



Institute of Biomedical Science

Operational Procedure

Position Statements and Opinion Pieces

Introduction

The Institute of Biomedical Science (IBMS/the Institute), in support of its members, needs to produce, on occasion, position statements and opinion pieces that set out its position on key issues. The final statement will present the Institute's corporate position on the topic and not necessarily those of individual members.

These statements/opinion pieces need to be produced in a timely fashion in order to be relevant and contemporary and will also, therefore, be required to be reviewed and revised or withdrawn on a timely basis.

Purpose of the Operational Procedure

The purpose of this procedure is to provide an agreed process for the production and review of Institute-generated opinion pieces and position statements. The procedure outlines the relevant responsibilities of Council/senior staff and the *maximum* turnaround times required to deliver a timely and effective response. Should the publication of an opinion piece be considered urgent then, with the approval of the President and the agreement of the lead author, the timescale can be compressed through the reduction of turnaround times for any or all of the stages.

This procedure is not intended for media responses or trending topics which require an urgent response, usually within 48 hours.

Process for identifying topics

For a topic to merit the production of a position statement/opinion piece it must be of significance to a majority of the membership, or exceptionally, to a single discipline or professional group within the membership, and a key issue for the Institute.

Such topics can be proposed by:

- an individual member of the Institute
- a member of specialist advisory panels
- a member of Council
- a member of the senior management team

Suggestions for topics and the rationale behind the suggestion should be sent by email to the Chief Executive in the first instance.

Council Officers, in liaison with the Chief Executive, will decide upon the suitability of the topic proposed. Consideration of the suitability will be carried out electronically and will be made by a simple majority decision, by the Officers, within 5 working days of circulation.

Acceptance of a topic

Once a topic has been identified as appropriate, the Officers will identify a suitable lead author who will usually be a Council member but may exceptionally be a member of staff, a panel member or another subject expert. Identification of the lead author should be made at the same time as accepting the proposed topic.

If a topic is not accepted then the Officers will advise the proposer, copied to Council, of their decision.

Lead author

The lead author, usually a Council member due to their greater understanding of the strategic direction of the Institute, will be appointed by the Officers and may choose to involve others in the drafting process.

The first draft (usually no more than 2 sides of A4) is expected to be produced within 14 calendar days and forwarded to the Chief Executive marked as 'Draft'.

Circulation for comment

On receipt of this first draft, the Chief Executive will circulate to full Council, relevant members of the senior management team and/or panel members inviting comment back to the lead author.

Recipients of the first draft will have 5 working days to comment and return to the lead author for final drafting. If no comments are received within the prescribed timescale then this will be taken as full endorsement of the statement/opinion piece. Comments received after this deadline may not be considered for inclusion in the final draft but may be retained for consideration for inclusion in any subsequent revision.

Final version

The lead author, having considered the comments received, will produce the final version within 5 working days of the deadline for comment and send to the Officers for final approval prior to sign-off.

The final version will then be published, as a minimum, on the Institute's website identifying the author as the Institute's Council and including version control details and a review date (maximum of 1 year to be monitored by the Chief Executive's Office). The lead author will agree any further distribution with the Communications Team.

Institute representatives will be expected to represent the views and opinions set out in the document when representing the Institute to stakeholders.

Communication

To support Institute representatives in presenting a corporate position, the opinion piece/position statement will be emailed to all Council members and the lead author at the time of publication. Additionally, publications will be recorded as 'Business Conducted Electronically' on Council Meeting agendas.

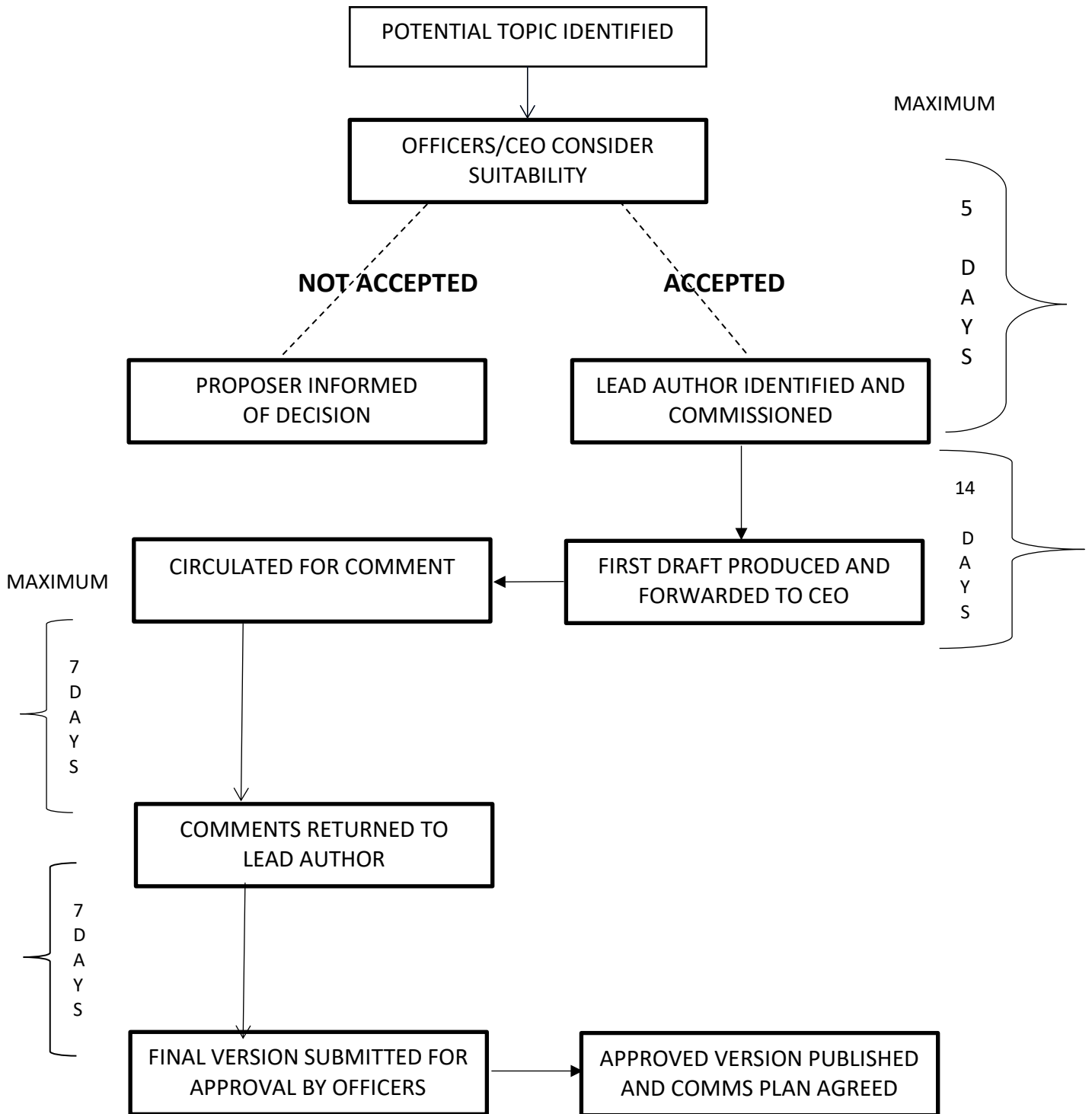
Institute members will be made aware of publication via the website.

Decision tree and timeline

Appendix A illustrates the responsibilities and timeline for the production of Institute opinion pieces and position statements.

APPENDIX A

Decisions Process and Timeline



About this version

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