

APPENDIX 2

Terms of Reference for diabetes Clinical Studies Groups

1. Background

Diabetes UK has established a network of Clinical Studies Groups (“CSG”) to facilitate the best collaborative clinical research in diabetes and generate a portfolio of clinical studies where there is a clear need for more evidence and where studies can, and should be, undertaken. The groups will bring together researchers and healthcare professionals and people living with diabetes.

2. Overall responsibility and remit

CSGs are tasked with directing and developing the UK clinical diabetes research portfolio by:

- Taking a proactive role in identifying research gaps and priorities in the speciality area of the CSG and setting out a roadmap which details the short and long term goals for the clinical research area.
- Promoting the outputs of the James Lind Alliance Priority Setting Partnerships for diabetes and, where appropriate, exploring how those priorities might be addressed within the CSG and more widely.
- Generating research ideas for clinical studies in the speciality area of the CSG.
- Supporting and facilitating the development of new study proposals, in collaboration with researchers outside of the CSG.
- Developing and influencing priority setting for NIHR strategic funding streams.
- Facilitating collaboration between investigators in the speciality area of the CSG.
- Signposting members of the research community to sources of design and methodological support, and advising on appropriate funding streams.

2.1 Identifying research priorities

CSGs should review the clinical research portfolio, drawing on portfolio information provided by the Clinical Research Network (CRN) diabetes specialty group. They should identify areas of research need, both within the group and in collaboration with external stakeholders such as the CRN diabetes specialty group, funding bodies, investigators, people living with diabetes, the pharmaceutical industry and in view of the outputs of the National Diabetes Audit where appropriate.

2.2 Developing new study proposals

CSGs, in collaboration with researchers from outside the CSG, are expected to support and facilitate the development of new study proposals in the priority areas identified. CSGs should aim to support the submission of at least two studies per year from within their priority list of studies.

3. Frequency of meetings and operational and funding support

Each CSG will be provided with financial support for two face to face meetings and one teleconference per year. Requests for additional meetings which are not covered by external funding sources should be submitted to Diabetes UK for consideration. A maximum of £5,000 per year will be provided for each CSG.

4. Financial arrangements

Each CSG will be entitled to a grant of £5,000 per annum (“Award”). Members of the CSG will be entitled to use the Award to pay the cost and expenses of travel and accommodation when attending at face to face meetings of the CSG. Costs and expenses must be incurred in accordance with the Diabetes UK Expenses Policy (a copy of which will be available at www.diabetes.org.uk/Research/Our-approach-to-research/Clinical-Studies-Groups/). The Award can also be used to contribute towards the cost of an administrator to specifically administer the diabetes CSGs

Diabetes UK will be responsible for administering the Award on behalf of the Award holder and the Institution. Members of the CSG must promptly notify Diabetes UK of any costs and expenses incurred to be met from the Award’.

Diabetes UK will assist the Chair of the CSG in making bookings relating to the CSG. The costs incurred by Diabetes UK in making such bookings shall be deducted from the Award.

5. Reporting procedures

CSG face-to-face meetings will be minuted by the Diabetes UK CSG secretariat. Following approval of minutes by the Chair and members, minutes will be made available on the Diabetes UK website.

CSG Chairs, working with CSG members, must provide an annual report to the Chairs’ Forum and the CSG Management Committee. The report should detail the progress and developments within the CSGs against targets agreed by the Management Committee. Following review by the Management Committee, reports will be made available on the Diabetes UK website.

6. Accountability

Each CSG is accountable to the CSG Management Committee but the overall responsibility for the activity of each CSG rests with the Chair and members.

Diabetes UK, with advice and support from the Management Committee, will monitor the progress of the CSGs annually and will formally review its investment in CSGs not less than once every five years. As the sole funder, it reserves the right to review, and make changes to, the structure of the CSG network and its investment, to ensure that the aims are being met.

7. Membership

The membership of each CSG must be composed to reflect the various stakeholders involved in the development and implementation of high quality clinical protocols in the speciality area of the group. All membership is undertaken on a voluntary basis.

- Each CSG should include multi-professional representation and should include non-research active HealthCare Professionals (HCP) and where appropriate non-clinical scientists.
- Each CSG should have representation from as wide a geographical area as possible with each group including at least one member from outside of England (i.e. Scotland, Wales and Northern Ireland).
- Group membership should represent a balance of experience and seniority.
- The membership of each group should include a minimum of two people living with diabetes with additional input, via non-face to face methods and the CSG HCP and Lay Representatives’ Forum, encouraged and supported.

- Each CSG should have a Deputy Chair.
- The quorum of the CSG shall be 75% of the membership and must include not less than two lay members present

CSGs should consider co-opting additional members with relevant expertise from a wide range of disciplines and methodologies when discussing specific project related matters. CSGs should also consider where it is appropriate to co-opt members outside the research arena including policy-makers and other relevant experts. Representatives of diabetes research funders and other professional organisations may attend meetings of the CSGs with prior agreement and in a non-membership role.

8. Terms of office

The term of appointment for Chairs, Deputy Chairs and members is three years in the first instance, with an option to reapply for a further three years. At the end of a second term of membership, a three year period must elapse before a member 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 staff.

Members 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 links with the group through the submission of written reports.

9. Declarations of Interest

Members shall be required to complete a declaration of interest form on an annual basis, and within 28 days of becoming aware of any change in their declared interests. The register shall be available for inspection. When the agenda for each meeting is circulated, members shall be required to declare any conflicts of interest relevant to specific agenda items.

Members may remain present for discussion of those items unless the Chair requests that they leave the meeting for the duration of the discussion of the relevant item. Where the Chair identifies that he/she has a conflict of interest in relation to an item, the Deputy-Chair will take over chairing the meeting for duration of the discussion of that item and may elect to ask the Chair to leave the meeting for that period.

10. Recruitment

Chairs and members of the CSGs will be appointed through an open competitive process of recruitment. Positions will be advertised widely and will be open to all members of the UK diabetes clinical research community and to all UK based people living with diabetes. Role descriptions can be found in Appendix 1.

10.1 Appointment of Chair

A selection Panel, comprising of the CSG Development Group and representatives of Diabetes UK, will review the applications submitted using scoring criteria (Appendix 2) and following an interview Panel process will recommend appointment of Chairs.

10.2 Appointment of research members

Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 3). Recommendations for the appointment of research members will be ratified by the CSG Development Group (*in the initiation period and by the Management Committee subsequently*).

10.3 Appointment of Lay members

Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 4). Recommendations for the appointment of lay members will be ratified by the CSG Development Group (*in the initiation period and by the Management Committee subsequently*)

10.4 Appointment of non-research active HCP members

Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 5). Recommendations for the appointment of non-research active HCP members will be ratified by the CSG Development Group (*in the initiation period and by the Management Committee subsequently*).

10.5 Appointment of Deputy Chair

Deputy Chair candidates must already be CSG members. Members who are interested in the role of Deputy Chair are asked to nominate themselves by submitting their CV to the Chair of the CSG and the CSG Development Group (*in the initiation period and to the Chair of the CSG and the Management Committee subsequently*). The Chair will recommend appropriate candidates to the CSG Development Group who will make the final appointment decision. There is no expectation that Deputy Chairs will always progress to the role of Chair.

11. The CSG Management Committee

The CSG Management Committee is responsible for the management of the CSG network. It provides strategic direction, is responsible for monitoring the performance of the CSGs and the appointment of Chairs and it oversees the recruitment of members.

12. The CSG Chairs' Forum

The CSG Chairs' Forum enables interaction between the CSG Chairs and ensures that CSGs are fulfilling their individual remits by encouraging the sharing of progress and good practice amongst the groups. The Forum is chaired by the Chair of the Management Committee. The forum will convene for two face to face meetings per year and the meetings will be funded and supported by Diabetes UK.

13. The CSG HCP and Lay Representatives' Forum

The CSG HCP and Lay Representatives' Forum is to ensure that each CSG is kept aware of, and has regard to, the research priorities as seen by those living with diabetes and HCPs not directly engaged in research. It enables interaction between the Healthcare Professional and lay members of the CSGs. It encourages the sharing of progress and good practice amongst the groups. The Forum is chaired by a Lay or Healthcare Professional member of the Management Committee. The Forum will convene for two face to face meetings per year and the meetings will be funded and supported by Diabetes UK. Between meetings, HCP and lay representatives on the CSGs will be encouraged to seek input from the members of the Forum to support wider engagement and feed into the work of the individual CSG.

14. Data Protection

All parties will comply with the Data Protection Act 1998 (and any guidance issued from time to time by the Information Commissioners Office) in relation to their processing of personal data. All parties will process any personal data collected in relation to CSG members only for the purposes of achieving the CSG's objectives and for administering the CSG. Diabetes UK will be the data controller of the personal data of committee members of the CSG in relation to the administration of the CSG and undertakes to comply with its responsibilities in relation to any processing of such personal data.

15. Variation

Diabetes UK reserves the right to amend these Terms of Reference at any time at its discretion. Diabetes UK will publish any change to the Terms of Reference on the Diabetes UK website and will notify CSG Chairs that a change has taken effect.

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 csgs@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.

Diabetes CSG Role description and selection process for scientific members

This appendix outlines the responsibilities and selection process for CSG scientific members.

1. Duties

Scientific members will:

- Together with the Chair, contribute towards identifying research gaps and priorities and prepare a roadmap for the CSG area
- Generate novel ideas for, and contribute to the development of high quality study proposals within the CSG and in collaboration with researchers outside of the CSG
- Provide expert advice to the Chair and the wider clinical diabetes community where appropriate
- Promote good clinical research practice

2. Qualities

Members should have a track record of participation in research in the relevant diabetes field. The scientific members should ideally be able to demonstrate the following:

- Experience of working collaboratively in the relevant area of research
- Good links with external diabetes research networks
- Ability to review study protocols and to comment on study feasibility and relevance to the national research agenda
- 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

Scientific members will have membership for:

- 3 years in the first instance which can be extended by an additional three years at the discretion of the CSG Management Committee and the Diabetes UK Research Team
- At the end of a term of membership a three year period must elapse before a scientific member 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 Research Team
- Scientific members 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

5. Remuneration

- Members will undertake the scientific member role 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.

6. Declaration of interests

- The CSG scientific members will be required to declare, on the 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 made on projects/ issues.

7. Selection process

- CSG scientific members will be appointed through an open competitive process of recruitment. Positions will be advertised widely and will be open to all members of the UK diabetes research community through established communication routes (e.g. websites, Update, Newsletter) 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 csgs@diabetes.org.uk. The supporting statement should specifically address the selection criteria outlined in Appendix 3)
- Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 3). Recommendations for the appointment of scientific members will be ratified by the CSG Development Group (in the initiation period and by the Management Committee subsequently).
- Applicants will be notified of the decision by way of email or letter from the Diabetes UK Research Team.

Diabetes CSG Role description and selection process for Lay members

This appendix outlines the role and responsibilities for lay members on CSGs.

1. Duties

Lay members are expected to contribute to the development of the CSG's portfolio of research by:

- Together with the Chair, contribute towards identifying research gaps and priorities and prepare a roadmap for the CSG area
- Providing a patient and / or carer perspective on and contributing to the discussions about [area of CSG]
- Championing the outputs of relevant diabetes priority setting partnerships within the CSG.
- Providing verbal or written feedback on relevant documents and contributing to any relevant publications
- Contributing to the design and delivery of consultation exercises undertaken by the CSG as requested
- Contributing to the CSG's annual report and review of the portfolio
- Providing advice to the Chair, other research funders, and the wider diabetes community as required
- Reporting the work of the CSG to the HCP and Lay Representatives' Forum and seeking wider input from that group, to bring back to the CSG, when required.
- Providing input to the work of other CSGs through the HCP and Lay Representatives' Forum
- Maintaining confidentiality of discussions and information relating to group meetings and activities

2. Qualities

Lay members should have:

- Experience of diabetes and diabetes services as a patient, carer or relative.
- Willingness to familiarise with relevant research and medical language.
- Knowledge and understanding of the range of perspectives of people living with diabetes, with an ability to raise a broader range of perspectives beyond their own personal experience.
- An interest in keeping up to date with current diabetes research issues
- A commitment to confidentiality and a willingness to declare any conflicts of interest

Ideally members will have good links with external diabetes groups and networks and an ability to seek their views where appropriate.

3. Membership

Lay members will have membership for:

- 3 years in the first instance which can be extended by an additional three years at the discretion of the CSG Management Committee and the Diabetes UK Research Team
- At the end of a term of membership a three year period must elapse before a lay member can reapply for a further term on the same CSG.

4. Remuneration

The lay member will:

- Undertake the lay member role 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.

- Diabetes UK will support lay members in terms of training and/or mentoring where necessary and a full induction will be provided.

5. Declaration of interests

- The CSG lay members will be required to declare, on the 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 made on projects/issues.

6. Selection process

- CSG lay members will be appointed through an open process of recruitment. Positions will be advertised widely and will be open to all members of the UK diabetes community (from all ethnic groups and all age groups) through established communication routes (e.g. website, Balance)
- Applications, in the form of a supporting statement will be submitted to the Diabetes UK Research Team at csgs@diabetes.org.uk. The supporting statement should specifically address the selection criteria outlined in Appendix 4)
- Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 4). Recommendations for the appointment of lay members will be ratified by the CSG Development Group (in the initiation period and by the Management Committee subsequently).
- Applicants will be notified of the decision by way of email or letter from the Diabetes UK Research Team.

Diabetes CSG Role description and selection process for Health Care Professional (HCP) members

This appendix outlines the role and responsibilities for HCP members on CSGs.

1. Duties

HCP members are expected to contribute to the development of the CSG's portfolio of research by:

- Together with the Chair, contribute towards identifying research gaps and priorities and prepare a roadmap for the CSG area
- Providing a HCP perspective on research priorities, and their clinical relevance, and contributing to the discussions about [area of CSG]
- Championing the outputs of relevant diabetes priority setting partnerships within the CSG.
- Providing verbal or written feedback on relevant documents and contributing to any relevant publications
- Contributing to the design and delivery of consultation exercises undertaken by the CSG as requested
- Contributing to the CSG's annual report and review of the portfolio
- Providing advice to the Chair, other research funders, and the wider diabetes community as required
- Maintaining confidentiality of discussions and information relating to group meetings and activities

2. Qualities

HCP members should have:

- Experience of working in a patient facing role in the field of diabetes.
- An interest in keeping up to date with current diabetes research issues
- A commitment to confidentiality and a willingness to declare any conflicts of interest
- Their main contract of employment, and source of salary, should be for their role as a Health Care Professional.

3. Membership

HCP members will have membership for:

- 3 years in the first instance which can be extended by an additional three years at the discretion of the CSG Management Committee and the Diabetes UK Research Team
- At the end of a term of membership a three year period must elapse before a lay member can reapply for a further term on the same CSG.

4. Remuneration

The HCP member will:

- Undertake the HCP member role 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 HCP members will be required to declare, on the 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 made on projects/ issues.

6. Selection process

- CSG HCP members will be appointed through an open process of recruitment. Positions will be advertised widely and will be open to all members of the UK diabetes HCP community through established communication routes (e.g. website, Update)
- Applications, in the form of a supporting statement will be submitted to the Diabetes UK Research Team at csgs@diabetes.org.uk. The supporting statement should specifically address the selection criteria outlined in Appendix 5)
- Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 5). Recommendations for the appointment of HCP members will be ratified by the CSG Development Group (in the initiation period and by the Management Committee subsequently).
- Applicants will be notified of the decision by way of email or letter from the Diabetes UK Research Team.

Diabetes CSG Role description and selection process for deputy Chairs

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

1. Duties

The deputy Chair will be required to:

- Deputise for the Chair in CSG and other meetings, as appropriate
- Act as the primary support for the Chair's CSG activities

2. Membership

- Deputy Chair candidates must already be members of the relevant CSG and approved selection processes followed to appoint them to the group.
- As with members, tenure will be for 3 years in the first instance which can be extended by an additional three years at the discretion of the CSG Management Committee and the Diabetes UK Research Team

3. Remuneration

- Deputy Chairs undertake the role 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.

4. Declaration of interests

- The deputy Chair will be required to declare, on the 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 deputy Chair of a group; however, it may mean that they cannot take part in some discussions or decisions made on projects/issues.

5. Selection process

- Any interested CSG scientific members are asked to nominate themselves for the position of deputy Chair by submitting a CV to the Chair of the relevant CSG and the Diabetes UK Research Team (csgs@diabetes.org.uk).
- Applications will be reviewed by the Chair of the CSG and the Chair will prepare supporting statements for favourable candidates for the Management Committee who will ratify the final decision. The candidates will be notified of the decision by email from the Diabetes UK Research Team.

APPENDIX 2: 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.

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

Additional comments:

APPENDIX 3: Criteria table for the appointment of Diabetes UK CSG scientific members

Below is a table outlining the selection criteria for candidates who apply for the CSG scientific member 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.

Criteria	Applicant 1	Applicant 2	Applicant 3
Experience of collaborative research in X			
Good links with external diabetes research networks			
Ability to review study protocols constructively			
Ability to comment on study feasibility and relevance to the national research agenda			
Enthusiasm and a commitment to translating research into benefit for people living with diabetes			
Prepared to maintain confidentiality and a willingness to declare any conflicts of interest			
Total			

Additional comments:

APPENDIX 4: Criteria table for the appointment of Diabetes CSG lay members

Below is a table outlining the selection criteria for candidates who apply for the CSG lay member position. Using the 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.

Criteria	Applicant 1	Applicant 2	Applicant 3
Experience of diabetes and diabetes services as a patient, carer or relative.			
Willingness to familiarise with relevant research and medical language.			
Knowledge and understanding of the range of perspectives of people living with diabetes, with an ability to raise a broader range of perspectives beyond their own personal experience.			
The ability to recognise and encourage diversity of input from diabetes research and service user communities.			
Knowledge and understanding of the issues important to both diabetes and wider networks and groups.			
An interest to keeping up to date with current diabetes research issues			
Prepared to maintain confidentiality and a willingness to declare any conflicts of interest			
Total			

Additional comments:

APPENDIX 5: Criteria table for the appointment of Diabetes CSG HCP members

Below is a table outlining the selection criteria for candidates who apply for the CSG HCP member position. Using the 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.

Criteria	Applicant 1	Applicant 2	Applicant 3
Experience in a patient facing role in the field of diabetes			
The ability to recognise and encourage diversity of input.			
Knowledge and understanding of the issues important to both diabetes and wider networks and groups.			
An interest to keeping up to date with current diabetes research issues			
Prepared to maintain confidentiality and a willingness to declare any conflicts of interest			
Total			

Additional comments: