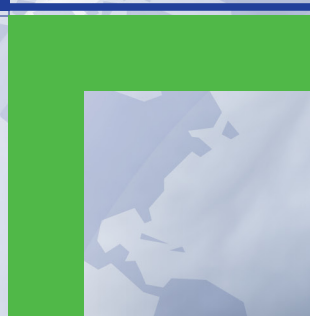




World Stroke  
Organization

# WSO Governance Framework



*one voice*



## Table of Contents

Preamble .....	2
WSO Board and Executive Election procedures .....	3
WSO Code of Conduct and Conflict of Interest Policy.....	6
WSO Committee Guidelines.....	11
WSO Task force Guidelines.....	12
Financial management .....	14
Publishing of WSO Related Outputs in the International Journal of Stroke: a Guideline.....	15
World Stroke Organization Research Endorsement.....	17
WSO Meetings Endorsement Policy.....	18

## Preamble

The WSO is governed by our Bylaws. The Governance Framework underpins the Bylaws and describes our operational principles. Hence, the framework should be read in conjunction with the Bylaws. From time to time, both the framework and the Bylaws should be updated to reflect changes in the external environment.

Stephen Davis, Geoffrey Donnan

Co-chairs, Bylaws Committee

Pooja Khatri

Secretary

# WSO Board and Executive Election procedures

## Election of the Board of Directors

The Board members will be elected every four (4) years by individual members (50%), Stroke Support Organizations (25%) and Stroke societies (25%). Before the election, the Board will fix the number of Board members. There is no upper limit of Board members. There are a minimum number of 20 members.

There shall be no more than one (1) representative per organization/society.

Up to 50% of the BoD may be changed every two years to allow exchange within the board.

The term of office in the BoD is four years.

### Individual members

The following geographic split will be applied for individual members of the new board:

- Sub-Sahara Africa, Middle East/ East Mediterranean
- Americas
- Europe
- Asia/Oceania

### Society members

The geographic split will not be applied for society members. There should be no more than one representative per organization/society. No specific board positions are allocated for named societies. If the elected individual steps down from their leadership role in the society, they should still serve their term of office. If the individual representing a society wishes to stand down during their term of office, the relevant society will nominate an alternative representative until the next Board elections.

A regional stroke society not already elected to the Board may apply to the Executive to have a nominee join the Board Ex Officio for 4 years or until the next election. A regional society is defined as a professional stroke body representing at least two countries or a large professional society with a major global profile.

### Quorum

The Board of Directors will organize the elections of Board members by email voting. At meetings of the BOD the quorum shall consist of not less than 25% of voting members of each voting category. In exceptional circumstances, the Board Executive may co-opt an outstanding individual where it is considered that the nominee would make a vital contribution.

If the quorum consists of 25% or more but less than 40%, resolutions shall be ratified by no less than 50% of the membership at a subsequent electronic poll that may be conducted by email. All board members need to be financial members of WSO during their mandate.

### 1.1 Re-election of current board members

The board members may be re-elected for only one additional term with a limit of 8 years.

It is possible for an individual member who has held a position on the board for 8 years to become elected as President. Hence, the maximum number of years an individual who is not elected President is 8 years. If an individual is elected President, he/she can be on the board for 14 years (2 years President elect, 2 years President and 2 years Past President^).

The WSO Secretariat will send out an email to all outgoing board members and either inform them that they must step down or ask them if they would like to be considered for re-election. Those who are eligible for re-election and who would like to continue will be asked to send in a short letter stating how they have contributed to the society during their previous term if they decide to run for the re-election. All board members who would like to be considered for re-election need to pay their membership dues before the election process start.

### **1.2 Call for new nominations**

Every WSO member with activated (=paid) membership has the right to nominate 2 candidates for the board. **Self-nomination is not possible.**

Candidates can be either individual members or members representing a specific region or members representing stroke/scientific societies.

All candidates need to pay their membership dues before the election starts. A call for nominations will be sent out to all WSO members.

A letter will be sent out to member societies encouraging them to nominate candidates from their organization.

### **1.3 Selection of the slate of candidates**

The Secretariat with oversight by the WSO Secretary shall ensure that the candidates for nomination comply with the defined board member profile and the rules and standard of the societies. The committee has also the right to nominate additional candidates without being seconded to ensure that the defined geographic split is respected. A list of candidates will be sent to the nominations committee and they will confirm that they do not have any objections to the new nominations.

### **1.4 New nominations**

All nominated candidates will be asked to confirm their interest in participating in the election by sending a short motivation letter, CV + photo to the WSO Secretariat.

### **1.5 On-line election**

All candidates (current and new) will be presented on the WSO website site. The online election platform will be open for all members to vote. Several mailshots to encourage members to vote will be sent out.

Each individual and society member has one vote for each open position. **Proxy voting and campaigning are not allowed!** Any misconduct will lead to exclusion from the election.

### **1.6 The WSO Board validate the election and inform the successful candidate**

## **2. Election of Executive Committee Officers**

Executive Officers are elected by the Board of Directors. Each member of the Board of Directors have one vote for each open position.

Only members of the Board of Directors can be nominated as Executive Officers. When a board member is elected to an executive position, for 4 years, their Board membership is declared vacant and will be filled by election.

The term of Office is 4 years. A member of the Executive Committee may be re-elected for only one additional term with a limit of 8 years.

It is possible for an individual member who has held a position on the Board / Executive Committee for 8 years to become elected as President. If an individual is elected President, he/she can be a member of the Board / Executive Committee for 14 years (2 years President elect, 2 years President and 2 years Past President^).

### **Elections of Officers will proceed in the following steps:**

#### **2.1 Call for Nominations**

Call for Nominations of Officers will be sent to old and new Board members by email.

#### **2.2 Selection of the slate of candidates**

The Secretariat will prepare a list of valid candidates.

#### **2.3 Final ballots (Elections)**

- ✓ A list of all candidates per position will be sent by email to Board members.
- ✓ Voting Board Members will be able to rank (order in preference) their preferred 3 candidates for each position.
- ✓ A minimum of two-thirds of the Board Members must have submitted their preference prior to the closing of the ballot for the election to be valid.
- ✓ A report of votes will be sent to the Nominations Committee who will count the votes and give the results.
- ✓ If an Executive officer runs for a different Executive position and gets elected, his current position will be taken by the applicant with the highest number of votes. If the officer is not elected, he/she will remain in his/her former position for the time remaining.

### **Validation**

The Secretariat will validate the election and inform the successful candidates. The list of elected Officers will be sent to all Board Members and will be available on WSO website.

### **Election Approval**

The Election of Board members and the Officers will be approved during the next General Assembly.

**The Secretariat with oversight by the WSO Secretary will oversee the election procedure**

# WSO Code of Conduct and Conflict of Interest Policy

## Introduction

The World Stroke Organization (WSO) requires its leadership, Executive, Board, and Committee members and staff to observe high standards of behaviour and personal ethics in the conduct of their duties and responsibilities. The purpose of this ethics policy is to promote a culture of openness, trust, and integrity in all WSO management and business practices.

This policy is applicable for both WSO Executive, Board, Committee, Task Force, Editorship and Writing Group members (herein referred to as “key WSO members”) and all staff (employed directly or indirectly by WSO).

The main functions linked to management of the Code of Conduct include:

1. Creating an ethical environment of WSO
2. Protection of reputation
3. Acceptance of social responsibility
4. Providing reporting and feedback

WSO is ensuring a high degree of Code of Conduct by ensuring that key WSO members and all staff:

- a) Operate transparently, including communicating to members, stakeholders and the public, and make information available upon request.
- b) Provide members with the means to express opinions about the activities of WSO and implement a mechanism for dealing with complaints speedily, fairly, and openly.
- c) Are honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
- d) Create opportunities for discussion about values and communication in Executive and Board meetings.
- e) Provide a collective memory for WSO by ensuring that appropriate minutes and documents are prepared.
- f) Protect and ensure the proper use of the Society’s assets.
- g) Prohibit improper or fraudulent influence.
- h) Follow policies and procedures outlined in the WSO Governance Framework which is published on the WSO website.

WSO adopts an ethical and responsible approach to the investment of its reserves, including not investing in tobacco.

The Executive Committee has adopted this policy and will monitor compliance. Non-compliance by an individual may lead to exclusion from the organization.

WSO strives to avoid conflicts of interest to ensure it operates in accordance with its mission. This Policy is intended to supplement but not replace any laws governing conflicts of interest applicable to non-profit organization in Switzerland.

## Definition of Conflict of Interest

A Conflict of Interest is a situation in which WSO leaders will make use of their position in WSO for personal gain or the benefit of an organisation or entity in which they have a personal interest; operate against the advantage of WSO in self-interest and position their own organisation in competition with WSO, without first declaring their intention.

## Disclosure

**Upon or before election or appointment, the key WSO member is to make a full and complete written disclosure** of interests, memberships, relationships, arrangements, investments and holdings that potentially could result in a conflict between the member's personal, professional or business interests--or those of the member's immediate family or employer--and the interests of WSO.

This written disclosure is to be updated by the key WSO member **whenever any material changes** occur in the key WSO member's situation. In any event, the disclosure questionnaire is to be **completed annually** during the term of a key WSO member's active service.

**At the beginning of every WSO meeting upon reviewing the agenda upon routine request of the meeting chair, or in the course of WSO meetings or activities, the WSO member is to disclose any direct or indirect interests in a transaction or decision that potentially could be a conflict of interest;** e.g., whenever the Executive, Board, or Committee member, family, employer or close associates will receive a benefit or gain, or an opportunity or potential for benefit arises, or an opportunity for unfair influence arises, or an opportunity for detriment or harm to WSO or for benefit or gain to a third party at WSO's expense arises.

**Failure to submit a written disclosure results in disqualification** of the member from service on an WSO executive, board, committee, task force, or writing group; from service in an WSO office or position; or from publication or presentation at an WSO conference. For a staff person, failure to submit a written disclosure results in disqualification from WSO employment. A reasonably credible allegation that a person has not made a full or correct disclosure will be investigated under the oversight of the WSO General Counsel and appropriate remedies or sanctions taken.

**Under no circumstances may a key WSO member attend a meeting without submission of the written disclosure.**

Key WSO members should err on the side of prudence, and declare an actual or potential conflict if in doubt as to a relationship or interest. This will prevent tainting the decision, and the reputation and integrity of WSO and its members.

## Abstention

discussion of the transaction or decision in the particular committee, group, or task force. Further, the key WSO member shall **physically leave the meeting for the duration of that discussion**. Of course, the key WSO member is to abstain from voting on the issue. Such abstention from discussion and voting is to be documented appropriately.



Besides abstention from discussion at the meeting, the key WSO member shall refrain from discussing the issue or otherwise appearing to influence the outcome with other WSO members, committees or groups, or with staff. The objective is that the interested key WSO member shall have abstained from discussion, voting, and any other aspect of influencing or participating in the decision-making process.

## **Implications**

A key WSO member with potential conflicts of interest generally is not barred from membership on committees, participation in activities, or service in an office of WSO. An interested key WSO member is barred from the decision-making process and related discussions, and must leave the meeting.

A key WSO member's employer generally is not automatically barred from any financial transactions or business dealings with WSO. An interested WSO member must disclose the direct or indirect interest, abstain from all related discussions, actions to influence, and voting. In some cases, it may be necessary or desirable to bar a particular transaction with the WSO member's employer or interested party to safeguard against an actual or perceived conflict and thereby protect the integrity of WSO and its members.

A key WSO member's investments or holdings generally do not automatically need to be divested or placed in a blind trust agreement. Divestiture, a blind trust or similar arrangement--or, alternately, a member's ineligibility for or declination of a position, editorship, assignment, or office--in some cases may be necessary or desirable as the only reasonably appropriate or available remedy in a particular situation to safeguard against an actual or perceived conflict and thereby protect the integrity of WSO and its members.

A key WSO member may not in every case always be able to completely avoid the perception of a conflict of interest, undue influence or unfair benefit. A WSO member must act prudently in every case to avoid actual conflicts of interest, undue influence or unfair benefit, and also to make every reasonable effort to avoid a perception thereof. To accomplish this, a key WSO member will exercise good judgment, and act reasonably and prudently. Further, the the key wSO member will provide timely, full and complete disclosure of actual or potential conflicts, abstain from discussion, influencing activities and voting, and provide adequate supporting documentation as necessary

## **Gifts & Honoraria**

**Key WSO members, while acting in the capacity of an WSO representative, shall not solicit or accept for their personal, professional or business gain gifts, gratuities, honoraria, entertainment, favors or other goods or services from current or prospective vendors, providers of services, corporate partners, or competitors of WSO.**

This does not prohibit key WSO members in their personal or professional capacity, or their employers, from having relationships with the same organizations or persons who are current or prospective vendors, providers of services, corporate partners, or competitors of WSO. In such instances, the key WSO member shall take all prudent and reasonable measures to distinguish actions and decisions made personally, professionally, or business-wise from the key WSO member's relationship to or position in WSO. In such instances, the key WSO member when

acting in the capacity of a WSO member, shall make full and complete disclosure and abstention, and otherwise comply with these standards.

This does not prohibit the acceptance of travel costs, meals or other expenses normally paid for by WSO that are related to the conduct of WSO business or activities from being paid by the current or prospective vendors, providers of services, corporate partners or competitors of WSO. This does not prohibit the acceptance of gifts or tokens of nominal or insignificant value that may be customarily given in the course of proper business conduct, such as pens, mugs, calendars, paperweights, and items of food or clothing. Good judgment must be used to avoid actual or perceived conflicts of interest or undue influence when acting on behalf of WSO.

## **Procedure**

**Upon election or appointment to a key WSO position, the member shall be provided with:**

- **the WSO conflict of interest policy,**
- **disclosure questionnaire,**
- **sample abstention form, and**
- **these standards.**

All key WSO members shall complete the disclosure questionnaire providing full and complete disclosure of interests, memberships, relationships, arrangements, investments and holdings that potentially could result in a conflict between the member's personal, professional or business interests--and those of the member's immediate family or employer--and the interests of WSO. The member shall return the completed questionnaire to the WSO with the member's notification of acceptance of the appointment or nomination for election. The member shall keep a copy of the questionnaire for reference, and shall provide updates to the WSO whenever material changes occur in the member's situation. In any event, the questionnaire is to be fully re-examined or completed annually during the key WSO member's active term of service.

**For officer nominees before election or appointment, the key WSO member shall complete the disclosure questionnaire which shall be reviewed by the Executive committee for a determination of whether significant potential for conflicts of interest exists** and, in such case, for recommendation of a remedy that must be accepted before election or appointment, otherwise the member will be disqualified from service.

**For other key WSO members, the completed disclosure questionnaire shall be reviewed annually by the staff responsible for that group to identify potential conflicts of interest in regard to the anticipated activities of that group.** The staff shall advise or consult with the group's chair as necessary or desirable so that the chairman is aware of potential conflicts of interest regarding agenda items being considered by that group, and can act appropriately to facilitate proper disclosure and abstention by the member having an actual or potential conflict.

**At the first meeting of the fiscal year, the chair of each group shall remind members of the need to make any material changes to the conflict of interest disclosure questionnaire.**

**At every meeting, the chair shall advise members of the conflict of interest policy and procedures,** including the requirement for disclosure of a conflict whenever a WSO member has a direct or indirect interest in an issue, abstention from discussion--including leaving the room and refraining from any activities to influence the outcome--and from voting. If disclosure and abstention occurs, the abstention should be recorded in the minutes. The agenda and the

minutes of each meeting shall reflect the review of and compliance with the conflict of interest policy and procedures.

**Regarding spokespersons or representatives of WSO, or others who are selected by WSO to make statements or presentations in open forums**, they shall be provided with a copy of the WSO conflict of interest policy and, as appropriate or desirable in the circumstances, a copy of these standards or other obligations or restrictions. **The appropriate chairman or committee, or the responsible staff, shall determine whether, because of the duration or visibility of the activity, the spokesperson will be required to complete a conflict of interest disclosure questionnaire.** In all cases, however, an advance determination is to be made whether there is a reasonable probability of actual or perceived conflicts of interest in terms of the individual's own personal, professional or business interests and the interests of WSO in that situation.

**Regarding the World Stroke Congress in particular, the Program Committee may establish additional, specific conflict of interest procedures not inconsistent with WSO policy or these standards.**

**Regarding staff, all staff shall comply with the same standard of scrupulousness required by the conflict of interest policy and standards.**

## WSO Committee Guidelines

### 1. Committee Functions

In general, WSO committees serve to identify and meet the needs of the WSO Board and members within specific areas of interest and activity. The WSO committees also report on or take action on activities delegated by the President and Board of Directors.

WSO committees further the work of the organization in specific, defined areas. They also are the principal means through which members can volunteer in their areas of particular interest.

### 2. General Rules for WSO Committees

In addition to the specific roles required by individual committees, WSO Committees are expected to actively participate in the work of the WSO, and focus on the best interest of the organization.

- a) The Co-Chairs and committee members must be WSO members (a priority will be given to WSO board members)
- b) A committee member should serve on no more than 2 committees except endorsed by the executive committee
- c) The position of the Co-Chairs would be advertised to all WSO members. Applications would be reviewed and appointed by the Executive Committee. Under usual circumstances at least one of the Co-Chairs must be a board member. Consideration will be given to members with relevant professional skill base, geographical representation of the WSO, stage of career and gender.
- d) The position of the committee members would be advertised to all WSO members. Applications would be reviewed and appointed by the Co-Chairs with assistance from the WSO Secretary, then endorsed by the Executive Committee. Board members are encouraged to apply. Consideration will be given to members with relevant professional skill base, geographical representation of the WSO, stage of career and gender.
- e) All Chairs will convene Committee meetings, supported by the WSO office staff if necessary
- f) Committee Chairs report to the Executive Committee and full Board. Each Committee Chair must submit a report of activities to the Board, via the WSO Secretariat, at least once a year
- g) An evaluation of each committee will be carried annually to assess its effectiveness – if a committee is inactive, the Board could consider removing it. This evaluation will be conducted by the Executives on an annual basis and include performance against the WSO strategic plan and regularity of reports. The evaluation would include consideration of the ongoing relevance of the committee.
- h) After evaluation and approval, the Executive can recommend that a committee be disbanded for an endorsement by the full board.
- i) Committee chairs will serve a term of 4 years. They may be appointed to a second 4 year term, but should not serve as Chair for more than 2 terms
- j) Under usual circumstances, a WSO member may only chair one committee, unless approved by the Executive Committee
- k) Each committee should have a minimum of 3 members and an approximate maximum of 10 members
- l) Committee members are appointed for 4 years. They may serve a maximum of 2 terms. A committee may invite non-voting observers.

## WSO Task force Guidelines

### Task force functions

The President, with approval obtained from the Executive Committee, has the prerogative of appointing task forces, their Co-chairs, and members. Due consideration should be given to the need for a dedicated task force given the existence of other committees with similar responsibilities. The WSO Board will be informed of any task force establishment at the next scheduled Board meeting.

The task forces will be assigned mandates to provide additional resource and expert help on a specific topic to the Executive Committee and the Board of Directors.

The task forces will be set up for the limited period required for the allocated task, but for no more than 2 years. Under some circumstances, dependent on the nature and progress of the project this time may be extended.

### General rules

In addition to the specific role of a task force, they are requested to support the WSO mission.

- a) A full outline of the aim of the task force including deliverables, timeline and proposed membership, needs to be presented to the Executive Committee at the beginning of the mandate.
- b) Under usual circumstances, the Co-Chairs and task force members must be / become WSO members.
- c) However, there is a possibility to bring in members from outside the WSO membership for specialist knowledge and expertise.
- d) Generally, the Co-Chairs of a task force should not be from the same country and, if possible, not from the same geographic region.
- e) If the proposed members of a task force do not have the relevant professional skill base, geographical representation and gender balance required by WSO, the Executive Committee can add / replace some of the members.
- f) All Co-chairs will convene regular meetings at least 3 times per year and send the minutes to the WSO Secretariat.
- g) Task force Co-chairs report to the Executive Committee and full Board of Directors. The task force Co-chairs must submit a report of activities to the Board, via the WSO Secretariat, at least once a year.
- h) An evaluation of each task force will be carried annually to assess its effectiveness. This evaluation will be conducted by the Executive on an annual basis and include performance against the approved outline for the task force.
- i) After evaluation, if the Executive recommends that a task force be disbanded, the WSO Board will be informed at the next Board meeting.
- j) Under normal circumstances, the task force Co-chairs and members will serve for the entire mandate of the task force
- k) Each task force should have a minimum of 3 members and maximum of 10 members

- l) The task force assumes only an advisory function to the President and the Executive committee. It is not empowered to represent the WSO to other professional organizations.
- m) Expenses incurred by the task force in the course of its duties will require approval by the Executive committee with input from the Finance Committee and Treasurer.
- n) The task force must liaise with any relevant existing committees which may be engaged in similar activities.

## Financial management

The Finance Committee of the WSO provides critical input into the budget of the WSO including all income streams and all expenses. The Finance Committee has an advisory role and has no executive powers. The Treasurer co-chairs the Finance Committee with the Finance Committee Co-chair and set out the annual oversight agenda in liaison with WSO Executive Committee.

**The budget procedures** are in the following:

1. WSO operates in accordance with an annual budget (January to December) approved by the Board. **The budget can be approved by the board in the fiscal year.**
2. The prospective budget is drafted by treasurer with critical input from finance committee.
3. The prospective budget is presented to Eexecutive committee for approval at least 2 months prior to full Board approval.
4. The budget, once approved by the board, cannot be altered without re-examination by treasurer with critical input from finance committee, except in extraordinary or time-critical circumstances.
5. All sponsorship proposals are reviewed by the Treasurer. If a funding proposal is linked to additional costs, this will be indicated to the Treasurer and added to the budget once the funding is confirmed.
6. Contingency expenses of 10'000 USD per annum are in provision whereby the President, after consultation with the Executive Committee, can allocate within time period of the approved annual budget. **The Executives' feedback can be received either by teleconference or by email.**
7. Financial reports and budget reforecast are created and maintained on a timely basis that accurately reflect the financial activity of WSO and allow the members of the Executive Committee and Board to monitor financial performance effectively.
8. The accuracy of financial reports is subject to external audit by an approved organisation.
9. The Treasurer or delegate will be a member of the congress planning committee and will liaise with the finance committee to provide oversight for the congress financial planning.

### Reserve policy

WSO aims for a for net surplus of at least US \$ 100,000 per annum (this can be operationalized as a rolling average over 3 fiscal years) and should at any time have a cash reserve of not less than 2 years of operating expenses.

# Publishing of WSO Related Outputs in the International Journal of Stroke: a Guideline

## Background

The IJS is the flagship journal of the WSO and is keen to publish and promote official WSO outputs. However, because of the obvious space pressures faced by the journal, it is important that there is a clear and transparent process for determining which outputs should be promulgated and how these should be reviewed.

A guideline for this process is documented below:

## Guidelines

- WSO guidelines should be published in IJS and this is the expectation of the WSO and IJS.
- Guidelines are developed by the WSO guidelines committee via a robust process.
- The IJS Editor-in-Chief should be aware of any guidelines being developed: this is facilitated by the IJS Editor being a member of the guidelines committee.
- Guidelines are reviewed using a standardised guideline format review process already established in the IJS manuscript processing system. The expectation is that they would be published, although modifications may need to be made according to the reviewers' suggestions.

## Other formal WSO output

- The IJS is keen to publish other WSO related output, but space means that it is unlikely that all of this output can be published.
- WSO committees or task forces planning such output should in the first instance contact the IJS Editor-in-Chief.
- Such output would be expected to come from a formal committee or task force or similar to the WSO and be submitted on behalf of such a body, with WSO duly acknowledged.
- Due to the extreme pressure on space such output should fit within the normal IJS paper length. If additional space is required we are allowed to buy additional pages from SAGE but this incurs a cost which should be agreed in advance with the WSO executive.
- Such papers will go out to standard peer review although if it has previously been agreed that the output will be published in the IJS it is expected that it will be accepted after revision.

## Other papers by WSO committee members

- Papers which are not formal WSO output submitted by WSO committee members should go through the standard submission and review process.
- They should be treated in the same way as any other paper submitted to the IJS.

## Commissioned reviews



- The IJS aims to publish two commissioned reviews per issue.
- The IJS is always looking for interesting reviews and authors prepared to write such reviews.
- All IJS committee members are welcome to suggest review ideas to the IJS Editor-in-Chief.
- There is an established process for processing these reviews. Ideas are collated, a search is done to see if there have been similar recent reviews, and then those topics for which there have not been similar reviews are circulated to all IJS Associate Editors who prioritise them and together agree on which will be taken forward to commissioning.

## World Stroke Organization Research Endorsement

This is a draft policy document for the processing of requests for affirming the value of research activity and/or clinical tool by the Research Committee of the World Stroke Organization. Please see separate policy for WSO's endorsement of meetings.

Requests for endorsement are to be forwarded to the WSO Head office.

To be eligible for consideration of the Research Committee the following criteria must be met:

1. An applicant must be a WSO member
2. The study or project must be in line with the objectives of the World Stroke Organization and be of a scope that has the potential for considerable national or global impact
3. The study must be registered on an internationally accessible trial registry (trial number provided)
4. The study must be academically led and preferably non-commercial. The WSO will not affirm the value of specific commercial products and drugs.
5. The study has been approved by an Ethical Review Board (attach evidence of approval)
6. A published protocol (either web or in a journal) will be considered favorably.

The chair of the Research Committee will review the application to ensure that the study fulfils the screening requirements. If so the application will be submitted to the Research Committee Endorsement Group who will review the research proposal. The summary review will be briefly presented and discussed at the Research Meeting. If there is a consensus view that the study is affirmed to be of value this recommendation will be submitted to the WSO Executive Committee for ratification.

If ratified by the WSO Executive Committee, the study affirmation of value is signed by the WSO President and or their representative with the following standard text:

"Thank you for submitting your application for consideration by the WSO. The WSO Research Committee have reviewed your proposal. We are pleased to inform you that your application has been deemed eligible for WSO support. This allows the applicant to utilize the WSO logo on their study website, on study protocols with the compulsory text:

*"The WSO affirms the value of this research study, the goals of which are consistent with the mission of the WSO".*

*Please note that the WSO, in general, does not directly fund research.*

### Your responsibility

*As part of the support process, upon completion of your study results, we require you to submit a short report of your study results to the WSO Research Committee with recommendations for practice and future research."*

## WSO Meetings Endorsement Policy

### Statement of Purpose

“WSO endorsement” signifies that WSO publicly and visibly supports a particular activity, product or service which are consistent with the aims of the WSO. WSO may endorse joint activities, campaigns, statements, literature, conferences or other initiatives. Endorsement is not undertaken for commercial purposes. The policy applies to all forms of endorsement whether the material is from internal or external sources. From time to time, WSO may give a general support to a particular initiative without providing formal endorsement.

### Policy Statement

WSO may endorse activities or initiatives such as campaigns, presentations, conferences and services; and literature or materials such as statements, patient education materials, media releases, and practice guidelines. Endorsement by WSO endorsement signifies WSO agreement, advocacy or recommendation in support of the proposed action or content. WSO will undertake an evaluation process before arriving at a decision to give endorsement.

### Policy Guidelines

- 1) All endorsed activities, material and services must meet the requirements of the WSO, embodying the highest standards of integrity and scientific accuracy
- 2) WSO will consider endorsement with the exception of the following:
  - messages, products, services or activities which are inconsistent with the WSO mission
  - direct endorsement of commercial products or services; and
  - Information that is inconsistent with current scientific knowledge.

In exceptional cases, where the benefits are considered to be overwhelming and that the profits are used exclusively for not for profit academic purposes, this might be overruled by the full Board.

### Use and adaptation of World Stroke Organization material

The WSO has a range of materials that are developed for use by its members and associated organizations. These material include, for example, the World Stroke Campaign materials and the Global Stroke Bill of Rights

Some of the materials are copyrighted to the organization that has approved their use for the WSO and these materials cannot be used without permission from the copyright owner (for example, AHA/ASA, National Stroke Foundation, Australia). Other materials are owned by the World Stroke Organization and are approved for use and adaptation according to the following guidelines

#### Where the material is not modified in any way, or only minor changes are made:

- The material must be displayed using the WSO logo and original branding and design. The color, layout and wording cannot be changed in any way. Logos of the local organization

may be added for local distribution. Generally, the design phase will leave a space for the local organization's branding

### **Where the WSO material has been used to inform local materials or forms the basis of newly created materials**

- The WSO must be cited using the following form "Adapted from Title of original material, World Stroke Organization, year of publication" • The WSO logo cannot be used on these materials without express permission from WSO (see guidelines for use of logo)

### **Where the WSO material is referenced**

- The WSO must be cited using the following form Title of original material, World Stroke Organization, year of publication • The WSO logo cannot be used on these materials without express permission from WSO (see guidelines for use of logo)

This policy applies to all WSO materials published after July, 2014

### **Procedure for endorsement**

- 1) Requests for Endorsement must be made by filling in an [endorsement form](#) available on the WSO website and on request by the [WSO Secretariat](#).
- 2) All endorsements needs to be approved by the WSO endorsement committee and in some cases a specific committee (e.g. material related to education by the Education Committee).
- 3) Endorsement is approved only for the specific purpose requested and may be time limited. All material for long term use must be subject to periodic review and evaluation. This might include periodic reports to the WSO.
- 4) A risk assessment process will be undertaken for all major public endorsements by the WSO Executives.
- 5) Potential Conflict of interest will be considered at all times
- 6) Endorsement of National campaigns, resources for national distribution and other activities can be undertaken by WSO.
- 7) To endorse national and international meetings, the proposal must contain:
  - Details of the goals of the program
  - A listing of prospective speakers and their topics
  - A statement of the official language(s) to be used and
  - A statement that ALL members of the WSO are invited to attend regardless of citizenship.

Approval will allow the organizers to use the WSO logo and publish the following statement in their brochures and correspondence: "This meeting is endorsed by the World Stroke Organization. It is open to all, regardless of citizenship. We encourage attendance by WSO members and all those interested in stroke."

### **Policy on use of WSO logo**

The WSO may approve the use of its logo on materials or conference material according to the following guidelines

- 1) Requests for use of the WSO logo will only be considered from WSO members or where endorsement has been provided.
- 2) When requested for use on local written or digital/video materials, the request will be considered and materials will be reviewed by members of the WSO World Stroke Campaign Committee
- 3) The logo must be displayed according to the WSO visual guidelines.
- 4) The WSO logo may be used for work that has been funded by the WSO and must adhere to the above principles and guidelines.