

Requirements for development of ESAIC Guidelines.

1 Guidelines Task Force

Role	Description
Applicants	<ul style="list-style-type: none"> Applicants should be members (all types of memberships except Associate memberships) of ESAIC. If the Guidelines production is a collaboration between societies, the membership requirement is not mandatory.
Task Force members, advisors and methodologist	<ul style="list-style-type: none"> Task Force (TF) will be comprised of a Chair plus 4 to 8 members. At least one member of the TF should be from the ESAIC Guidelines Committee. TF members must be aware of methodological standards and requirements. A methodologist should be a member of the TF. The TF chair can provide the name of the methodologist. The methodologist will assist the TF Chair with the different steps of the guideline's production and will ensure correct grading and wording of evidence suggestions/recommendations. All TF members should be a member of ESAIC (all membership types except Associate membership). All TF members to complete ESAIC's Conflict of Interest Form annually. If additional expertise is requested, advisor members can be selected to help on the guideline's development.

2 Procedure for developing Guidelines

Step	What	Details
1	Complete the application form	The applicant fills in Guidelines Application Form
2	Review and approval of application	Guideline Committee members score applications and give approval for the new Guidelines
3	Creation of Task Force	Task Force must include content experts and at least 1 Methodologist. All members must complete the ESAIC Conflict of Interest form.
4	Scope for already existing guidelines on this topic / Priority setting	TF members will define the rationale behind the new guidelines and determine the scope.as well as agree priorities.
6	Create list of PICO*	TF to define the framework / questions that need to be answered by the guidelines. Guideline should address a limited number of questions.
7	Obtain and send quote for Literature search to ESAIC Get Quote approval	TF to obtain and send the quote to guidelines@esaic.org . Upon request, ESAIC can provide contacts for literature search quotes. ESAIC approves the quote depending on the budget available
8	Perform literature search	Literature search is performed and shared according to PICO list and questions that need to be answered by the guidelines

9	Summarising Evidence and Considering Additional Information	Relevant primary studies and evidence solicited from experts may be used by the TF to inform 'additional information' in the evidence for the decision table.
10	Judging Quality, Strength or Certainty of a Body of Evidence	
11	Developing Recommendations and Determining their Strength.	The TF can use pre-meeting voting and virtual meeting(s) to expedite the decision-making process in formulating recommendations and determining their strength. Use modified Delphi process when applicable.
12	Wording of Recommendations and Consideration of Implementation, Feasibility and Equity	TF to finalize the wording of the final recommendations during the virtual panel meeting(s).
13	Reporting and Peer Review	TF to define and transparently record the process used when evidence is determined to be limited. Expedited option for internal and external review of the Guideline should be explored, and if deemed possible, the process should be outlined in the Guideline.
14	Draft guideline manuscript	TF drafts the manuscript based on the literature and Delphi process
15	Restricted Online access to the preliminary guideline – for Comments and Review	Preliminary Guidelines will be made accessible online to all ESAIC full members for 4 weeks and sent to NASC members and Council for comment and feedback An external Expert in the field may be requested to give exhaustive review, should the guideline committee or the board consider this step relevant for a given ESAIC guideline . This decision is taken on case-by-case manner"
16	Compile and implement comments	TF to compile and send comments to TF chair for review and implementation
17	Seek approval from GC and Board	TF chair shares the manuscript with GC for their approval (with ESAIC staff in copy). The ESAIC Board will be notified if it is approved.
18	Submit for publication to EJA	TF chair to send guideline to the EJA Editor-in-Chief (ESAIC staff in cc)
19	Publication of Guidelines and dissemination	Publish in EJA and associated societies website when applicable. Possible dissemination by ESAIC on website, eblast, newsletter and social media. Possible presentation at National Congresses

*PICO is a tool to help focus research questions: P: Patient, problem or population; I: Intervention; C: Comparison, control or comparator; O: Outcome(s)