



gCMEp Policy Document (2023-2024)

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 Full members, €500 for Associate members and €300 for single-handed consultants (individuals), terms of payment is 30 days and is non-refundable. Current members of the group are listed at the home page gCMEp.org.

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

Membership is reviewed and renewed annually. Existing members, whether Full or Associate, must submit a membership renewal form by the last working day of March, which will be reviewed to ensure ongoing 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 group¹ 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

¹ Farrow S, Gillgrass D, Pearlstone A, Torr J, Poznaniak E. Setting CME standards in Europe: guiding principles for medical education. *Current Medical Research and Opinion*, 2012;28(11):1861–1871. [link]



Member organisations and individuals must:

- Be a registered legal entity in geographic Europe with operating office in geographic Europe
- Have a significant focus in providing medical education to healthcare professionals
- Be represented by individuals who live and work in geographic Europe
- Advocate for the group and be active in gCMEp activities and discussions about IME/CME

Additionally, Full members must:

- Demonstrate a proven track record in the design, delivery and evaluation of CME-accredited activities in Europe
- Agree to adhere to the principles of the gCMEp group as defined in Farrow et al. (2012)
- Be able to demonstrate independence from the pharmaceutical/biotech industry
- Pay the annual membership fee within 30 days of invoice

Requirements of membership

Members are expected to actively advocate for the gCMEp group as well as IME/CME in general, to attend meetings and activities of the gCMEp group as well as other organisations.

Full members are required to design, deliver and present their education according to the expectations of the group. All activities must meet the requirements of the [International Academy for CPD Accreditation](#), as well as industry standards for Independence Medical Education (IME) as defined by Article 16 of the [EFPIA Code of Practice](#) and the associated [Guideline](#), and any further requirements and clarifications as agreed withing the group.



Associate membership

Qualifying organisations that are either unable to, or do not yet in a position to apply to join as a Full member may join the group as an Associate member. They may participate in the work of the group, including the Spring and Autumn meetings, webinars, group discussions about IME/CME, although they are not entitled to vote or be part of the Steering Group. Associate members agree to the principles of the gCMEp group as defined in Farrow et al. (2012) and should be committed to implementing IME and CME in their organization. Associate members may come from professional medical education companies as well as related stakeholder groups such as medical societies, medical communications agencies, and other organisations that are permitted to present CME accredited activities according to national or European accreditors. Associate members are encouraged to become Full members as soon as they are able to meet the requirements. The Steering Group may reject membership applications from organisations that are not committed to promoting IME/CME according to the aims of the group.

Associate members may acknowledge membership on their website, “Associate member of the Good CME Practice Group (gCMEp.org)” using the Associate member logo.

Full membership

Each Full member organisation will be acknowledged on the home page at 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 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.

Activity in CME for Full members

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 or controlled by the pharmaceutical industry are not eligible.



gCMEp member benefits

- Represent an organization for European continuing medical education (CME) providers
- Access to the gCMEp website including resources and news about CME-CPD in Europe
- Participate in CME-CPD activities organized by gCMEp group and in discussions with diverse international organizations (CME providers, Accreditors, Industry, etc.)
- Communicate and exchange ideas with international experts and organizations with expertise in the field of CME-CPD

Full members also benefit from:

- Registration to European CME Forum meetings at reduced rate (Early Bird “Academic Rate”).
- A higher tier level of benefits when supporting the European CME Forum meeting
- As gCMEp is a sponsor of JECME, Full Members are exempt from the Article Processing Charge (APC) for one submission per year, further submissions can benefit from a discounted (50%) APC

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*

Meetings

The gCMEp group meets twice a year, a meeting for nominated representatives from the Full and Associate members in Spring (a full day meeting in May) and in Autumn – just before the European CME Forum in November. All members are invited to join the monthly Steering Group meetings. 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 the primary and secondary 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 by Full members at the Spring and Autumn meetings. Each Full member 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 Full 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 meetings in order to carry out the obligations of the Steering Group.

The Steering Group meets once a month 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 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 gCMEp.org home page.