Facilitation and Integrity Subcommittee
Concerns about members raised for review by COPE

Concern/issue received

Triage by Facilitation and Integrity Officer

Ongoing process at journal/publisher/elsewhere

Facilitation and Integrity Officer contacts COPE member to facilitate follow up

Concern/issue within scope of Facilitation and Integrity Subcommittee

Provide advice/guidance to the presenter if able/ appropriate

Facilitation and Integrity Officer reviews concern/issue. Ensure all requirements for the submitted concern/issue have been met

Assign to a member of the Facilitation and Integrity Subcommittee

Follow up with COPE Member. Member provides procedural summary/response

Subcommittee considers concern/issue and contacts member and presenter with questions, comments, or recommendations

Subcommittee member and Facilitation and Integrity Officer reviews all correspondence and drafts report

Subcommittee completes facilitation process and informs presenter and COPE member

COPE’s report is sent to the COPE member and presenter

Concern/issue closed

Facilitation and Integrity Officer informs the presenter

Concern/issue NOT within scope of Subcommittee Journal not a member. Ongoing legal/institutional process

The subcommittee member assigned will work with the presenter, the Facilitation and Integrity Officer and the COPE member to reach an understanding of the concern/issue and to attempt to reach a resolution. All parties to be cc’d on correspondence unless circumstances arise that prevent this.

1) Other subcommittee members may be consulted as necessary
2) Additional information may be requested from member as relevant

Outcomes might include:

a) COPE agrees that process was adequate;

b) COPE recommends corrective remedy;

or
c) COPE suggests improvements to journal

To submit a concern or issue about a member see: www.publicationethics.org/mediation-and-integrity-subcommittee

Notes
Anonymous summary of concern/issue will be posted on COPE website as part of an annual review of all cases.

If the presenter disagrees with the final outcome, the concern/issue will be reviewed by the Trustee Board. The Trustee Board’s decision will be final.

The subcommittee member and the Facilitation & Integrity Officer will declare any competing interests related to the concern/issue, and if they exist, another member will handle the concern/issue.

Outcomes might include:

a) COPE agrees that process was adequate;

b) COPE recommends corrective remedy;

or
c) COPE suggests improvements to journal

If the Facilitation & Integrity subcommittee identifies a major concern about a member’s practice during the review of a concern/issue, it may put forward a recommendation for a sanction to the Trustee Board.

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Originally developed for COPE by Liz Wager of Sideview (www.lizwager.com)
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