

## **I-CDEA Steering Council: Call for Expressions of Interest**

### **Mission/Objectives:**

The Steering Council for I-CDEA will be established to guide and develop, (in collaboration with the I-CDEA Executive Director (Chair) and the ICDA Board, to work collaboratively with National Dietetic Associations) to develop international standards for education and accreditation to strengthen the global nutrition and dietetics workforce.

More specifically, the Steering Council will guide the following components of the I-CDEA education and accreditation plan:

1. Review of the international competency standards for dietitians- nutritionists in consultation with National Dietetic Associations (NDA's)
2. Review of the definition for dietitian-nutritionist
3. Review and systematisation of documentation for international accreditation
4. Provide input into the development of accreditation peer reviewer training

### **Criteria for membership of the I-CDEA Steering council:**

Members of the I-CDEA Steering Council will have recent dietetic education and practice expertise and a willingness to contribute to the development of education standards and the accreditation process. The aim for the I-CDEA Steering council membership is to have a diverse international geographical spread.

Steering Council members will initially be appointed for a four-year term. All members will be required to declare any Conflicts of Interest and sign confidentiality agreements on appointment. Steering Council members will undertake the role in an honorary/voluntary capacity. If there is a need to meet in person, the travel and accommodation expenses will need to be borne by the individual and / or NDA that has nominated the Steering Council member.

The I-CDEA Steering Council will incorporate a minimum of 8 experienced members with recent university dietetic education expertise made up of:

- I-CDEA Executive Director (Chair)
- ICDA Board Member
- + up to at 6 additional Steering Council members who are supported by NDA's of their respective country.

Ideally there will be one Steering council member from each global region to support the international focus of the work of the group:

- o Europe
- o North America
- o Latin America
- o Africa

- o Asia
- o Oceania

The Steering Council will benefit from breadth and depth of global diversity and experience. The Steering council membership will be reviewed following the recruitment process.

### **Quorum**

- Minimum of 50% of the Steering Council membership plus one additional member including the Chair or the Board member.

### **Decision-making and reporting**

- The Steering Council is to develop and form recommendations to the ICDA Board.
- The Steering Council Chair will record the activities and outcomes to the group. The Chair will report these to the Board on a Quarterly basis.

### **Steering Council function and operation**

- The Chair of the I-CDEA Steering Council (SC) will coordinate, chair and minute online meetings of the Steering Council. It is envisaged they will be 2-hour meetings to progress the work of the SC. This will be arranged at times (across time zones) to try and optimise the working of the Steering Council.

## **Recruitment to the Steering Council**

### **Call for Expressions of Interest (EOI):**

There will be 3 broad strategies for recruitment:

1. National Dietetic Associations will be invited to nominate a member to join the I-CDEA Steering Council and they will submit an Expression of Interest form
2. Participants of the ICND 2024 workshop on I-CDEA Education and Accreditation who provided their contact details will be emailed directly by completing and submitting an Expression of Interest (EOI) form.
3. A message posted on the ICDA communication platform – social media post and the website.

## **Recruitment process**

The EOI will be:

- Hosted / advertised on the ICDA webpage for 1 month (1-31 May 2025)
- Emailed directly to National Dietetic Associations (1/5/2025) and a follow up email 15/5/25)
- Emailed directly to Accreditation Standards workshop participants from ICND Toronto 2024 who expressed an interest and provided contact details for further involvement (1/5/25 and a follow up email 15/5/25)

The EOI is to include an overview of the applicants experience with dietetic education and accreditation and include a 1-page CV.

Expression of interest and enquiries are to be sent directly to:

**I-CDEA Executive Director, Assoc. Professor Janeane Dart**

[janeanedart@gmail.com](mailto:janeanedart@gmail.com)

OR

**ICDA Board Member, Dr Elizabeth Solis Peres**

[draelizabethsolisperez@gmail.com](mailto:draelizabethsolisperez@gmail.com)

EOI will close on May 31 2025.

**Process for appointment of I-CDEA Steering Council members:**

The I-CDEA Executive Director [JD] and the Board Director [ES-P] will review the EOI applications. If there are more applications than positions for one region, the applicants will be short-listed and offered an interview.

The successful applicants for the I-CDEA will be recommended to the ICDA Board for approval. Once approved, all applicants will be informed of the outcomes.