AAAII Position Statement and Work Group Report Development and Review Process

Approved by the AAAII Board of Directors
February 27, 2007

1. Authoring committee completes intent for statement/report form and submits with supporting documentation to the Director of Practice and Policy. (See attached)

2. Director of Practice and Policy forwards materials to Chair of the Practice, Diagnostics and Therapeutics (PDT) Committee for review.

3. PDT Committee Chair, in consultation with the Chair of the Practice & Policy Division and the appropriate Interest Section Chair, if necessary, reviews request and disclosures of authoring committee and approves, adjusts or denies intent to develop new statement, and assigns the most appropriate category (Position Statement or Work Group Report). For Position Statements, recommendation is made to the Executive Committee for final decision. For Work Group Reports, decision of the PDT Chair is final. Final decision is communicated to authoring committee by Director of Practice & Policy.

4. If intent is approved, authoring committee develops statement/report draft (with line numbers included) within 3-12 months. A draft Position Statement must be no more than seven (7) printed journal pages (20 double spaced manuscript pages) including references. Work group reports have no maximum length, but the same standard is recommended. A disclaimer will be added to each Work Group Report before it is published in JACI and on the AAAAI Web site stating that this does not represent the official position of the AAAAI. Draft statement is forwarded to the Director of Practice and Policy.

5. Director of Practice and Policy forwards statement/report draft to PDT Committee Chair.

6. PDT Committee Chair assigns 3-4 reviewers from within the PDT Committee or appropriate Interest Section, at least two of which will have expertise in the topic area.

7. PDT reviewers will forward comments to the Director of Practice & Policy.

8. AAAAI program staff will compile all PDT reviewer comments into one document and forward these back to the authoring committee.

9. Authoring committee will revise the statement draft based on PDT reviewer comments using the track changes feature. The authoring committee will also provide a response to each individual PDT reviewer comment, indicating which suggestions were incorporated and which were not (referring as appropriate to the respective line numbers) and the rationale for the decision. These materials will be forwarded to the Director of Practice & Policy.

February, 2011
10. The Director of Practice & Policy forwards the revised draft and response to comments
documents to the PDT Committee Chair for review.

11. PDT Committee Chair approves revised draft or suggests additional changes. If
additional changes are requested, the document goes back to the authoring committee and
steps 8 through 10 are repeated.

12. PDT Committee Chair approves final, revised Statement/Report.

13. Director of Practice & Policy forwards a clean copy of the Statement/Report, a list of
PDT Committee reviewer comments and authoring committee responses, and a marked
copy of the document clearly showing changes that were made based on PDT Committee
review to the Chair of the Practice and Policy Division of the Board.

14. The Chair of the Practice and Policy Division assigns two Board members to review the
Statement/Report. Reviewers determine whether: 1) feedback is sent back to the
committee to revise the document; 2) the document is sent to the Board with minor
changes; or 3) the document is sent to the Board with no changes.

15. Position Statements and Work Group Reports are then subjected to additional review and
comment by legal counsel and the AAAAI membership (a 30-day timeframe on the
AAAAI Web site) before Board approval followed by publication and dissemination. A
broadcast email will be used to announce review of statement. Comments submitted
through this process are returned to the authoring committee for incorporation. Final
statement with report of comments and adjustments made is sent to the Board for final
approval.

16. Position Statements must be approved by a two-thirds majority vote of the Board. Work
Group Reports must be approved by a 51% majority vote of the Board.

17. Position Statements will be published in the printed JACI and on the JACI web site. At
the discretion of the JACI editor, Work Group Reports may also be published in the
printed JACI and on the JACI web site. Those not published in the JACI will be posted
on the AAAAI Web site in both PDF and html formats, and the authoring committee will
be encouraged to write a letter to the editor of JACI regarding the development of the
Work Group Report and providing a brief synopsis, including a link to the AAAAI Web
site. Work group reports not published in JACI may also be published in another journal,
but first submission must be to Allergy and Asthma Proceedings. There is no guarantee
that Work Group Reports will be published.

18. The JACI editor will be provided with an updated list of the current statements in
progress following each Board meeting.

February, 2011