



Workflow for Proposing a New IPSO or IPSS Group Initiative: Committee, Working Group, or Specialty Council

If you are an IPSO Member or IPSS Investigator and would like to propose a new group initiative, we would like to hear from you! *What falls under IPSS, and what falls under IPSO?* IPSS is our research network, established in 2003, so research-related initiatives generally fall under IPSS (i.e., projects using the IPSS dataset as a framework for abstracts, manuscripts etc.). IPSO was established as a non-profit organization in 2019 to expand our mission into Advocacy and Education. Clinical guidelines, awareness campaigns, and educational and advocacy initiatives generally fall under IPSO. But many initiatives (i.e., surveys) cross over and may be joint IPSO/IPSS projects. To help identify whether your new initiative falls under the scope of the IPSS, IPSO or both, the IPSO/IPSS leadership have created a Group Initiative Proposal Form. Please complete the following steps:

To propose a new analysis of the existing **IPSS Dataset**, or a new ancillary study using the **IPSS Research Network**, you DO NOT need to complete this form. Instead, you will complete the IPSS Publications Committee Research Request Form (available on the IPSO website) and submit it to IPSS Central (ipss.research@sickkids.ca). The Publications Committee will continue to review all incoming IPSS data requests.

For all other initiatives:

1. Please complete the IPSO/IPSS Group Initiative Proposal Form on Page 3, and include names of members backing the initiative
2. Submit the form to the IPSO Central and IPSS Central (emails at end of form)
3. IPSO/IPSS leadership will review the proposal within 4 weeks of receipt, and decide whether the initiative aligns with the IPSO and/or IPSS missions, overlaps with other current or proposed initiatives, and should sit within IPSO, IPSS, or both
 - a. If the project is deemed an IPSS project, you will be asked to complete the IPSS Publications Committee Research Request Form. Subsequent steps are outlined in the IPSS Publications Committee Policy posted on the IPSO website.
 - b. If additional input regarding best avenue for the proposed initiative is needed, the IPSS Executive Committee and IPSO Steering Committee will become involved in the vetting process.
4. Once approved, IPSO or IPSS Central will circulate an announcement and invite others to join
5. IPSO or IPSS leadership will help the new group finalize their membership and structure, and volunteers for Chair and Co-Chair will be solicited and confirmed by the IPSO or IPSS executive committee.

Central Support: An IPSO Central staff member will join IPSO group meetings and assist with meeting schedules, notes, and other administrative items as availability allows. An IPSS Central staff member will join IPSS group meetings and assist with meeting schedules, notes, and other administrative items. If the group is an IPSO/IPSS joint effort, then either an IPSO or IPSS Central Staff member will join the group based on staffing availability.

Terms of Reference (ToR): IPSO group initiatives will align with the current ToR, posted in the IPSO Members' Only Area. IPSS group initiatives will align with the IPSS mission and objectives detailed in the IPSS study protocol. Shared IPSO/IPSS initiatives should fall under the scope of both IPSO and IPSS missions.

Diversity Goal: All groups should aim for diversity in every form, including gender, ethnicity, seniority, disciplines, and international locations.

Survey Proposals: Proposed surveys of IPSO members will be reviewed and approved by the IPSO Communications Committee before distribution to IPSO members. Proposed surveys of IPSS members will be reviewed and approved by the IPSS Publications Committee before distribution to IPSS members. We anticipate many surveys will be joint IPSS/IPSO initiatives.

IPSO Publications: Clinical guidelines will be reviewed and approved by the IPSO Steering Committee before submission for journal publication or publication on the IPSO website. Other publications will be reviewed and approved by the IPSO



Executive Committee and Chairs of the IPSO Communications Committee before submission for journal publication. All joint IPSO / IPSS publications/guidelines will also go through the IPSS Publications Committee.

What is the difference between an IPSO committee, working group, and specialty council?

- Committee: standing group with objectives that have no end point, e.g., the Education Committee
- Working Group: temporary group with objectives that have an end point, like a set of guidelines
- Specialty Council: group of members from the same or related specialty that have aims that are specific to their specialty

Please continue onto the next page to complete the IPSO / IPSO Group Initiative Proposal Form.



IPSO / IPSS Group Initiative Proposal Form

Date:

Type of group (committee, working group, specialty council or survey):

Name of proposed committee, working group or specialty council or survey:

Name of proposer(s):

What category(ies) best represent the proposal? (Select all that apply)

- Advocacy
 Clinical

- Research
 Education

Objectives/ Responsibilities:

Timeline and key dates (if applicable):

Member Terms (if applicable): *Councils have no terms; working group members typically serve until the objective is accomplished. IPSO/IPSS central are happy to help design the membership framework if needed. Sample text: The members will serve terms of X years, with the possibility of reappointment.*

Structure:

Sample text: This committee/working group/council will be comprised of X members, including a chair and co-chair, or two co-chairs, or...

Frequency of meetings: (if applicable):

Sample text: Meetings will be monthly, or arranged as needed, or based around events like annual meetings.

Please send the completed form to both the IPSO & IPSS project managers.

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