CPSYCHI
COLLEGE OF PSYCHIATRISTS OF IRELAND

Guide for Completing a College Position Paper

IDEA / CONCEPT
Initial idea formulation and proposal.

Proposed by a College member, Faculty, SIG, Committee, etc. and is presented to the relevant Faculty or Committee, the Faculties Manager or Communications Department.

PROPOSAL FORM
Formal proposal to the College.

Completed by whoever proposes the paper and is presented to the Communications Department or Policy Director.

PROPOSAL REVIEW
Decision on proposal.

Reviewed by the Board of Trustees who delivers decision to whoever proposes the paper.

DRAFT PAPER
Draft position paper for review.

Completed by whoever proposes the paper or an assigned author(s) following Board approval. Draft paper is given to Board of Trustees.

REVIEW
First review of draft paper.

Reviewed by Board of Trustees who delivers feedback to the author(s) or forwards to Council and all Faculties if no revisions are required.

COUNCIL & FACULTIES
Review and recommendations.

Reviewed by Council and Faculties, with feedback and recommendations to the author(s).

AUTHOR REVIEW
Feedback consideration & revision

Feedback and revision recommendations are reviewed by the author(s). Final draft is delivered to the Board for approval.

BOARD APPROVAL
Board approves final draft.

Approved by the Board of Trustees, author(s) informed and paper delivered to the Communications Department for publication.

PUBLICATION
Paper goes live to public.

Reviewed by the Communications Department for proofreading and formatting, with paper published on College website, sent to members and given a media release if appropriate.

Revisions based on Board of Trustees feedback can be returned directly to the Board, unless otherwise instructed. Feedback from faculties/committees and revised drafts may go between the Board and the author(s) several times before a final draft is approved for publication.