



gCMEp Policy Document (May 2017)

Purpose

This document details the policies and operating procedures of the Good CME Practice group (gCMEp). It is reviewed and updated 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.

The term of membership runs for 12 months from April to March, and is renewable annually. The annual fee for membership is €1,500 for organisations and €150 for single-handed consultancies (individuals), terms of payment is 30 days and is non-refundable. Current members of the group are listed at the home page www.gCMEp.org.

If membership commences mid-year, the fee will be calculated pro-rata.

Membership is reviewed and renewed annually. Existing members must submit a membership renewal form by the last working day of March, which will be reviewed to ensure on going compliance by the Steering Group at the April meeting. Organisations not completing the renewal form by the appointed time are assumed to have resigned from the group. Application to re-join the group may only be made the following March.

Conditions of membership

Members must agree to adhere to the principles of the Good CME Practice group* and be in full support of the aims and objectives of the group. The aim of the Good CME Practice group 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
- Agree to Adhere to the principles of the gCMEp group
- Be able to demonstrate independence from any industry control
- 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>

Requirements of membership

Each member organisation will be acknowledged on the home page at www.gCMEp.org with a logo linking to the home page, or CME-specific page, of the member organisation. The linked page must have the gCMEp logo, which links back to www.gCMEp.org, with a statement of their membership of the group.

All pages of the member's website must conform to the policies of the Good CME Practice group.

While attendance at the meetings is not compulsory, it is highly encouraged that members communicate their opinions, experiences or questions with the group through the Chair, or the Secretariat for further communication.

Leaving the Good CME Practice group

A member may leave the group voluntarily with immediate effect at any time and all benefits withdrawn. If rules change and a member effectively becomes non-complaint, their membership will run until the following March and then be reviewed with the annual renewal. Any member may be expelled from the group with immediate effect in the following circumstances:

- The information in the membership form has been found to be incomplete or falsified
- Failure to uphold and adhere to the principles of the Good CME Practice group*

Activity in CME

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

Meetings

The gCMEp group meets twice a year, in Spring (a full day meeting in May) and Autumn (just before the European CME Forum in November). All members are invited to join Steering Group meetings on a quarterly basis. 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 a member organisation attends the Spring or Autumn meeting, a nominal delegate fee, the day rate at pass-through per person, will be charged to cover the additional costs.

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 one vote. Only those present at the meeting can vote. A 2/3 majority is required to pass a motion. Voting on other matters such as agreeing a Consensus Statement is deemed achieved with a 2/3 majority.

Steering Group

The Steering Group is made up of individuals from member organisations that help with executing the policy of the group. The Steering Group consists of seven people: six elected individual representatives of member organisations and one executive position from the European CME Forum. The representative must have been a member of the group for a minimum of a one renewal term to be eligible to be elected.

Tenure is for one year, when the members must stand down, but they can stand for re-election. Voting takes place by secret ballot during the Spring meeting with each organisation having one vote. The members present also agree, by a second vote if necessary, 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 Steering Group meets once a month by telephone to review new applications and discuss 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.

The Steering Group will generate a brief report for all members after each meeting.

Good CME Practice group consensus, public statements and confidentiality

No member organisation is entitled to express the opinion of the group without prior approval of the Chair, who will determine whether further approval of the Steering Group (with unanimous quorum agreement) or the whole group (with 2/3 majority) is required. 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, under the terms of this document with agreement of the group at www.gCMEp.org.

Promotion of the group

Members are encouraged to champion the Good CME Practice group, use the logo on their websites, emails, documentation, etc. linking where possible to the www.gCMEp.org home page.