

Science Committee (SC) Remit	
Committee Composition	
Members	<p>Executive members:</p> <ol style="list-style-type: none"> 1. Chair 2. Deputy Chair 3. Science Symposium Convenor 4. Research Unit Convenor 5. Early Career Scientific Development Grant/Undergraduate Achievement Award Convenor 6. Visiting Professorship of Rare Diseases Convenor 7. Research Fellowship Convenor 8. Processes, Publicity, Awareness & Engagement Officer 9. YES Group representative
Co-opted members	As necessary
Other considerations	<ul style="list-style-type: none"> • Gender balance, young members, spread of clinical disciplines (including diabetes, obesity and metabolism), non-clinical scientists and spread of geographical areas especially across Europe. • All members should attend the meetings. • Only Committee members should attend the meetings; no representatives should attend unless expressly agreed by the Chair.
Quorum	5 members
Duration of Service	3 years (with possibility to extend for second term) co-terminous with office on their activity committee.
Reporting	The Committee reports to the ESPE Council
Meetings	4 meetings per year. 2 x teleconference and 2 x face to face meetings. One face to face meeting will take place at the Annual Meeting.
Minutes	To all members of the Science Committee
Administrative Support	<ul style="list-style-type: none"> • Scientific Development Team
Remit	<ul style="list-style-type: none"> • To develop and maintain ESPE's Science Committee Strategy, in line with ESPE's overall strategy. • To develop detailed guidelines for current and proposed science activities, including review of website content, application process, all forms and other associated information. • To monitor and review the review process for all science activities. • To monitor progress on all science activities and report back to the Council. • To contribute to the evolution and development of all ESPE Science activities. • To oversee and contribute to the evolution and development of other ESPE activities as appropriate, in line with the Science Committee strategy.
Additional notes	<ul style="list-style-type: none"> • 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 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.

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| <ul style="list-style-type: none">• Members may be asked to take ownership of specific projects being managed by the Science Committee. |
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