



Canadian Pediatric Endocrine Group Comments Policies

CPEG will consider requests to provide comments on documents such as policies, position statements, consensus statements and practice guidelines developed by other organizations if such works are pertinent to pediatric endocrinology, or in some cases pediatrics more generally.

Submit a request for CPEG comments to the CPEG president along with the document for review.

The CPEG Executive Committee has authority to determine if a request for comments falls under CPEG's purview and whether the request should be considered; if the request for comments is to be considered, the Executive will request broader consultation with the general membership.

The following principles will be followed regarding such comments:

- Adequate time must be provided for consideration of the review.
A minimum of 6 weeks is required.
1 week for CPEG executive review, 1 week for announcement to CPEG membership, 1 week for response from CPEG membership, 2 weeks for review and 1 week to collate responses and return reviewer comments.
- Requests that do not provide adequate time for review will, in general, be rejected unless the Executive determines that circumstances/urgency warrant accelerated review.
- CPEG will endeavor to conduct its review without conflict of interest. Individuals with conflicts of interest (including but not limited to financial, personal, professional, or familial interests) related to the content or possible ramifications of the content proposed for comments will be asked to excuse themselves from the review process. If such individuals do participate in the review, appropriate disclosures must be made to the CPEG executive.

A request will be sent to all CPEG members to identify members interested in reviewing the document and providing comments. Interested members will be asked to identify themselves to the CPEG president. The document will be sent to members to respond within the deadline for comments.

The CPEG president will collate the comments and respond to the organization.

If no members identify interest in reviewing the document, the CPEG executive committee may:

1. Reach out to CPEG members with expertise in the area and seek comments
2. CPEG executive committee member(s) may review the document.

CPEG requests the authors to provide a response to the reviewer comments and return a revised draft of the document with author responses for final review.