



## Process for ratification of statements/documents by Coalition members

1. Responsibility for development of draft documents will be designated at Coalition meetings.
2. Based on interest and expertise, a sub-group of members will be identified to work together on the development of consensus statements and other documents regarding that specific topic.
3. Draft documents will be designated at the meeting as either:
  - a. A synthesis of current evidence to guide clinical practice
  - b. A synthesis of current evidence to inform policy
  - c. Advocacy letters for signing
  - d. Consumer advice
4. Drafts should be forwarded to The SPHERE team for incorporation into the Coalition agenda
5. All documents will be discussed at least once prior to ratification
6. Ratification will only occur at coalition meetings via majority vote
7. If a coalition member is unable to be present at a meeting, they may provide their vote (either in support or not in support) via email to the SPHERE manager
8. Prior to dissemination, members who wish to have their name or organisation published on a Coalition document so as to endorse that document, will be asked to provide consent in writing via email to the SPHERE team. If a member's consent is not received in writing, their name/organisation will not be published as an endorser of the document. Members should only consent to put their name to a document that they feel comfortable to endorse.