



**European Society of Endodontology**

**TERMS OF REFERENCE AND OPERATING  
ARRANGEMENTS FOR COMMITTEES OF THE  
ESE**

**RESEARCH COMMITTEE**

**May 2018**

## 1 INTRODUCTION

- 1.1 The Constitution and Bylaws of the ESE provide that the General Assembly must appoint Committees of the ESE either to undertake specific functions on behalf of the ESE or to provide advice and assurance to the ESE in the exercise of its functions;
- 1.2 In line with ESE's Constitution and Bylaws and its scheme of delegation the Executive Board, on behalf of the General Assembly, shall nominate annually a committee to be known as the **Research Committee**;
- 1.3 Committees of the ESE may establish sub-Committees to assist it in the conduct of their business, provided the Executive Board approves such action.

## 2 PURPOSE

The purpose of the Research Committee is to work in collaboration with the Executive Board, CEO and Administrator of the ESE to:

- 2.1 Maintain close contact with academic and clinical staff within the Dental Schools of Europe, with member national societies and individual members with special status to disseminate calls for prizes/grants and abstract submissions;
- 2.2 Oversee the management of the ESE Wladimir Adlivankine research prize competition according to the timelines drawn up by the Executive Board, including the periodic revision of regulations;
- 2.3 Oversee the award of ESE annual research and young investigator grants according to the timelines drawn up by the Executive Board, including the periodic revision of regulations;
- 2.4 Manage the review, editing and acceptance of original scientific research abstracts for the Original Scientific Poster sessions of ESE Congresses, according to the timelines drawn up by the Executive Board;
- 2.5 Oversee the arrangements for original scientific research abstracts accepted at biennial congresses to be published in a congress booklet;
- 2.6 Work with the Editor-in-Chief of the Society's Journal to ensure the timely publication of research abstracts associated with ESE Congresses and the summary of meetings;
- 2.7 Work with the ESE Administrator/CEO and Executive Board to develop the scientific programme for Congresses;
- 2.8 Develop the scientific programme of Research Meetings in collaboration with the Executive Board;
- 2.9 Develop a strategy for producing 'Position Statements' on key research/clinical topics within the field of Endodontology, and their critical review and publication in collaboration with the CEO and Executive Board;
- 2.10 Develop a timeline and process for the review of existing Position Statements;
- 2.11 Foster research by individuals and groups within the member national societies, the EU and beyond;
- 2.12 Promote high quality research through research meetings, workshops and events;
- 2.13 Work closely with the Treasurer and CEO to identify all costs associated with the work of the Committee so that it can be included in the annual budget and approved before the expenditure is committed.

## 3 REPORTING AND ASSURANCE ARRANGEMENTS

The Committee shall:

- 3.1 Work effectively with the Executive Board, General Assembly, CEO and Administrator of the ESE;
- 3.2 Report formally, regularly and on a timely basis to the CEO, Administrator, Executive Board and General Assembly on the Committee's activities. This includes verbal updates on activity and the submission of committee minutes and written reports throughout the year;
- 3.3 Bring to the Executive Board, normally via the CEO, specific attention to any significant matters under consideration by the Committee;
- 3.4 Ensure appropriate escalation arrangements are in place to alert the Executive Board or Chairs of relevant committees of any urgent/critical matters that may affect the operation and/or reputation of the ESE.

The CEO of the ESE, on behalf of the Executive Board and General Assembly, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation including that of any sub-Committees established.

#### **4 MEMBERSHIP**

The Research Committee will consist of:

- 4.1 A Chair, appointed by the Executive Board and approved by the General Assembly;
- 4.2 Individual members appointed by the Executive Board following discussion with the Chair;
- 4.3 By invitation: the Committee Chair may invite ESE officers or others to attend all or part of a meeting to assist it with its discussions on a particular matter.

#### **5 MEMBER APPOINTMENTS**

- 5.1 The membership of the Research Committee shall be determined by the Executive Board, based on the recommendations of the Chair – taking account of appropriate diversity and representation necessary to deliver the committee's remit, and subject to specific requirements or directions made by the Executive Board;
- 5.2 Members shall be appointed to hold office for a period of four years, with a possibility of renewal for a further two years. During this time a member may resign or be replaced by the Executive Board;
- 5.3 Specific criteria for membership shall normally include:
  - Membership of a full member society of the ESE;
  - Established record of high quality research activity, including the award of research grants and publications in peer-reviewed scientific journals;
  - Recognised Specialist or Certified Member of the ESE and/or Specialist in Endodontology;
  - Commitment to engage with the ESE and the Research Committee, and to respond to requests from the ESE in a timely manner;
  - Good communicator with command of written and oral English;
  - Ability to attend real or virtual meetings of the Research Committee and ESE Congresses.

#### **6 MANAGERIAL AND ADMINISTRATIVE SUPPORT**

- 6.1 Local administrative and secretarial support if required should be discussed with the CEO ([ceo@e-s-e.eu](mailto:ceo@e-s-e.eu));
- 6.2 Central administrative support: ESE Administrator - [administrator@e-s-e.eu](mailto:administrator@e-s-e.eu);
- 6.3 The CEO shall arrange the provision of advice and support to the Chair and committee members on any aspect related to the conduct of their role.

## **7 COMMITTEE MEETINGS**

### **Quorum**

- 7.1 Quorum at formal meetings to consist of at least a third of the whole number, including the Chair (or nominated deputy).

### **Decision making**

- 7.2 It is expected that all major decisions are approved by unanimous agreement, that is, all members are in favour.

### **Meetings**

- 7.3 Meetings shall be held as the Chair of the Committee deems necessary – consistent with the ESE's annual plan of business;
- 7.4 Meetings should be held as video or teleconferences where possible.

## **8 RELATIONSHIPS AND ACCOUNTABILITIES WITH THE EXECUTIVE BOARD AND ITS COMMITTEES**

- 8.1 The Committee is directly accountable to the Executive Board for its performance in exercising the functions set out in these terms of reference;
- 8.2 The Committee shall embed the ESE's corporate standards, priorities and requirements, e.g. equality and human rights through the conduct of its business.

## **9 REVIEW**

- 9.1 These Terms of Reference and Operating Arrangements shall be reviewed annually by the Executive Board and Research Committee with reference to the General Assembly.