

**ILCOR APPEALS POLICYAND PROCEDURES**

1. **Basic Principles**
2. ILCOR Task Force Chairs, Domain Leads, Expert Systematic Reviewers, Scientific Advisory Committee Members, Working Group Members, Writing Group members and Staff are expected to perform their duties in accordance with commissions of the respective groups.
3. Rules relating to ILCOR publications or systematic reviews have been created by ILCOR and generally follow the International Committee Journal Medical Editor (ICJME) process for determining authorship, collaborators and acknowledgements. High standards and adherence to these principles are expected.
4. Expectations for performance, work and work products of the respective groups previously mentioned should be clearly specified before work begins.
5. Evaluations must occur without departing substantially from previously published ILCOR procedures.
6. **Grounds for appeals are as follows**:
	1. The application of criteria not included in the respective commissions found in the Articles of Incorporation or Internal Rules, SAC commission or COI guiding principles or Terms of Appointment.
	2. Sexual harassment or discrimination.
	3. Evaluation respective group/member by criteria not directly reflective of performance relative to respective commission criteria.
	4. Funding for educational endeavors or delegate travel support.

1. **Appeal Process**
	1. Whenever a decision is in dispute, the individual may appeal the chair of said committee for an informal review.
	2. Should resolution fail, the individual may request a formal review by the ILCOR Board.
	3. Formal appeals are limited to the grounds stated in 1. above.
	4. Individuals should raise appeals in writing to the Board within 30 calendar days following official notification of decisions thought to be incorrect whenever informal review fails to resolve a dispute.
	5. The individuals first appeal should be directed to the chair person at the local level.
	6. Further appeals shall be directed to the Board.
	7. The local chairperson shall respond in writing to a formal written appeal within ten days of receiving the appeal.
	8. If the issue is unresolved, the individual may within ten days lodge an appeal in writing with the Board.
	9. The individual filing the appeal shall be notified in writing of the Board decision regarding the appeal within thirty days of its receipt.
2. **Procedures for Appeals**

*Individuals written appeals and subsequent formal responses shall follow these guidelines.*

* 1. To initiate the appeal process, the individual shall submit a written statement detailing his/her objections, along with supporting documentation, to the Chairperson.
		1. Your letter should be concise with your points made clearly and brief.
		2. Your letter should draw direct connection to the ground(s) for appeal you have selected.
		3. Your letter should specifically state the sanction or sanctions you are appealing based on the ground(s) for appeal.
		4. You can identify any additional information you deem appropriate and relevant.
		5. You can propose an alternative outcome.
	2. If the individual receives an unsatisfactory response in writing or no response within 10 days of having lodged the complaint, he/she may appeal to the Board.
	3. The Board shall review the complaint and respond in writing within 30 days. Within this time period, the Board may seek the advice of the COI committee or others if necessary.
	4. The chairpersons or Board that conduct a review must specify their authority.
	5. The chairperson in charge of individual filling appeal shall be invited by the Board to reply in writing to the objections of the individual.
	6. Matters not resolved at the chairperson level may be appealed in writing to the Board with a copy to the chairperson.
	7. The individual shall submit a copy of the written statement initially submitted to the chairperson in addition to a statement explaining his/her dissatisfaction with the Chairperson solution(s) proposed.
	8. The Board shall submit their decision in writing within 30 days of receipt of the complaint.
	9. The Board’s decision is the final decision of ILCOR.
	10. Any meetings held in relation to the appeal shall provide parties the opportunity to present additional information orally or in writing. No additional persons should be permitted at such meetings without advance approval by the chair or Board, as appropriate.
1. **Additional information** regarding procedures, commissions, etc. can be found at [ilcor.org](http://ilcor.org/).