

The I-DSD/I-CAH/I-TS

Steering Committee Remit

Prepared By: FA, JB

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A Purpose of the Steering Committee

Primary Functions

The primary function of the Steering Committee is to participate in the planning and oversight of the I-DSD/I-CAH/I-TS Project and to advise its project management group. The I-DSD/I-CAH/I-TS Steering Committee will monitor and review the project status, as well as provide suggestions on its future plans.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. Members of the Steering Committee ensure I-DSD/I-CAH/I-TS objectives are being adequately addressed and the project remains under control. In practice, these responsibilities are carried out by performing the following functions:

- Monitoring and review of the project at regular Steering Committee meetings once to twice per year;
- Providing assistance to the project when required;
- Reviewing project scope as emergent issues force changes to be considered, ensuring that scope aligns with that of the original aims and targets and key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach;
- Formal review of project deliverables.

Ancillary Responsibilities

The Steering Committee is responsible for recommendations and guidance with respect to major project elements such as:

- Prioritization of future projects;
- Quality of deliverables as identified by the project management group;
- Review of schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Project management
- Planning of the biennial I-DSD Symposium

B Steering Committee**Membership**

The Steering Committee will consist of the following members:

Name	Role	End of tenure
Christa Flück	Chair	I-DSD 2024
Anna Nordenstrom	I-DSD 2024 Local Host & Incoming Chair	I-DSD 2026
Jeremy Tomlinson	Data Access Committee chair	2026
Justin Davies	Care Quality Improvement Committee chair	2026
Sabine Hannema	Learning & Training Committee chair	2028
Mohamed Fahmy	Ordinary member, Egypt	2025
Claus Gravholt	Ordinary member, Aarhus	2026
Kenneth Scott	Ordinary member, KSA UK	2024
Arlene Smyth	Ordinary member, ORC Glasgow	2026
Margarett Shnorhavorian	Ordinary Member, USA	2025
Philippe Touraine	Ordinary member, France	2025
M O'Connell/J Hewitt	Ex-Officio ANZSPED	Coterminous
Reiko Horikawa	Ex-Officio APPEP	Coterminous
Olaf Hiort	Ex-Officio Endo-ERN	Coterminous
Tülay Güran	Ex-Officio ESPE	Coterminous
Luke Harper	Ex-Officio ESPU	Coterminous
C Finlayson/ M Rutter	Ex-Officio PES	Coterminous
Guilherme Guaragna Filho	Ex-Officia SLEP	Coterminous
Project Office		
Faisal Ahmed	Project Lead	Continues
Jillian Bryce	Project Manager	Continues
Minglu Chen	Project Administrator	Continues
Fatma Ashraf	Project Support	Continues

- From July 2020, the Local Host of the biennial I-DSD Symposium will become the Chair of the Steering Committee. The term of the Chair will end after the I-DSD Symposium they are hosting.
- Members of the Steering Committee shall have a 5-year term unless they are officially co-opted
- A quorum will consist of a minimum of 50% of the members

Role of a Steering Committee member

It is intended that the Steering Committee leverages the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the project;
- Ensure the project's outputs meet the requirements of the original proposal;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Check adherence of project activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the Team regarding the project's progress and outcomes;

C Steering Committee Meetings

Meeting Schedule and Process

The Steering Committee will meet twice per year or as required to keep track of issues and the progress of the I-DSD/I-CAH Registry and on-going. The project manager will organise and schedule the meetings. Over a period of three years Steering Committee members should attend more than 50% of the meetings.

The project lead will prepare the Agenda for Steering Committee Meetings.

D Declaration of Acceptance

Declaration of Acceptance by Steering Committee Member:

Please sign below to confirm your acceptance of the Steering Committee Charter and return to the I-DSD Project Manager (details below)

Name:..... Date:

Signature:

Dr Jillian Bryce

I-DSD/I-CAH/I-TS Project Manager

Office for Rare Conditions, Glasgow
University of Glasgow
Level 0, Zone 1, Office Block (Paediatrics)
Queen Elizabeth University Hospital Campus
Govan Road
Glasgow, G51 4TF,UK

Jillian.Bryce@glasgow.ac.uk