ISE Education Working Group

Terms of Reference

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1. BACKGROUND

The International Society of Endocrinology (ISE) is a scientific society dedicated to advancing worldwide optimised endocrine health. (www.isendo.org). One of the main strategic objectives of the society is to deliver education on prevention, detection, management and treatment of endocrine related conditions. In 2019, ISE has started to develop a portfolio of online learning activities.

The Global Education Hub is a repository of educational materials derived from ISE meetings and events, as well as an e-learning portal including self-paced learning (e-courses, presentations, podcasts, articles), and virtual classrooms (webinars). The Global Education Hub has several topic focuses. An educational calendar is developed every year to follow important international conferences and opportunities relevant to endocrinology and other related disciplines.

2. PURPOSE

The purpose of the Education Working Group is to bring together endocrinologists and health care professionals in the field of endocrinology from around the world to support the development of educational resources in endocrinology, with a focus for online learning through the Global Education Hub.

3. OBJECTIVES

The ISE Education Working Group aims to:

- Objective 1: implement Education strategy for the ISE
- Objective 2: Support development of educational resources and materials for the Global Education Hub
- Objective 3: Support the development of endocrinology-related reviews, webinars and courses featured on the Global Education Hub (through identification of subject matter experts, review of proposals for calls for EOI for ISE courses and events)
- Objective 4: Support the development of an ISE Webinar Series annual calendar with topics and speakers

- Objective 5: Actively search for partnership opportunities for the Global Education Hub
- Objective 6: Help expand the reach of the educational materials of our partners by featuring them on the ISE Global Education Hub.
- Objective 7: Analyse and recommend activities requiring ISE endorsement.

4. COMPOSITION OF GROUP, SIZE AND MEMBER'S TERMS

4.1 TYPE OF SUPPORTING GROUP
- The Education Working Group is a 'Working Group.

4.2 CHAIR & DEPUTY CHAIR
- The Education Working Group will have one Chair and one Deputy Chair.
- The term of the Chair and Deputy Chair starts at the General Assembly, following decision of the appointment by the Executive Working Group, and end two years after the appointment.
- It is expected that the Deputy Chair will succeed the Chair following completion of the Chair's term, unless exceptional circumstances warrant otherwise (for example, the Deputy Chair is unable or unwilling to succeed the Chair).
- In the case where:
  - o a Chair resigns before the end of their term, the Deputy Chair is to immediately take on the role of the Chair and a call for EOIs/nominations sent to fill the Deputy Chair's role.
  - o a Deputy Chair resigns or is unable or unwilling to take on position of Chair, the Executive Working Group is to invite a member of the Education Working Group to fill the position for the remainder of the Deputy Chair's term and call for EOIs/Nominations for both Chair and Deputy Chair position (the member who was temporarily appointed to the role or other members of the Working Group should be encouraged to apply).
  - ▪ The Deputy Chair will be nominated by the Executive Committee
  - ▪ The eligibility criteria for the position of Deputy Chair of the Education Working Group is listed at Annex 2 below.

4.3 MEMBERS

- Members of the Education Working Group will include, as far as possible:
  - o Up to 15 members (including the Chair and Deputy Chair)
  - o Preferably providing broad ISE regional representation and topical focus
  - o Chair and Deputy Chair represent their own regions
- The term of office of members is [2] years and is renewable [2] times, following recommendation by the Chair (and the agreement of the individual member), decision by ExCo.

Working Group members will retire after a maximum of 6 years. Failure to attend meetings, conference calls or respond to request for participation at the discretion of the Chair, would warrant proposition to not renew the member's term.

- The Chair and Deputy Chair, together with an ISE HQ staff member, are to review membership every 2 years and propose replacement members, with reference to the pool of potential candidates in ISE's database and consultation with the wider endocrinology community. In exceptional circumstances (the individual is providing an invaluable contribution and would be difficult to replace), membership of a member or group of members can be extended at the discretion of the Chair. No more than 1/3 of members will stand down from the group every 2 years.

- The composition of the Education Working Groups should reflect the ISE diversity principle; the group should embrace and proactively implement a mix of diverse candidates related to age, gender, ethnicity, cultural and regional perspectives.

5. ROLES & RESPONSIBILITIES OF EDUCATION WORKING GROUP MEMBERS

- The ISE Supporting Group general principles of work will apply to this group (see Annex 2 below).

- Additional roles and responsibilities of Education Working Group members include those outlined under Objectives.

6. ISE STAFF & EXCO SUPPORT

- The Education Working Group will be supported by ISE HQ staff, who will …
  - Facilitate meeting arrangements
  - Maintain membership list
  - Maintain budget expenditures
  - Work with the Working Group members to develop contents for online education through e-courses, webinars, podcasts and hybrid learning courses.
  - Work with the Working Group to develop an editorial calendar of releases of educational content on specific topics.
  - Liaise with online e-portal provider to make improvements to Global Education Hub's user-friendliness, search optimization and content display.
  - Work with ISE's programs, activities and events to ensure educational content partnerships.
  - Support with grant writing, needs assessments, and approaching pharma.

7. MEETINGS

- The general meeting provisions as outlined in the ISE Supporting Groups Roles and Responsibilities document will apply to the ISE Education Working Group. The provisions are replicated at Annex 2 below.
- Additionally, the ISE Education Working Group will also aim to meet at least once annually, during ENDO Congress and-or at the ISE's International Congress of Endocrinology.

8. RECOMMENDATIONS

- A quorum is established when at least half of the ISE Education Working Group members attend a meeting.
- Recommendations are made by a simple majority present after a quorum is established (e.g. more than half of the votes cast of the people present at a meeting).
- Where a recommendation is requested via email, group members will be given 5 working days to vote on it.
- A recommendation will be instructive to but not binding on the person/group requesting it.

9. PROGRESS REVIEW

- Progress reports should be produced once a year, indicating the activity taken towards fulfilling the group's objectives and achievements of the ISE Supporting Group. They should be submitted to ISE headquarters by the Chair on behalf of the ISE Supporting Group 1 month before ExCo Meeting.
- The Chair and ISE staff member will complete and submit to the Executive Committee the Feedback Sheet at Annex 4 in the July before the end of the Deputy Chair's term.

10. BUDGET

While the Global Education Hub has a budget to support the development, creation of e-learning content, course and webinar facilitation, there is no specific budget for the ISE Education Working Group.

11. FUNDRAISING & MECHANISM FOR USE OF FUNDS

Working Groups are not expected to carry out fundraising. If they identify potential funding opportunities, these should be coordinated with the allocated staff member or Executive Working Group Liaison.

12. DECLARATION OF INTERESTS

Working Group and Working Group members must declare any relevant interests to the Chair who will inform the Executive Working Group. A potential or actual conflict of interest exists if an ISE supporting group member might reasonably lack objectivity in their contribution to ISE because of any personal, professional, financial, or other interest or relationship they may have. If such an interest exists, the

Working Group member should inform the Chair. The Chair will decide whether the member should be excluded from an activity of the Working Group, and whether the Executive Working Group should be informed. The Executive Working Group will decide whether the conflict is enough for the member to be excluded from the Working Group.

Date document: October, 2020

THE INTERNATIONAL SOCIETY OF ENDOCRINOLOGY

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On behalf of the Executive Working Group

THE ISE EDUCATION WORKING GROUP

ISE Education Working Group Chair

ANNEX 1: **ELIGIBILITY CRITERIA FOR WORKING GROUPS**

CHAIR-DEPUTY CHAIR

- Has served as a member of the ISE Education Working Group or in a similar capacity on another group for the ISE or other organisation for at least 2 years.

MEMBERS

- ISE Education Working Group members must be appointed or endorsed by member societies in good standing of the ISE (for all Working Groups) and have a demonstrated interest in ISE activities.
- Must be email accessible and able to regularly connect to conference calls either via conference calls or telephone.
- Should have a familiarity with different online learning tools (participated in an e-learning course, webinar, etc, in the past).

ANNEX 2:   **ISE SUPPORTING GROUPS: GENERAL PRINCIPLES OF WORK**

- The activities of ISE Supporting Groups will be in alignment with the overall mission and strategy set by the Society.

- ISE Supporting Groups are accountable to ISE leadership, but also represent the interests of the ISE to outside parties, such as (but not limited to) related organizations, health authorities, sponsors.

- Each ISE Supporting Group is to carry out assigned functions in a timely manner and in accordance with the ISE Bylaws, policies, procedures and any TOR.

- Specific roles and responsibilities of members will be defined in the TOR.

- ISE Supporting Group members are expected to contribute regularly to the discussions of issues and business to be addressed at scheduled meetings, conference calls, etc.

- ISE Supporting Group members shall not disclose verbal or written information identified as confidential ISE business.

- ISE Supporting Group members must act in the best interests of the Society and support in a positive manner all actions taken by ISE, even when in a minority position on such actions.

- ISE Supporting Group members must declare any relevant interests. A potential or actual conflict of interest exists if an ISE Supporting Group member might reasonably lack objectivity in their contribution to ISE because of any personal, professional, financial, or other interest or relationship they may have. If such a conflict may exist, the ISE Supporting Group member should inform the Supporting Group Chair or where, there is no Chair, the ISE Executive Committee.

ANNEX 3:   **GENERAL MEETING PROVISIONS FOR ISE SUPPORTING GROUPS**

- ISE Supporting Groups may be invited to organize a meeting at the annual ICE and at one other major congress a year at which good attendance by the ISE Supporting Group can be expected. This will usually be at the ENDO Congress. Onsite costs related to these meetings (room, equipment, catering) may be covered by ISE if required yet in the case of meetings taking place through a regional society, could be provided as a support to ISE by the regional society itself. ISE HQ must be informed of a Supporting Group's desire to hold such a meeting at least 5 months prior to the meeting for approval by ISE Executive Director and Secretary Treasurer, as appropriate.

- ISE Supporting Group Chairs are encouraged to be realistic in the planning of their meetings, so that resources are not spent unnecessarily to organize poorly attended meetings. The purpose, agenda, and need for a face-to-face meeting should be considered before automatically booking one. ISE Supporting Groups may consider using the context of another international meeting for their meeting

- Each ISE Supporting Group meeting should have an agenda for business matters to be efficiently discussed. A brief meeting report or minutes which reflect decisions and recommendations should be submitted to ISE HQ. An ISE staff member, when present, will be usually assigned to take the minutes. In the case of meetings taking place at regional or international meetings that do not have the presence of an ISE staff member, the Chair of the ISE Supporting Group itself will appoint a member to prepare a report or minutes of the meeting.

- ISE Supporting Group leaders and members are requested to attend the meetings prepared to contribute to the discussions, having read the agenda and all background supporting materials, if available.

- In addition to scheduled meetings, ISE Supporting Groups are requested to work regularly by email, and conference calls.

- No reimbursements for direct expenses (travel, accommodation, food and beverages) linked to ISE Support Group meeting attendance can be provided. If any will be provided, ISE HQ will specifically confirm this in writing with the group prior to the meeting.