

**The I-DSD Registry**  
**Steering Committee Charter**

**Prepared By:** FA, JB

**Date:** 11/6/12

**A Purpose of the Steering Committee**

**Primary Functions**

The primary function of the Steering Committee is to participate in the planning and oversight of the I-DSD Registry and to advise its project management group. The I-DSD Registry Steering Committee will monitor and review the project status, as well as provide suggestions on its future plans.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. Members of the Steering Committee ensure I-DSD objectives are being adequately addressed and the project remains under control. In practice, these responsibilities are carried out by performing the following functions:

- Monitoring and review of the project at regular Steering Committee meetings once to twice per year;
- Providing assistance to the project when required;
- Reviewing project scope as emergent issues force changes to be considered, ensuring that scope aligns with that of the original aims and targets and key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach;
- Formal review of project deliverables.

**Ancillary Responsibilities**

The Steering Committee is responsible for recommendations and guidance with respect to major project elements such as:

- Prioritization of future projects;
- Quality of deliverables as identified in the project task order;
- Review of schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Project management.

**B Steering Committee****Membership**

The Steering Committee will consist of the following members:

Name	Role	End of tenure
Prof. Ian Ford	Chair	Oct 2016
Prof. S. Faisal Ahmed	Project Lead	Oct 2016
Dr Jillian Bryce	Project Manager	Oct 2016
Dr. John Achermann	Research Partner UK	May 2015
Prof. Olaf Hiort	Research Partner EU	Nov 2015
Prof. David Sandberg	Research Partner USA	Nov 2014
Prof. Ieuan Hughes	Clinical Partner UK	May 2014
Prof. Feyza Darendeliler	Clinical Partner EU	May 2014
Dr. Berenice B. Mendonca	Clinical Partner, South America	May 2015
Prof. Claudia Wiesemann	Ethics Adviser	May 2015
Ms. Ellie Magritte	Patient Support Group Representative	May 2015
Dr. Martina Rodie	Co-Investigator	Oct 2016
Prof. Richard Sinnott	Co-Investigator	Oct 2016
Dr. Jipu Jiang	I-DSD developer	Oct 2016
Dr. John Watt	GRID engineer	Oct 2016

- Members of the Steering Committee shall have a 2-3 year term
- A quorum will consist of a minimum of 50% of the members
- Initially, members will be approached by the I-DSD Registry management group
- Members will subsequently be selected through a call
- The call should specify the field of representation
- There will be a 6 week deadline for applications
- Applications shall be ranked by the Steering Committee

**Role of a Steering Committee member**

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the project;
- Ensure the project's outputs meet the requirements of the original proposal;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;

- Consider ideas and issues raised;
- Check adherence of project activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the Team regarding the project's progress and outcomes;

## **C Steering Committee Meetings**

### **Meeting Schedule and Process**

The Steering Committee will meet twice per year in the first year and then annually or as required to keep track of issues and the progress of the I-DSD Registry and on-going. The project manager will organise and schedule the meetings.

The project lead will prepare the Agenda for Steering Committee Meetings.

## **D Declaration of Acceptance**

### **Declaration of Acceptance by Steering Committee Member:**

Please sign below to confirm your acceptance of the Steering Committee Charter and return to the I-DSD Project Manager (details below)

Name:..... Date: .....

Signature: .....

Dr Jillian Bryce  
I-DSD Project Manager

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