

Education and Training Committee (ETC) Remit	
Committee Composition	
Members:	<p>Executive members:</p> <ol style="list-style-type: none"> 1. Chair 2. Deputy Chair 3. Summer School Steering Committee Coordinator 4. Winter School Steering Committee Coordinator 5. Diabetes, Obesity and Metabolism School Steering Committee Coordinator 6. Caucasus and Central Asia School Steering Committee Coordinator 7. ASPED-ESPE School Steering Committee Coordinator 8. Maghreb School Steering Committee Coordinator 9. PETCA Programme Coordinator 10. Accreditation & Syllabus Chair 11. Clinical Fellowship Committee Chair 12. E-learning Sub-Committee Chair 13. Webinar Convener 14. YES Group representative
Co-opted members:	As necessary
Other considerations:	Gender balance, young members, spread of clinical disciplines including DOM, non-clinical scientists and spread of geographical areas especially across Europe. Only members should attend the meetings.
Quorum	8 members, including Chair or Deputy Chair
Duration of Service	3 years (with possibility to extend for second term or for one year) co-terminus with office on their activity committee.
Reporting	The Committee reports to the ESPE Council
Meetings	Three to four meetings per year. A face to face meeting will take place at the Annual Meeting, with two or three more tele/web-conferences
Minutes	To all members of ETC.
Administrative Support	Society Programme Development Team
Remit	<ul style="list-style-type: none"> • To develop and maintain ESPE's Education and Training Strategy, in line with ESPE's overall strategy. • To ensure ESPE's overall education and training systems and activities are relevant to members, complement one another, enable continuous learning, fit ESPE's mission and vision and fulfil the needs of Paediatric Endocrinologists at all levels. • To develop detailed plans for current and proposed activities, including activity remits, budgets, programmes and location. • To monitor progress and contribute to the evolution and development of all ESPE Education and Training activities. • To oversee and contribute to the evolution and development of other ESPE activities as appropriate, in line with the Education and Training strategy. • To ensure ESPE education and training activities are effectively promoted via relevant communication channels, in partnership with the ESPE Team (Bioscientifica). • To provide a full report to Council after each activity.

Additional notes	<ul style="list-style-type: none">• Committee members should make every effort to attend all meetings.• If agreed by the ETC Chair, a representative of the ETC sub -committee can attend a committee meeting in the absence of the activity lead or coordinator.• Any Committee member who does not attend a meeting for a year will be asked to step down, other than in exceptional circumstances.• 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.• All members can serve a second consecutive term of office.• Members may be asked to take leadership of specific projects being managed by the ETC.
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