

Terms of Reference for DDEA Committee for Education

The terms of reference for the DDEA Committee for Education describes its profile, composition, tasks and responsibilities, meetings, remuneration, and code of conduct.

Profile

The composition of the Committee for Education must include a well-balanced and broad representation of stakeholders in Denmark, considering gender, age, career level, national geography, and sector, to ensure bridge-building with the key stakeholders of DDEA and to provide the DDEA Board of Directors (BoD) with high quality recommendations on DDEA's education and talent development activities and networking and collaboration activities.

The Committee for Education must include members with competences and expertise in:

- Research within diabetes and other endocrinology fields, including basic and metabolic research, translational research, clinical research, and interdisciplinary research
- Clinical expertise within diabetes and other endocrinology fields
- Education and talent development, in particular, with training programmes for early-career researchers
- Organisation and planning of education and talent development activities
- Online training and digitalization
- Pedagogical learning methods
- Network in and beyond Denmark within diabetes and other endocrinology fields
- Knowledge on competences requested by life science industry

A member may have competences and expertise within more than one of the above. It is not a requirement that all members possess all competences listed above.

Composition and appointment

The Committee for Education consists of 12 members including a Chair. The members and the Chair are appointed by the DDEA BoD according to the profile described above, and considering balance in gender, age, career level, national geography, and sector.

The members are appointed on the basis of nominations from the entire Danish diabetes and endocrine research community and other relevant key stakeholders. These include relevant departments and faculties of science and health sciences at the universities; Steno Diabetes Centers; departments of endocrinology at the university hospitals; the Danish Endocrine Society and other relevant professional societies; the Danish Association of the Pharmaceutical Industry (Lif); relevant life science companies; and DDA alumni.

The Chair is appointed for a period of five years. All other members are initially appointed for a period of 2.5 years. After 2.5 years, new members will be appointed for 2.5 years by the BoD on the basis of new nominations from the entire Danish diabetes and endocrine research community and other relevant key stakeholders. Members can be re-appointed for another term, but no more than 50% of the committee can be re-appointed and members can only serve for two consecutive terms.

If a member of the Committee for Education resigns before the end of his or her term, a new member will be appointed based on the nominations received and in accordance with the above-mentioned profile to ensure the appropriate representation and competences. If the chair resigns, the BoD will appoint a new chair selected among the members.

Tasks and responsibilities

The principal tasks of the Committee for Education are to:

- Establish an annual academic, scientific programme for the DDEA education and talent development activities and networking and collaboration activities, including the PhD graduate programme in diabetes, endocrinology, and metabolism (to be approved by the DDEA BoD).
- Coordinate, organise, and plan the education and talent development activities included in the annual programme, e.g. participate in *ad hoc* sub-committees (see below) for the planning of individual activities, prepare activity programmes, and contact relevant speakers (supported by the Secretariat).
- Explore how to improve capacity building of early-career researchers and outcomes of the DDEA education and talent development activities and networking and collaboration activities, e.g. ensuring the implementation of the latest pedagogical and learning principles.
- Set up relevant *ad hoc* sub-committees, as needed, to organise individual activities or to receive input on how to implement the four strategic themes (digitalization and new technologies; public involvement and outreach; strategic partnerships; and translational research) in the DDEA education and talent development activities and collaboration and networking activities.

The DDEA Education and Network Manager is responsible for coordinating the above-mentioned activities and for coordinating the collaboration with the PhD schools of the university faculties and their PhD programmes.

Meetings

The Committee for Education will meet twice annually. In addition, the individual members will meet on an *ad hoc* basis in the *ad hoc* sub-committees for organising specific activities or discussing specific areas of interest (as stated above).

The Chair of the Committee for Education will meet once annually with the BoD to evaluate the function of the committee and to provide suggestions for potential changes to the work of the committee.

Remuneration

Members of the Committee for Education will receive no remuneration. Members' travel and accommodation costs in connection with meetings will be reimbursed.

Code of conduct

In the event of a disagreement within the committee, a decision will be based on simple majority. In the event of a tie, the Chair has the deciding vote.