



Royal College of Anaesthetists

## Endorsement Policy

The RCoA is often asked to endorse or support publications developed by other organisations. This document outlines the RCoA's policy in this area for reference by RCoA representatives and external organisations so as to ensure consistency of practice and an efficient response to requests.

### Definitions

**Endorsement** is defined as formal badging with the RCoA logo or brand displayed on or in the final product and the provision of an RCoA statement confirming formal endorsement.

**Support** denotes the RCoA's public support of the publication, but the inclusion of an RCoA logo or brand will not be allowed in or on the final product, and there can be no reference to the RCoA's support in or on the document. However, the RCoA's support can be noted in accompanying material or on websites, and the RCoA will note its support for the document on its website.

### Endorsement

For the RCoA to endorse a publication, it requires that a named representative chosen by the RCoA be involved in the development of the external organisation's publication from the outset. This is usually via membership of a working party, and the representative must make it known to the external organisation that their role in the development of the publication involves representation of the RCoA. RCoA representatives are expected to provide regular progress reports via their assigned RCoA Director using the RCoA template. Reports will normally be received after key meetings and major developments, e.g. the release of a publication draft. The RCoA reserves the right to withdraw its representative or decline to endorse a publication. The final publication must be approved by the RCoA Council (depending on timescales this may be via email), and the external organisation requesting endorsement will normally need to allow a minimum of four weeks for consultation, collation of comments and confirmation of endorsement.

The RCoA will not endorse publications that have been developed without its involvement. In rare cases in which the document is particularly relevant to the specialty, the RCoA may make an exception. In these circumstances, endorsement may only be granted following a thorough review by two RCoA Council members, one of whom will be familiar with the subject matter area, who will make a recommendation on endorsement to the RCoA Council.

Whenever a document has been endorsed by the RCoA, the Communications Directorate and Council members will receive notification of publication before its public launch.

### Support

When a publication is developed by an external organisation without RCoA involvement but has relevance to the vision and strategic aims of the RCoA, the RCoA may choose to support but not endorse it. Support will be granted after a thorough review by two RCoA Council members, one of whom will have expertise in the subject matter area, who will make a recommendation on support to the RCoA Council.