The I-DSD/I-CAH/I-TS
Steering Committee Remit

Prepared By: FA, JB
Date: 28/06/2023

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>End of tenure</th>
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<tbody>
<tr>
<td>Christa Flück</td>
<td>Chair</td>
<td>I-DSD 2024</td>
</tr>
<tr>
<td>Anna Nordenstrom</td>
<td>I-DSD 2024 Local Host &amp; Incoming Chair</td>
<td>I-DSD 2026</td>
</tr>
<tr>
<td>Jeremy Tomlinson</td>
<td>Data Access Committee chair</td>
<td>2026</td>
</tr>
<tr>
<td>Justin Davies</td>
<td>Care Quality Improvement Committee chair</td>
<td>2026</td>
</tr>
<tr>
<td>Sabine Hannema</td>
<td>Learning &amp; Training Committee chair</td>
<td>2028</td>
</tr>
<tr>
<td>Mohamed Fahmy</td>
<td>Ordinary member, Egypt</td>
<td>2025</td>
</tr>
<tr>
<td>Claus Gravholt</td>
<td>Ordinary member, Aarhus</td>
<td>2026</td>
</tr>
<tr>
<td>Kenneth Scott</td>
<td>Ordinary member, KSA UK</td>
<td>2024</td>
</tr>
<tr>
<td>Arlene Smyth</td>
<td>Ordinary member, ORC Glasgow</td>
<td>2026</td>
</tr>
<tr>
<td>Margarett Shnorhavorian</td>
<td>Ordinary Member, USA</td>
<td>2025</td>
</tr>
<tr>
<td>Philippe Touraine</td>
<td>Ordinary member, France</td>
<td>2025</td>
</tr>
<tr>
<td>M O’Connell/J Hewitt</td>
<td>Ex-Officio ANZSPED</td>
<td>Coterminous</td>
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<tr>
<td>Reiko Horikawa</td>
<td>Ex-Officio APPES</td>
<td>Coterminous</td>
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<tr>
<td>Olaf Hiort</td>
<td>Ex-Officio Endo-ERN</td>
<td>Coterminous</td>
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<tr>
<td>Tülay Güran</td>
<td>Ex-Officio ESPE</td>
<td>Coterminous</td>
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<tr>
<td>Luke Harper</td>
<td>Ex-Officio ESPU</td>
<td>Coterminous</td>
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<tr>
<td>C Finlayson/ M Rutter</td>
<td>Ex-Officio PES</td>
<td>Coterminous</td>
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<tr>
<td>Guilherme Guaragna Filho</td>
<td>Ex-Officia SLEP</td>
<td>Coterminous</td>
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Project Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>End of tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faisal Ahmed</td>
<td>Project Lead</td>
<td>Continues</td>
</tr>
<tr>
<td>Jillian Bryce</td>
<td>Project Manager</td>
<td>Continues</td>
</tr>
<tr>
<td>Minglu Chen</td>
<td>Project Administrator</td>
<td>Continues</td>
</tr>
<tr>
<td>Fatma Ashraf</td>
<td>Project Support</td>
<td>Continues</td>
</tr>
</tbody>
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- 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: …………………………………………………………

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