



NAPCRG

Policies

Approved November 19, 2024



POLICIES
OF
NAPCRG (North American Primary Care Research Group)

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In alphabetical order:

Annual Meeting, Site Selection

Approved: 6-2016

The NAPCRG Program Committee will direct the site selection for future Annual Meetings. Their leadership of this process will ensure that NAPCRG members and their preferences for meeting locations are the determining factors for where meetings will be held. The following points will be followed during this process:

The Program Committee will lead the site selection for future Annual Meetings. This means that the Program Committee will focus on cities or general locations for future Annual Meetings.

NAPCRG's Executive Director will designate staff to investigate site recommendations/hotel properties in cities that the Program Committee has selected. Staff will negotiate contracts accordingly. Staff will work closely with the Program Committee's Vice-Chair in the investigation, selection and contract details for the specific properties in selected locations. Staff and the Program Committee's Vice Chair will determine whether a site visit is necessary and if so whether staff and or the Vice Chair should visit a property or properties.

NAPCRG Annual Meeting sites will be selected at least three years in advance of the meeting (for example: the 2030 meeting site will be procured by at least 2027). To the extent possible the NAPCRG Annual Meeting will alternate between the U.S. and Canada every other year. To recognize close collaboration between NAPCRG and other significant organizations and meetings in North America, NAPCRG will consult with those organizations, including the CFPC when securing future meeting locations and dates to avoid conflicts. Annual Meeting sites will attempt to include affordable options such as affordable hotel properties nearby. To the extent possible, controversial meeting sites will be avoided.

As defined in NAPCRG's policies, the Program Committee's Vice-Chair is the primary lead for Annual Meeting site selection.

Asset Allocations, NAPCRG General Assets

Approved 4-2001

The Board of Directors determined the goals for the allocation of the NAPCRG general assets (investment portfolio) will be as follows: 60% stocks, 30% bonds, 10% cash. NAPCRG will use STFM's guidelines/restrictions for investing and will use the same investment professional to make decisions on where to invest its funds.

Asset Allocations, Wood Award

Approved 04-2001

The Board of Directors determined the goals for the allocation of the Wood Award assets



(investment portfolio) as follows: 60% stocks, 30% bonds, 10% cash. NAPCRG will use STFM's guidelines/restrictions for investing and will use the same investment professional to make decisions on where to invest its funds.

Board of Directors, Good Governing Principles Approved 06-2016

NAPCRG Board of Directors adopted the following principles of good governance to guide the Board of Directors in its role as an effective body and in its conduct of business. The adopted principles outlined below came from the Global Development Research Center's website on Urban Governance, which have their origins at the United Nations.

Characteristics of Good Governance:

- All people should have a voice in decision-making, either directly or through legitimate intermediate institutions that represent their interests. Such broad participation is built on freedom of association and speech, as well as capacities to participate constructively.
- *Rule of Law*: Legal frameworks should be fair and enforced impartially, particularly the laws on human rights.
- *Transparency*: Transparency is built on the free flow of information. Processes, institutions and information are directly accessible to those concerned with them, and enough information is provided to understand and monitor them.
- *Responsiveness*: Institutions and processes try to serve all stakeholders.
- *Consensus Orientation*: Good governance mediates differing interests to reach a broad consensus on what is in the best interests of the group and, where possible, on policies and procedures.
- *Equity*: All people have opportunities to improve or maintain their well-being.
- *Effectiveness and Efficiency*: Processes and institutions produce results that meet needs while making the best use of resources.

Decision-makers in government, the private sector and civil society organizations are accountable to the public, as well as to institutional stakeholders. This accountability differs depending on the organizations and whether the decision is internal or external to an organization.

- *Strategic Vision*: Leaders and the public have a broad and long-term perspective on good governance and human development, along with a sense of what is needed for such development. There is also an understanding of the historical, cultural and social complexities in which that perspective is grounded.



Bridge Policy for Staff
Approved 11-2017

NAPCRG is dedicated to supporting its staff who in turn support our programs and initiatives. The NAPCRG Board of Directors recognizes that staff whose salaries are funded or partially funded by external grants may encounter funding gaps in projects as funding expires and they await confirmation of new grants or renewals of existing grants. In an effort to assist and assure staff with funding gaps, NAPCRG will provide Bridge Funding pursuant to this policy.

Each staff person is responsible for the procurement and management of his/her grant funds. However, in cases when a staff person experiences a gap in funding as outlined above, NAPCRG will strive to provide Bridge Funding to ensure that staff will be able to continue in their position in the interim. Bridge Funding will occur for no less than four months and is subject to the availability of funds in the NAPCRG reserve funds.

Cancellation/Refund Policies
Approved 04-2014

NAPCRG does not refund submission fees.

NAPCRG does not refund membership fees.

Fifty percent of the conference registration fee will be refunded if a cancellation is necessary and written notification is received in the NAPCRG office by the date specified on the conference registration form. After the specified date, no refunds will be issued, except in cases of personal medical emergencies.

Refund requests due to medical or weather emergencies at time of conference may be eligible for a 50% refund. If registrant is unable to attend because of a weather emergency, registrant must show that they attempted to re-schedule their travel arrangements but could not get to the conference during the official conference dates. In the event of such cancellation request by a conference registrant, the registrant must provide NAPCRG with official documentation to support their request.

In the unlikely and extreme event that NAPCRG is forced to cancel a conference, NAPCRG is not responsible for fees or penalties that conference registrants may incur for non-refundable airline tickets or hotel deposits.

COVID-19 Statement
Approved 07-2023

NAPCRG's priority in all conferences, events and meetings is the safety and welfare of attendees, exhibitors, partners, and staff.

To attend the NAPCRG Annual Meeting and/or any related meetings or events you acknowledge that an inherent risk of exposure to COVID-19 exists in any public place where people are present.



By participating you voluntarily assume all risks related to exposure to COVID-19 and agree not to hold NAPCRG or any of their affiliates, directors, officers, employees, agents, contractors, exhibitors, sponsors or volunteers liable for any illness, injury, disability or Public Health restrictions including, but not limited to mandatory quarantine requirements. Moreover, you also agree to follow all local and property specific protocols such as, but not limited to, capacity limits, screening, masking, physical distancing and collection of contact information where required.

During the Conference, Event and/or Meeting:

- NAPCRG strongly recommends all onsite attendees be up to date with their COVID-19 vaccinations.
- NAPCRG strongly recommends adherence to the local public health guidelines and restrictions at the time of the Conference, Event and/or Meeting.
- NAPCRG strongly recommends preventing the spread of respiratory viruses by:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing.
 - Disposing of used tissues immediately in an appropriate garbage.
 - Respecting the personal space of others.
- NAPCRG strongly recommends that you not attend any NAPCRG in person sessions, meetings or events if you are unwell.
- NAPCRG strongly encourages you to bring an appropriate mask or facial covering to wear if necessary. Three-ply masks will be available at the conference, event and/or meeting venue.
- NAPCRG is not responsible or liable for any travel, hotel or other incidental costs incurred, please plan accordingly.

Diversity Statement

Approved 05-2022

The Board approved the creation of a Statement on Promoting Diversity that is now official NAPCRG policy.

The statement is as follows:

"We recognize current and historical inequities in research, including inequities in populations and among researchers themselves, that have resulted in disparities in health and well-being. We strive to create a research environment that amplifies the diverse voices of people and communities across all aspects of research, and particularly for those populations and Indigenous peoples who have been -- or continue to be underrepresented. We seek to promote the participation of a diverse membership in NAPCRG leadership, meetings and programs, research, employment and in all its other endeavors. We strive to include all, inclusive of sex, gender, sexual orientation, age, race, religion, disability, ancestry or national origin; and to promote non-violent, rational idea exchange. We commit ourselves to promote primary care research scholarship nationally and internationally."



Electronic Health Record/Information Blocking Statement Approved 2019

Information exchange is critical to ensuring that patients receive the right care, at the right place, and at the right time. Increasingly, this communication depends on the secure, effective, and efficient delivery of information electronically.¹ To ensure health information technology (HIT) investments ultimately lead to greater value, the Health Information Technology for Clinical and Economic Health (HITECH) Act included provisions to develop the infrastructure for health information exchange (HIE).² In response, health care providers have increasingly adopted and, thus, stored health data in electronic health records (EHRs).³

Find the full statement here: (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6342591/>)

External Support and Sponsorship Approved 04-2015

Seeking and obtaining external support or sponsorships is important for NAPCRG to achieve its mission and strategic plan. Sponsorship opportunities will be viewed in the overall context of the following guiding principles. While each of these principles represents a continuum, the overarching goal is to maintain NAPCRG and its activities as independent and from undue influence from for-profit business interests. “What would your patient say about this external supporter or sponsorship?” is a good way to think about how we interact with external supporters or industry sponsors.

The guiding principles for soliciting and accepting money or in-kind support from external supporters or sponsors include the following items:

- External supporters and/or sponsors should support the mission, vision and values of NAPCRG.
- External supporters and/or sponsors (companies, organizations, etc.) should promote primary care research and education as a critical component of their missions.
- The sponsorship primarily benefits NAPCRG and NAPCRG members—financial support should provide net revenue to NAPCRG.
- No strings attached. The external supporter and/or sponsor does not have direct input into the content of the sponsored activity.
- The sponsorship does not attempt to directly impact physician prescribing or product utilization, e.g., EMR, device use, etc.
- The sponsored activity provides benefit to the NAPCRG membership beyond that of the individual activity. That is, it provides ongoing benefit or benefit to a broader group than just those in attendance at the event.
- NAPCRG will not have an exhibit hall with pharmaceutical companies marketing their drugs or services.
- The NAPCRG Board of Directors will approve the range of acknowledgement and or benefits offered to external supporters and or sponsors, e.g., logos in the Annual Meeting program, website presence, etc. External supporters and or sponsors may not use NAPCRG’s name in their marketing materials, beyond what



is communicated as NAPCRG-approved acknowledgments, without written permission of NAPCRG.

- NAPCRG will allow logos of external supporters and/or sponsors on its online and electronic distribution outlets, however, logos of external supporters/sponsors will not be listed on the NAPCRG homepage but will be permissible on other areas of the NAPCRG website.
- Staff will refer to the NAPCRG Executive Committee for guidance if staff have questions about the suitability of any specific recognition for an external supporter/sponsor.
- Access to NAPCRG members will be limited and monitored closely.
- Restricted endorsement. NAPCRG will not provide its “seal of approval” to any corporate external supporter and or sponsor for a specific product or the overall entity.
- Staff time. The amount of staff time involved in the selection and management of external supporters and or sponsors will be proportional to financial return and member benefit.
- The NAPCRG Board will have final authority to accept or reject any sponsorship funds or resources.
- The Sponsorship Guiding Principles will be reviewed and amended regularly by the NAPCRG Board of Directors.

The Method for Obtaining Sponsorships:

The NAPCRG Board of Directors will have final authority to accept or reject any sponsorship funds or resources. The NAPCRG Board of Directors will empower the staff and Executive Committee to act prudently on their behalf and manage sponsorships based on the Guiding Principles approved by the Board of Directors.

NAPCRG staff, with member and Board of Director’s input and involvement, will be primarily responsible for identifying potential external supporters and/or sponsors, developing a relationship with sponsors, soliciting sponsorships, approving final sponsorship agreements, and accepting sponsorship funding/resources on behalf of NAPCRG. Staff will actively seek out potential industry sponsors, identifying key elements of the NAPCRG mission that coincide with the mission of potential sponsors.

Any NAPCRG member may approach the NAPCRG staff or Board of Directors with opportunities for sponsorship. Staff will work with individual NAPCRG members or groups of members on relationship building, identifying external supporters, and/or sponsorship opportunities, and soliciting sponsorships from potential external supporters, and/or industry partners. Staff may request assistance from individual NAPCRG members in making key contacts with industry representatives and in soliciting funds and/or resources from potential sponsors.

Staff and the Executive Committee will create a set of sponsorship packages/donor acknowledgements that represent the benefits derived by the external supporter and/or sponsor. These benefits include such items as name recognition in NAPCRG publications



and at the NAPCRG Annual Meeting, complimentary registration to the Annual Meeting, external supporter, and/or sponsor advertisements in NAPCRG publications, sponsor signage at meetings, and un-staffed literature tables. The NAPCRG Executive Director and Executive Committee will consult with the Board of Directors to review these benefits and or acknowledgements regularly and make changes in accord with the Guiding Principles approved by the Board of Directors.

Fiscal Year

Approved 11-1995

NAPCRG's fiscal year shall be July 1-June 30.

Funding/Endorsement of Research Projects

Approved 10-2016

NAPCRG's practice is NOT to endorse or fund specific research projects. The NAPCRG Executive Committee and/or Board of Directors can make exceptions to this policy at any time.

Investment Policy

Approved 11-2024

SECTION I

The investments of NAPCRG shall be the responsibility of the Board of Directors. The Finance Committee shall oversee this responsibility, with the guidance of the Treasurer.

Purpose

The purpose of this document is to identify and present a set of investment objectives, investment guidelines, and performance standards for the assets of NAPCRG. These objectives have been formulated in response to the following:

1. the need for growth of NAPCRG's assets
2. the risk tolerance of the NAPCRG Board, and
3. the need to document investment objectives, guidelines, and performance standards

This statement is to be communicated to the appointed investment managers as the principal source for developing an appropriate investment strategy and must be agreed upon in writing by each manager. In addition, this document will be used as the basis for future investment performance measurement and evaluation.

SECTION II

Investment Obligations

Financial objectives have been established to meet growth expectations and control the level of risk encountered by the Fund.

Management expenses or advisor fees of between 0.3% and 1.0% will be considered reasonable.



The quality of investment management services will be evaluated through the performance standards established in Section IV.

SECTION III

Investment Guidelines

Investment guidelines are established for the following purposes:

1. to specify the target asset allocation deemed appropriate for the total fund;
2. to satisfy the Finance Committee’s fiduciary responsibility regarding the type and quality of investments utilized by the fund; and
3. to ensure that the investment managers are aware of and accept the quality standards and restrictions adopted by the Committee.
4. The investment managers are expected to operate within the prudent investor rule.

Each manager is expected to adhere to the stated guidelines in pursuing the attainment of plan objectives. Any changes in the guidelines will be in writing and delivered to the manager.

Changes in the guidelines may be initiated by the Finance Committee or recommended by investment managers in reaction to major changes in circumstances.

Asset Allocation

The following guidelines regarding allocation of assets have been established to reflect NAPCRG’s liquidity requirements, growth expectations, and risk tolerance.

Asset Type	Minimum	Maximum	Target
Equity	40%	70%	65%
Fixed Income	20%	50%	30%
Cash Equivalents	0%	20%	5%

The manager will be notified if an unusually large liquidity need is anticipated.

Security Selection Guidelines

In addition to the purchasing of individual securities, each investment manager may elect to invest a portion of the assets under management in pooled funds or cash equivalents. However, all investment decisions carry the responsibility of complying with the investment guidelines that follow.

Equity Holdings

Type of Securities – Equity securities shall mean common stocks or equivalents (American Depositary Receipts, convertible bonds, preferred stock, convertible preferred, tracking stocks, as well as mutual funds and exchange traded funds (ETFs) that invest in US and/or international equity securities.). A positive bias should be applied toward companies with long-term growth potential and/or a history of annual dividend increases. Investments may be restricted based on SRI (Socially Responsible Investing) guidelines detailed later in this policy.



Diversification – There are no quantitative guidelines suggested as to issuer, industry, or individual security diversification except that no more than 5% of the total equity portfolio can be invested in any one company at the time the security is purchased and at no time can one company represent more than 8% of the total equity portfolio when valued at market.

Investment in a class of equity securities other than common stock, equity mutual funds or ETFs should be limited to 25% of the market value of the equity portfolio.

Quality – Prudent and transparent standards should be developed and maintained by the manager.

Turnover – Equities should be chosen for long-term growth and stability and turned over only when fundamentals change drastically.

Fixed Income Holdings

Type of Securities – Fixed income securities shall mean US Government and Agency Securities, corporate bonds, high quality mortgage-backed securities, or fixed income securities of any US entity not otherwise prohibited. This would also include mutual funds and exchange traded funds (ETFs) invested in similar fixed income securities.

Diversification – Except for US Government and Agency obligations, the individual bond portfolio shall not contain more than 5% from any given issuer at the time of purchase and at no time can the securities of one issuer represent more than 10% of the fixed income portion of the portfolio when valued at market.

Duration – The duration of the fixed income portfolio should be similar to the duration of the Barclays Intermediate Government Credit Index.

Quality – The average quality rating of the fixed income portfolio shall be A rated or better. No single issue should be rated less than Baa1/BBB or its equivalent at the time it is introduced into the portfolio unless specific prior approval by the Board of Directors has been granted for that purchase. For split rated securities, the lower rating assigned will apply. Portfolio holdings that are downgraded below the minimum guidelines for purchase may be retained if the manager believes that retention of the security is in the best interest of the portfolio and if the total value of all such securities does not exceed 5% of the fixed income portfolio at the higher of market or book.

High Yield Fixed Income Funds: Within the fixed income portfolio, the manager will be allowed to utilize a managed high yield fixed income fund for a portion of their holdings. This type of investment will only be allowed in mutual fund or ETF form and will be limited at the time of purchase to no more than 5% of the total portfolio when valued at market.

Cash Equivalent Holdings

Type of Securities – Cash equivalents shall mean US Treasury and Agency securities,



commercial paper, certificates of deposit, Eurodollar certificates of deposit, Bank Acceptance Notes, pooled short-term investment funds such as bank STIF funds and money market funds.

Diversification – No single security except government guaranteed issues may exceed 5% of the market value of the portfolio.

Maturity – All securities must mature within 1 year. The average maturity of the cash equivalents should generally range from 30 to 120 days.

Quality – All commercial paper must be rated A1/P1. All certificates of deposit must be with banks holding a minimum long-term deposit obligation rating of AA – by Standard & Poor's or Aa3 by Moody's. Repurchase agreements must be at least 102% collateralized with United States Government Securities.

Other Assets

Other Assets, including commodities, REITS, and master limited partnerships (MLPs) shall not exceed 5% of the portfolio's total market value by type, nor more than 10% of the portfolio's total market value in aggregate. These investments shall be in the form of mutual funds, exchange traded funds (ETFs), or stock funds to ensure proper diversification.

Investment Restrictions

1. The manager(s) shall not purchase securities on margin, sell short, or trade in commodity futures contracts.
2. The manager(s) shall not purchase lettered stock or private placements.
3. The use of stock options, puts, or calls is not permitted.

Investment Restrictions: Socially Responsible Investment Screening

1. The manager(s) may not invest in the securities of companies involved in the production of tobacco products, or that derive their principal income from gambling or the production and sale of armaments. Armaments refers to all types of weapons and military systems including guns and handguns.
2. An ESG (Environmental, Social, Governance) screening process will be utilized to screen the individual holdings in the large cap stock portfolio. All companies held will need to earn an overall ESG score in the acceptable range.
3. Utilize mutual funds (where available) that employ an ESG screening process in their management. The current approved fund is the Parnassus Core Equity Fund.

SECTION IV

Performance Measurement Standards and Evaluation

Several standards of measurement will be utilized in evaluating the investment performance of the total fund and each investment manager.

1. The performance of each asset category will be compared to a corresponding



industry benchmark for analysis.

2. The total return of the account will be compared to a Portfolio Benchmark established by UMB utilizing relative weightings in the asset categories listed below. The benchmark is generated through the asset allocation process, whereby an optimized portfolio is calculated and utilized as a long-term strategic allocation. The total fund performance will be tracked over rolling 3, 5, and 10-year time periods. (The actual weightings are listed at the bottom of the performance page.)

Performance will be measured against a Portfolio Benchmark consisting of the following benchmarks:

- Standard & Poor's 500 Index
- Russell Mid Cap Index
- Russell 2000 Small Cap Index
- MSCI EAFE Index
- MSCI Emerging Markets Index
- Barclays Intermediate US Gov/Credit Bond Index
- BofA US High Yield Fixed Income Index
- Barclays 1-3 Month Treasury Bills

The ability to achieve these goals is reflective of adequate performance within each asset class as well as appropriate allocation of assets among the available asset classes.

Evaluation

The Finance Committee will revisit the investment policy every 3 years unless more frequent review is warranted.

At least quarterly, each investment manager and the custodian will provide to NAPCRG a statement including:

1. The NAPCRG portfolio composition for each major class of securities including cash equivalents.
2. A disclosure of any deviation from the investment guidelines along with a plan of corrective action
3. A report of any material changes in policy, objectives, staffing or business conditions of the investment management firm; and
4. The listing of individual security holdings

The custodian will provide quarterly reports to the Society including:

1. The NAPCRG portfolio composition for each major class of securities including cash equivalents.



2. The listing of individual security holdings.

Long-Term Reserve Fund

Approved 10-2021

Reserves are unrestricted net assets, excluding property and funds restricted for awards.

Reserves might be tapped in the following situations:

1. To infuse funds for maintaining operations during times of financial or other stress, given a solid plan of action;
2. To fund special projects, activities and events beyond the annual operating budget, including infrastructure and technology that cross several years in service or use.

Reserve levels shall not drop below 100% of unrestricted 12- month operating expense. If the budget process or financial projections show that this threshold shall be crossed, the Board of Directors shall devise a plan for corrective action and implement it, or, in the case of extraordinary circumstances, approve a temporary specific amount less than 100% that will be maintained for the year.

A Long-Term Reserve Fund will be maintained with a goal of a dollar amount equal to a range of twelve months of the core NAPCRG budget excluding funds from grants. The Long-Term Reserve Fund level will be reviewed annually in conjunction with the preparation of the year-end financial statements. Reserve funds are intended to be used on an emergency basis or in unusual circumstances.

The "Strategic Development Fund," formerly named Innovation Fund, was established to provide a source of funds for special projects, activities and events beyond the annual operating budget. Surpluses of net income at year end would be directed to the Strategic Development Fund as long as the Long-Term Reserve Fund stays at or near the twelve-month threshold of operating expenses. The process for re-direction of these funds is as follows:

1. After year-end review of the budget, the Secretary-Treasurer would recommend to the NAPCRG Executive Committee the amount of any year-end surpluses to move from the Long- Term Reserve Fund to the Strategic Development Fund.
2. The Executive Committee approves the transfer of these funds to the Strategic Development Fund. Alternatively, the Executive Committee retains the option to decline the transfer and keep funds in the Reserve Fund if they judge that the organization is at extraordinary risk and would benefit more from continuing an excess in the Reserve Fund.
3. The Executive Committee shall decide on the transfer one month prior to the scheduled Board Meeting at the Annual Meeting and shall notify the members of the Board of the new balance (if any) of the Strategic Development Fund. The purpose of this notification is to allow Board members time to propose priorities for the funding in time for the next Board Meeting. The Executive Committee may suggest priorities for funding. Use(s) of the Strategic Development Fund will be decided by the full Board of NAPCRG.



Note: NAPCRG is exempt from taxation under Section 501(c)3 of the U.S. Internal Revenue Code. Our fiscal year is July 1 – June 30.

**Mailing Lists/Emails, Uses of
Approved 04-2014**

NAPCRG will not sell or exchange its members, past members, or attendee mailing or email addresses. Sharing mailing lists with the AAFP infrequently is acceptable. It is acceptable to email the *Annals* table of contents to NAPCRG members each issue as long as there is an opt-out option.

Sharing email addresses infrequently with other organizations with approval of the Executive Committee is acceptable.

As a general rule, providing email addresses of NAPCRG members to outside groups requesting contact with NAPCRG members is strictly prohibited (e.g. no emails to outside organizations for communications about WONCA). The NAPCRG newsletter is good for announcements and information.

Attendee contact information will be shared on a registrant list with members and meeting attendees only, unless the attendee has opted out requested.

**Maurice Wood Award
Approved 11-2024**

Background

NAPCRG's Maurice Wood Award for Lifetime Contribution to Primary Care Research is given annually to honor a researcher who has made outstanding contributions to primary care research over the course of a lifetime. Scientists from all nations, working in all professional fields and scientific disciplines, are eligible to receive the Wood Award, which is presented at the NAPCRG Annual Meeting. The award is named in honor of Maurice Wood, a pioneer in primary care research and founder of NAPCRG.

NAPCRG's past presidents and current president traditionally served as the selection committee for the Maurice Wood Award. All past presidents were invited to participate each year, and the committee was comprised of those who attended the meeting. The NAPCRG presidential term has become shorter, and there are now too many past presidents to practically oversee this task. The suggestion was made (by the past presidents) to create a subcommittee to oversee the selection of the Wood Award going forward.

Proposal

Beginning in June 2024, transition selection of the Wood Award to the NAPCRG Awards Committee to oversee the selection of the Wood Award. In addition to the current Awards Committee members, an additional cohort of past presidents will be invited to participate in the selection process: current president and three past presidents. The committee will meet in July or August each year to review the nominations and select the winner. The past presidents will be selected on a volunteer basis and rotated annually if adequate



interest from past presidents. Past presidents may request to be part of the selection committee between November – March prior to the summer award selection time.

Terms of Reference for the Wood Award

- The Wood Award selection group will be comprised of the awards committee members, current president and three living past presidents.
- A call for three volunteers from the living past presidents will be made by February 1st of each year. The first three past presidents to respond will be selected unless the past presidents have served in the prior year on the selection committee. If more than two respond, the first three who have NOT served in the prior three years will be selected. If fewer than three respond, any or both respondents will be included on the committee.
- Past presidents may serve on the Wood Award selection committee for no more than three consecutive years. They are required to take at least a year off from serving on the committee before serving again.
- Non-Awards Committee Members of the Wood Award selection committee will be notified of their role on the committee by May 1 each year.
- The chair of the Awards Committee will preside over the subcommittee.
- The Wood Award subcommittee will meet to select the winner between June-October of each year.

Conflict of Interest and Policies Governing the Wood Award Selection

The following policies will be strictly abided by:

- Wood Award nominees who have served as NAPCRG presidents must be at least 3 years beyond their tenure of past president to be considered.
- Wood Award nominees cannot be current members of the NAPCRG Board of Directors.
- Wood Award nominees cannot be employees of NAPCRG.
- Wood Award nominees must be removed from consideration each year.
- The Wood Award selection committee will use a common scoring rubric to make their selection.
- The current NAPCRG president will notify the recipient that they were selected for the award.
- NAPCRG staff will send a follow-up communication with the details.

NAPCRG Mission and Vision Statements

Mission Statement

Approved 11-2017

NAPCRG is an interdisciplinary volunteer association committed to nurturing primary care researchers working in partnership with individuals, families, and communities.

Vision Statement

Approved 06-2014



NAPCRG is the recognized leader of primary care research that improves health and health care for patients, families and communities.

NAPCRG Strategic Priorities

Approved 10-2021

1. **Indispensable Membership:** Develop a cohesive membership program that reinforces how NAPCRG is critical to researchers' development, effectiveness, and career success.
2. **Workforce & Pathways:** Elevate the presence and visibility of primary care research as a vital career commitment across the spectrum of academic and clinical primary care disciplines.
3. **Diversity, Equity & Inclusion:** Expand our commitment to diversity & inclusion throughout the organization.
4. **Global Community:** Strengthen the connections of primary care researchers across the globe as one community.

Participatory Research

Approved 11-1998 & 11-2015

The document, "Responsible Research with Communities: Participatory Research in Primary Care," together with the recommendations for NAPCRG, was adopted as organizational policy, by the NAPCRG Board of Directors and membership at the NAPCRG Annual Meeting on November 6, 1998, in Montreal. This document grew out of a successful workshop on Respectful Research With Communities at the 1996 NAPCRG Annual Meeting. The NAPCRG membership and Board of Directors supported and financed development of this document. The Task Force solicited comments from interested parties and incorporated many suggestions into the revisions.

Presenter Requirements on Diversity, Equity and Inclusion

Approved 05-2024

Background

NAPCRG is deeply committed to promoting diversity and inclusion among its membership. Initiative III of the 2022 – 2025 Strategic Plan calls NAPCRG to: "Expand our commitment to diversity & inclusion throughout the organization." To this end, this proposal to the NAPCRG Board of Directors aims to strengthen and ensure the manifestation of diversity and inclusion across the organization's diverse arenas, areas of focus, and programming.

Purpose

The goal of this proposal is to produce and maintain a culture that prioritizes inclusivity, belonging and social justice. To this end, this proposal outlines the provision of a new by-law that communicates NAPCRG's commitment to DEIJ principles to attendees of NAPCRG sponsored convenings, and requires their commitment to these principles in return.

All attendees (presenters and non-presenters; members and non-members) at NAPCRG sponsored convenings will be required to adhere to the following policy:

- Attendees must consent to having reviewed the NAPCRG Statement of Diversity with registration.
 - Statement of Diversity approved on May 9, 2022:

"We recognize current and historical inequities in research, including inequities in populations and among researchers themselves, that have resulted in disparities in health and well-being. We strive to create a research environment that amplifies the diverse voices of people and communities across all aspects of research, and particularly for those populations and Indigenous peoples who have been -- or continue to be underrepresented. We seek to promote the participation of a diverse membership in NAPCRG leadership, meetings and programs, research, employment and in all its other endeavors. We strive to include all, inclusive of sex, gender, sexual orientation, age, race, religion, disability, ancestry or national origin; and to promote non-violent, rational idea exchange. We commit ourselves to promote primary care research scholarship nationally and internationally."
- Presenters must commit to using up-to-date inclusive language during their presentations. Attendees must commit to using up-to-date inclusive language when engaging in NAPCRG sponsored activities such as poster sessions and conference receptions.
 - NAPCRG recognizes that preferred terminology may differ from country to country. In addition, preferred language can evolve over time as theory, science, and culture shift. Moreover, as an inclusive and international organization, members may have differing facility with the spoken English language. To this end, NAPCRG does not mandate the use of specific terminology, but rather asks presenters to take responsibility to identify and use up-to-date terminology. NAPCRG retains the discretion to evaluate presenters' terminology and request modification in the case of deviation from DEIJ principles. The NAPCRG Program Committee and staff will provide examples of current terminology for attendees to consider, acknowledging that other options may also exist. Examples of recommended terminology include:
 - The CDC's Preferred Terms for Select Population Groups and Communities
 - JAMA's Updated Guidance on Reporting on Reporting of Race and Ethnicity in Medical and Science Journals
 - NIH guidance on Person-first and Destigmatizing Language
- Recognizing that ingrained cultural patterns cannot be immediately erased, NAPCRG does not require perfect use of up-to-date terminology and instead requires members to commit to promoting a spirit of inclusion and belonging. In order to promote this cultural shift, presenters are asked, if they make a language error while presenting, to pause, apologize, and correct themselves. In parallel, attendees are asked, if they make a language error during conversation, to pause, apologize and correct themselves.
- Attendees who observe language errors are invited to engage with the individual who performed the error, so that we may all grow in our ability to perform the internal and communal work required to a create diverse, equitable and inclusive

culture. Recognizing that culture and ingrained beliefs are hard to change, and affording others an assumption of good will, attendees engaging in this kind of dialogue can leverage published guidance and guidelines:

- The National Equity Project, Responding to Microaggressions and Unconscious Bias
- Excerpt from Goodman, D. (2011). Promoting Diversity and Social Justice: Educating People from Privileged Groups. New York: Routledge.
- Anderson, P. Stanford Social Innovation Review, 2021. Building a Culture of Accountability
- Guidelines from the Annie E. Casey Foundation: How to Have a Productive Conversation about Race
- NAPCRG commits to working with all members to help them understand and uphold the expectations in the proposed by-law. Only as a last resort, will attendees performing egregious, repeated, and unacknowledged errors be prohibited from attending future NAPCRG sponsored convenings.
- To ensure implementation of the above provision, NAPCRG will implement the following action items:
 - NAPCRG will form a temporary DEIJ committee that aims to strengthen the organization's commitment to DEIJ principles. A prong of their work is to develop a strategy to assess and monitor performance and violations of DEIJ principles at NAPCRG convenings.
 - Session moderators will be invited to serve as observers and partners in the production of DEIJ language. Moderators are not expected to be scholars in DEIJ, and are therefore not responsible for identifying errors, correcting presenters or determining correct language. However, as leaders of the sessions in which they moderate, if they notice errors, they are encouraged to support DEIJ culture by verbally acknowledging and correcting errors, and by connecting with NAPCRG leadership to report concerns.
 - The Program Committee will establish a pathway for anonymous complaints so that members can report events that violate NAPCRG's commitment to DEIJ principles. Members can also use this mechanism to elevate examples of inclusive communication that can serve as models for best practice.
 - The Executive Committee will draft an attestation to add to the Call for Papers submission form.

Privacy Policy (Abridged)

Approved 04-2014

NAPCRG's general policy is to collect and store personal information that NAPCRG's members and visitors knowingly provide. NAPCRG does not collect any personal information or user browsing activity on NAPCRG's website. Only aggregate data such as the number of hits per page are collected. NAPCRG uses the browsing data it collects from its website to improve its web content, respond to visitor needs and preferences, and develop new products and services.



NAPCRG maintains a member profile database. The information is drawn from both online and offline membership applications, dues payment forms, member surveys, and other correspondence between NAPCRG and its members. This information is available for review/modification by individual members on our website. NAPCRG makes member contact information available to its online Membership Directory only to other members of NAPCRG.

Occasionally, NAPCRG may provide limited data to third parties. This data includes names and addresses, but does not include phone numbers, fax numbers, or email addresses.

NAPCRG does not disclose credit card information or activity provided by its customers.

Reimbursement of Board Members (for travel costs)

Approved 03-2013

NAPCRG Board members are reimbursed the amount of coach airfare, ground transportation and expenses for the days during the spring Board of Directors meeting. Board members will be reimbursed for one night hotel expenses while attending a Board Meeting at the NAPCRG Annual Meeting. Board members pay for their own (air/ground) travel, any additional hotel nights, and conference registration to attend the meetings during the NAPCRG Annual Meeting.

Reimbursement of Gallery Members (for travel costs)

Approved 03-2013

The NAPCRG Gallery Members' expenses are paid by their host organizations, except for the Vice Chair of the Trainee Committee position.

Reimbursement of Representatives to Other Organizations (for travel costs)

Approved 03-2013

When a representative represents NAPCRG at another organizations' meeting, NAPCRG will be responsible for the reimbursement of those expenses.

Starfield Summits

Approved 11-2018

Proposal for Approving Future Starfield Summits:

1. Starfield Summits are a valuable and enduring venue to advance primary care.
2. The name of Barbara Starfield, needs to be protected and the use of her name needs to be approved by her family.
3. The Starfield Summits need a "home" organization for purposes of overseeing and approving future events.
4. At the request of Neil A. (Tony) Holtzman, MD, MPH (Barbara Starfield's husband) the North American Primary Care Research Group (NAPCRG) was determined to be the best and most suitable "host" organization.
5. The ABFM Foundation has the resources and administrative ability to act as the facilitator of the future Starfield Summits.

To this end, the ABFM Foundation will provide the following:



- The ABFM Foundation will coordinate with the appropriate members of the Starfield family to use Barbara’s name in future events.
- The Foundation will continue to host and update the Starfield website.
- The Foundation can act as the “banker” for future events.
- The Foundation can act as the “sponsor” to attract other funding sources to future events.
- The Foundation can serve to evaluate future topics.
- The Foundation can host an email link for communications.

NAPCRG will vet and approve proposals for summits that seek to bear the Starfield name and legacy. The NAPCRG Executive Committee will use the following criteria to evaluate proposals to determine whether they are eligible to be deemed Starfield Summits:

1. The proposed topic must be relevant to primary care;
2. The summit must be open to all primary care specialties including students and patients;
3. Plan submitted and approved by NAPCRG;
4. The summit must include an evaluation of participants;
5. Summit materials must be submitted for archiving and web-posting.

Statement Against Violence Aimed at Researchers

Approved 04-2001

Independent inquiry is the basis for all research. The ability to ask and answer questions without fear is a vital component of a health research environment.

NAPCRG is committed to primary care research. We support the rights of health care researchers to ask and answer their questions of interest without fear of reprisal or harm. We expect that research will be in accord with the rules and regulations promulgated by Institutional Review Boards/Research Ethics Boards for research on human subjects and that the research will be conducted, analyzed, and disseminated honestly, thoughtfully, and ethically. With those controls in place, researchers should not be subjected to outside pressures to limit their areas of inquiry or report.

Recently, one of the members of NAPCRG was physically threatened because of her clinical and research topic. This researcher spent days guarded by a federal marshal, and nights wondering if her home was safe. This type of menacing intimidation and threatening behavior is not acceptable. We abhor all forms of violence. Specifically, we renounce any form of violence, threatened or actual, aimed at silencing health care researchers. With this statement, we fully support the right of each NAPCRG researcher, and all researchers, to ask and answer important health care questions.

WONCA, Involvement in

Approved 05-1997

Approval was granted for NAPCRG to become a collaborative organization in WONCA (the World Organization of Family Doctors).