Canadian Society of Transplantation Endorsement Policy- 2025

Preamble: The CST is asked from time to time to endorse documents, conferences, research projects and nominees for office in outside organizations that relate directly or peripherally to transplantation. To ensure that such endorsements are appropriate for the mission and vision of the CST, and so that applicants have a fair and transparent process for endorsement, a formal policy is required.

General Principles:

1. CST will only endorse documents, conferences, research projects and nominees relevant to its mandate and sphere of interest, specifically organ donation and transplantation
2. People, materials and meetings endorsed by the CST will represent the perspective of the broad membership and the Canadian context, but it is understood that such endorsements may not represent the position/opinion of all individual members.
3. The CST Board is the final arbiter of endorsement, but will rely on recommendations from CST Council and committees as appropriate to make its decisions regarding endorsement
4. All endorsements must be applied for and championed by at least one member of the Canadian Society of Transplantation
5. When an endorsement is requested, the CST Board will respond within a reasonable time to the request and render a decision. For urgent requests, a decision can be made by the CST President, Vice President or Executive on behalf of the Board. Consultation with the larger Executive and Board will be sought whenever possible, and is mandatory if there is a real or perceived conflict of interest for the President or Vice President
6. Depending on the focus, the endorsement request will be referred to the relevant CST committee Chair (or a member of Council) to identify at least 2 independent peer reviewers. Suggested committee designations include:
    a. Meetings/conferences- generally reviewed by the CST Education Committee
    b. Research projects- generally reviewed by the CST Research Committee
    c. Endorsement for office in other organizations- generally reviewed by the CST Board
    d. Endorsement of Clinical Practice Guidelines- generally reviewed by the CST Council and most relevant Committee or Interest Group (e.g. a vaccine CPG would be reviewed by the Council, ID committee and possibly the Pediatric committee)

Approved February 24, 2025

7. The CST Board will determine whether commenting/review by the entire membership is needed. If determined to be needed, a call for comment will be sent to the entire membership via email.

Policy:

All endorsement requests will be made, in writing, to the CST Board of Directors. An online form will be available on the CST website for this purpose. All endorsement requests must be made by a current CST member. If an endorsement request is made by a former member they will be invited to rejoin the CST prior to their request being considered. If the endorsement request is made by a non-member, they will be invited to either apply for membership or find a current CST member to apply for endorsement on their behalf

I. Commentaries, Editorials, Invited Letters. These documents represent the opinions of the authors which are endorsed by the CST.

1. Peer reviewers will provide written comments on the document, including a recommendation to: "endorse", "endorse with revision", or "do not endorse".
2. Comments will be collected by the Chair responsible and forwarded to the CST Board with a recommendation.
3. A motion of Board is required to accept or modify the recommendation of the Peer reviewers. Documents for which the decision of "endorse with revision" was made, shall be returned to the responsible chair and the CST peer reviewers for disposition.

<u>Additional points:</u>

- When the document is in the inception phase, the CST will be active in the process of defining the lead author, the authorship process and timelines for preparation
- Endorsements after the fact (i.e. after writing has been completed) will generally not be considered. These endorsements can be considered if the applicant can sufficiently explain why CST involvement was not sought earlier in the process. The document will define the methodology used by the CST to review and endorse the document and will note that the opinions may not represent those of all CST members.
- Requests for endorsement must provide sufficient notice to ensure that all these steps are completed. All of these steps must be completed before the endorsement in provided.
- In addition to the internal review process, all documents will be circulated at the outset to members of the Council and leaders of the CST groups. Comment on these documents should be directed to the chair responsible.

II. Consensus Statements and **Clinical Practice Guidelines** – To establish legitimacy, these documents usually require an exhaustive facilitated highly participatory

process. These documents are meant to represent the CST's view on current best practices. These statements provide a mechanism to lobby for change and set policy.

1. The CST approval process will be reviewed at the outset in planning the Consensus Conference or similar forum.
2. The CST Board will determine whether subsequent review by the entire membership is needed.
3. CST representatives of the consensus process (stakeholder/planning committee) will make a recommendation to the Board to: "endorse", "endorse with revision", or "do not endorse".
4. A motion of the Board is required to accept or modify the recommendation. Documents, for which the decision of "endorse with revision" was made, shall be returned to the CST representatives in the consensus process for disposition.

Additional points:

- Designated CST representation on the planning committee is required. The Board reserves sole responsibility for recommending members for planning or stakeholder committee representation.
- CST members on the planning/stakeholder committees are directly accountable to the Board
- CST members must be broadly represented in the consensus process, depending on the focus of the consensus process.
- CST members must be on the writing committee.
- CST will retain joint ownership of endorsed including the right to publish on its website or link to the publication, as allowed by publication rules

III. Conferences and Meetings

1. Peer reviewers will provide written comments on the document, including a recommendation to: "endorse", "endorse with revision", or "do not endorse".
2. Comments will be collected by the Chair responsible (usually the Education Committee) and forwarded to the CST Board with a recommendation.
3. A motion of Board is required to accept or modify the recommendation of the Peer reviewers. Documents for which the decision of "endorse with revision" was made, shall be returned to the responsible chair and the CST peer reviewers for disposition.

Additional points:

- Designated CST representation on the planning committee is required. The Board reserves sole responsibility for recommending members for planning or stakeholder committee representation.
- CST members on the planning/stakeholder committees are directly accountable to the Board
- CST endorsement or participation in planning does not necessarily imply a financial contribution by the CST to the meeting
- Recurring meetings (e.g. annual meetings of the same organization) need to be reviewed on at least an annual basis

IV. Research Grants and Projects

1. Peer reviewers will provide written comments on the document, including a recommendation to: “endorse”, “endorse with revision”, or “do not endorse”.
2. Comments will be collated by the responsible Chair (usually the Research Committee) and forwarded to the CST Board with a recommendation.
3. A motion of Board is required to accept or modify the recommendation of the Peer reviewers. Documents for which the decision of “endorse with revision” was made, shall be returned to the responsible chair and the CST peer reviewers for disposition.

Additional points:

- If a research project is endorsed by the CST, the research team commits to applying for presentation of the research results to a CST annual meeting within 3 years of endorsement

V. Election in Other Societies and Nominations for Awards outside the CST

The Board will review requests for endorsement of members running for election in other Societies
Endorsements will only be given for current members, or past members who are retired or posthumous and considered to have significantly contributed to the CST during their active careers
Endorsements will only be considered for nonprofit organizations or societies
All communications will be clear that endorsement from the CST does not obligate all members to vote for the endorsed candidate