

Policies of the International Society of Gynecological Pathologists

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Policy #1 - Equal Employment Opportunity

The Society is firmly committed to diversity in staffing and the maintenance of an environment free of discrimination. We provide opportunities to all members and employees or contractors based on merit, qualifications, and job requirements. The Society is committed to a policy of nondiscrimination and equal opportunity in all aspects of employment to all persons without regard to gender, pregnancy, age, color, race, national origin, ancestry, marital status, religion, physical or mental disability, sexual orientation, medical condition, veteran status, or any other legally protected characteristic. This policy governs all aspects of employment at the Society, including hiring, assignments, training, promotions, compensation, employee benefits, discipline, and discharge. Any individual who has concerns or believes this policy has been violated should contact a member of the Executive Committee or the President promptly.

Policy #2 - Conflict of Interest

Purpose of Policy

The **International Society of Gynecological Pathologists** (the Society) effectiveness depends upon maintaining the highest level of confidence with all parties with whom it works. Both the perception and reality of entering into transactions that create conflicts of interest can be damaging to the integrity and reputation of the Society. For that reason it is imperative that we have a well-developed and consistently implemented conflict of interest policy.

The principal purpose of this policy is to help the Society and covered persons such as employees, Board members and other insiders avoid real or perceived conflicts of interest and to properly disclose and manage the conflicts that cannot be avoided. For that reason, the employees and Board will be held accountable to read, understand and fully comply with this policy. In addition, all Board members and staff will sign a copy of the policy acknowledging that they have read and understood the policy.

Overall Policy

It is the policy of the Society to disclose real or perceived conflicts of interest involving the Society and related parties and to address such conflicts in a manner that will fully protect the integrity and reputation of the Society, as well as related parties.

Description of a Conflict of Interest

A conflict exists when a covered person (as defined below) proposes to act on any issue, matter, or transaction in which the Society has an interest and the covered person may have an interest separate from the Society. A conflict of interest

also exists in situations in which there is an appearance that a covered person is utilizing inside information that is proprietary to the Society for his or her benefit, is acting in his or her own interests rather than the best interests of the Society, has the ability to exercise undue influence over Society decisions, or is receiving favorable treatment by the Society because of his or her status as a covered person.

Definitions

- A. Covered Persons:** All employees, Board members, Emeritus Board members, and, as defined below, close relatives, major donors, related organizations, and other insiders.
- B. Close Relative:** Spouse, child (natural and adopted), parent, and step parent, inlaws, grandchild, grandparent, brother or sister of a covered person.
- C. Inside Information:** Any material information that is identified as confidential and propriety, pertaining to the business and affairs of the Society, whether related to a specific transaction or to matters pertaining to the Society's interests, activities and policies.
- D. Major Donor:** An individual, corporation or foundation that makes a gift or a pledge of \$25,000 or more at any one time or cumulatively \$50,000 within a 5-year period prior to the occurrence of the conflict of interest.
- E. Other Insiders:** Individuals such as volunteers or former employees who, by virtue of their continued involvement with the Society, either have access to inside information that could place them within a conflict situation or could give the appearance of such persons having the ability to unduly influence the Society. Depending on the facts and circumstances, an independent contractor may be an "other insider" where that person has access to inside information.
- F. Related Organizations:** Any organization, corporation, partnership, trust, estate, joint venture and unincorporated affiliation of any kind, as well as public boards and commissions and not-for-profit entities in which a covered person directly or indirectly:
1. Owns or controls 5% or more of any voting security; or
 2. Is a director, executive officer, executor, administrator, trustee, beneficiary, controlling partner, otherwise serves in a fiduciary capacity or holds a substantial interest; or
 3. Has legal or de facto power to control the election of a majority of directors; or
 4. Has legal or de facto power to exercise a controlling influence over the management or policies.

Disclosure and Administration

A. Obligations of Covered Persons

In the event of a potential conflict involving Board members or Committee members, it is the obligation of the Board member or Committee member:

1. To disclose to the board, executive director, or committee of the board on which he or she serves, the existence of any actual, potential, or perceived conflict of interest.
2. To abstain from discussing with board members, employees, or committee members any issue, matter, or transaction in which he or she has an actual, potential, or perceived conflict of interest unless specifically asked by the board or a board committee to give information on the issue, matter, or transaction.
3. To absent himself or herself from board and committee discussions on any issue, matter or transaction involving a conflict of interest, unless requested by the board or committee to give information on the issue, matter, or transaction.
4. To abstain from voting on any such issue, matter, or transaction.

B. Obligations of the Board in Conflicted Situations

When a transaction, contract, or project of the Society involves an actual, potential, or perceived conflict of interest with a covered person, the board shall approve such transaction, contract, or project only after making specific findings that:

1. The transaction, contract, or project has been conducted in a fair manner to all parties involved.
2. The mission of the Society has been followed.
3. The reputation of the Society has not been compromised.
4. The transaction, contract, or project is approved with the board's full knowledge of its financial or other benefit to the covered person who has the conflict of interest.
5. When the covered person is a director, the director did not participate in the vote approving the transaction, contract, or project and was, in fact, absent both during the discussion of the transaction, contract, or project and when the board voted on it.
6. A more advantageous arrangement could not have been obtained with reasonable effort.

Examples of Potential Conflicts of Interest

In order to help those involved with Society activities to understand and evaluate those actual and potential conflicts, the following are typical categories of situations where the potential for conflict might arise. While not all inclusive, the following represent some of the types of conflict situations that may be confronted by the Society.

A. Inside Information: A conflict or perceived conflict exists when inside information can be used by a covered person either for the purpose of gaining advantage for the covered person, or for any other purpose not specifically approved by the Society.

B. Accepting of Gifts: A conflict or perceived conflict exists when a covered person accepts from any individual or organization that has an interest in any issue, matter or transaction in which the Society also has an interest, any personal gift, benefit, service, loan, discount, concession or other item of more than nominal value. For the purpose of this document, nominal value shall mean less than \$100.

C. Employment of Close Relatives: A conflict or perceived conflict exists when an employee and a close relative will have the same supervisor or manager. Likewise, a conflict or perceived conflict will exist when an employee will be placed in a position where he or she will report either directly or indirectly to a close relative.

D. Fees for Advisory Services: A conflict or perceived conflict exists when a covered person provides advisory or consulting services to an individual or organization that has an interest in any issue, matter or transaction in which the Society has an interest.

E. Outside Work: A conflict or perceived conflict exists if an employee or Board member engages in any employment or activity outside the Society that:

1. Competes with Society business or takes away an opportunity from the Society to do business; or
2. Implies Society sponsorship or support of the outside employment or activity that may adversely affect the public image of the Society.

I have read and agree to abide by International Society of Gynecological Pathologists Conflict of Interest Policy.

Policy #3 - Reporting of Financial Improprieties (Whistleblower Policy)

Policy Regarding Reporting of Financial, Auditing or Governance Improprieties

The **International Society of Gynecological Pathologists** (the Society) is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that the Society be apprised about unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of Society assets;
- violations of the Society's conflict-of-interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting

We request the assistance of every employee who has a reasonable belief or suspicion about any improper transaction. The Society values this input, and each member should feel free to raise issues of concern, in good faith, without the fear of retaliation. Members will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort.

We encourage any member who has a concern regarding an action concerning the Society's governance, finances, or compliance with all applicable laws and regulations to raise the concern with the chair of the Executive Committee or any other Executive Committee member. Anonymous reports will also be accepted, and all reports will be handled on a confidential basis.

Policy #4 - Document Retention Policies

Policy and Purposes

This Policy represents the policy of the International Society of Gynecological Pathologists (the Society) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

Document Retention Schedule

Periods are suggested, but are not mandated, and are subject to review by the Board

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – routine	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Employee/Business Expense Reports/Documents	7 years
General Ledger	Permanent
Interim Financial Statements	7 years
Contributions/Gifts/Grants	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 years after end of grant period
Corporate and Exemption	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Exemption Determination Letter	Permanent
Licenses and Permits	Permanent
Correspondence and Internal Memoranda	
Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.	
Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review
Electronically Stored Documents	
Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).	
Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).	Permanent, subject to review
Electronically stored documents not included in either of the above categories	Two years

Insurance

Property, D&O, Workers' Compensation and General Liability Insurance Policies Permanent
Insurance Claims Records Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation 10 yrs after termination
Legal correspondence Permanent

Management and Miscellaneous

Strategic Plans 7 years after expiration
Policies and Procedures Manual Current version with revision history

Tax

Tax exemption documents & correspondence Permanent
IRS Rulings Permanent
Annual information returns – federal & state Permanent
Tax returns Permanent

Policy #5 - Nominations and elections

In anticipation of upcoming vacancies of Board positions, the Nominating Committee (consisting of the 3 most recent past presidents, chaired by the immediate past president), should identify a nominee for each vacant position. Ideally this process begins no later than 4 to 5 months before the position(s) need(s) to be filled. The sequence of next steps is as follows, carried out by these specific officers in this order, with the aim of completing the entire process 3 months before the position needs to be filled:

1. The chair of the Nominating Committee
 - a. informs the President and Secretary of the nominee for the vacant position, ideally 4 to 5 months before the position needs to be filled.
 - b. contacts the nominee to determine if they accept the nomination and informs them of the nomination process. If they don't accept, the Nominating Committee identifies a different nominee.
 - c. informs the President and Secretary that the nominee has accepted to be nominated.
2. The President:
 - a. informs the nominee the process will proceed.
 - b. informs the Board of the nomination
3. The Secretary:
 - a. informs the general membership of the nomination and of the bylaw that permits the membership to offer alternate nominees.

If no alternate nominees are proposed by the membership, then the Nominating Committee's nominee is elected by acclamation (i.e. no actual voting process needs to take place) into the position. The Secretary then informs the Board and Nominating Committee of this result and then informs the general membership of this result.

If alternate nominees are proposed by the membership then the Secretary informs the Board and Nominating Committee of this and arranges for an anonymous election process by which the general membership will vote between the original nominee and any alternates submitted by the members. The election is decided by a simple majority vote. The Secretary then informs the Board, Nominating Committee and general membership of the election results.

Policy #6 - Representatives to other societies and organizations

The International Society of Gynecological Pathology strives to maintain good working relationships with several other professional societies that share a mission of improving the health of women. Currently, these societies include the international Federation of Gynecologists and Obstetricians (FIGO), the International Gynecologic Cancer Society (IGCS), the Gynecology Section of the American Society of Clinical Pathology (ASCP), the International Collaboration on Cancer Reporting (ICCR), and the World Health Organization (WHO). ISGyP wishes to be well represented in each of these organizations, and thus there is an expectation that each pathology representative will provide to the ISGyP Secretary a written summary of activities after each meeting with the respective associated society, and to bring any serious issue that affects the two societies to the attention of the Board of Directors promptly. Representatives are selected by the Board of Directors except for those societies who have a pathology representative who is not officially a representative of ISGyP. The term of appointment as representative usually is for 3 years, with the possibility of renewal for a second term.

Since the collaborative agreement of ISGyP with ASCP includes the presentation of a symposium or half-day session at their annual meeting, the representative to the ASCP is ordinarily the chair of the ISGyP Education Committee.

Policy #7 – Travel reimbursement

ISGyP may invite members to serve as speakers at meetings that the ISGyP Education Committee has approved to sponsor. The invitation will be issued directly by the Chair of the ISGyP Educational Committee.

ISGyP will reimburse the selected speakers for their travel expenses according to the following criteria:

- a. Roundtrip airfare (economy class only) between home and meeting location.
- b. Ground transportation between home, airport, hotel and meeting location.
- c. Hotel (standard room only).
 - For intra-continental meeting: Maximum 2 nights.
 - For inter-continental meeting: Maximum 4 nights.
- d. Meals (breakfast, lunch, dinner each day, excluding alcohol).
 - For intra-continental meeting: Maximum 2 days.
 - For inter-continental meeting: Maximum 4 days.

The maximum total reimbursement is:

- For continental travel: \$1500.
- For trans-continental travel: \$3000.

Itemized receipts are required for each reimbursement. Electronic scans of the receipts are acceptable.

The request for reimbursement consists of 2 parts:

1. the reimbursement request form (emailed to the speaker at the time of the invitation; also available by emailing the administrative executive staff (currently Nam Nguyen at ASCP)).
2. all itemized receipts for the expenses. These documents should be emailed directly to Nam Nguyen at ASCP within 60 days of the meeting.

Speakers are also strongly requested to submit the final version of their powerpoint slides to ISGyP to be posted to the members-only educational website for the benefit of the full membership. Speakers retain all rights to their powerpoint content.

Policy #8 – ISGyP sponsorship of events

ISGyP strives to promote the following missions in sponsored and non-sponsored educational events:

- Expertise-driven education, by engaging qualified and effective speakers.

- Global awareness, inclusion and equality, by providing tailored education for all levels of local resources.
- Equality in promoting appropriate speakers regardless of age, gender, orientation, religion, politics, nationality, ethnicity.
- Succession-planning, by promoting the development of early-career speakers.
- Fiscal responsibility in wisely utilizing ISGyP financial resources to support educational events.
- Accountability to the ISGyP membership on utilization of ISGyP resources and on meeting these missions

Categories of ISGyP Engagement:

A. ISGyP Sponsored Events

This category is defined as follows:

- Topic selection: final decision made by ISGyP Board of Directors based on recommendation from Education Committee
- Speakers: final decision made by ISGyP Board of Directors based on recommendation from Education Committee
- Speaker funding: reimbursed by ISGyP according to ISGyP Travel Reimbursement Policy
- CME application: managed by ISGyP Education Committee (if CME application is required)
- Invitation of speaker: officially issued by ISGyP Chair of Education Committee (along with Travel Reimbursement Policy)

1. Recurring ISGyP Sponsored Events that are automatically accounted for in the Annual Budget Proposal:

- ISGyP Companion Society Session at United States and Canadian Academy of Pathology Annual Meeting.
- ISGyP Companion Society Session at American Society for Clinical Pathology Annual Meeting.
- Gyn pathology sessions at International Gynecological Cancer Society Annual Meeting.
- Gyn pathology sessions at European Society of Pathology Annual European Congress of Pathology.

Process for topic / speaker selection:

The ISGyP Education Committee and the Global Advisory Network will generate nominations and a short list will be submitted to the ISGyP Board of Directors for final selection. This process will be scheduled in a timely manner to permit speaker invitations and CME applications to be completed efficiently. The total number of speakers is decided on a case-by-case basis.

2. Ad hoc proposals for ISGyP Sponsored Events:

At any time, any ISGyP member or other professional organization may submit a proposal for an ISGyP Sponsored Event by presenting it to the ISGyP Education Committee, which will review the proposal and then inform the ISGyP Board of Directors. As with a regularly event, the final selection of topic and speaker is at the discretion of ISGyP. The approval for the number of funded speakers is at the discretion of the ISGyP Finance Committee and Education Committee.

The Board will regularly check in with the ISGyP Finance Committee to ensure the fiscal responsibility of the annual number of ad hoc proposals that are funded. A target budget of \$20,000 per year for ad hoc proposed sessions is advised but the Board will ultimately make decisions on a case-by-case basis.

Speakers in any type of ISGyP-sponsored event are strongly requested to submit the final version of their powerpoint presentation to ISGyP to be posted to the members-only educational website for the benefit of the full membership. Speakers retain all rights their powerpoint content.

B. ISGyP Representation at Non-Sponsored Events

Another professional organization may wish to invite an expert gynecological pathologist as a speaker at their own sponsored event, thereby the host organization may seek a speaker recommendation from ISGyP.

- Topic selection: decided by host organization (not by ISGyP)
- Speakers: nominations offered by ISGyP Board of Directors but final decision is by host organization
- Speaker funding: reimbursed by host organization (not by ISGyP)
- CME application: managed by host organization (not by ISGyP)
- Invitation of speaker: officially issued by host organization (not by ISGyP)
- Brand marketing: this is not to be marketed as an ISGyP-sponsored event but it may be advertised that there is speaker representation by ISGyP at the event.

Process for speaker selection:

The ISGyP Education Committee and the Global Advisory Network will generate nominations and a short list will be submitted to the ISGyP Board of Directors for their consideration, which will be offered to the host organization to make the official selection.

Accountability to the Membership on ISGyP Sponsored Educational Events

The full ISGyP membership will be informed annually of all regularly-scheduled and ad hoc ISGyP Sponsored Educational Events, including the speakers and topics, in order to maintain transparency of use of ISGyP funds and to maintain accountability in meeting the full set of ISGyP missions in education.

Policy #9 - Advertising to ISGyP members

Only events sponsored by ISGyP will be advertised to ISGyP members. This applies to ISGyP email, the ISGyP website, and ISGyP social media.

Policy #10 – Surveys of the ISGyP membership

Requests are sometimes received from allied professional organizations, ISGyP members or non-members of ISGyP, to distribute surveys to the general membership. The following protocol relates to such requests.

- 1 Surveys which are of relevance to practice and standards in gynecological pathology can potentially be distributed on behalf of allied professional organizations, ISGyP members or non-members.
- 2 Surveys should first be sent to ISGyP Secretary accompanied by a brief summary to explain the rationale behind the survey, the desired outcome, and the plans for dissemination of the results.
- 3 The ISGyP Secretary will share the survey proposal with the President and the members of the Research Committee. The Research Committee will evaluate the merits of the survey, may suggest modifications to the survey, and submit their assessment and recommendations to the Board of Directors. The Board of Directors vote to either approve or reject the survey. The ISGyP secretary will inform the organizers of the survey as to the outcome of the Board of Director's deliberations.
- 5 If the Board of Directors approves the survey, the secretary of ISGyP will distribute the survey to the general membership via email. Email addresses of ISGyP members will not be made available to the organizers of the survey.
- 6 The respondents to the survey will be anonymous.
- 7 The results of the survey (in summary form) will be made available to the Board of Directors of ISGyP who may then share this with the general membership via an email from the secretary.
- 8 The participation of ISGyP should be acknowledged in any subsequent presentation or publication emanating from the survey.

Policy #11 - Investment policy

This policy was independently reviewed in January 2020 by David Farnham, CA, a registered investment councillor, who deemed this to be sound and without need for modification.

1. The Society will pursue a fairly conservative investment policy with a rough balance between equities (stocks) and bonds, such that the principal is at low risk of loss, but does generate income to support society activities. A portion of society assets will be held in a money market or checking account to allow for liquidity.
2. The Finance committee is responsible for monitoring the investments each year and reporting to the Board of Directors, and to the membership at large during the Annual General Members meeting.
3. Any change in the investments (type of investment, vendor) will be proposed by the finance committee and must first be approved by the Board of Directors.
4. The goal of the investments is to generate income to support the mission of ISGyP, with this possible income to be spent at the discretion of the Board of Directors, subject to the budget being approved by the general membership at the AGM. The goal of the investments is to maintain the principal so as to generate income into the future, recognizing that the membership of the society may wish to spend the principal in support of important initiatives that are in service of the mission of the society.

Policy #12 – External sponsorship of ISGyP events

ISGyP will allow sponsorship from external entities (commercial companies or other institutions) for educational activities organized by the ISGyP Education Committee.

Proposals for sponsorship must be reviewed and approved by the ISGyP President, with input from the Co-Chairs of the Education Committee.

Approved sponsorship will include recognition for its support (a statement of sponsorship and/or the entity's branding (i.e. logo)) in marketing materials for the educational event and in the educational program. The details of how and where the recognition appears in the marketing and in the event is at the discretion of the ISGyP President, with input from the Co-Chairs of the Education Committee.

The sponsor will not have any influence in the design of the scientific program, in either scientific content or selection of speakers or in the delivery of the program itself.

The funds from sponsorship will be allocated to support current and future educational activities of the society, at the discretion of the ISGyP President, with input from the Co-Chairs of the Education Committee.

Policy #13. - ISGyP Education Committee Mission, Composition, and Duties

Contents:

1. Purpose/mission
2. Structure
3. Terms of officers
4. Election of regular members, Co-Chair (non-BoD member), and trainee members
5. Meetings
6. Expectations and responsibilities of the Education Committee members

1. Purpose/mission of the Education Committee

The Education Committee was established to advise the ISGyP Board of Directors (BoD) on educational matters and carry out specific tasks below. In carrying out these missions, the Education Committee is also tasked with promoting diversity and inclusiveness with respect to gender, age, ethnicity, sexual orientation, geography and socio-economic environments while standing against any form of discrimination in the process.

- a. Develop, propose, advertise and administer (with appropriate staff support from the ASCP and/or partner organizations) various educational conferences, in person and/or virtual conferences, contingent upon approval by the BoD:
 - i. Stand-alone conferences.
 - ii. Co-branded conferences in partnership with other professional organizations/societies.
 - iii. Companion society sessions held within meetings of other professional organizations (e.g. annual meetings of USCAP, ASCP, IGCS)
 - iv. ISGyP LiVE Programming
- b. Assist, organize and implement ISGyP initiatives such as specific projects and surveys.
- c. Organize and administer judging for ISGyP awards, including but not limited to the following:
 - i. Robert E Scully award
 - ii. W. Dwayne Lawrence award
 - iii. ISGyP Young Member awards
 - iv. Poster award at the annual meeting of USCAP.
 - v. IAP travel award
- d. Maintain the ISGyP educational website (with appropriate technical staff support)
 - i. oversee organization, use, and appropriate expansion of the website
 - ii. refresh content, including recruitment of suitable content creators
 - iii. archive content for the ISGyP LiVE programming.
 - iv. advertise upcoming ISGyP LiVE events and facilitate registration.
- e. Fulfill any other education-related tasks as identified by BoD.
- f. Conduct regular meetings of the ISGyP Education Committee (minimum of 4 per year) throughout the year to maintain progress and to respond in a timely manner to new issues that may arise .
- g. Prepare an annual budget for all meetings supported by the ISGyP.

2. Structure of the Education Committee

The Education Committee will comprise 10 voting members and 2 non-voting trainee members, all of whom must be active members of ISGyP.

10 Voting Members:

- 2 Education Committee Co-Chairs:
 - at least one of the two Co-Chairs is not concurrently a member of the ISGyP Board
 - the second Co-Chair can either be a member of the ISGyP Board or not.
- Current ISGyP President
- Current ISGyP President-Elect
- Current ISGyP Treasurer
- 1 additional member of the ISGyP BoD (e.g. Secretary or Officer-at-Large)

- 4 Regular Members, not on the ISGyP BoD, at least one of whom is ≤ 40 years old on March 31 in the year of the start of their term.
- Non-voting Members
- 2 trainee members

3. Terms of office of the Education Committee members

The term of office on the Education Committee for any of the concurrent members of the ISGyP BoD is the same as the period that they serve on the BoD.

The term of office of the regular members, the Co-Chair who is not a BoD member, and the 2 trainee members is 2 years, with the option to to apply for a further 2 year term (maximum of 4 years in total).

4. Election of regular members and trainee members

All standard members of ISGyP are eligible to serve as a regular member or Co-Chair of the Education Committee. All trainee members of ISGyP are eligible to serve as a trainee member of the Education Committee. The process for installing new members is as follows:

- The Secretary will notify the membership when vacancies for regular members, co-chair, and/or trainee members on the Education Committee arise.
- Interested ISGyP members may apply by submitting their CV and a brief statement (250 words maximum) summarizing their relevant experience in education, training and meetings organisation.
- The Secretary will submit all of the applications to the BoD and Education Committee Co-Chairs for consideration.
- The BoD will review these these applicants and from this pool will vote on filling vacancies. The decision will be made by simple majority vote.
- The newly elected members to the Education Committee will be announced at the next business meeting of the Society and/or by emailing the membership.

5. Appointment of the 2 Co-Chairs

According to the bylaws, the President may serve as one of the Co-chairs and appoint a second Co-Chair to an individual who is not concurrently a member of the BoD. Alternatively the President may appoint 2 Co-Chairs, at least one of whom is not concurrently a member of the BoD.

Re-appointment beyond the term of 2 years for an additional 2 years (maximum of 4 years in total) is at the discretion of the President.

6. Meetings of the Education Committee

The co-chairs will organize and chair meetings of the Education Committee.

Most of the work of the Committee will be carried out by email and video calls. Approximately 4 video calls and/or face-to-face meetings will also be scheduled each year. All members are expected to attend and participate in all email discussions and the majority of meetings.

7. Expectations and responsibilities of the Education Committee members

The overall commitment of regular members of the Education Committee varies but is estimated to be 20-40 hours per year. The time commitment of the co-chairs is likely to be slightly more than this.

Co-chairs will create a clear organizational chart to delegate the main recurring committee duties to specific committee members who are then responsible for carrying out those duties in a timely manner and keeping the Co-chairs up to date with progress.

Members of the Education Committee are expected to respond promptly to all forms of communication, i.e. emails, telephone calls and all other correspondence relating to activities of the Education Committee.

Co-chairs will provide leadership in the development and implementation of scientific programs, in keeping with the objectives of the Society.

Co-chairs will attend the annual BoD meeting to present a report on the annual activities of the Education Committee.

Policy #14. ISGyP Research Committee - Purpose, Composition, and Duties

The Research Committee was established to advise the ISGyP Board of Directors (BoD) on matters related to ISGyP scientific research initiatives, projects, guidelines, and surveys. Requests are sometimes received from allied professional organizations, ISGyP members, or non-members of ISGyP, to provide assistance, comments, and/or endorsement of specific research initiatives, projects, guidelines, and surveys.

1. The following tasks are to be performed by the committee related to such requests:
 - a. Initial review and evaluation of the merits of the request
 - b. Communicate with the submitting organization/group/individual(s), in case there is a need for additional information or clarifications
 - c. Submit the committee's assessment, including any suggested modifications, and recommendations to the BoD
2. Structure of the committee:

The Research Committee is composed of 3 BoD members-at-large and the ISGyP President.
The BoD members-at-large to serve on the committee are selected by the ISGyP President.
3. Terms of office of the Research Committee members:

The terms of office of each member is two years (renewable once to a maximum of four years), or until their term on the BoD ends.
4. Meetings of the Research Committee:

Meetings of the committee are scheduled on a need basis, and may be initiated by the ISGyP President.

Policy #15. Website Committee

1. Purpose of the Website Committee
The Website Committee was established to oversee the ISGyP website(s) both in terms of format and content, and provide regular updates to the Board of Directors.
2. The following tasks are to be performed by the committee:
 - a. Continuously monitor and update the content and the format (as necessary) of the society websites (currently ISGyP.org and isgyp.ca)
 - b. Communicate with the ASCP admin team about necessary changes or other issues related to the website(s)
 - c. Communicate with the ISGyP Board of Directors regarding proposed major changes on the website(s)
 - d. Communicate with the ISGyP Education committee and ISGyP LiVE regarding educational contents
3. Structure of the committee:

The Website Committee is composed of the ISGyP President, Secretary, and 2 additional BoD members-at-large.
The BoD members-at-large to serve on the committee are selected by the ISGyP President.
The chair of the committee does not need to be a member of the BoD and is appointed by the president.
Additional members from the Education Committee and from ISGyP LiVE may be appointed by the ISGyP president.
4. Terms of office of the Website Committee members:

The chair holds the position for a two year term which can be extended by two additional terms (total of 6 years).
The terms of office of each member is two years (renewable twice to a maximum of six years), or until their term on the BoD ends.
5. Meetings of the Website Committee:

Meetings of the committee are scheduled on a need basis, and may be initiated by the ISGyP President.

Policy #16. ISGyP Multi-Institutional Research Network (ISGyP-RN) - Management Framework

Background

The International Society of Gynecological Pathologists (ISGyP), since its inception in 1976, has been dedicated to advancing the field of female reproductive system pathology through knowledge exchange and dissemination of new findings. Recognizing the evolving medical research landscape and the increasing demand for collaborative efforts, ISGyP acknowledges the necessity of establishing a comprehensive multi-institution research data network. This network is envisioned as a transformative platform that facilitates the exchange of ideas and knowledge among specialized gynecological pathologists worldwide and fosters scientific research initiatives, projects, guidelines, and surveys in this specialized field.

The creation of such a network will enable ISGyP to strengthen its relationships with major scientific organizations, fostering collaboration and promoting advancements in gynecological pathology. Furthermore, it will be a vital resource for providing diverse and high-quality educational content related to gynecological pathology, thereby enhancing professional development opportunities for pathologists specializing in this domain. Additionally, by developing consensus and evidence-based guidelines, the network will play a pivotal role in guiding clinical practice and improving patient care in diagnosing and managing gynecological pathologies.

With a core focus on promoting excellence in research, education, and clinical practice, establishing this multi-institution research data network aligns seamlessly with ISGyP's overarching mission. Through collaborative efforts and the utilization of cutting-edge technologies, the network seeks to advance the understanding of gynecological pathologies, ultimately leading to improved outcomes for patients worldwide.

1. Objectives

The International Society of Gynecological Pathologists (ISGyP) is a global community of pathologists and physicians focused on female reproductive system pathology. The overarching objective of the ISGyP is to facilitate the exchange of knowledge about gynecological disease and to be a forum for disseminating new information in this area. The specific objectives of ISGyP are:

- Facilitate the exchange of ideas and knowledge among specialized gynecological pathologists globally;
- Foster scientific research initiatives, projects, guidelines, and surveys in gynecological pathology;
- Establish and maintain relationships with major scientific organizations to promote collaboration and advancement in the field;
- Provide educational resources and platforms for the dissemination of diverse and high-quality educational content related to gynecological pathology;
- Develop consensus and evidence-based guidelines to guide clinical practice and improve patient care in the diagnosis and management of gynecological pathologies;
- Serve as a platform for networking, mentorship, and professional development opportunities for pathologists specializing in gynecological pathology;
- Promote excellence in research, education, and clinical practice and improve outcomes for patients with gynecological pathologies.

2. Governance structure

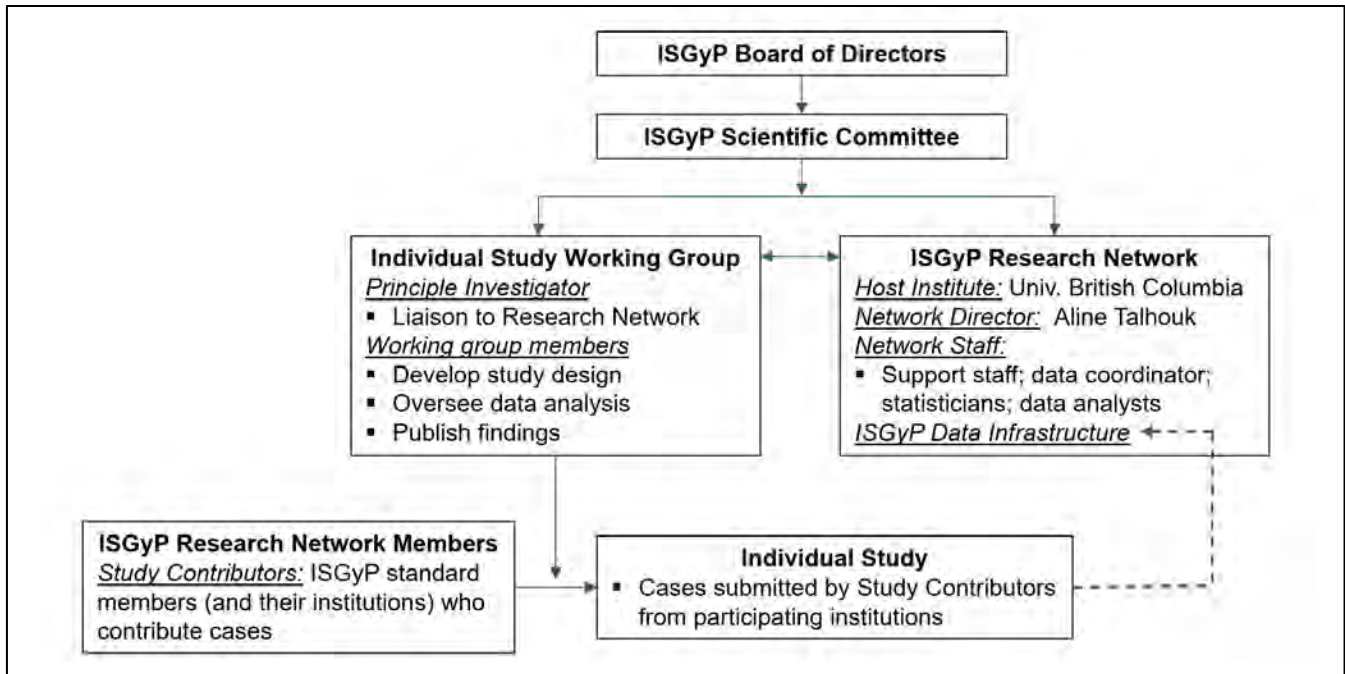


Figure 1. Governance structure of ISGyP Research Network

The governance structure of the ISGyP Research Network is detailed below, with an overview shown in Figure 1.

- **The Network Membership** consists of pathologists who a.) are ISGyP standard members and b.) are affiliated with an academic health care system. All network members have the ability to propose new projects and/or to contribute cases to projects. Project proposals are restricted to individuals who are network members. Similarly, cases may only be contributed by network members.
- **The ISGyP Scientific Committee** directly oversees the review and approval process for study proposals by network members and oversees the creation and operations of each individual study working group. The details governing the ISGyP Scientific Committee composition, terms of office and operations are defined in the ISGyP Policies document.
- **The Study Working Group** is created for each individual project approved by the ISGyP Scientific Committee. It consists of the **Principal Investigator**, as defined in the study proposal approved by the ISGyP Scientific Committee, and the **Study Working Group Members**, also as defined in the study proposal. The Principal Investigator is the leader of the study working group and is the official liaison with the ISGyP Research Network Research Director and their delegates. The study working group oversees study design, data analysis, and publication of results in the literature and in scientific meetings.
- **The Host Institution** hosts the ISGyP data infrastructure, which operates under the leadership of the Network Director. The Hosting Institution should be an academic or medical research institution with the appropriate infrastructure required to support the research activities of the ISGyP network. A hub-and-spoke model will be implemented to establish individual agreements between the host institution and each participating health care system.
The proposed host institution is University of British Columbia.
- **The Network Director** is a member of the host institution who oversees the operations of the infrastructure and upholds governance within the network. They oversee staff, including the data coordinator, statisticians, and data analysts. The data coordinator manages administrative tasks and liaises with bioinformaticians and statisticians to facilitate projects. They coordinate data management, the setup of data collection tools in Redcap, and contracts between members and the data center. The Network Director and their delegates liaise with the study working group via the study Principal Investigator.

The proposed ISGyP Research Network Director is Dr. Aline Talhouk, Assistant Professor of Obstetrics and Gynecology, University of British Columbia.

3. ISGyP Studies

3.1 ISGyP study proposal

- All study proposals must be approved by the ISGyP Board of Directors according to the ISGyP policy governing research study proposals. This policy is directly implemented via the ISGyP Scientific Committee. Details about the application requirements for submitting a study proposal to ISGyP are discussed in the ISGyP Policies document. In brief, the proposal should define the research question, hypothesis, objectives, study population, design, expected outcomes, and estimated budget of costs, including costs for administrative and statistical operations performed by the ISGyP Research Network.
- Any member of the ISGyP Research Network can submit a proposal for a research project. Generally the member submitting the proposal will serve as the Principal Investigator. The proposal should include a list of individuals who will serve as the Study Working Group members.

3.2 Recruitment of cases

- The Study Working Group Study recruits network members for case contribution by email invitation that is coordinated by the ISGyP Secretary using the ISGyP membership email list. The recruitment invitation contains links to the study design and instructions for data contribution to the ISGyP Research Network.
- Cases can be contributed by any ISGyP Research Network member (referred to as a **Study Contributor**) in accordance with the specific requirements of the individual study. Only ISGyP Research Network members can serve as a Study Contributor.

4. ISGyP Research Network Data Center

4.1 Data Center

The Data Center is the repository for all data collected for studies conducted via the ISGyP Research Network and repository for all documents and content pertaining to study design, case contributors, operation, analysis, and publication. The direct management is by the ISGyP Research Network Director, with collaboration with the Study Working Group and ultimate policy governance by the ISGyP Board of Directors through the ISGyP Scientific Committee. The Hosting Institution hosts the Data Center behind institutional firewalls.

4.2 Study data

Data collected for a study is stored in a “Local Data Repository.” The “ISGyP Research Network Study Data” comprises all the Local Data Repositories collected for the individual study and is preferably stored in the Data Center; however, where local legislation does not permit data sharing, the data from an individual Study Contributor can be stored locally at their institution.

4.3 Data access

The Host Institution will provide each Study Contributor with a unique username. Each Study Contributor will choose a secure password, allowing access to entering data into the Data Center. Study Contributor’s username and password will be under their unique responsibility. Using this username and password, Study Contributors will have access to their own Local Data Repositories where the data for that individual study will be accessible for the duration of the data collection phase.

Only the ISGyP Research Network Director, study Principal Investigator, Data Center management team, and system administrators at the Host Institution will have full access to the Data Center’s data for administration and analysis purposes. All data accesses, queries, and modifications will be logged, tracked, and audited.

As an option, each Study Contributor may request a copy of the data they contributed once the study is completed.

The data will be securely sent to them. The Study Contributor is responsible for any subsequent use of their returned data according to their local institutional policies.

If the study is an ongoing registry, a management framework must be in place to determine the process for study proposals and data access. Such a framework may either be the current management framework of the ISGyP Research Network or a separate framework specific to this registry. In the latter case, the principles of data access and sharing of the ongoing registry must be at least as restrictive as those applicable for and in line with the ISGyP Research Network.

At the end of a study, the full research dataset (“Research Data”) is banked at the Data Center for secondary use. Access to data is project specific. To use data previously collected, a new study proposal must be submitted and approved as described above. Secondary use of data from an ongoing study is also possible for study objectives that differ from the original.

4.4 Data ownership

Data that is contributed to the ISGyP Research Network is owned by ISGyP, which controls all access to the data via the ISGyP Scientific Committee.

4.5 Identifier data

A unique subject number will be created, serving as the key between the subject identifiers (name, medical record number, date of birth, etc.) and research data (the “Key”).

The Data Center allows each Study Contributor to include identifier data by adding the key containing the subject’s identifier in their Local Data Repository. The Study Contributor may also choose to hold the Key separately. The decision to include the Key in the Data Center is left at the Study Contributor’s discretion, who is responsible for ensuring their choice complies with local institutional policies.

If the Study Contributor chooses to include the Key in the Data Center, any identifying information, including the Key, will be marked as such, and no access to this identifying information will be provided for research purposes.

Identifier data may be included in Local Data Repositories and banked in the Data Center in specific circumstances when necessary to a project, when allowed by the REB, and according to applicable local legislation and data protection laws and regulations.

4.6 Network Unique Identifier (NUID)

The ISGyP Research Network will have a Network Unique Identifier (NUID) that is unique to each patient and can be communicated across sites while preserving patient confidentiality in accordance with site-specific ethics and legal requirements. This enables researchers to detect when two separate study subjects from two institutions are, in fact, the same patient. The central list of hashed identifiers and NUID is hosted at the Data Center and is the responsibility of the Scientific Director.

4.7 Data protection

The Data Center is hosted on secure institutional servers.

4.8 Data sharing agreement

The ISGyP Research Network membership agreement embeds the principles of data ownership, publication authorship, intellectual property, and data sharing that are documented in this document and serves as the data-sharing agreement.

4.9 Data analysis and remote access

The Data Center commits to providing the PI with the data requested for their study within a reasonable timeframe. At the preference of the study Principal Investigator, the data can either be analyzed by the Data Center or the data can be sent to the study Principal Investigator in a de-identified and secure manner for independent analysis.

Whenever possible, the ISGyP Research Network offers and supports remote access to Research Data.

The dataset to be analyzed is made available via a secure virtual server, which hosts the required statistical software. This enables the analysis to run on the server rather than through data transfer.

4.10 Data sharing outside ISGyP with third parties

Data sharing with parties outside the ISGyP-Research Network may be considered on a contractual basis if approved by the ISGyP Scientific Committee in collaboration with the individual Study Working Group . Access to such data shall be via remote access, such that no research data is transferred to parties other than members of the ISGyP Research Network. Exceptions to the latter can be negotiated with academic institutions outside the ISGyP Research Network to transfer de-identified data, such as in the case of the inclusion of the data in an international registry, if approved by the ISGyP Scientific Committee. In such cases a formal research collaboration agreement must be established between an external party and at least one ISGyP member designated by the ISGyP Scientific Committee. This collaboration agreement shall be governed by the same principles as the ISGyP-Research Network comply with its data protection requirements.

In cases where research data needs to be analyzed alongside outside datasets for external collaborations or where data cannot or should not be centralized or transferred, a remote data access platform should be used to generate project-specific datasets at each site. This enables similar analytical plans to be executed in each site's data. The analysis parameters can then be shared (not the original data) to enable distributed analysis.

Agreements with the ISGyP Research Network and third parties for hosting large amounts of data, such as Microsoft Azure or Amazon Web Services, are possible on a contractual basis when the ISGyP-Research Network Host Institution does not have the infrastructure to do so. In such cases, data access and security must comply with the ISGyP-Research Network policies. The decision to enter such an agreement is made by the ISGyP Scientific Committee.

4.11 Duration of data storage

The research data banked in the ISGyP Research Network will be stored in perpetuity for as long as the agreement with the institutions is in effect. If the institutions decide to not renew their agreement, the data will be returned to the institution and permanently deleted from the ISGyP Research Network.

5. Publication and authorship

The Study Working Group controls the decision about what publications, meeting abstracts, and all other forms of presentation/communication in any format are to be generated for the study. The Study Working Group controls the decision on defining the authorship credits for any such publications, meeting abstracts, or other presentations/communications. The Study Working Group should strive to apply the authorship and publication recommendations of the International Committee of Medical Journal Editors (www.icmje.org).

During the study design development, the Study Working Group should pro-actively discuss potential plans for the authorship composition and authorship order of any publications, meeting abstracts, or other presentations generated by the study; the purpose of this is to establish clarity, transparency and fairness in attributing appropriate credit for contributions to the publications/abstracts before the work is done. Ideally the Study Working Group and Principal Investigator will agree on such a plan during the study design phase before the study has been started. The assignment of roles/duties in the study should reflect the plan for the authorship. Potential changes to the authorship plan must be discussed and agreed upon by the Study Working Group before any changes are made to the originally-defined roles or work to be done by any individuals.

The entity "ISGyP Research Network" must be listed as a co-author in any publication, meeting abstract or other presentation/communication, including when an approved third party is using data from the ISGyP Research Network in one of their publications, meeting abstracts or other presentation/communication.

If an approved third party uses data collected by the ISGyP-Rn Network for sub-study, subsequent analysis, or separate publication, the ISGyP-Rn must still be acknowledged as a co-author.

6. Ethical considerations

6.1 Data banking and secondary use of research data

All studies will have their research data banked in the ISGyP Research Network Data Center. Thus, appropriate local approval (e.g. institutional ethics approval) by the participating institutions must be in place before data is contributed. In particular, for studies requiring individual informed consent, the consent form must clearly state that data will be banked and made available for secondary research use by the ISGyP Research Network. For studies that obtain a waiver of consent or that do not necessitate individual informed consent, the approval to gain access and collect data must clearly state that data will be banked and made available for secondary research use by the ISGyP Research Network.

6.2 Participant right of withdrawal

For studies that require individual informed consent, the patient participant will have the right to withdraw consent by following the process outlined in the informed consent form, if applicable. The data concerning this participant may then be destroyed unless they are the subject of completed or ongoing studies and their removal compromises the scientific integrity of these studies.

6.3 Return of results

The information stored in the ISGyP Research Network Data Center is to be used for scientific purposes only. This information is neither recorded in the participant's medical file nor communicated to the participant or to unauthorized third parties, unless the return of the results to the participants is specifically provided for in the informed consent form, if applicable.

6.4 Management of incidental findings

Incidental findings are not intended to be communicated to the participant or their physician unless specifically stated otherwise in the informed consent form, if applicable.

6.5 Risks and benefits of data banking

The greatest risk of data banking is inappropriate distribution of subject information to other parties. The use of appropriate password-protected authentication will reduce this risk, while also providing an audit trail. Only the ISGyP Research Network Director will be allowed to export data from the Data Center.

Significant benefits are enhanced collaboration, facilitated implementation of multicenter studies, and increased secondary use of clinical and research data. This allows for timely, high-quality, and more generalizable research outputs that will improve clinical care for gynecologic cancer patients. Furthermore, we expect accelerated uptake of evidence-based findings by promoting data sharing and secondary use of high-quality data.

7. Duration and continuation of the Data Center

As long as there is financing to support the activities of the ISGyP-Research Network or sufficient cost recovery to maintain its activities, there is no intent to end to these activities.

If the ISGyP Research Network Director becomes unavailable for their role, a new individual will be nominated to the position by the ISGyP Scientific Committee and the Data Center will be transferred to their home institution. Before actualizing such a transfer, it will be necessary to sign a new ISGyP-Research Network Membership Agreement with the newly appointed director and the representatives of their institution.

In case of lack of financing support or impossibility of finding a replacement for an unavailable ISGyP Research Network Director and/or Host Institution, the ISGyP-Research Network will cease its activities after discussions between the ISGyP Scientific Committee and the Host Institution's ethics board. The ISGyP Research Network Director can decide to retain the Data Center at the Host Institution, with the same level of protection, for a

period to be determined by the ISGyP Scientific Committee and the Host Institution's ethics board.

In any case, best efforts will be made to continue the ISGyP-Research Network activities and preserve the Data Center if another institution is willing and able to host them with the appropriate level of protection.

It is only as a last resort that, following the end of ISGyP-Research Network's activities, the Data Center data will be destroyed, but only after transferring a copy of the study data to the corresponding study Principal Investigator and only after providing the option be offered to Study Contributors to receive a copy of their Local Data Repository.

8. Transparency and follow-up

The ISGyP Research Network aims to facilitate communication and networking between the network members and disseminate research opportunities and data availability. Network members will have access to research protocols, lists of variables, project advancement, etc. The ISGyP Research Network Director will be responsible for providing annual updates of ISGyP-Research Network activities to the members via annual reporting to the ISGyP Scientific Committee.

9. Assessment of cost and resources use

The establishment of the ISGyP Research Network decreases the overall resources needed to set up multicenter studies by avoiding duplication of the various steps needed to establish scientifically valid studies. However, there is an increased resource utilization at the Host Institution and within the ISGyP Research Network Director's team. The ISGyP Board of Directors is responsible for providing the funding for long-term support of the ISGyP Research Network.