

Securing European Calcified Tissue Society endorsement - a guide

Background

The name and reputation of the European Calcified Tissue Society (ECTS) are valuable assets. This value stems from the confidence gained from our achievements, our objectivity and our status as a charity. The Board of Directors of the ECTS has a duty to make best use of these assets and in practice, this means ensuring that they are used to the best overall advantage of the charity, whilst safeguarding them against damage or loss of value.

It is thus vital that ECTS has in place criteria and operational procedures that will ensure that the support it provides is proportionate and appropriate. This document will help you determine whether your document (e.g. policy, statement, guideline), project (e.g. audit or research) or event (e.g. professional conference or meeting, training course) is suitable to be considered for endorsement, and gives details of the procedure that we will follow to grant that endorsement.

General essential criteria

Requests for endorsement will only be considered if the following initial criteria are met:

1. The applicant Society will be an ECTS Affiliated Society (details can be found at <http://www.ectsoc.org/about.htm>).
2. The proposed document, project or event will fit within ECTS's aims, policies, strategies and values (details can be found at: <http://www.ectsoc.org/about.htm>).
3. The proposed document, project or event will meet a need that can be clearly identified and will not conflict with any ECTS event.
4. Members of ECTS and the general public will likely perceive the proposed document, project or event to confer an adequate level of public benefit.
5. The document, project or event is not likely to generate complaints or criticisms against ECTS; endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint.
6. ECTS will in general only consider requests to endorse specific initiatives; organisations as a whole are not usually endorsed.
7. ECTS must have been approached early enough for it to have had input into the document, project or event. Bear in mind that the Society's Board of Directors convenes only three or four times a year and advice regarding timelines should be obtained from the ECTS Team. However, requests for endorsement may be secured *post hoc* at the Society's discretion.
8. The initiation of position papers or consensus guidelines shall be announced in the official ECTS Newsletter to ensure that all interested members are informed and have the opportunity to participate. ECTS members who wish to contribute actively to the development of the manuscript must submit an application to the respective Action Group Chair, accompanied by a concise curriculum vitae demonstrating relevant expertise in the subject matter. The Chair or Co-Chair, in collaboration with the Project Leader, will review the applicant's qualifications and determine eligibility for participation. Typically, two to three ECTS members are selected to contribute to each project.

All decisions will ultimately be made by the European Calcified Tissue Society's Board of Directors. Requests for endorsements may be initially considered by a nominated sub-committee of the Board.

Procedures for the endorsement of documents

(eg clinical practice guidelines, patient support group documents, guidance, policy statements)

Only if the above general criteria are met, will the ECTS proceed depending on the type of document as follows:

Brief statement from ECTS

ECTS has been asked to state its position regarding a specific “political” issue (e.g., statements on EMEA authorization).

1. The chairs of the Clinical Science Committee and/or the Basic Science Committee will be asked to review the document and to submit a recommendation to the Board after internal decision within the respective committees.
2. The Board will review the draft in light of the lead’s comments and decide whether to endorse the document as it stands, approve it with amendments or reject the invitation to endorse.
3. The final copy must be presented to the Board for approval and before endorsement can be granted.

Position papers from the ECTS Clinical or Basic Science Committees (or affiliated societies)

These position documents represent an opinion (non binding) about an issue. They are developed by an ECTS Action Group (or an affiliated society) and are reviewed by the ECTS Board prior to publication. The review process including endorsement is to be concluded within 4 weeks after submission to the Board.

1. A Board/committee member (or member of the ECTS identified by the Board) will be appointed to lead the endorsement process on behalf of the Society.
2. This lead person will be preferentially independent of the development of the document and may, at this/her discretion, enlist the help of others with relevant expertise.
3. The lead person will review the document and submit a recommendation to the Board for formal approval
4. The Board will review the draft in light of the lead’s comments and decide whether to endorse the document as it stands or approve it with amendments/revision
5. The final copy must be presented to the Board for approval and endorsement before submission of the manuscript
6. Ideally, and after finalization and endorsement, the position paper will be presented in a ECTS webinar or at the ECTS Annual Meeting (educational session)

ECTS Consensus Guidelines

Consensus guidelines represent a state of art, evidence-based document which is developed via a specific process including membership consultation. The final document

will be endorsed by the ECTS Board prior to publication. The review process until member consultation is to be concluded within 4 weeks after submission to the Board.

1. A Board/committee member (or member of the ECTS identified by the Board) will be appointed to lead the endorsement process on behalf of the Society.
2. This lead person will be preferentially independent of the development of the document and may, at his/her discretion, enlist the help of others with relevant expertise.
3. The lead person will review the document and submit a recommendation to the Board
4. The Board will review the draft in light of the lead's comments and approve it with amendments/revision
5. The prefinal document will be made available to ECTS members for consultation for broad endorsement in an educational session (i.e. webinar or at the ECTS Annual Meeting)
6. The lead person will finalize a report including the comments from the ECTS membership
7. The final copy must be presented to the Board for approval and endorsement before submission of the manuscript. Major revision of an externally reviewed manuscript must be re-approved by the Board for final approval and endorsement of re-submission.

Procedures for the endorsement of a project (research or audit)

When seeking endorsement of a research or audit project, it is important that the Society be informed early in the development process and that all relevant information, (e.g. protocol, ethics documentation etc.) be made available for review. This will mean that the relevant committee/Board will be able to comment at an early stage in the development of the project, allowing the project leaders to consider incorporating any suggested amendments that may in the future allow easier discussions about endorsement.

Only if the above general criteria are met will the ECTS proceed as follows:

1. A member of the project team will be asked to prepare a proposal giving details of the proposed project.
2. The Board/committee will consider on a case-by-case basis the proposal and all supporting documentation presented by the researchers and then decide whether endorsement should be granted.
3. The Board/committee will regularly review progress on the project to ensure that the endorsement remains valid.

Procedure for the endorsement of events (conferences, courses, meetings)

The European Calcified Tissue Society does not currently:

- grant continuing medical education (CME) or continuing professional development (CPD) credits
- endorse courses leading to a qualification (professional or otherwise)
- endorse commercial events

In addition to the above general criteria, the following specific criteria must also be met in order for events to be considered for endorsement:

1. The event must be relevant to a significant portion of the Society's membership or be in line with the Society's charitable aims.

2. A member of the Society must be involved in the development of the programme. In cases where an event is repeated over a number of years, a representative of the relevant committee/Board must remain on the organising faculty and a memorandum of understanding may be drawn up to clarify the various responsibilities.
3. Any professional event must be developed by an academic faculty without undue commercial/pharmaceutical company influence.
4. The meeting programme, including details of topics, speakers and sources of sponsorship, must be made available for review. Sufficient time must be allowed for a review to take place.

Only if the above general and specific criteria are met, will ECTS proceed as follows:

1. Details of the event will be reviewed by the relevant committee/Board who will decide whether the event should be endorsed.
2. If the event is repeated over a number of years, a committee member (or member of the Society identified by a committee) will be appointed to lead on behalf of the Society.
3. The lead person will report to the Board/committee who will ensure that endorsement remains valid.
4. The Society will advertise the meeting accordingly.

Use of the ECTS name and logo once endorsement has been secured

1. The European Calcified Tissue Society's name (or any acronym) cannot be used until final written approval is given by the Society's Board of Directors/President.
2. The Society's logo and name must only be used in the way described (guidance will be issued at the time that endorsement has been secured).
3. A proof of any document using the Society's name or logo must be submitted to the ECTS for approval before publication.
4. The body given endorsement must give written permission to enable the Society to link to the endorsed document, project or event (hosted on the external website).
5. Documents (policy statements, guidelines), projects and courses will be regularly reviewed in order to make sure that the Society's endorsement is still relevant.