

EULAR SOP for EULAR Recommendations/Points to Consider selection of task force members

EULAR Madrid EC Meeting 2019, Ulf Müller-Ladner, ESCCA Chair, version 2 March 2020

Overarching regulations

1. The EULAR Recommendations/Points to Consider (PtC) task force process can be initiated by a member of the EULAR Executive Committee (EC), together with a EULAR recommended methodologist.
2. The Recommendations/PtC task force process can also be initiated by a member of any EULAR member country, acting as potential convenor, but only together with a EULAR recommended methodologist.
3. The EULAR EC approves the convenor/methodologist and their proposal (without yet naming all members) for a new or updated recommendation/PtC in principle. During that EC meeting, additional comments and suggestions on the research strategy, the overall goals and on potential members of the task force may be given.
4. Five slots for experts of the task force must be left open for general applications.
5. There will be an announcement on the EULAR web page for these 5 slots for EULAR wide general applications. Additionally, the EULAR scientific society members will be informed of this call. Within a period of 4 weeks, individuals of member countries shall submit a one-page letter of interest outlining briefly their expertise and motivation to participate.
Young investigators seeking training opportunities should contact EMEUNET (<https://emeunet.eular.org/>), as task forces already include two young investigators, members of EMEUNET, and these slots are coordinated by EMEUNET.
6. The convenor and methodologist will select members with experience that is relevant to the topic of the project and propose the complete Recommendations/PtC task force and -if necessary updated- full proposal to the relevant subject standing committee chair. Once approved by two individual chairs a written confirmation will be requested by the EULAR EC for final approval.
7. To create the best suited task force, the following criteria shall be considered:
 - 7.1. include members of key academic centers working in respective field in Europe,
 - 7.2. a sufficient number of experts, defined by respective publications or clinical work, whose work is not predominantly based on industry-sponsored studies,
 - 7.3. a comprehensive expertise in all features of the disease relevant to the content of the recommendation,
 - 7.4. a certain balance in the geographical distribution to consider potential regional, ethnic and political differences.

Special Rules and Requirements

1. A **convenor** can only lead **one** new Recommendation/PtC task force at the same time. In case of an **update** of an existing Recommendation/PtC, the convenor can lead **two** task forces.
2. A **methodologist** should only be acting in a **maximum of two** Recommendations/PtC task forces.
3. An individual can only be part of **two** Recommendations/PtC task forces at the same time.
4. **#1-3 is operative until the day of approval** of the EC for submission of the respective publications to ARD and/or RMD Open.
5. The total number of Recommendations/PtC task force members (including fellows, EMEUNET representatives, HPR, patients) is maximum **25**.
6. Members of the Recommendations/PtC task force are **selected by the convenor** (supported by the methodologist) according to e.g. their experience and publications in the field, participation in earlier task forces etc.
7. The **convenor** must compose the Recommendations/PtC task force with respect to a **balance of representatives** working in different European geographical regions.

All exceptions from these special rules and requirements must be justified in the meeting of the EULAR Executive Committee and approved by the EULAR Executive Committee.