



Steering Committee Remit

Members	<ul style="list-style-type: none"> • Chair • Incoming Chair (and host of next I-DSD meeting) • DAC Chair • CQIC Chair • LTC Chair • Project Lead • Ordinary Member (up to 4) • Patient Representative (up to 2) • ANZSPED Representative • APPEP Representative • Endo-ERN Representative (Paed) • Endo-ERN Representative (Adult) • ESPE Representative • EPU Representative • PES Representative • SLEP Representative
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 SC 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 in August 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/
Quorum	50% of SC
Meetings	<p>Two meetings per year; once every two years, the meeting of the Steering Committee will coincide with the biennial I-DSD meeting. Other than this meeting, all other meetings shall be held remotely.</p> <p>Members are expected to attend all meetings (and as a minimum half of the meetings over two years)</p>
Remit	<ul style="list-style-type: none"> • Act as a liaison between the professional societies and <i>SDMregistries</i> • Advise the project group on the direction of the project • Advise the project group on the constituent members of <i>SDMregistries</i> workstreams such as the DAC, CQIC, L&TC • Act as international ambassadors for the <i>SDMregistries</i> project • Advise on website, newsletter and biennial meeting
Chair of the SC	<ul style="list-style-type: none"> • Serve a 2-year term until the conclusion of the next biennial I-DSD symposium • The host of the preceding I-DSD Symposium becomes the Chair until the next I-DSD Symposium • Advise on the newsletter and the content of the website https://sdmregistries.org

	<ul style="list-style-type: none"> • Represent SC on the <i>SDMregistries</i> Data Access Committee and Learning & Training Committee • Attends the I-DSD Symposium and <i>SDMregistries</i> Webinar • Acts as the moderator of the <i>SDMregistries</i> update session at the I-DSD Symposium • Acts as a moderator at the <i>SDMregistries</i> Webinars • The expense for attending the I-DSD Symposium shall be covered by <i>SDMregistries</i> to a generous ceiling • Treat all papers and minutes in strictest confidence • Must act in the best interest of the project • Declare any potential conflicts of interest at the start of the meeting or as they arise, and, depending on the nature of the conflict, the member concerned should take no part in the discussion
Ordinary Members & Society and Patient Representatives	<ul style="list-style-type: none"> • Ordinary members and patient representatives will serve a 3-year term renewable for another 1 yr • Society representatives term will be coterminous with their role in their respective society/association • Treat all papers and minutes in strictest confidence • Must act in the best interest of the project • Declare any potential conflicts of interest at the start of the meeting or as they arise, and, depending on the nature of the conflict, the member concerned should take no part in the discussion • Take ownership of a specific workstream for <i>SDMregistries</i> if asked • Patient representatives shall be offered support to attend the biennial I-DSD symposium to a generous ceiling
Member benefits	<ul style="list-style-type: none"> • All members shall be able to avail the concessionary registration fee for the biennial I-DSD symposium

Date of original creation of the remit: Mar 2024

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Next revision: August 2027