

DIABETES THINK TANK

Diabetes Think Tank: Terms of Reference

About the Diabetes Think Tank

The Diabetes Think Tank has been meeting in Westminster since 2008. Its meetings are designed to bring together policymakers, patient group representatives and clinical specialists from across the diabetes patient pathway to discuss and propose solutions to the current challenges faced by the diabetes community. Adrian Sanders MP, Chair of the All-Party Parliamentary Group for Diabetes, chairs the Think Tank meetings.

Funding

- The Think Tank sets its agenda and content of its outputs. Sanofi, which has no editorial control over the Think Tank's agenda or outputs, meets the cost of the secretariat support for the Diabetes Think Tank. Currently, Incisive Health delivers this. Incisive Health is a health policy and communications consultancy.
- The secretariat provides administrative support for the work of the Think Tank including helping to arrange meetings, preparing materials such as meeting reports and liaising with members of the group on behalf of the Chair

Ways of working

Chairmanship

- The Chair of the Think Tank's primary role is to manage the agenda and the meetings of the Think Tank
- The Chair's secondary role is to facilitate Think Tank meetings by arranging meeting venues and meeting dates (either themselves or through their office)
- The Chair may also represent the Think Tank to external audiences
- The Chair of the Think Tank must be a Member of the House of Commons or the House of Lords
- The Chair of the Think Tank must be agreed to by a vote of members at a Think Tank meeting. The Chair is appointed for a Parliamentary term
- At the start of a new parliament, or if the post of Chair is vacant, candidates may be nominated (by a proposer and a seconder) and elected by members of the Think Tank at the following meeting. The nominee with the most votes will be elected

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- The Think Tank members can choose to remove a sitting Chair by a majority vote of the members at a meeting. The vote must have a proposer and a seconder and must achieve a two-thirds majority to be successful
- If there is a vacancy in the role of Chair, the functions of the Chair may be discharged by the Secretariat. The Secretariat must only discharge these functions to the extent that are necessary to secure a new Chair
- The Think Tank meetings will take place in the Houses of Parliament on dates to be proposed by the Chair
- The Chair will determine the priorities and work programme of the Think Tank. Others may advise the Chair on the work of the Think Tank, but only at his or her request
- The Chair has ultimate responsibility for ensuring that the written materials produced by the Diabetes Think Tank carry the consent of the Think Tank's members. No Think Tank member has a veto over the Think Tank's written work, however members are able to suggest amendments or request that statements are included in written materials to the effect that they do not support the Think Tank's recommendations (in doing so, they must specify what they disagree with and why)
- Sanofi must review materials produced by the Diabetes Think Tank before they are made available to a public audience, solely for the purpose of ensuring compliance with the Association of the British Pharmaceutical Industry's Code of Practice. This does not give Sanofi any editorial control over materials produced by the Think Tank other than to ensure compliance with the above mentioned Code of Practice
- In order to ensure transparency of the funding of the Think Tank, the following statement will be included on all materials produced by the Think Tank: *"The cost of administrative support of the Diabetes Think Tank has been met by Sanofi, who has no editorial control over the Think Tank's activities or recommendations."* This may be supplemented by further clarifying statements where necessary, but only to ensure the independence of the Think Tank is preserved

Membership

- Members of the Think Tank should be drawn from, but not limited to, the clinical, patient or political sectors. They can include officials from the Department of Health and from NHS England
- The Chair may invite anyone to participate in Think Tank meetings as he or she deems appropriate. The Chair may also seek proposals from the membership of the Think Tank. The Chair may delegate this function to the Secretariat at his or her absolute discretion
- Sanofi can only attend the Think Tank meetings as an observer and not as a member. Sanofi can only contribute to meetings at the request of the Chair. Sanofi cannot participate in any vote

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- If any votes are taken at a Think Tank meeting in line with these ways of working, the Think Tank is quorate at 11 people. There is no quorum for the purposes of holding a Think Tank meeting if a vote does not need to be taken.
- The Chair is responsible for the orderly conduct of Think Tank meetings, and may take action in support of this function as he or she deems appropriate

Ratification

- The ways of working set out above are ratified, following discussion, with a vote at a Think Tank meeting to be held on 18 November 2014
- In the event of a deadlock, the Chair will make the casting vote
- Once this document is ratified, it may be reopened for debate if a simple majority of attendees at a Think Tank meeting requests it. Any member attending a Think Tank meeting may request that a vote be held, but it must be seconded. Discussion may only take place after the vote

Secretariat, January 2015

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