

CSTE Policy and Position Statement Process

Briefs Overview

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Prepared by Scientific and Surveillance Consensus Development Staff



Council of State and Territorial Epidemiologists

Overview





Purpose

To provide opinions on any issue, topic, policy, or best practice that would not directly result in changes to state/local law, rule, or regulation

Types*

1. Issue Briefs: identify, define, and explain issues
2. Policy Briefs: take positions on issues and may propose policy action by CSTE or by other agencies/organizations, but don't affect state/local law, rule, or regulation

** Additional types may be implemented that require Council approval*

Development and Submission

- Developed within Subcommittee or Steering Committee
- Authors must be CSTE members
 - Primary authors must be Active Members
 - Co-authors may be Associate Members
- No submission timeline constraints
- Submission mechanism to National Office: briefs@cste.org



Example outline, to be used as guide only:

Standardized Cover Page:

Title of Brief

Type of Brief (Issue or Policy)

Expected Number of Brief

Program Area of Development

Content:

- I. Description of problem to be addressed
- II. Justification of importance to CSTE membership
- III. Position on policy or issue
- IV. Options for consideration and next steps
- V. References (if needed)
- VI. Authors

Appendix: Feedback tracker

Review Process

Current review process is subject to change as CSTE implements the 2021 bylaws changes and forms the new Program and Policy Committee.

1. **Level 1**: Subcommittee chair and CSTE Program Manager(s) and Director(s), in consultation with the Executive Director
Timeline for review: 10 business days
Timeline to address feedback: 8 business days
2. **Level 2**: Steering Committee Chair and Vice Chair, in consultation with Program & Policy Committee
Timeline for review: 10 business days
Timeline to address feedback: 8 business days
3. **Level 3**: Membership comment period on website for 6 weeks
Timeline for review: 30 business days
Timeline to address feedback: 8 business days
4. **Level 4**: final review if changes made by Steering Committee Chair and Vice Chair, in consultation with P&P Committee Chair
Timeline for review: 5 business days



Level 3 Review – Membership Comment Period

- Via forums on CSTE website, so members-only
- All members will be notified when a brief is available for comment
- Goal is to encourage discussion
- Forums will have standing instructions and etiquette rules
- All forum comments exported and shared with authors
- *Each brief will be announced and/or discussed on an All State Epi call during comment period*
- *Each brief will be described on a membership-wide webinar during comment period*

Posting

- Approved briefs will be posted on CSTE website in Brief Archive within 3 business days after final Level 4 approval



Best Practices (so far) – Development and Review Processes

- Ask Consensus Development staff (briefs@cste.org) for help!
- Your staff lead can help vet the appropriateness of topic, direction, outline, and drafts with Subcommittee and Steering Committee Chairs, Consensus Development staff, Program Managers and Directors.
- Remember that briefs should garner consensus from entire CSTE membership.
- Don't be afraid to thoroughly discuss brief within and across Steering Committees prior to submission – this will make your submitted product stronger.
- Don't forget to document feedback received and decisions made related to acceptance/rejection of feedback. Not all feedback must be accepted, but we should be able to explain to reviewers and membership why.
- Please be patient as the Program and Policy Committee implements its operating rules and evaluates CSTE consensus development processes.



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