



## UK Chemotherapy Board

### Endorsement Policy

The UK Chemotherapy Board (UKCB) is receiving an increasing number of requests from professional organisations to endorse or support documents, policies, position statements or meetings.

As a matter of good governance the UKCB needs to review each request on its merits and to consider carefully those which it will agree to endorse or support, and those that it will decline. The endorsement process can be time-consuming in view of the number of professional bodies represented on the Board. It is therefore important to restrict the number of requests that are considered to those which will add value nationally. This will also help to ensure there is no dilution of the UKCB 'brand'. It is also important to clarify that the UKCB will not endorse or support any meetings that are hosted by the pharmaceutical industry or where sponsorship enables the pharmaceutical industry to influence or contribute to meeting preparation and/or programmes.

It is proposed that there are two categories:

#### ENDORSEMENT

- This will apply when there is a request from an established UK-wide organisation and the document concerned has received specialty/professional (but not necessarily formal UKCB) involvement throughout
- Each professional body that is a member of the UKCB will be invited to take the document through the relevant structures in their organisation (for example, a high-level Board or an overarching body such as a Council).
- Only when all six professional bodies agree to endorse the document can their logos and the wording 'UK Chemotherapy Board' be applied to the document (matching the format at the top of this paper)
- A suitable form of wording for such endorsement would be "This document has been endorsed by the UK Chemotherapy Board"
- In the event that one or more of the professional body members of the UKCB does not agree to endorsement, the logos of those professional bodies that *do* agree to endorsement will be applied in their own right and not as a member of the UKCB. The phrase "UK Chemotherapy Board" will not appear on the final document

#### SUPPORT

- This will apply when there is a request from an established UK-wide organisation, the document concerned has not been developed with specialty/professional involvement but it has relevance to the purpose and remit of the UKCB and the Board wishes to express a positive view without formal endorsement
- Representatives of each professional body that is a member of the UKCB will be invited to

confirm (or not) their support for the document, on behalf of their organisation.

- Only when all six professional bodies agree to support the document can UK Chemotherapy Board support be confirmed
- A suitable form of wording for support would be “This document has been supported by the UK Chemotherapy Board”.
- The logos of the professional bodies that are represented on the UKCB will not be added to the document and the phrase “UK Chemotherapy Board” will not appear on the final document.

During the processes outlined above, the views of the co-opted UKCB members or those who are not affiliated to one of the six professional bodies will be actively sought. Their views will be fed back to the governing structures of the six professional bodies.

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