



Learning & Training Committee Remit

Members	<ul style="list-style-type: none"> • Chair & Postgraduate Course Lead • SC Chair • CQIC Chair • Host of next I-DSD Symposium • Project Lead • Ordinary member (Up to 4) • Patient Representative (Up to 2)
Other Considerations	<ul style="list-style-type: none"> • Ordinary members are representatives from centres that are actively involved in any of the <i>SDMregistries</i> related activities (as specified in the process for appointing new members) • Only LTC members should attend the meetings; no representatives should attend unless expressly agreed by the project lead • All members should complete a declaration of interest form • Members will demit after the 2nd meeting of the year of demission. The standard process shall be followed for appointing new members and as outlined at https://sdmregistries.org/process-for-appointing-new-members/ • The Chair, the SC Chair, the Project Lead and the Host of next I-DSD Symposium will form the Programming Organising Committee of the Symposium, PG course and webinar.
Quorum	50% of LTC
Meetings	Two meetings per year held remotely. More frequent meetings are held prior to a Learning and Training event. Members are expected to attend all meetings (and as a minimum half of the meetings over two years)
Remit	<ul style="list-style-type: none"> • Provide oversight and direction to the LTC-related activities of <i>SDMregistries</i> • Disseminate the activities of the committee • Be represented in the Steering Committee
Specific Tasks	<ul style="list-style-type: none"> • Maintain the focus of the LTC-related registry activities on learning or training and explore how these can be enhanced • Advise on the content of the website - https://sdmregistries.org/lt-committee-members/ • Guide the development of I-DSD Symposiums, <i>SDMregistries</i> Webinars and Postgraduate Courses • Interact with the CQIC on care quality improvement activities • Explore new activities that promote learning and training.
Chair of the LTC	<ul style="list-style-type: none"> • Serve a 5-year term renewable for another 1 yr • Advise on the newsletter and content of the website - https://sdmregistries.org/lt-committee-members/ • Represent LTC on the <i>SDMregistries</i> Steering Committee and CQIC • Advise on the content of the I-DSD Symposium and <i>SDMregistries</i> Webinars • Oversee the content of the Postgraduate Course

	<ul style="list-style-type: none"> • Coordinate the selection of PG course participants. • Attend the I-DSD Symposiums, Postgraduate Courses and <i>SDMregistries</i> Webinars • Provide LTC update at I-DSD Symposium. The expense for attending the I-DSD Symposium and PG Course shall be covered by <i>SDMregistries</i> to a generous ceiling
Other Members	<ul style="list-style-type: none"> • Serve a 3-year term renewable for another 1 yr • Communicate to the <i>SDMregistries</i> Project Management Group through the Chair of the LTC who will represent the LTC in the Steering Committee • Demit office after the second meeting in the year, irrespective of when they joined the office
Members Benefits	<ul style="list-style-type: none"> • All members shall receive a 50% discount for the <i>SDMregistries</i> data access fees for the duration of their term • All members shall be able to avail the concessionary registration fee for the biennial I-DSD symposium

Date of original creation of the remit: Dec 2024

Last revision date:

Current version: August 2025

Date for next revision: August 2027