

EASD Committee on Clinical Affairs

Statement of Agreed Working Practice

Mission

The mission of the **EASD Committee on Clinical Affairs** (hereafter referred to as CCA) is to ensure that any guideline or statement which is produced and/or endorsed by EASD is appropriate, non-contradictory and consistent with current research findings and best practice in diabetes management. This supports the EASD mission of promoting excellence in diabetes care through research and education and the stated aims of the Association to encourage and support research in the field of diabetes, the rapid diffusion of acquired knowledge and to facilitate its application.

Membership

- The Committee will consist of 5 members plus the Editor-in-Chief of Diabetologia.
- The Chair of the Committee will be a member of the EASD Executive Committee.
- Members, including the Chairperson and Vice-Chair, will be nominated by the Executive Committee for an initial period of four years.
- Members can be re-nominated for a further 2 or 4 year period, at the discretion of the Executive Committee.
- The Executive Committee has sole responsibility for the nomination of new Committee members. The Committee may make recommendations.
- Terms of office are from 1 January – 31 December.
- The secondment of a person with specialist expertise for input/consultation on matters deemed beyond the expertise level of the current Committee members can occur, when supported by the Executive Committee.
- An additional lay or ethics member, who is a well qualified expert, can be invited by the Executive Committee.

Role

The Committee's role is to advise the Executive Committee on all matters concerning guidelines and statements. The Committee will:

- evaluate all initial requests from members of the Association or other institutions or societies concerning the development of guidelines and statements and advise the Executive Committee accordingly.
- appoint EASD representatives to the Writing Groups.
- evaluate, together with EASD legal representatives where appropriate, the potential legal consequences of any guideline or statement contributed to by the Association and report to the Executive Committee.

Principles for decision making

The Committee will base its decisions upon the following overriding principles:

- Excellence in science
- Optimal care for patients with diabetes
- Translating science into improved care
- Ethical values

Reporting and Accountability

The Committee is fully accountable to the Executive Committee, which will make all final decisions.

Through the Chairperson, the Committee will:

- provide a report to the Executive Committee of EASD prior to the Executive Committee meetings.
- advise the Executive Committee when any EASD committee/Writing Group which has developed or reviewed guidelines or statements has completed its task and is to be dissolved.

Confidentiality

All matters and documents under consideration by the Committee must remain strictly confidential until such time as the Executive Committee has endorsed a document for public dissemination.

Transparency and Conflict of Interest

The Committee will not consider representation under any circumstances, nor will any representative from any committee responsible for development of the draft guideline or statement be invited to participate in the meeting of the Committee where that particular draft guideline or statement is to be discussed, if there is a conflict of interest.

Guidelines or statements published in the name of EASD will have the following attribution statement: *“Supported by the EASD Committee on Clinical Affairs and supported by the Executive Committee of EASD”*. Individual Committee members will not be named.

Conflicts of interest must be declared by each Committee member for each issue being considered by the Committee. The onus of responsibility is on the individual Committee member. It is expected that, where a conflict of interest exists, the Committee member will abstain from all discussions/correspondence and decisions regarding that particular matter. Each Committee member will be asked to sign an EASD *Duality of Interest Form* upon commencement of his/her term on the Committee.

Process

The Committee will ordinarily meet once per year. Communication at other times will be via email or telephone contact on an ‘as needs’ basis.

The Role of the EASD Office

The EASD Office will:

- forward all requests from members of the Association or other institutions or societies concerning the development of guidelines or statements to the Committee for consideration.
- facilitate exchange of information and documents among the Committee, Writing Groups and the Executive Committee, as required.
- maintain all files and copies of correspondence.
- ensure adequate filing of any guidelines or statements issued by the Association with or without collaboration of other parties/associations/societies.
- provide administrative support (2 secretaries) to the Committee as necessary.