**Society for Endocrinology Steering Group Remit**

**XXX Steering Group Remit**

**Composition**

Chair: The role of the Chair is filled by a current member of the Society who is deemed to be a clinical leader in the topic area. This role will rotate every 3 years but is renewable for a further three at the discretion of the Clinical Committee. The start of the three years is in alignment with the start of the project being open to data entry at sites.

Full Members: at the discretion of the Chair and Project Manager, a diverse group will be selected by invitation and application to form a steering group of 10-15 members who will serve for 3 years. The start of the three years is in alignment with the start of the project. This is renewable for a further year at the discretion of the Chair of the Steering group. The group convened to get the project to the official start will be formed of experts needed in the clinical area for items such as protocol writing.

Full members must include but are not limited to, trainee representation, nurse representation and patient representation.

Co-opted added at the discretion of the steering group to provide ad-hoc

Members: expertise to the group on a specific matters. These members will serve for the duration determined by the Chair of the Steering group.

**Reporting**

The Steering Group will report, at request from the Project Manager, to the Clinical Committee meetings held three times per year. There is also an open reporting line to the Clinical Committee for any advice or expertise sought.

**Remit**

The XX Register/Project has been commissioned and approved by the Clinical Committee of the Society for Endocrinology on XX Date for the duration of XX years in the first instance.

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:

* Develop a protocol, patient information sheet, ethics applications, minimal dataset for the project, identify sites for participation;
* 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;

**Ownership of Data**

The data is owned by the Society for Endocrinology.

**Use of Data**

The group will approve data access requests pertinent to the register they govern. Data access requests will come into the Society and be brought to the attention of the Steering Group. The Group may approve or not or ask for further information.

**Ethics**

The group will write and support the ethics application submission. This includes writing protocols and patient information sheets for the project.

**Finances**

The group will identify potential companies who will provide grants or corporate given money for the project. The Steering group will assist with writing the grant application when applicable. The Steering group will have oversight of the project funds for the duration of the project and, if more funds are needed, to insure that more are sought from external sources.

**Project Management and Secretariat**

Each project will have a project manager appointed from the Society Engagement Team who will manage the project alongside the steering group.

**Chair of the Steering Group**

The chairperson of the XX register is approved by the Clinical Committee. The term of office is three years renewable for a further three years. Their role is to:

1. **L**ead the steering committee and motivate local principal investigators. The chairperson will be required to chair two to three steering group meetings a year and the Annual General Meeting, if undertaken. In addition, regular contact with the project manager is fundamental.
2. **E**ncourage academic exploitation of the register and be responsible for ensuring high standards of research governance are maintained and in particular compliance with ethics regulations.
3. **A**ssist in securing ongoing funding for the project.

**Clinical Committee Remit for Governance of Projects**

The Clinical Committee will review written updates on all projects undertaken by the Society during the three meetings held each year. This will be provided in paper format and include a summary of activity to timelines, funding expenditure, number of data access requests and overall recruitment of patients to the register. If there are any discrepancies or anomalies then the Clinical Committee will write to the chair of the steering group for clarification. The Clincial Committee will also hold the right to disband a steering group and project if there is not sufficient funding or recruitment of patients. There will be an open line of communication for the chair of the steering group into the Clinical Committee for referral of topics that need additional support, for example data access requests where an agreement cannot be made at the Steering Group.