

## Terms of reference for an EAACI Guidelines Committee

### **Aim and objectives**

The aim of the Committee is to oversee the successful generation of EAACI guidelines.

The specific objectives are to:

1. Develop proposals for new guidelines and updated guidelines for review and approval by the EAACI Executive Committee.
2. Oversee the development of new guidelines and updating of old guidelines.
3. Provide support for EAACI members proposing or developing new EAACI guidelines.
4. Ensure the appropriate dissemination of EAACI Guidelines.
5. Facilitate the implementation of EAACI Guidelines.

These objectives will be delivered through meetings and activities of the Guidelines Committee plus the involvement of specific Committee members in each of the Taskforces developing EAACI guidelines.

### **Composition**

The Committee will be coordinated by a Chair and Secretary. In addition it will have 7 other members with specific responsibilities plus the Chairs of each of the Taskforces currently developing EAACI guidelines.

Responsibilities for each Committee member:

- Chair – lead Committee meetings facilitating participation of all members in discussions and formulating action plans
- Secretary – organise Committee meetings, prepare meetings minutes and facilitate implementation of Committee plans
- Methodology – lead for methodological support for Taskforces generating EAACI guidelines
- Training – responsible for training Taskforce members to generate EAACI guidelines, this includes both training documents and online or in person training
- Treasurer – responsible for tracking budgets and expenses of the Guideline Committee plus the Taskforces generating EAACI guidelines, they would ensure the efficient use of budgetary resources including the sharing of resources between taskforces
- Statistician – responsible for advising about the use of meta-analysis to underpin EAACI guidelines
- Patient representative – to provide patient input to Committee activities
- Dissemination – responsibility for ensuring that EAACI guidelines are effectively communicated to the membership and wider stakeholders across Europe and internationally; they would be expected to work with the Committee Chair and the VP Communications and VP Education
- Implementation – responsibility for promoting projects to implement EAACI guidelines
- Guideline chairs – the chair of each Taskforce developing an EAACI guideline would be the link between their guideline groups and the main Guideline Committee

### **Reporting**

The Committee Chair will report to the EAACI Executive Committee. The Chair will be an adjunct member of the EAACI Executive Committee.

**Support**

The Committee will be supported by the EAACI Headquarter's Education Officer. The committee will also have access to the EAACI webconference system and the EAACI teleconference system to facilitate meetings and other activities.

**Term of office**

The Committee Chair is a two year post with a potential to be renewed for one further two year period. The Chair should ideally have already served on the committee for two years. The Committee Secretary is a two year post with a potential to be renewed for one further two year period. Guideline Taskforces Chairs are members of the Committee while their Taskforce are active. Other ordinary Committee members serve for a period of 2 years, a maximum of 3 (excluding Chair, Secretary and Taskforce Chairs) can be elected to serve a second 2 year term. No person may remain as a Committee member for a continuous period of more than 6 years (including periods as ordinary Committee member, Secretary and Chairman) unless they are a guideline Taskforce Chair.

**Selection of members**

A call will go out for self-nominations for Committee members, with applicants asked to specify which responsibilities they would like to take on. The committee Chair and Secretary will be nominated by the BoO and elected by the EAACI Executive Committee. The remaining ordinary members of the new committee will be proposed by the outgoing Guidelines Committee from the self-nominations to achieve a balanced committee able to deliver the Committee objectives; this proposal will be discussed and approved by the Executive Committee. Guideline Taskforce Chairs will automatically be members of the Committee.

In the event that a member of the Committee is unable to deliver their responsibilities, the rest of the committee will be able to elect by, simple majority voting, an acting committee member to replace them until the next selection of Committee members.

**Committee meetings**

The main annual Committee meeting would be scheduled for the annual EAACI Congress. Further web or telephone based meetings (approximately quarterly) would be scheduled to review activities. Additionally, key Committee members would join the meetings of Taskforces currently developing EAACI guidelines to support and guide their activities. They would report progress back to the Guideline Committee.

**Approach to developing EAACI guidelines****• Developing proposals for new guidelines**

- A call to EAACI members for suggestions for new guidelines and revisions of previous guidelines will be circulated in the spring.
- Proposed new guidelines and revisions of previous guidelines will be reviewed at the annual summer Committee face to face meeting. They will be prioritised on the basis of:
  - Importance for patients – focus on areas where there is an important gap in disease management and resulting negative impact on patients
  - Strategic importance for EAACI – to facilitate dissemination and implementation, potential new guidelines should be aligned with other EAACI activities
  - Applicability – allergic disease, asthma or immunology orientated topic area

- Feasibility – sufficient evidence and members with expertise to generate evidence based guideline; the area should not be so large to make generating a guideline would be impossible
- On the basis of the Committee discussions, a proposal for new guidelines and revision of previous guidelines will be drafted by the Chair and Secretary for submission to the autumn Executive Committee meeting.
- **Approving new guidelines Taskforces**
  - The Committee Chair will propose potential new guidelines to the Executive Committee in the Autumn
  - The Executive Committee will approve new guidelines on the basis of their, importance for patients, strategic importance for EAACI, applicability, feasibility and detailed business plan
- **Guideline development process**
  - An evidence based approach to guideline development will be used utilising an established process such as Agree II
  - A systematic search for evidence related to the guideline area will be made
  - Evidence will be appraised using a recognised approach
  - Evidence will be synthesised, using systematic review and meta-analysis where appropriate
  - Evidence based recommendations will be developed; where evidence is not available, recommendations will be based on consensus
  - The final draft guidelines will be reviewed by external experts, EAACI members and public via EAACI website with revisions being made as necessary and appropriate
- **Approving final guideline documents**
  - Prior to submission for publication, the guideline will be sent to the Executive Committee for review and comment. In line with international guideline recommendations, it is expected that the views or interests of the funding body will not influence the final recommendations.

#### **Authorship policy for EAACI guidelines**

1. The authorship policy is based on the recommendations from the International Committee of Medical Journal Editors.  
 Authorship is based on meeting all of conditions i, ii, and iii:
  - i. substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
  - ii. drafting the article or revising it critically for important intellectual content;
  - iii. final approval of the version to be published.
2. Authorship is therefore dependent on approval of the publication within 14 day timescale from the final draft being circulated. Failure to respond will result in non-inclusion as an author.

3. Collaborators who meet less than 3 of the criteria will be mentioned in the acknowledgement section at the base of the manuscript. This will allow them to be cited in online databases of scientific literature.
4. All publications will include the wording 'On behalf of EAACI XXXXXX Guidelines Group'.
5. The first and second authors of guidelines will be expected to be the Chair and Secretary of the guideline Taskforce respectively; where there is a collection of Taskforces generating interconnecting guidelines with one project chair, the last author would be expected to be the project chair.
6. Guideline Committee members will only be expected to be authors for specific guidelines if they have made a significant contribution to the guideline as described above.
7. Guidelines will be expected to acknowledge the support of the EAACI Guidelines Committee naming the current members of the Committee.

#### **Funding**

The Committee Chair and Secretary would be responsible for submitting a proposed budget for the committee to the Executive Committee in the annual budget round. These funds would specifically support the Guidelines Committee including their interaction with Taskforces generating guidelines.

Funding for the development of individual guidelines would be requested by each of the Taskforces generating guidelines. This funding would cover guidelines development including guideline meetings, methodological support and dissemination.

Graham Roberts, 16<sup>th</sup> June 2017