**VTI Education Committee**

The Education Committee (Ed Com) was formed ina VTI Board meeting on September 19, 2010. The purpose of the Ed Com is to professionalize the decision making process on issues relating to Validation theory, practice and teaching.

1. **Members of the Ed Com:**

 Certified Validation Masters.

 Individuals with Validation Master Certificates are invited onto the committee.

1. **Responsibilities of the Ed Com:**

To provide advice or authorization on issues relating to Validation theory, practice and teaching. This includes:

* Certification of Masters,
* Development of testing materials,
* Papers on subjects relating to Validation (like the Calibration article)
* Revisions to the Quality Manual
* Continuing development of Validation theory
* And all other things that relate to maintaining the quality of Validation teaching
* Authorization of Teaching curricula
1. **Issues or Projects for the Ed Com:**

May be sent from any person or organization involved with Validation.

1. **Regional Representatives:**

There are three Regional Representatives (RR) of this committee:

* Hedwig Neu, RR for Japan;
* Steve Klotz, RR for the USA
* Marie-Claire Giard, RR for Europe

 RRs rotate their positions among all the Masters as seen in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 2017 | 2018 | 2019 | 2020 | 2021 |
| Europe | Marie-Claire | Marie-Claire | Marie-Claire | Person F | Person F |
| United States | Steve | Steve | Person E | Person E | Person H |
| Japan | Hedwig | Person D | Person D | Person G | Person G |

1. **RR Responsibilities:**
* To clarify all issues brought to the Ed Comm, create a work plan and time line.
* To decide issues that need an immediate answer (within 1 day)
* To ensure that all issues are handled in a timely manner and brought to a conclusion
1. **Policies or Ways of Working**:
* Projects initiated in the United States will be managed by Steve Klotz
* Projects initiated in Europe will be managed by Marie-Claire Giard
* Projects initiated in Japan will be managed by Hedwig Neu

**First step:**

Issues are discussed among the Regional Representatives and the VTI Executive Director. Goals of this discussion are: to clarify the issue, to create a work plan and time line.

**Second Step**:

Each Regional Representative discusses the issue and collects votes from the Masters in their area.

**Third Step:**

Regional Representatives and the VTI Executive Director collect votes and communicate with all Masters on the final decision.

1. **Project Management:**

**7.1. Timing:**

Urgent matters may be decided upon by the regional representatives of the Ed Com together with any other EC members they feel can help with the decision. The committee will be informed of the decision by email.

* Issues/emails – no attachments – 5 working days
* Issues/emails with a full single page – 10 days
* Issues/emails with 2-5 pages – 2 weeks
* Issues/emails with 5 pages or more – 1 month

**Once the date for response has past, a non-response is considered a ‘yes’ vote**

**7.2. Number of responses required:**

The Ed Com requires a **majority** of responses for non-policy matters and **75%** of responses for 'policy' matters.

1. **Definitions:**
* Policy matters are:
* how we function as a committee
* any changes having to do with Validation theory
* any changes having to do with Quality Manual topics, i.e. training course requirements
* Non-Policy matters are:
* interpretation of current policy, practice, and definition of Validation terms
* Urgent matters are:
* Issues that need an answer within 1 day and to be determined by all members of the RR on a case by case basis.
1. **Keeping of decisions and projects:**
* All policy decisions will be kept as a pdf file by Jana Stoddard, Project Manager for the Ed Com.
* All projects will be kept on a time-line and tracked by Jana Stoddard. For this reason Jana should be included in all Ed Comm emails: jana@vfvalidation.org