

Conflict Of Interest (COI) Review Group

Committee Composition

Chair:	The immediate Past ESE President If the immediate Past President is from the same country as one of the other members of the COI Review Group, an alternative Past President can be considered to Chair the Group.
Full members:	ESE Secretary ESE Treasurer The immediate Past Secretary The immediate Past Treasurer If the immediate Past Treasurer or Secretary are not able to join the Group then an alternative Past Treasurer or Secretary, current or previous Executive Committee member, can be considered.
Ex-officio:	ESE Chief Executive Officer (CEO)
Co-opted members:	Up to two additional members may be co-opted for a limited period and to fulfil a specific role, subject to Executive Committee approval.

Quorum Fifty percent (50%) of Full Members (including the Chair) +1.

Duration of Service

Chair:	Co-terminous with office
Full members:	Co-terminous with office, where applicable
Co-opted members:	Up to two years, but with the option to extend to four years in total with approval from the Executive Committee.

Reporting The COI Review Group reports to the relevant committee or group and final decision remains with the Executive Committee.

Meetings Meeting frequency will vary with the requirement to view COI information.

Remit

1. To transparently, review and discuss any Conflict of Interest information submitted by a relevant ESE Committee or working group member as defined in the ESE COI Policy.
2. To recommend the approval or disapproval of nominees for a role within an ESE Committee or working group.
3. To transparently, review and discuss any Conflict of Interest information submitted by a nominee for a role in producing or

participating in an ESE Clinical Practice Guideline, Consensus report, statement or research project.

4. To recommend the approval or disapproval nominees for a role in producing or participating in an ESE Clinical Practice Guideline, Consensus report, statement or research project.

Additional notes

- The work of the committee is very important. Committee members are expected to attend all committee meetings and to participate in committee related email communications.
- Committee members who do not attend three consecutive meetings (or one meeting in a year if meetings are held annually) will be asked to step down, other than in exceptional circumstances.
- The use of an AI 'otter' to join meetings/take notes at a committee meeting is not permitted unless expressly authorised by the Chair.
- All Group members need to be paid up members of the European Society of Endocrinology.
- The Group will liaise with other ESE Committees as appropriate.
- All papers and minutes must be treated in strictest confidence.
- All Group members must act in the best interest of the Society.
- 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.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive Committee.