

First written by Alexandra Gratl, Riikka Tulamo and Vincent Jongkind

Approved by EVST Council at council meeting, 26 September 2018, Valencia.

Latest update June 2023, approved by ESVS Executive Committee in September 2023.

1. SCOPE

1.1. Committee background

The European Vascular Surgeons in Training (EVST) form a chapter within the European Society of Vascular Surgery (ESVS). The EVST represents European trainees in vascular surgery. The EVST originates from the European Association of Vascular Surgeons in Training (EAVST) which was founded in September 1994.

1.2. Committee responsibilities in regard to ESVS

The committee will not enter into any contracts or commitments without the agreement of the ESVS Executive Committee. Literature and artwork designed or produced in connection with the committee will require prior approval by the ESVS council and copyright in such material will belong to the ESVS and must be identified as such. The Committee must treat as confidential all sensitive information concerning the ESVS or its members which it acquires in consequence of or in connection with its activities.

1.2 In law, the ESVS Executive Committee is responsible for the administration of the committee and for all initiatives carried out in its name.

1.3 EVST, as an ESVS committee, is subject to complying with [ESVS regulations](#) and guidelines, and is governed by the ESVS [bye-laws](#).

2. GOALS AND OBJECTIVES

2.1 Goals

The aim of the EVST is to promote knowledge and skills for trainees in vascular surgery. The EVST aims to improve the networking between vascular surgery trainees, to allow opportunities for them to connect with one another, enabling them to share experiences in different educational strategies, and to develop educational activities in collaboration with the ESVS and its Academy.

2.2 Objectives

- Deliver courses and activities according to the evolving needs of the trainee membership
- Communicate on and promote the activities of the EVST among other trainees and medical students (internally and externally)

- Encourage membership of the EVST

The EVST activities and projects may focus primarily on European trainees and European countries, however the reach of the EVST includes trainees from countries outside of Europe.

2.3 Mission Statement

To establish and develop a network of education and support for trainees in vascular surgery.

MEMBERSHIP 3.1 The ESVS provides a special membership fee for trainees (European Trainee and Non-European Trainee membership of the Society) and accordingly collects the member fees. Trainee membership is available for the duration of an individual's training period, proof of trainee status is required for each year of a trainee membership subscription. After completion of training, such as by passing the Fellow of European Board of Vascular Surgery examination, by national examination or otherwise, EVST members will advance to full members. Trainee members are invited to participate in the meetings run by the ESVS, including the scientific sessions and workshops. The members also receive online access to the Journal of Vascular and Endovascular Surgery and access to the Members Area of the ESVS website (including the ESVS library), where member-only material is provided by the ESVS and/or the EVST.

3.2 An open application process is followed for positions on the EVST Executive Committee and EVST representatives in ESVS Guidelines.

3.3 EXECUTIVE COMMITTEE

The Executive Committee of the EVST consists of the Secretary, the Past Secretary (if desired) and four officers who are elected by the ESVS Council (ESVS Library committee representative, academy committee representative, UEMS representative, programme committee representative). All terms in the Executive Committee last three years. Any EVST member may apply for one of the posts in the Executive Committee, through an open application process organised by the ESVS office. EVST members at the end of their training are invited to apply meaning that officers can be in function also after completion of their training.

3.3.1 SECRETARY

The EVST Council is led by the Secretary who is elected by the Councillors. The EVST council meetings and the agenda for these meetings are supervised by the Secretary. The Secretary represents the interests of the EVST within the ESVS. The Secretary is part of the ESVS executive committee and has a vote in the ESVS Council.

The term of the Secretary is three years, starts at the closure of the ESVS Annual Meeting, and any EVST member may apply for this position. An EVST SOP exists which outlines the detailed

application and election procedure. The Executive Committee will select three candidates who will be invited to present themselves to the Council with a 10-minute presentation at the Charing Cross meeting in London. Based on these presentations the Council will elect the new Secretary and this position will be ratified by ESVS ExCo

3.3.2 PAST SECRETARY

The Past Secretary may remain within the EVST Council as member of the Executive Committee for one additional year immediately following their term. Within this time period, he or she is allowed to join the meetings of the EVST and is also allowed to vote. He or she is not allowed to re-apply for the position of Secretary.

3.3.3 ESVS ACADEMY REPRESENTATIVE

To represent the interests of the EVST within the Academy, a representative is elected by the Councillors. The term is three years and starts at the closure of the Annual Meeting. Any European EVST member can apply for this role. This representative is asked to join the meetings of the Academy as well as the meetings of EVST and his or her responsibility is to provide interworking between the Academy and the EVST. This individual also sits on the e-committee to represent the interests of both the EVST and the Academy.

1.1. 3.3.4 UEMS (EUROPEAN UNION OF MEDICAL SPECIALITIES) REPRESENTATIVE

To represent the interests of the EVST within the UEMS, a representative is elected by the Councillors. The term is three years and starts at the closure of the Annual Meeting. Any European EVST member can apply for this role. This representative is asked to join the meetings of the UEMS as well as the meetings of EVST and his or her responsibility is to provide interworking between the UEMS and the EVST.

1.2. 3.3.5 ESVS ANNUAL PROGRAMME COMMITTEE REPRESENTATIVE

The ESVS Programme Committee organises the ESVS Annual Meeting and an EVST representative is part of this committee. The term is three years and starts at the closure of the Annual Meeting. Any European EVST member can apply for this role. The committee will meet several times a year to organise the meeting. The EVST representative will have close contact with the EVST Secretary and Council on the developments in the committee.

3.3.6 ESVS LIBRARY COMMITTEE REPRESENTATIVE

To represent the interests of the EVST within the ESVS Library Committee, a representative is elected by the Councillors. The term is three years and starts at the closure of the Annual Meeting. Any European EVST member can apply for this role. This representative is asked to join the meetings of the ESVS Library Committee as well as the meetings of EVST and his or her responsibility is to provide interworking between the ESVS Library Committee and the EVST.

3.4 OTHER COMMITTEES

There is an EVST representative within each Guidelines Writing Committee. Any EVST member may apply for this role and the individual is part of the committee for the duration of the writing procedure. The representatives mentioned in section 3.4 do not form part of the EVST Executive Committee.

3.5 THE COUNCIL

The Council is the decision-making body of the EVST. Any European country with more than ten trainee members is invited to nominate a Councillor to represent the interests of that country. If a country has fewer than 2,000,000 inhabitants and more than 5 EVST members, they shall be entitled to elect a Councillor as per the standard election process outlined in the ESVS SOPs.. The term of a Councillor is three years and starts on the 1st of September. Councillors may not be re-elected.

Each non-European country whose number of nationals being Non-European Trainee Members (as defined in the Bye Laws) shall exceed 10 on the first day of December in any year shall be entitled to nominate one representative to the EVST Council. These Non-European Councillors have voting rights.

3. MEETINGS

4.1 The EVST Council meets two to three times a year to discuss ongoing or new projects, to organise educational, scientific and socialising events. The Annual Meeting of the ESVS is the most important meeting, during which the EVST gets the opportunity to actively participate in the meeting, including the organisation of scientific and educational sessions. During the Annual Meeting of the ESVS an EVST council meeting is held. One or two additional council meetings are held throughout the year, preferably at a major congress or symposium. If a Councillor is not able to attend a meeting, the Secretary should be informed, and a substitute can be nominated by the absenting Councillor. If a Councillor is absent from three consecutive meetings, he or she will be asked to resign, and a new national representative will be elected in the same way as described above.

3.2 Meeting organisation and budgeting to be aligned with the SOP on Committee Management, budget requests to be made to the ESVS Executive Committee as per agreed timelines.

3.3 The EVST will report its activities to the ESVS Executive Committee and Council when requested, this is typically in April/May and September.

3.4 Decision making will be by consensus, providing at least 50% of Councillors cast a vote. If a consensus cannot be achieved, decision making will be by a majority vote of committee members present. In the event of a tied vote, the Chair will have the casting vote.

5 RESPONSIBILITIES

Every Councillor has the responsibility to represent the interests of the trainees in vascular surgery from his or her country in the best way possible and forms a link with national society and trainees. He or she also has the responsibility to represent the EVST in their country and to optimise membership numbers in his or her country. Every Councillor will actively participate in council meetings and will initiate or participate in EVST initiatives to improve training of vascular surgeons in Europe.

If a Councillor wants to resign from their position before the end of their term, the Secretary should be informed about the reason and an election for a new Councillor will be arranged.

2. 6. FINANCES

6.1 The finances of the EVST are dependent on the global finances of the ESVS. Each year the EVST must submit in a budget proposal to ESVS in order to request financial support.

6.2 There is no financial compensation for EVST Councillors. EVST Councillors are invited to apply for a grant of maximum €350 covering travel costs to the Annual Meeting of the ESVS.

7. Monitoring Effectiveness

7.1 The EVST Executive Committee will undertake an annual review of its performance, to evaluate progress made.

7.2 Any issues with committee member performance to be dealt with as per the SOP on Committee Management.

8. Support

8.1 The EVST shall be supported administratively by the ESVS office, and ESVS Executive Committee when necessary

9. Review

9.1 These terms of reference will be reviewed at least every 6 years as part of the process for managing the committee's effectiveness.

9.2 Any amendments to these terms of reference will be proposed by the EVST Secretary and aligned with ESVS bye-laws and SOPs.