

Women's Health Initiative Publications & Presentations Committee

CHAIR

There are two P&P Chairs, one for each P&P Panel that each meet on a monthly basis. The P&P Chair position is a 3 year rotating role with the expectation that the Co-Chair, who serves as a back-up if needed, will have had quality experience in this role and then advance to the Chair role barring any extenuating circumstances that arise (e.g. Co-Chair becomes unavailable or no longer interested in leading the committee as Chair). It is expected that the two P&P Chairs will stagger the timing of this term to assure there is stability across both panels over time. The P&P Chair will:

- Set the P&P Committee meeting agenda.
- Assign reviewers for each new or revised manuscript, or proposed manuscript, submitted to the WHI P&P committee for review on the monthly call. Reviewers need to be assigned in a timely manner, generally within 48 hours of the request submitted to the Chair by WHI P&P Committee Coordinator.
- Assign reviewers from among the P&P members of any/all abstracts or posters submitted for P&P committee review. Assigned reviews must be made within a reasonable timeframe prior to the deadline for abstract or poster submission. The P&P Chair is authorized to refuse abstract or poster submission or require withdrawal of the abstract / poster *if* WHI P&P reviewers require significant revisions that cannot be made prior to presentation.
- Lead the P&P committee meeting on a monthly basis; assure all voices are heard, manuscript critiques and related discussions offer the author specific recommendations that enhance the integrity of the study design and analyses being presented, and that the P&P business is conducted in an ethical, unbiased and confidential manner
- Review Consortium requests; work with the relevant Scientific Interest Group (SIG) to identify WHI representative liaisons to enhance and engage in the science.
- Review email daily for P&P correspondence and meet related requests (e.g., connecting investigators for collaborations, clarifying policies and procedures, resolving conflicts, etc.)
- Provide letters of support for grant submissions using WHI data for manuscript development or scientific presentations.
- Review WHI P&P Policy and Procedure document each odd-numbered year, including review of WHI website content. Other committee members can be invited into the review process as determined appropriate by the P&P Chairs.
- Review and update the WHI Race and Ethnicity Taskforce Guideline in July of each year with input from Taskforce members.
- Serve on the WHI Steering Committee, attending meetings, reviewing ancillary studies presented and voting on approval, reviewing minutes and leading discussions largely associated with P&P activities.
- Complete activities and assignments generated by the SC and do so in a timely manner with appropriate input from WHI investigators and content experts.
- Support the WHI scientific meetings through presentations, program planning, selection of speakers and/or poster presenters, and participate in selection of scientific awards, etc.
- Orient new P&P members to P&P Policies and Procedures and expectations for performance.

DRAFT_WHI P&P Chair and Co-Chair Responsibilities 11.24.2021

- Review suggestions for P&P membership to assure reviewers are experienced in the WHI authorship, committee activities, P&P Policy and Procedures and if previously on the P&P as ancillary or permanent committee member, performed at an acceptable level, thus supporting their new or continued engagement.
- Determine along with the WHI Administrative lead when and if an Adjunct reviewer with specific expertise should be engaged in the review

Co-CHAIR

The Co-Chair serves as the back-up to the Chair and to step into the role of assigning reviewers, leading the P&P meeting and/or emailing –relevant correspondence as needed. The Co-Chair provides leadership within the P&P in the absence of the Chair. Annually, the Co-Chair has a practice session under the guidance of the Chair, to lead the P&P call and gain experience in the role. This includes related activities (e.g., assigning reviews, reviewing/setting the agenda, leading discussions).