



ASCCP Branding Policy

Process

- Written concept is developed by relevant committee.
- Committee presents concept to Executive Committee for approval and prioritization.
- Committee develops writing committee or determines to work as a whole.
 - Executive committee approves composition of writing group or recommends additions/removals, ensuring members are:
 - ASCCP members (government employees can be given honorary membership).
 - Free of potential conflicts of interest (or devises strategies to resolve COIs). This requires disclosure early in the process, and potentially, another review towards the end of the process, if deemed necessary.
 - Representative of the range of expertise needed.
 - Full Board approves concept via email vote, but steps 4-5 below may begin prior to next meeting.
 - Executive committee or full board determines whether project should be retained within Society or co-sponsored with other organizations, assisting in identifying organizations/contacts if co-sponsored.
 - Chief Executive Officer assigns staff liaison (may be self).
- Writing group develops document
 - Group determines depth of evidence review required.
 - Group performs or obtains consultation to perform evidence review.
 - Group composes document. Conference calls, web meetings, and face-to-face meetings may be required.
 - Documents labeled “ASCCP guidelines” must conform to contemporary standards (e.g., IOM 2011), will be circulated to the web as part of a public comment period no less than 3 weeks in length, and must emerge from a consensus meeting with all points approved by 66%+ of voting delegates. Virtual meetings may be acceptable if technology allows for full debate, management of COI, and voting.
- Documents based on less stringent evidence review may be labeled “guidance,” “update to current guideline,” or “committee opinion.” Other labels may be used as determined by the Executive Committee. Document is circulated to appropriate committees for their comments, for example:
 - Practice Committee must be included if document affects practice.
 - Pathology Committee must be included if document affects diagnosis/reporting/terminology of assays/cytology/histology.
 - Education Committee must be included if document affects trainees/training.



- Humanitarian and Special Populations Committees may be included as appropriate.
- Ethics Committee may be consulted.
- Legal review may be obtained.

- Document is circulated to the Chief Medical Officer, Chief Executive Officer, and Executive Committee (may occur simultaneously) for review and approval.

- Document is presented to the Board for review.

- Approved document is submitted for publication by the writing group.
 - The chair of the writing group is the lead author.
 - All writing group members are co-authors.
 - Members of other committees that had significant intellectual input should be co-authors.

Core Concepts

- Documents are submitted to JLGTD for publication unless Executive Committee determines otherwise.

- ASCCP retains copyright on all documents, even if co-published with other organizations

- Writing committee leadership must and membership should be ASCCP members, unless developed with other organizations—then ASCCP representatives must be members of ASCCP. (Note that government employees may be named honorary members.)

- Co-sponsorship is better than ASCCP-only. Approach other organizations early in the development process

This policy has been reviewed, approved and adopted by the Board of Directors on April 30, 2012