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 as they may be well positioned to respond in a meaningful way.
2. TF or delegate may choose to respond directly to all those who commented if there are few and the burden of work is perceived to be reasonable.
	1. TF chair or delegate options for an individual response include:
		1. Thank you, this comment resulted in a change in the final COSTR posting + option to enter text
		2. Thank you, this comment was considered but did not result in a change in the final COSTR posting + option to enter text
		3. Thank you for your comment. All comments will be considered when editing and posting the final COSTR + option to enter text.
3. 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 an evidence based approach or correction in interpretation.
4. TF chair or delegate identifies themes and responds with a single comment after public commenting is closed addressing all comments.

Outstanding requests which are on the wish list for Digital Communications 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.
2. Requested options for response with a drop-down field and an option to enter text as outlined above.