



# British Thyroid Association

## **BTA Endorsement policy**

The BTA wishes to ensure that the support it provides is appropriate and proportionate, as well as safeguarding the reputation of the BTA as a Society and its status as a charity. This document aims to broadly define the criteria by which the BTA will determine whether documents, research, educational activities or events are suitable to be considered for BTA endorsement. It will also provide brief details of the processes by which endorsement will be granted. Requests for endorsement will be referred to the BTA Executive Committee (ExCom) and the general criteria for endorsement must be met by all application requests.

## **General essential criteria for requests for endorsement**

The following initial criteria must be met in order for a request for endorsement to be considered:

1. The BTA must have been approached early enough for it to have had input into the project. Since the BTA ExCom convenes only 2-3 times per year, and will usually only approve endorsement following discussion at an ExCom meeting, applicants are advised to contact the the BTA office well in advance and to seek early advice regarding timelines if needed
2. Documents may occasionally be endorsed by e-mail at the discretion of the BTA ExCom.
3. Requests for post hoc endorsement will not be considered
4. The proposed document, project or event must fit within the BTA's aims, policies, strategies and values
5. The proposed document, project or event must meet a need that can be clearly identified and will not conflict with any BTA document, project or event.
6. The BTA will usually only consider requests to endorse specific initiatives rather than organisations.
7. The BTA reserves the right to revoke endorsement.

## **Specific criteria for requests for endorsement**

### **1. Documents (eg clinical practice guidelines, patient support group documents, guidances, policy statements)**

- The committee will review the draft document and decide whether to endorse the document as it stands, approve it with amendments or reject the invitation to endorse.
- Endorsement can only be granted when the committee has reviewed the final (revised) version.

### **2. Projects (research or audit)**

- The BTA will not endorse other stakeholder's projects other than in exceptional circumstances.
- The BTA must be informed early in the development process and relevant information, (e.g. protocol, ethics documentation etc) must be made available for review. Members of the project team will be asked to prepare a proposal giving details of the proposed project which will be considered by the Excom together with all supporting documentation. This will enable the ExCom to comment early enough, for the project leaders to consider incorporating any suggested amendments.
- If endorsement is granted, the project and its progress will be reviewed regularly by the Executive Committee to ensure endorsement remains valid.

### **3. Events (conferences, courses, meetings)**

- The event should have at least one BTA member of academic standing on the organising committee.
- The event must be relevant to a significant portion of the Society's membership
- Any professional event must be developed by an academic faculty without undue commercial/pharmaceutical company influence
- Although it is possible that some minor details of the final programme may change (eg speakers), details of the final programme should be available at the time of applying for endorsement .
- If endorsement is granted, it will need to be obtained annually for repeating events

**4. Education initiatives** (Continuing medical education (CME), continuing professional development (CPD), Courses leading to a qualification (professional or otherwise) )

- The BTA will only endorse education initiatives if it has collaborated in their development.
- If endorsement is granted, it will need to be obtained annually for repeating events

**Endorsed documents and events will be**

- Permitted to use the BTA logo in the ways agreed by the BTA with the words "Endorsed by", once written permission has been provided.
- Included within the Society's calendar of events online
- Included in emails or social media posts promoting event deadlines
- The endorsed body must give written permission for the BTA to link to the endorsed document or project
- Documents will be regularly reviewed to ensure that the endorsement is still valid.

For further information, please contact the BTA secretary.