

**Guidelines for ISEE Chapters on statements of regional scope to be published by the Chapter:**

ISEE's 'Regional Chapters' and 'Policy' or 'Ethics and Philosophy Committee' respectively must agree together on any formal statement or letter (statement) concerning a regional issue to be published or sent to third parties on behalf of ISEE. Any such statement must be approved finally by the Chair of the Regional Chapter and the President of ISEE.

To reach agreement the following process is recommended:

- 1) The Chapter's chair or vice-chair informs the 'Policy' or 'Ethics and Philosophy Committee' respectively ('expert committees') about the issue as soon as the first draft of the statement is discussed within the Chapter.
- 2) The final draft of the Chapter's proposed statement will be sent to the chair and vice-chair of the relevant expert committee copied to the ISEE President and Secretariat. The expert Committee chair should consult within the committee and send comments to the Chapter's chair and vice-chair within seven days of receiving the draft (cc ISEE President and Secretariat). In case the expert committee raises significant concerns on the statement, a discussion between both parties and the ISEE President will decide on the statement's status.
- 3) In exceptional cases, requiring an ISEE position in less than seven days and providing always that reasonable efforts have been made to contact the expert Committee's chair or vice-chair, the decision to issue a statement or letter must be made by the ISEE President in consultation with the Chair of the corresponding chapter.