# Clinical Practice Committee (CPC) Remit

## Committee Composition

| Members | 1. Chair  
|         | 2. Deputy Chair  
|         | 3. Member  
|         | 4. Member  
|         | 5. Member  
|         | 6. Member  
|         | 7. Member  
|         | 8. YES Group representative |
| Co-opted members | As necessary |

### Other considerations
- Gender balance, young members, spread of clinical disciplines (including diabetes, obesity and metabolism) and spread of geographical areas especially across Europe.
- All members should attend the meetings where possible.
- Only Committee members should attend the meetings; no representatives should attend unless expressly agreed by the Chair.

### Quorum
- 4 members, including Chair or Deputy Chair

### Duration of Service
- 3 years (with possibility to extend for one year or a second term). Members who are involved in a consensus or guideline development should participate until the end even if their term of office on the committee is complete.

### Reporting
- The Committee reports to the ESPE Council

### Meetings
- 4 meetings per year. There will be at least one face to face meeting and it will take place at the Annual Meeting.

### Minutes
- To all members of the Clinical Practice Committee

### Administrative Support
- Society Programme Development Team

### Remit
- To develop and maintain ESPE’s Clinical Practice Committee Strategy, in line with ESPE’s overall strategy.
- To lead on the development and endorsement of guidelines and consensus statements/meetings.
- To lead on the development of patient information.
- To manage and develop the strategies of ESPE Working Groups.
- To liaise with the ENDO-ERN.
- To develop detailed guidelines for current and proposed clinical activities, including review of website content and other associated information.
- To review and monitor progress on all clinical activities and report back to the Council.
- To contribute to the evolution, and development of all ESPE clinical activities.
- To oversee and contribute to the evolution and development of other ESPE activities as appropriate, in line with the Clinical Practice Committee strategy.

### Additional notes
- Committee members should make every effort to attend all meetings.
- Any Committee member who does not attend a meeting for a year will be asked to step down, other than in extenuating circumstances (e.g. maternity/paternity leave, illness etc.).
- All Committee members need to be paid up members of the Society.
- All papers and minutes must be treated in strictest confidence.
- All Committee members must act in the best interest of the Society.
- Any passwords and logins provided to Committee members to enable their roles should not be shared with anyone.
- Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.
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<td>• All members can serve a second consecutive term of office or extend their term for one year.</td>
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<td>• Members may be asked to take ownership of specific projects being managed by the Clinical Practice Committee.</td>
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