



gCMEp Policy Document (May 2016)

Purpose

This document details the policies and operating procedures of the Good CME Practice Group (gCMEp). It is reviewed each year at the Spring Meeting in May.

Term of membership

New applicants must submit an application form for review by the gCMEp Steering Group at the next monthly meeting. Decision will be given within 48 hours of the review meeting, which can be:

- Accepted
- Request for clarification, which will be small or large requiring a longer time frame, or
- Rejected, with guidance on the decision as clarified in this document.

Membership runs annually from the month of joining. The annual fee for memberships starting during 2016–2017 is €1,500 for organisations and €150 for single-handed consultancies (individuals), terms of payment is 30 days.

Existing members must submit a membership renewal form at each anniversary, which will be reviewed by the Steering Group at the next monthly meeting, relating to the status of the member organisation to ensure on-going compliance. The process should start at least the month before renewal is due so that the decision can be made in time for invoicing the date of the anniversary.

Conditions of membership

Members must agree to adhere to the principles of the gCMEp* and be in full support of the objectives of the group. The aim of the gCMEp is to guide how European CME providers can contribute to improving health outcomes. It will do this by:

- Championing best practice in CME
- Maintaining and improving standards
- Mentoring and educating
- Working in collaboration with key stakeholders.

Member organisations and individuals must:

- Be a registered European legal entity with a European operating office
- Be represented by individuals who live and work in Europe
- Demonstrate a proven track record in the design, delivery and evaluation of CME-accredited programmes in Europe
- Be able to demonstrate that, when working on CME programmes, it is done separately from any promotional activities
- Pay the annual membership fee within 30 days of invoice.

* Farrow S, Gillgrass D, Pearlstone A, Torr J, Pozniak E. Setting CME standards in Europe: guiding principles for medical education. *Current Medical Research and Opinion*, 2012;28(11):1861–1871. <http://informahealthcare.com/doi/abs/10.1185/03007995.2012.738191>

Activity in CME

A track record can be shown of previously accredited programmes by European or National accreditation bodies, which will be subject to review by the Steering Committee. CME bodies that accredit programmes developed by the pharmaceutical industry are not eligible.

Meetings

The gCMEp meets twice a year: Spring and Autumn. Interim virtual meetings and meetings at other venues are held as and when required. Members are encouraged to participate in meetings as much as possible. Only individuals identified on the membership form are permitted to attend.

If more than one representative of an organisation attends the Spring and Autumn meetings, a nominal delegate fee will be charged to cover the additional hosting costs incurred. In the event of a vote on any subject, an organisation will only have one vote.

Steering Group

The Steering Group is made up of individuals from member organisations who help with executing the policy of the group.

The Steering Group consists of seven people: six elected individual representatives of member organisations, a minimum of three members for more than three years in order to maintain the strategic continuity of the group, plus one executive position from the European CME Forum. The representative must have been a member of the group for a minimum of a one year to be eligible to be elected.

Tenure is for a maximum of three years, when the members must stand down, but they can be re-elected. Voting takes place by secret ballot during the Spring meeting with each organization having one vote. The members will then vote on the Chair of the group. Individuals must be prepared to commit to participating in monthly telephone conferences in order to carry out the obligations of the Steering Group.

The group meets once a month by telephone and reviews new applications and discusses any matters arising within the remit of this policy. Should any matter arise where there is an absence of a policy, the opinion of the Steering Group will prevail if there is unanimous agreement of a quorum attending (five people). However it must also be raised for discussion at the next Spring or Autumn meeting, or extraordinary Virtual Meeting, requiring voting for adoption and inclusion in this policy.

Voting

The group aims to operate in a collaborative way. Voting on policy changes can only be carried out at the Spring and Autumn meetings. Each company has only one vote. Only those present at the meeting can vote.

gCMEp group consensus, public statements and confidentiality

No member organisation is entitled to express the opinion of the group without prior approval. Consensus is deemed achieved only with majority agreement – 2/3 of the membership. This is a requirement for any policy changes, policy announcements, open letters, etc. Due to the nature of the work of the group, all members agree to preserve the confidentiality of all documentation. Materials are made publicly available with agreement of the group at www.goodcmepractice.eu.

Promotion of the group

Members are encouraged to champion the gCMEp, use the logo on website, emails, documentation. Linking where possible to the www.goodcmepractice.eu home page.