organisational-procedures_2019.pdf)

### Appendix 3

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

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### 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)<sup>1, 2</sup>, a European standard for practice placement requirements (adopted in 2010)<sup>3</sup>, a European standard for advanced dietetic competences (adopted in 2012)<sup>4</sup>, pedagogical standards for practice placement teachers (adopted in 2013)<sup>5</sup> and a lifelong learning (LLL) strategy for EFAD (adopted in 2013)<sup>6</sup>.

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)<sup>7</sup>, 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.

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<sup>1</sup>EFAD. European Dietetic Academic and Practitioner Standards. 2005.

<sup>2</sup>EFAD. European standard for dietetic education and training (EDC). 2009

<sup>3</sup>EFAD. European standard for practice placement requirements. 2010

<sup>4</sup>EFAD. European standard for advanced dietetic competences (EDAC). 2012

<sup>5</sup>EFAD. Pedagogical standards for practice placement teachers. 2013

<sup>6</sup>EFAD. Strategy for Lifelong Learning for dietitians in Europe. 2013

<sup>7</sup> DIETS 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).