

POLICY ON APPRECIATION AND RECOGNITION OF THE CHAIRS AND EXPERT WORKING GROUP MEMBERS

Objectives:

Expert Working Group (EWG) members invest significant effort in preparing guidelines. In many cases, this effort is undertaken by EWG Chairpersons and members in their own time. It is therefore appropriate that VICH has in place procedures that recognise the contribution of EWG members to the overall success of VICH.

Once the mandate is given to create an EWG, the VICH Secretariat shall write to the Topic Leader/Chairperson thanking him/her for having accepted this assignment and instructing him/her as to his/her duties and the mandate given by the Steering Committee (SC). The appropriate coordinators, as a courtesy, shall communicate informally as well to provide the appropriate level of support.

Once the appropriate party to VICH has appointed the relevant experts, the VICH secretariat shall communicate in writing with the designated experts confirming their appointment and thanking them in anticipation of their contribution. Relevant information on the VICH process and the duties of the expert (see VICH/00/150 and VICH/00/151) is provided at the same time. The appropriate coordinator should also contact the expert(s), asking if there are any questions and offering assistance for further details if necessary.

The Topic Leader/Chairperson then has the responsibility to communicate with the EWG to arrange the meeting and direct the work programme accordingly.

The regional coordinators, or a SC participant, shall attend the first meeting of a new EWG, when held in their particular region, to express the SC's appreciation to the EWG members for their participation, outline the VICH process and answer questions.

After each SC meeting, the coordinators may be asked to communicate certain points to the members/experts from their region, especially if SC members are concerned about a particular point or wish to communicate their appreciation for work done and to encourage further progress.

Once an EWG has advanced its first draft guideline to Step 5, EWG members will receive a letter from the VICH secretariat on behalf of the SC thanking them for their work.

Moreover, when an EWG prepares several guidelines, EWG members will receive another letter from the VICH secretariat on behalf of the SC thanking them for their achievements.

Furthermore, at each VICH Conference there should be some public recognition given to current EWG members and those who have participated in developing guidelines, which have been finalised since the last VICH Conference. This could be by way of a poster or an insert in the Conference agenda.

Moreover, the SC shall invite current EWG members, and EWG members who have participated in the development of guidelines, which have been completed, to the VICH conference (Attendance is at their own expense).

EWG members should be permitted, particularly where they have undertaken groundbreaking work, to publish guidelines in reputable scientific journals with the prior approval of the SC. The publication would include the names of all EWG members.