## Science Committee (SC) Remit

### Committee Composition

<table>
<thead>
<tr>
<th>Members</th>
<th>Executive members:</th>
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<tr>
<td></td>
<td>1. Chair</td>
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<td>2. Deputy Chair</td>
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<td>3. Science Symposium Convener</td>
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<td>4. Research Unit Convener</td>
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<td>5. Early Career Scientific Development Grant/Undergraduate Achievement Award Convener</td>
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<td>6. Visiting Professorship of Rare Diseases Convener</td>
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<td>7. Research Fellowship Convener</td>
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<td>8. Processes, Publicity, Awareness &amp; Engagement Officer</td>
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<td></td>
<td>9. YES Group representative</td>
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<tr>
<th>Co-opted members</th>
<th>As necessary</th>
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### Other considerations

- 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

- Scientific Development Team

### Remit

- 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

- 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.
• Members may be asked to take ownership of specific projects being managed by the Science Committee.