

EAHAD E-Learning Working Group

Terms of Reference

1. Purpose and goals

The Working Group will strive to contribute to the training of young physicians and offer a high quality continuous education programme to experienced haematologists and pathologists, who manage patients with bleeding disorders, by producing a variety of online educational materials and items.

Its goals are:

- Deepen the theoretical and practical knowledge necessary for the management of pathologies at risk of bleeding.
- Acquire and master knowledge on procoagulant treatment strategies.
- Provide practical training to better understand the problems related to haemostasis pathologies through interactive teaching in the form of clinical cases, MOOCs, and educational games.
- Encourage the development of research in the field of haemorrhagic pathologies.

2. Membership

- The Working Group will have between five (5) and eight (8) members, including a chair, vice-chair and secretary. At any given time, there should be no more than two members being from the same European country. The members must be experts in the field of haemophilia and allied disorders.
- The Chair will be appointed by the EAHAD Executive Committee.
- The vice-chair and the secretary will be appointed by the members of the Working Group.
- The Working Group will include at least one EAHAD Executive Committee member.
- When a vacancy arises or a new need in one or another specific field is identified in the Working Group, a call for new members will be published on the EAHAD website and circulated via EAHAD's social networks. Existing members will review the applications. Agreement within the Working Group is desired and a majority of members of the Working Group must agree on the appointment of a new member. In case of a tie, the Chair has the deciding vote.
- Members of the Working Group will have a term of two (2) years. The members can be re-elected for another term of two (2) years.

3. Duration of the mandate

- The Working Group will have a fixed term mandate of two (2) years. After that period, the mandate term will be re-evaluated by the Executive Committee, based on goals, objectives, and deliverables.

4. Frequency of Meetings

- Maximum of five (5) meetings per year. The meetings will be in-person or virtual.
- In-person meetings should, when possible, be organised to coincide with other meetings (e.g. the annual congress)
- All Working Group members are required to actively participate in the work of the Working Group
- At least one EAHAD staff representative will attend the meetings and provide assistance.

5. Funding

- Meetings and support by the EAHAD Office will be funded by EAHAD with possible external support according to the EAHAD Sponsorship Policy.
- The annual budget is 10,000 EUR.
- The funding will cover in-person meetings, teleconferences, publication fees, IT support, etc.

6. Reporting requirements

- The Working Group will produce reports outlining its progress on agreed objectives. The reports will be submitted to the Executive Committee. A summary will be included in the EAHAD annual report.
- Minutes will be drafted and distributed to Working Group members after the meeting date.

7. Dissemination activities

- The Working Group will support the dissemination of its activities by providing content to the EAHAD staff to share via the EAHAD website and social media channels. Publications and presentations by the Working Group are encouraged. Any publications should acknowledge the Working Group and all its members.

8. Review of the terms of reference

The Working Group will review the terms of reference every two (2) years.

October 2022