

Background

A learned society's name and reputation are valuable assets. The value stems from the confidence that people have in that society, and this is built on the reputation the society has gained through its achievements, its objectivity and its status as a charity.

The trustees of ESE have a duty to make the best use of these assets and in practice this means putting assets to work to the best overall advantage of the charity, whilst safeguarding them against damage or loss of value.

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

Requests for endorsement will in the first instance be referred to one of the European Society of Endocrinology's committees – normally the Clinical, Science, Education or Publications Committee and subsequently to the Executive Committee if necessary.

Please note: ESE will only endorse meetings developed by non-commercial organisations where the scientific programme is completely independent from commercial influence.

General criteria

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

1. The proposed document, project or event will fit within the ESE's aims, policies, strategies and values (<http://www.ese-hormones.org/about>).
2. The proposed document, project or event will meet a need that can be clearly identified and will not conflict with any ESE document, project or event.
3. Members of ESE and the general public will likely perceive the proposed document, project or event to confer an adequate level of public benefit.
4. The document, project or event is not likely to generate complaints or criticisms against ESE; endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint.
5. ESE will in general only consider requests to endorse specific initiatives; organisations as a whole are not usually endorsed.
6. ESE will only endorse meetings developed by non-commercial organisations where the scientific programme is completely independent from commercial influence.
7. ESE must have been approached early enough for it to have had input into the project or event. 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 ESE Office. However, requests for endorsement may be secured *post hoc* at the Society's discretion.

1. Procedure for the endorsement of documents (eg clinical practice guidelines, patient support group documents, guidance, policy statements). These types of endorsements are usually directed to the Clinical Committee, who will refer to other Committees as appropriate.

In addition to the above general criteria, the scope of the guideline including the clinical questions to be covered, the methods to be used for search and grading of evidence, and for formulation of recommendations, and authors disclosure of any possible conflicts of interest must be provided.

Only then, will an ESE committee proceed in the following way:

1. A committee member (or member of the ESE 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 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.

When submitting your application please refer to 'Check list (A)' at the end of this document.

2. Procedure for the endorsement of a project (research or audit). These types of endorsements are usually directed to the Clinical or Science Committee, depending on the type of project.

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, (eg protocol, ethics documentation etc) be made available for review. This will mean that the relevant committee 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 ESE 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.

When submitting your application please refer to 'Check list (B)' at the end of this document.

3. Procedure for the endorsement of a training course. These types of endorsements are usually directed to the Education Committee.

An application to organise a course using ESE endorsement should be made to the Chair of the ESE Education Committee at least eight months in advance of the meeting. The application letter should include the following:

- a. Details of the society supporting the meeting (“the local society”)
 - b. Name and qualifications of the organiser(s)
 - c. Details of the local organising committee (if any)
 - d. Venue details
 - e. The proposed date and year of the course
 - f. Check list (C) as detailed at the end of this document
1. The programme should be received at least six months in advance for approval by the Education Committee.
 2. A member of the ESE Executive Committee should attend the course as a speaker, and should be given an opportunity within the programme to promote ESE (ESE European Lecture). Travel expenses will be covered by the ESE but hotel accommodation should be covered by the organiser(s). If a member of the ESE Executive Committee cannot attend they will nominate a representative.
 3. Where appropriate, the local society should apply for international accreditation through UEMS. The deadline for this application is at least three months in advance of the start of the CME activity.
 4. In addition the local society should also make an application to their local authorities. Responsibility for applying for both the international and national accreditation will be with the local society.
 5. The local society should provide a report to the ESE Executive Committee following the meeting, with details of delegate numbers, feedback etc.
 6. The organisers can place an advertisement on the ESE website through the ESE Office, and details of the meeting will be included in the monthly ESE news alerts and other appropriate publicity materials.
 7. The ESE logo and website address should be included on all materials, including the first and final announcement, programme, abstract book, and certificate of attendance.
 8. The ESE Office will send ESE publicity materials to the event, and these should be placed in a prominent position. In addition, an ESE publicity slide may be sent to organisers and should be displayed at the beginning and end of the event.

NB: ESE will not provide financial support for meetings endorsed by the ESE, except for supporting the travel of one Executive Committee member (see (2) above).

4. Specific criteria and procedure for the endorsement of events (conferences, meetings). These types of endorsements are usually directed to the Education Committee, who will refer to other Committees as appropriate.

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. A member of the Education Committee must be involved in the development of the programme.
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 commercial/pharmaceutical company influence and the scientific programme must be completely independent.
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 at a committee meeting (please note that most committees convene only two/three times a year).

When submitting your application please refer to 'Check list (D)' at the end of this document.

Use of ESE name and logo once endorsement has been secured

1. The European Society of Endocrinology's name (or any acronym) cannot be used until final written approval is given by the Chair of the relevant ESE Committee.
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 Chair of the relevant ESE Committee and the ESE Office 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. The Society will advertise the meeting accordingly.
6. 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 the chair of the relevant ESE Committee, details available at <http://www.es-e-hormones.org/about> or send an email to info@euro-endo.org.

On the following pages you will find Check list A to D, which should be completed and submitted with your application.

Check list (A): FOR THE ENDORSEMENT OF DOCUMENTS

EG: clinical practice guidelines, patient support group documents, guidance, policy statements.

These types of endorsements are usually directed to the Clinical Committee, who will refer to other Committees as appropriate.

✓ ✗

<input type="checkbox"/>	Do you consider that the proposed document, project or event fits within the ESE's aims, policies, strategies and values (http://www.ese-hormones.org/about).
<input type="checkbox"/>	Do you consider that the proposed document, project or event meets a need that can be clearly identified and will not conflict with any other ESE document, project or event.
<input type="checkbox"/>	Do you consider that members of ESE and the general public will perceive the proposed document, project or event to provide an adequate level of public benefit.
<input type="checkbox"/>	Do you feel that the document, project or event is not likely to generate complaints or criticisms against ESE (NB: endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint).
<input type="checkbox"/>	You confirm that the endorsement is for a specific initiative (NB: organisations as a whole are not usually endorsed).
<input type="checkbox"/>	Have you approached ESE early enough for it to have had input into the project or event.
<input type="checkbox"/>	You have provided a written statement describing the clinical questions to be covered, and the procedures used in establishing the guideline to be endorsed.
<input type="checkbox"/>	You have provided a written statement declaring possible conflicts of interest.
<input type="checkbox"/>	You have provided information on the funding of the project.

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

1. A committee member (or member of the ESE 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 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.

Check list (B): FOR THE ENDORSEMENT OF A PROJECT (RESEARCH OR AUDIT)

These types of endorsements are usually directed to the Clinical or Science Committee, depending on the type of project.

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, (eg protocol, ethics documentation etc) be made available for review. This will mean that the relevant committee 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.

✓ ✗

<input type="checkbox"/>	Do you consider that the proposed document, project or event fits within the ESE's aims, policies, strategies and values (http://www.e-se-hormones.org/about).
<input type="checkbox"/>	Do you consider that the proposed document, project or event meets a need that can be clearly identified and will not conflict with any other ESE document, project or event.
<input type="checkbox"/>	Do you consider that members of ESE and the general public will perceive the proposed document, project or event to provide an adequate level of public benefit.
<input type="checkbox"/>	Do you feel that the document, project or event is not likely to generate complaints or criticisms against ESE (NB: endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint).
<input type="checkbox"/>	You confirm that the endorsement is for a specific initiative (NB: organisations as a whole are not usually endorsed).
<input type="checkbox"/>	Have you approached ESE early enough for it to have had input into the project or event.

Only if the above general criteria are met, will the ESE 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.

Check list (C): FOR THE ENDORSEMENT OF A TRAINING COURSE.

These types of endorsements are usually directed to the Education Committee.

✓ ✗

	Do you consider that the proposed document, project or event fits within the ESE’s aims, policies, strategies and values (http://www.ese-hormones.org/about).
	Do you consider that the proposed document, project or event meets a need that can be clearly identified and will not conflict with any other ESE document, project or event.
	Do you consider that members of ESE and the general public will perceive the proposed document, project or event to provide an adequate level of public benefit.
	Do you feel that the document, project or event is not likely to generate complaints or criticisms against ESE (NB: endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint).
	You confirm that the endorsement is for a specific initiative (NB: organisations as a whole are not usually endorsed).
	You have submitted the application at least eight months in advance of the meeting.
	Application to organise a course as specified in Section 3: g. Details of the society supporting the meeting (“the local society”) h. Name and qualifications of the organiser(s) i. Details of the local organising committee (if any) j. Venue details k. The proposed date and year of the course

Check list (D): FOR THE ENDORSEMENT OF EVENTS (CONFERENCES, MEETINGS)

These types of endorsements are usually directed to the Education Committee, who will refer to other Committees as appropriate.

✓ X

	Do you consider that the proposed document, project or event fits within the ESE’s aims, policies, strategies and values (http://www.e-se-hormones.org/about).
	Do you consider that the proposed document, project or event meets a need that can be clearly identified and will not conflict with any other ESE document, project or event.
	Do you consider that members of ESE and the general public will perceive the proposed document, project or event to provide an adequate level of public benefit.
	Do you feel that the document, project or event is not likely to generate complaints or criticisms against ESE (NB: endorsement may still be awarded if the Society judges the particular cause worthy of such criticism or complaint).
	You confirm that the endorsement is for a specific initiative (NB: organisations as a whole are not usually endorsed).
	Have you approached ESE early enough for it to have had input into the project or event.
	You feel that the event will be relevant to a significant portion of the Society’s membership or be in line with the Society’s charitable aims.
	You confirm that, if it is a professional event, that it will be developed by an academic faculty without commercial/pharmaceutical company influence and the scientific programme is completely independent.
	You will provide the meeting programme, including details of topics, speakers and sources of sponsorship, for review. Sufficient time must be allowed for a review to take place at a committee meeting (please note that most committees convene only two/three times a year).