EUROPEAN HEMATOLOGY ASSOCIATION

Standard Operating Procedures for Guideline Collaborations and Endorsements

EHA welcomes the opportunities for collaborations with other associations and scientific societies in the field of guidelines in the diagnosis and treatment of hematological diseases.

The EHA Guidelines Committee (EHA GC) has developed the present SOP to guide the process of collaborations on and endorsement of guidelines by EHA.

Collaboration projects

A group of authors (either identified by the corresponding EHA Scientific Working Group (SWG) or through another initiative) may consider the opportunity to produce guidelines in collaboration with other associations or scientific societies. In this case, the Chair of the project will initially provide a short request to the EHA GC, indicating the kind of document that will be produced, the original methodology that the collaborating society recommends to adopt, the methodology checklist (appendix 1), a statement of interest and the contacts of the guidelines coordinators of the collaborating society.

The EHA GC will approve or reject (with possible revisions) the collaboration opportunity and, where necessary, be involved in negotiating the specific terms of the collaboration with the partner association or scientific society.

The documents produced will adhere to the agreed methodology and indicate EHA next to the partner society in the title.

Endorsement of existing documents

Upon the initiative of the EHA GC, the SWGs, or any other request from the community, EHA may consider endorsing guidance documents produced by other associations or scientific societies.

The proponents will initially provide a short request to the EHA GC, indicating the kind of document that will be endorsed, the original methodology that the collaborating society adopted, the methodology checklist (appendix 1), and possibly a statement of interest and the contacts of the guidelines coordinators of the collaborating society.

The EHA GC, in collaboration with the SWG representative(s) of the corresponding area(s), will either

a) Directly approve or reject the endorsement.
b) Appoint, through the corresponding SWGs, a panel to review the document and approve or reject the endorsement. In case of approval, the reviewing panel evaluation summary will be published together with the endorsed document on

the Guidelines section of the EHA website, and possibly as a commentary on HemaSphere.

Partial endorsement can be granted with the procedure as in b) when only relevant parts of the guidance documents fulfill EHA standards. In this case a detailed evaluation summary will be published together with the partially endorsed document on the Guidelines section of the EHA website.

Formatting

When the documents discussed above do not match the EHA recommended editorial template(s), the EHA Office in collaboration with HemaSphere will reformat the documents to match the EHA template(s).

When considered appropriate, the EHA Office will liaise with authors and partners to integrate additional tools not included in the original documents (e.g. treatment algorithms, pocket versions, audit tools, links to online surveys).

Appendix 1

COLLABORATION PROJECTS - CHECKLIST METHODOLOGY

Are the proposed Expert Panel members experienced in the area under consideration?	
Does the proposed Expert Panel include members representative of all the disciplines required for multidisciplinary high quality care for this specific condition?	
Are the proposed Expert Panel members active in both clinical care and research, and does it take into account geographical representation and specific areas of expertise?	
Are all the proposed Expert Panel members willing to disclose potential conflicts of interest?	
Does the Expert Panel, where applicable, include an appropriate patient representative for both the identification of key questions and at the final review stage?	
Will the proposed Expert Panel define the key questions?	
For evidence based guidelines, do the proposed criteria for systematic review of the literature match the ones of EHA methodology?	
What system will be adopted to reach consensus on statements regarding the key questions?	
What grading of recommendations will be adopted?	

ENDORSEMENTS - CHECKLIST METHODOLOGY

Are the Expert Panel members experienced in the area under consideration?	
Does the Expert Panel include members representative of all the disciplines required for multidisciplinary high quality care for this specific condition?	
Are the Expert Panel members active in both clinical care and research, and does it take into account geographical representation and specific areas of expertise?	
Are all the Expert Panel members willing to disclose potential conflicts of interest?	
Did the Expert Panel define the key questions?	
For evidence based guidelines, do the proposed criteria for systematic review of the literature match the ones of EHA methodology?	
What system was adopted to reach consensus on statements regarding the key questions?	
What grading of recommendations was adopted?	