

## **MedECC STEERING COMMITTEE CHARTER DOCUMENT**

### **Composition and appointment**

1. The Steering Committee (SC) members are experts and scientists who represent all major scientific disciplines relevant to the goals of MedECC. They are committed to serving the MedECC scope, enhancing the work program, supporting and promoting the activities and initiatives of the network. Members serve in their personal capacity and do not represent any institution, stakeholder group, or governmental body.
2. The SC is composed of a minimum of eleven (11) and a maximum of fifteen (15) members. The SC members are appointed for an initial period of four (4) years. The appointment can be prolonged by a maximum of four (4) years. Every two (2) years, up to 25% of the total Steering Committee members may be replaced at one time.
3. Members are selected through an open call for self-nominations. During such a call, any member of the current SC or the Advisory Board can reach out to potential candidates to suggest an application. Curricula vitae of all nominees are to be submitted to the Secretariat and made available to the SC members before the selection.
4. The SC members in place evaluate the candidates and select the new SC members through consensus as defined by the MedECC Terms of Reference. The selection is based on their scientific expertise and their knowledge of the MedECC programme of work, involvement in international research projects and activities, motivation, and experience in communicating, promoting and incorporating science into policy processes. The selection will take into account the gender, discipline and geographical balance within the SC.

### **Meetings and Attendance**

5. SC members commit to attend all the SC meetings and participate actively in MedECC activities (e.g. meetings, workshops, outreach events, etc.). The dates of the SC meetings will be chosen collectively including through online surveys. The quorum for Steering Committee meetings is set at two thirds of members.

### **Conduct and Termination**

6. The SC may decide to terminate the appointment of a Steering Committee member who does not respect the MedECC code of conduct, and/or repeatedly fails to attend and contribute actively to SC meetings, and/or does not fulfil the role of SC members as defined in the MedECC Terms of Reference (ToRs), specifically the responsibilities of the SC.

7. Matters relating to the termination of an SC mandate are considered by the SC, advised by the MedECC Secretariat and Co-Chairs. The termination is approved by two thirds of the SC during a formal or extraordinary meeting.

**END**