



ETA Business Guidance: ETA Position Statements

1. The ETA may prepare Position Statements on key current issues in thyroidology where a consensus view from ETA members would be of value to influence policy in this area.
2. Preparation of an ETA Position Statement may be proposed by any ETA member and the outline proposal submitted to the ExCom via the secretary. The outline proposal should be one side of A4 and include the rationale for the position statement and suggested authors
3. If the ExCom agrees that a Position Statement would be of value, the ExCom will approve the outline and authors.
4. Position Statements should be as brief as possible and be focussed on the issue. They should include a list of recommendations and references as required.
5. Position Statements, once drafted, will first be approved by the ExCom and then placed in the members section of the website for comments by ETA members. The document will be posted for a minimum of 1 month (unless there are strong reasons for expedited processing) and all ETA members will be informed by email that the document is available for comment.
6. After completion of the comments period, the authors will respond to the comments and the final version of the Position Statement will be approved by the ExCom.
7. The Position Statement will be posted on the ETA website as open access and further distributed as appropriate.
8. Discussion will be held with the Editor of the ETJ regarding publication of the Position Statement in the Journal whenever possible.
9. Joint Position Statements with sister organisations, national organisations and other representative bodies are possible and should be consistent with the Business Guidance for Affiliated Societies (2014).

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