## Process Map for Production of MASCIP Guidelines (V1) KEY: Start / Finish Decision Complete MASCIP Guideline Proposal Application Form and Submit to MASCIP Secretary (mascipsecretary@gmail.com) MASCIP Committee will consider application. Committee representative identified (who will be chair or vice chair of Working party) MASCIP Chair will inform in writing if declined If agreed MASCIP Chair will inform applicant of approval in writing. Applicant and MASCIP representative (working party chair or vice chairperson) will agree number of proposed meetings, working group representatives and time frame for production of draft document. MASCIP Chair will put out tender for sponsorship and suitable sponsor identified. Partnership Agreement signed by relevant parties. Working Party chair or vice chair will provide update of guideline development for information at quarterly MASCIP Committee meetings. DRAFT Guidelines (in agreed format) will be submitted to MASCIP Committee before production of any FINAL document MASCIP Committee will inform Working Party vice chair on any recommendations to guideline. FINAL DRAFT document submitted to MASCIP Committee for sign off prior to any formal production or publication. MASCIP Guideline launch date will be agreed by MASCIP Committee, Sponsors and Working Party chair. Review date agreed. MASCIP Guidelines Launched on MASCIP website.

Authors: Carol Adcock & Chris Freestone May 2018. Reviewed and amended by Emma Linley October 2018 Reviewed by MASCIP Committee February 2020