

Terms of reference for ECFS endorsement of an external activity

The European Cystic Fibrosis Society (ECFS) may endorse educational or scientific meetings or publications that meet high standards of educational and scientific quality. The criteria for activities that may be endorsed by ECFS and the process to get ECFS endorsement are described below.

Definition

Endorsement of an activity by ECFS means that the ECFS has reviewed the content of this activity and assessed that it met the educational or scientific criteria for endorsement. ECFS endorsement is a seal of approval for an activity developed by another organisation. It is not a close collaboration where both organisations are equal partners in the development of an activity for which a Memorandum of Understanding would need to be established. ECFS endorsement does not mean that the ECFS could be held accountable if the endorsed activity were later found to be flawed.

Activities eligible for endorsement and criteria for endorsement

An educational or scientific meeting or a publication may be endorsed by ECFS if it has been assessed by the ECFS Board to meet certain criteria:

- The activity is of high scientific or educational quality and delivers up-to-date information.
- The activity is in line with the overall missions and values of ECFS.
- The activity does not compete with ECFS activities.
- The activity involves experts in CF, with a fair balance between gender and some members of the faculty are ECFS members. If the activity is an international one, the faculty is international and there is a fair balance in European countries.

Moreover:

- The activity content is separated from any promotional activity and product/brand neutral.
- If the activity is sponsored by pharmaceutical industry, funding comes from more than one sponsor and in the form of "unrestricted educational grants".
- The activity description is available in English.

Endorsement benefits and obligations

Upon receipt of ECFS agreement for endorsement:

- The ECFS name and logo can be printed on the programme and other printed or electronic documents. A copy and links of all documents on which the ECFS name and logo appear should be sent to the [ECFS Office](#) prior to the activity.
- In case the activity is an article, the ECFS logo can be printed or the statement "This [guideline, consensus, ...] was endorsed by the ECFS on [date]" can be printed beneath the authors' names.
- In case the activity is a meeting, the possibility for promotion on site should be offered to the ECFS and if possible, a reduced registration fee for ECFS Members.

Restriction:

- The ECFS should be informed of any change to the activity once endorsed to enable the ECFS to decide if further endorsement review is required.
- Meetings will only be endorsed for the actual delivery dates and eLearning resources will

be endorsed for a maximum of three years from confirmation of endorsement.

- The use of ECFS logo on material published after the event is not permitted, unless a specific agreement has been set with ECFS.

Upon approval of endorsement, the ECFS can advertise the event on the ECFS website, social media channels and by other means of ECFS communication. Please provide the [ECFS office](#) with a short, written communication and any images etc that you would like to be advertised. The ECFS endorsement does not involve financial or administrative support by the ECFS.

Evaluation process and decision

The application form should be downloaded and the form completed in English should be returned with all relevant documents (programme, faculty information, web links, all additional materials including promotional materials) to the [ECFS Office](#) at least two months in advance of the project submission deadline. Applications for ECFS endorsement that do not meet this requirement will not be assessed.

The application will be forwarded to the ECFS Board who will assess the activity, if needed after advice from the Education Committee or *ad hoc* committee. In any case, the application will be handled under confidentiality terms.

The assessment will focus on:

- The educational and scientific quality of the activity:

- Has the activity been developed with appropriate input from individuals with a proven background and/or expertise in CF?
- Does the faculty delivering/authoring the content have appropriate expertise, knowledge and skills in CF?
- Are all supporting materials and content up-to-date and accurate?
- Does the structure and content of an educational programme reflect appropriate principles of educational design (*i.e.* clearly stated, learning aims, objectives and outcomes listed on the programme, process for assessment)?
- Has the activity been developed taking into accounts the specific needs of the target audience?
- Has the content of activity and selection of faculty taken into account the geographical context of the target audience?
- In case of an application for ECFS endorsement of a publication, if the publication is a consensus, a guideline or a position paper, does it follow the policy of ECFS as stated in [J Cyst Fibros 2014; 13: 493-498](#)?

- The provider of the activity:

- Is the activity being developed and delivered by a professional and reputable provider?
- Are there any inappropriate conflicts of interest stated by the organiser or faculty in relation to the activity?
- Within the faculty, is there a fair balance in gender and countries (if appropriate)?

- The funding of the activity:

- Is there evidence that the activity is adequately resourced?
- Is the delegate fee (if appropriate) set at an appropriate level?
- Is any sponsorship appropriate (several sponsors and unrestricted educational grants)?
- Is there any evidence of inappropriate bias in relation to activity content or faculty selection by a sponsor, commercial organisation, other organisation?

- The interest of ECFS in endorsing the activity:

- Is the activity in line with the overall missions and values of ECFS?
- Does the activity compete with ECFS activities?
- Are some members of the faculty ECFS members?

Upon the ECFS board decision, written feedback with decision, major comments and recommendations will be provided by the ECFS Office. If an application for ECFS endorsement is declined, a resubmission can be considered if the requested changes are made in a timely and effective manner to ensure review prior to the activity taking place.