APPENDIX 1

Diabetes CSG role description and selection process for Chairs

This appendix outlines the responsibilities and selection process for CSG Chairs.

1. Duties
   The Chair will:
   - Lead work to identify research gaps and priorities, both within the group and in collaboration with external stakeholders, and prepare a roadmap for the CSG area
   - Support and facilitate the development of new study proposals both within the CSG and in collaboration with researchers outside of the CSG
   - Work on a continuous basis with the diabetes national specialty group to keep an overview of the grants generated by the CSG
   - Monitor the progress of the CSG, report to the Chairs’ Forum twice a year and prepare an annual report for the Management Committee
   - Propose membership of the group to the Management Committee
   - Work closely with the Diabetes UK Research Team

2. Qualities
   The Chair must have strong leadership skills and be an excellent communicator. Specifically the Chair must be able to demonstrate the following:
   - Clinical expertise and achievement of academic excellence in [subject of CSG]
   - A clear commitment to supporting the involvement of people living with diabetes in the CSG process
   - Previous experience of chairing research meetings effectively
   - A track record of promoting collaborative research in diabetes
   - Enthusiasm and commitment to translating research into benefit for people living with diabetes
   - A commitment to confidentiality and a willingness to declare any conflicts of interest

3. Membership term
   - The term will be for three years in the first instance which can be extended by an additional three years with agreement from the Management Committee and Diabetes UK
   - At the end of a term of membership a three year period must elapse before a Chair can reapply for a further term on the same CSG. Exceptions to this, should they arise, will be reviewed on a case by case basis by the CSG Management Committee and Diabetes UK
   - Chairs who are investigators on key studies that have been developed through the CSG and whose term of office expires before the study has been completed will be asked to maintain contact with the group through the submission of written reports

4. Remuneration
   The Chair will:
   - Undertake the Chair position on a voluntary basis.
   - All reasonable expenses that arise from attending face to face meetings will be reimbursed, subject to the Diabetes UK expense policy. This includes: travel, food and drink and accommodation. More detailed information about the process of reclaiming expenses can be provided by Diabetes UK Research Team.
5. Declaration of interests
The CSG Chairs will be required to declare, in a declaration of interests' register, if they have any interests that might be in conflict with the work of the CSG. A conflict of interest will not necessarily stop individuals from being a member of a group; however, it may mean that they cannot take part in some discussions or decisions.

6. Selection process
- CSG Chairs will be appointed through open competition. Positions will be advertised widely and will be open to all members of the UK diabetes clinical research community through established communication routes (e.g. websites, Update, Newsletters) and professional bodies as appropriate in order to reach a wide coverage of the relevant audience.
- Applications, in the form of a CV, together with a supporting statement will be submitted to the Diabetes UK Research Team at research@diabetes.org.uk. The supporting statement should specifically address the selection criteria outlined in Appendix 2).
- A selection panel comprising of the CSG Development Group (in the initiation period and by the Management Committee subsequently).and representatives of Diabetes UK will review the applications using a scoring criteria (see Appendix 2) and following an interview will recommend appointment of Chairs.
- Applicants will be notified of the decision by way of email or letter from the Diabetes UK Research Team.
**Criteria table for the appointment of Diabetes UK CSG Chairs**

Below is a table outlining the selection criteria for candidates who apply for the CSG Chair position. Using the CV and supporting statement, please grade each candidate (1 = poor, 5 = excellent) for each of the below criteria. Please use the space below the table to add any additional comments to support your choice.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Applicant 1</th>
<th>Applicant 2</th>
<th>Applicant 3</th>
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<tr>
<td>Clinician with academic excellence in X</td>
<td>•</td>
<td>•</td>
<td>•</td>
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<tr>
<td>A clear commitment to supporting the involvement of people living with diabetes in the CSG process</td>
<td>•</td>
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<td>Previous experience of chairing research meetings effectively</td>
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<td>Previous track record of collaborative research in X</td>
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<tr>
<td>Enthusiasm and a commitment to translating research into benefit for people living with diabetes</td>
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<tr>
<td>Prepared to maintain confidentiality and to declare conflicts of interest</td>
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<td>Total</td>
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Additional comments: