



This document provides guidance to TF chairs or their delegates in how best to respond to public comments posted on ILCOR.org in response to a posted ILCOR product. We aim to optimize public engagement in the ILCOR.org process of peer review, minimize extreme views going unaddressed and ensure a personal approach where possible

How should TF chairs respond to public comments:

1. TF chairs acknowledged this task could be delegated to the TF members and content experts on the writing group may be well positioned to respond in a meaningful way.
2. TF chair or delegate options for response include:
 - a. Thank you, this comment resulted in a change in the final COSTR posting+ option to enter text
 - b. Thank you, this comment was considered but did not result in a change in the final COSTR posting + option to enter text
 - c. Thank you for your comment. All comments will be considered when editing and posting the final COSTR+ option to enter text.
 - d. TF chair or delegate identifies themes and responds with a single comment at the end of the public comments section addressing all comments.
 - e. TF chair or delegate may choose to respond directly to all outliers i.e. lack of evidence, lack of insight etc and would benefit from a an evidence approach or correction in interpretation.(advised)
 - f. TF or delegate may choose to respond directly to all those who commented as there are few and the burden of work is perceived to be reasonable.

To enable this to occur the following requests were made to the Digital Communication Group

1. Standardized response automatically generated saying thank you and the TF chair or delegate will respond after public comment period is closed – this automated response when a comment is submitted would be welcome – request of Dig. Communications group
2. TF chairs are asking for a window post comments after the 14 days expires to enter their responses such that there are no further comments however the public can view the comments by TF chair or delegate. – request of Dig. Communications group
3. Requested options for response with a drop down field and an option to enter text as outlined above. . – request of Dig. Communications group