IASP Declaration of Interest (DOI) Review Guidelines

The IASP Declaration of Interest (DOI) Guidelines defined via a Traffic Light System type assignment provide a clear and consistent framework for identifying, reviewing, and managing potential conflicts of interest in all IASP activities. The system uses a simple red, amber and green classification to assess disclosures and determine whether participation is appropriate, needs mitigation, or should be restricted—ensuring transparency, accountability, and integrity across IASP's scientific, educational, and governance processes.

Below is a table of review

Board, Committee, TF or IInititaiveName	Chairs	Members
Executive Committee	RED	RED
Council	RED	RED
Developing Countries Working Group	RED	GREEN
Digital Strategy and Content Working Group	RED	GREEN
Education Programs Working Group	RED	GREEN
Fellowships, Grants, and Awards Working Group	RED	RED
Global Advocacy Working Group	RED	RED
Ethical Review Board	RED	RED
PRF Editorial Board	RED	GREEN
PAIN Section Editors	RED	GREEN
PAIN Reports Section Editors	RED	GREEN
Publications Committee	RED	AMBER
PRF Editorial Board - Associate Editor - PAIN/PAIN Reports	RED	GREEN
Scientific Program Committee (2026)	RED	AMBER
Local Arrangements Committee (2026)	RED	GREEN
Finance Committee	RED	RED
ENSUS Taskforce	RED	AMBER
TF Animal Research Guidelines	RED	AMBER
Global Year Committees	RED	AMBER
Global Donor Committee	RED	AMBER
Business Development Committee	RED	AMBER
Complex Regional Pain Syndrome (CRPS)	RED	GREEN
Neuropathic Pain (NeuPSIG)	RED	GREEN
Pain in Childhood	RED	GREEN

Contents

RED

Scope

- The RED category includes standard committee members who hold higher visibility and influence within the organization. The review process is designed to ensure consistent, fair, and transparent management of Declarations of Interest (DOIs) for these individuals who are in the highest profile roles.

The roles within the RED category include but are not limited to:

Objectives for the review of RED DOI

- Ensure Compliance: Verify that DOI submissions are sufficient for reliable assessment.
- Maintain Transparency: Ensure that potential conflicts of interest are disclosed and managed appropriately.

Requirements for IASP volunteers in the RED category

- **Frequency**: RED DOI submissions are required every year.
- **Updates for Significant Changes**
  Members must update their DOI immediately if a new or significant conflict arises.
- **Mandatory Completion on Appointment**
  Completion of a DOI is a prerequisite for new committee appointments or renewals.

Review Process

Review Criteria

- **Audits:** Perform audits on all RED tier submissions to ensure ongoing compliance and quality.
- **Completeness**: Ensure all required fields in the DOI form are completed. If a particular field is not applicable, it should indicate "not applicable" rather than being blank.
- **Accuracy**: Verify the information provided against any known data or additional sources if necessary.
- **Relevance**: Ensure that disclosed interests are in line with what is considered acceptable by IASP.

Review Steps

- **Notification**: Reviewers will receive a list of RED tier volunteers due for review.

- **Documentation**: Access the DOI submissions through the designated platform.
- **Assessment**: Evaluate each submission based on the criteria outlined above.
- **Feedback**: Provide feedback to volunteers if information is missing, unclear or request additional details if necessary.
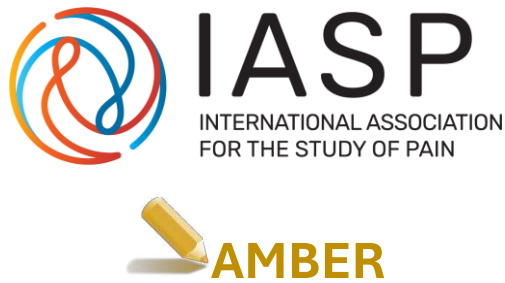
Reporting and Transparency

- **Disclosure**: Ensure that all DOI submissions are disclosed on the IASP website.
- **Audit Reports**: Document the findings of random audits and report any significant issues to the Executive Board.
- **Continuous Improvement**: Use feedback from the review process to improve the DOI guidelines and support mechanisms.

Governance policy

- All volunteers are expected to make declarations of interest prior to taking up a new position.
- All volunteers are expected to make declarations of interest update if they have major change of circumstance.
- All volunteers are expected to review and update their declarations yearly in line with IASP policy.
- In the event of failure to make a declaration or an adequate or accurate declaration a reminder will be sent the volunteer and assistance offered if necessary.
- Should any volunteer continue to fail to submit an adequate declaration this will be passed to IASP Chief of Staff who will be responsible for discussing with the Executive Committee any decision on the volunteer's ability to continue in their role.

Data usage policy

- The data declared on any DOI is for assurance purposes of the IASP only.
- The data declared is confidential.
- No financial or personal data declared will be published.
- The data declared will be held in line with the data protection laws of Washington DC, District of Colombia, USA

AMBER

Scope

- The AMBER category includes standard committee members who hold moderate visibility and influence within the organization. The review process is designed to ensure consistent, fair, and transparent management of Declarations of Interest (DOIs) for these individuals while being less intensive than for volunteers in the highest profile roles.

The roles within the AMBER category include but are not limited to:

Objectives for the review of AMBER DOI

- Ensure Compliance: Verify that DOI submissions are sufficient for reliable assessment.
- Maintain Transparency: Ensure that potential conflicts of interest are disclosed and managed appropriately.

Requirements for IASP volunteers in the AMBER category

- **Frequency**: AMBER DOI submissions are required every 2 years.
- **Updates for Significant Changes**
    Members must update their DOI immediately if a new or significant conflict arises.
- **Mandatory Completion on Appointment**
    Completion of a DOI is a prerequisite for new committee appointments or renewals.

Review Process

Review Criteria

- **Random Audits:** Perform random audits on a sample of AMBER tier submissions to ensure ongoing compliance and quality.
- **Completeness**: Ensure all required fields in the DOI form are completed. If a particular field is not applicable, it should indicate "not applicable" rather than being blank.
- **Accuracy**: Verify the information provided against any known data or additional sources if necessary.
- **Relevance**: Ensure that disclosed interests are in line with what is considered acceptable by IASP.

Review Steps

- **Notification**: Reviewers will receive a list of AMBER tier volunteers due for review.
- **Documentation**: Access the DOI submissions through the designated platform.
- **Assessment**: Evaluate each submission based on the criteria outlined above.
- **Feedback**: Provide feedback to volunteers if information is missing, unclear or request additional details if necessary.

Reporting and Transparency

- **Disclosure**: Ensure that all DOI submissions are disclosed on the IASP website.
- **Audit Reports**: Document the findings of random audits and report any significant issues to the Executive Board.
- **Continuous Improvement**: Use feedback from the review process to improve the DOI guidelines and support mechanisms.

Governance policy

- All volunteers are expected to make declarations of interest prior to taking up a new position.
- All volunteers are expected to make declarations of interest update if they have major change of circumstance.
- All volunteers are expected to review and update their declarations yearly in line with IASP policy.
- In the event of failure to make a declaration or an adequate or accurate declaration a reminder will be sent the volunteer and assistance offered if necessary.
- Should any volunteer continue to fail to submit an adequate declaration this will be passed to IASP Chief of Staff who will be responsible for discussing with the Executive Committee any decision on the volunteer's ability to continue in their role.

Data usage policy

- The data declared on any DOI is for assurance purposes of the IASP only.
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GREEN

Scope

- The GREEN category includes early-career professionals, patients, and other non-executive within the organization. The review process is designed to ensure consistent, fair, and transparent management of Declarations of Interest (DOIs) for these individuals while being less intensive than volunteers higher profile roles.

The roles within the GREEN category include but are not limited to:

Objectives for the review of GREEN DOI

- Ensure Compliance: Verify that DOI submissions are sufficient for reliable assessment.
- Maintain Transparency: Ensure that potential conflicts of interest are disclosed and managed appropriately.

Requirements for IASP volunteers in the GREEN category

- **Frequency**: GREEN DOI submissions are required every 2 years.
- **Updates for Significant Changes**
    Members must update their DOI immediately if a new or significant conflict arises.
- **Mandatory Completion on Appointment**
    Completion of a DOI is a prerequisite for new committee appointments or renewals.

Review Process

Review Criteria

- **Random Audits:** Perform random audits on a sample of GREEN tier submissions to ensure ongoing compliance and quality.
- **Completeness**: Ensure all required fields in the DOI form are completed. If a particular field is not applicable, it should indicate "not applicable" rather than being blank.
- **Accuracy**: Verify the information provided against any known data or additional sources if necessary.
- **Relevance**: Ensure that disclosed interests are in line with what is considered acceptable by IASP.

Review Steps

- **Notification**: Reviewers will receive a list of GREEN tier volunteers due for review.
- **Documentation**: Access the DOI submissions through the designated platform.

- **Assessment**: Evaluate each submission based on the criteria outlined above.
- **Feedback**: Provide feedback to volunteers if information is missing, unclear or request additional details if necessary.

Reporting and Transparency

- **Disclosure**: Ensure that all DOI submissions are disclosed on the IASP website.
- **Audit Reports**: Document the findings of random audits and report any significant issues to the Executive Board.
- **Continuous Improvement**: Use feedback from the review process to improve the DOI guidelines and support mechanisms.

Governance policy

- All volunteers are expected to make declarations of interest prior to taking up a new position.
- All volunteers are expected to make declarations of interest update if they have major change of circumstance.
- All volunteers are expected to review and update their declarations yearly in line with IASP policy.
- In the event of failure to make a declaration or an adequate or accurate declaration a reminder will be sent to the volunteer and assistance offered if necessary.
- Should any volunteer continue to fail to submit an adequate declaration this will be passed to IASP Chief of Staff who will be responsible for discussing with the Executive Committee any decision on the volunteer's ability to continue in their role.

Data usage policy

- The data declared on any DOI is for assurance purposes of the IASP only.
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