

Endorsement policy

This policy covers the endorsement of:

- Documents (Section 1)
- Research or audit projects (Section 2)
- Education initiatives (Section 3)
- Events (Section 4)

The name and reputation of the Society for Endocrinology (the Society) are valuable assets. This value stems from the confidence that people have in us because of our achievements, our objectivity and our status as a charity. The Trustees of the Society have 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 the Society 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, patient information material), 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.

The Society has a limited fund to occasionally financially support events if the event aligns with the strategic aims of the Society. The general essential criteria for endorsement must be met by all application requests for financial support.

General essential criteria for requests for endorsement

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

1. The Society must have been approached early enough for it to have had input into the project. Bear in mind that the Society's committees convene only two or three times a year and advice regarding timelines should be obtained from the Society office. Endorsement will generally only be given after discussion at the relevant committee meetings. Only in exceptional circumstances will documents be endorsed by email. Requests for endorsement may be secured post hoc at the Society's discretion.
2. The proposed document, project or event will fit within the Society's aims, policies, strategies and values (details can be found at: <http://www.endocrinology.org>)
3. The proposed document, project or event will meet a need that can be clearly identified and will not conflict with any Society document, project or event.
4. Members of the Society 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 the Society; endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint.

6. The Society will in general only consider requests to endorse specific initiatives; organisations as a whole are not usually endorsed.
7. The Society reserves the right to revoke endorsement.

Requests for endorsement will in the first instance be referred to one of the Society's committees – normally the Clinical (e.g. guidelines, audit and research projects, patient information material), Nurse, Programme, Public Engagement, Science Committee or Officers and subsequently to the Council of Management if necessary.

Section 1: Documents (eg clinical practice guidelines, patient support group documents, guidances, policy statements)

Only if the above general criteria are met, will a Society committee proceed in the following way:

1. A committee member (or a member of the Society identified by a committee) will be appointed to lead on behalf of the Society, even if a member of a committee or the Society is involved in the development of the document.
2. This lead person will be 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 report to the committee.
4. The committee will review the draft in the 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.
5. The final copy must be presented to the committee for approval and before endorsement can be granted.

Please refer to the Use of the Society name and logo once endorsement has been secured paragraph at the end of this policy.

Section 2: Projects (research or audit)

Separate guidance is available on conducting audit and research projects managed by the Society. The Society will not endorse other stakeholder's projects other than in exceptional circumstances.

To be considered for endorsement, 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 enable the relevant committee to be able to comment at an early stage in the development of the project, allowing the project leaders to consider incorporating any suggested amendments.

Only if the above general criteria are met, will the SfE committee 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 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 committee will regularly review progress on the project to ensure that the endorsement remains valid.

Please refer to the Use of the Society name and logo once endorsement has been secured paragraph at the end of this policy.

Section 3: Events (conferences, courses, meetings)

Application for endorsement of an event must be made on the application form. A form can be obtained from endorsements@endocrinology.org or from the web at <https://www.endocrinology.org/about-us/our-policies/>.

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 should have at least one Society member of academic standing on the organising committee.
2. The event must be relevant to a significant portion of the Society's membership or be in line with the Society's charitable aims.
3. Any professional event must be developed by an academic faculty without undue commercial/pharmaceutical company influence (please visit www.bioscientifica.com/ for information on event management services).
4. Details of the final programme should be available so as to give proper focus to the application for endorsement, whilst also recognising that some of the speakers may change.

Process

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

1. Applications will be reviewed by the relevant committee/s who will decide whether the event should be endorsed. Council approval of the decision may be sought.
2. If the event is repeated over a number of years, endorsement will need to be obtained annually.
3. Endorsed events will be:
 - Granted the use of the Society's logo with the words "Endorsed by"
 - Included within the Society's calendar of events online, in emails and publications in line with the existing schedule of communications
 - Included in a series of social media posts promoting event deadlines
 - Asked to provide an exhibition stand (if available) at the event, to enable the Society to engage with the audience/delegates

Section 4: Education initiatives

- Continuing medical education (CME), continuing professional development (CPD)
- Courses leading to a qualification (professional or otherwise)

The Society for Endocrinology will only endorse education initiatives if it has collaborated in their development.

Section 5: Use of SfE name and logo once endorsement has been secured

1. The Society's name (or acronym 'SfE') cannot be used until final written approval is given by the Society office.
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.
4. The body given endorsement must give written permission to enable the Society to link to the endorsed document or project (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.

For further information, please contact: endorsements@endocrinology.org

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