

*International Joint Policy Committee of the Societies of
Epidemiology (IJPC-SE)*

Policy on Granting Endorsements

— approved on May 13, 2014 —

I. Background

This document governs those situations when the International Joint Policy Committee of the Societies of Epidemiology (IJPC-SE) is asked to endorse an activity. The term “activity” is meant to be construed broadly to include work groups, policies, position statements, organizations, conferences, journal articles, items, and the like in any matter related to the field of epidemiology. Such endorsements might range from the use of the IJPC-SE logo to a formal expression of support.

II. Definitions

Throughout this document, the term “endorsement” will refer to both endorsements and expressions of support.

An **endorsement** is the act of giving moral support to, or approval of, something, generally involving the use of a statement, logo, or recognized symbol.

An **expression of support** is a limited endorsement, where the IJPC-SE provides support or approval, but with specific conditions attached (for example, the IJPC-SE might provide a list of recommendations for future research that flows out of an international policy document, but only permits this statement to be used on versions of the document that are submitted to policy makers).

III. Policy

The procedure for applying for IJPC-SE endorsement is as follows:

1. Any person or organization may submit a formal application requesting an endorsement from the IJPC-SE. Only matters relating to the nexus between epidemiology and policy will be considered by the IJPC-SE. The endorsement will be for a defined period of time (see 7 below).
2. At any time, a member society of the IJPC-SE may choose to opt out of inclusion in an IJPC-SE endorsement without impact on its membership and participation in the IJPC-SE. Such opt-outs must be reflected in the endorsement.
3. Endorsements may relate, but need not be limited to activities, conferences, meetings, published material, and to organizations or groups.

4. Except in exceptional circumstances (such as co-sponsorship of an event with not-for-profit or charitable purposes) no application for endorsement will be accepted from for-profit groups or organizations, from political parties and related interest groups, or from organizations or groups whose endorsement might contravene the IJPC-SE Bylaws or its not-for-profit 501(3)(c) status.
5. The IJPC-SE will not provide endorsements to individuals, except in pursuit of the IJPC-SE's aims and purposes and for a specific purpose (such as, endorsing an individual's candidature to represent the IJPC-SE on an external working group or committee).
6. Where endorsement is sought and the proposal does not meet the full criteria (see below), but nonetheless is felt to have merit, an expression of support may be offered that does not imply full endorsement, and may entail the setting of specific conditions or limitations (such as not approving use of the IJPC-SE logo).
7. Endorsement, where given, will usually be for specific articles, events or activities that are by definition time-limited. However, consideration will be given to endorsements for longer periods of up to three years, after which the endorsement will automatically lapse and renewal, if required, must be formally sought.
8. The decision to provide endorsement rests with the IJPC-SE as promulgated in this policy document; all decisions are final.
9. Where an endorsement application is rejected, the IJPC-SE will endeavor to provide feedback as to the reason(s) for the rejection in compliance with these guidelines. However, the IJPC-SE is not mandated to provide feedback and the final decision on whether to provide feedback rests with the Executive Committee (EC).

IV. Criteria for assessing applications for endorsement

The following criteria will be used when assessing applications for endorsement:

1. Policy: The requested endorsement does not breach any part of the IJPC-SE's policy for endorsement.
2. Alignment: The aims of the proposed activity, and of the responsible body, are aligned with those of the IJPC-SE.
3. Relevance: The item for which endorsement is requested should be relevant to the mission of the IJPC-SE.
4. Conflict: Endorsement will not be given to organizations or activities when doing so might conflict with the IJPC-SE's commercial sponsorship policy.
5. Positioning: The positioning of the IJPC-SE's endorsement in relation to other logos, brand or company names, photographs, etc., should not infer any implied endorsement.
6. Publicity: The type of publicity arising from the IJPC-SE's endorsement must not pose potential harm to the IJPC-SE's reputation.

V. Guidelines for processing applications for endorsement

Applications for endorsement will be processed as follows:

1. Applications should be submitted through the e-mail address of the current President of the IJPC-SE at colin.soskolne@ualberta.ca.
2. Applications should contain sufficient information to allow a proper assessment to be made. Material showing the way in which the endorsement is to be used should be provided. Clarification may be requested. The applicant organization will provide the following details:
 - Information about the group/organization making the application;
 - Contact information;
 - Timeframe for a response;
 - No more than 300 words about the policy implications of the item for endorsement;
 - No more than 300 words about the planned use of the endorsement (how, when and where);
 - The time period over which the endorsement will be used and then cease;
 - A sign-off will be provided to the effect that the endorsement will be used as described in this application. Any change would require prior approval from the IJPC-SE.
3. The IJPC-SE's Executive Committee will undertake initial assessment of applications using the above criteria.
4. If an application satisfies the criteria, it will be submitted to the next meeting of the IJPC-SE Board for recommendation of approval. If an application relates solely to the use of the IJPC-SE logo, and in straightforward circumstances, the IJPC-SE's Executive Committee may make the decision alone.
5. The IJPC-SE Board may approve or reject the application via a two-thirds majority vote, or seek further information to enable it to come to a decision.
6. The originator of the application will be informed of the IJPC-SE's decision to grant or reject the endorsement within fifteen working days of the Board's meeting. If accepted, any specific requirements will be noted. If rejected, a brief reason will be provided.
7. The IJPC-SE is under no obligation to provide feedback beyond the brief explanation referred to in section V (6), immediately above.
8. All applications for endorsement normally require a minimum of four weeks for assessment; if a compelling case is put to the EC, it may be possible to act sooner than the said four weeks.