

## **EAHAD Guidelines and Guidance Panel - Terms of Reference**

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### **1. Purpose of the Panel**

The purpose of the EAHAD Guidelines and Guidance Panel would be to provide a clear, efficient, and credible mechanism for the review and oversight of EAHAD guidance-related activities.

The Panel would work on:

- assessing requests for new guidance, guidelines, consensus papers, and principles documents;
- determining the most suitable format for each proposed output;
- overseeing a proportionate and consistent development process;
- ensuring appropriate attention to scope, methodology, authorship, and conflicts of interest.

### **2. Membership of the Panel**

#### Core membership

- EAHAD President
- EAHAD Vice President
- EAHAD Past President
- EAHAD Treasurer
- EAHAD Secretary

The EAHAD Officers will hold their positions on the Panel for as long as their Executive Committee terms remain active.

### Additional topic-specific participation

Depending on the subject matter under review, the Panel may invite ad hoc representatives from relevant EAHAD Working Groups, Committees, or other expert bodies to participate in discussion of a specific proposal or project.

These invited participants would not be permanent standing members of the Panel, but would join when their subject-matter expertise is relevant.

The max. number of members will not surpass ten (10) (i.e. 6 standing members and up to 4 additional members).

### **3. Function of the Panel**

The Panel would cover requests and proposals relating to:

- **Clinical practice guidelines**  
Formal evidence-based recommendations for topics where sufficient evidence exists to support structured review and recommendation development.
- **Guidance documents**  
Focused practice-oriented documents on clinically important topics where evidence may be limited, evolving, or insufficient for a full formal guideline, but where expert direction is still needed. This is broadly consistent with the distinction used by ISTH between guidelines and guidance documents.
- **Consensus statements / principles documents / position papers**  
Outputs intended to articulate expert consensus, overarching principles, or EAHAD positions.

The Panel would review incoming requests or proposals and determine:

- whether the topic is suitable for EAHAD involvement

- whether the matter should proceed or be declined
- whether the output should be a guideline, guidance document, consensus statement, principles paper, endorsement, or another format
- whether EAHAD should lead, co-develop, participate, or refrain

The Panel would provide oversight of the proposed process for each project, ensuring that it is proportionate to the nature of the output.

The Panel would review and approve proposed chairs, lead authors, and writing groups, with attention to:

- scientific and clinical expertise;
- multidisciplinary relevance;
- geographic and professional balance where appropriate;
- the inclusion of the most relevant Working Group or Committee expertise.

The Panel would ensure that all proposed authors, chairs, and contributors disclose relevant conflicts of interest and that these are reviewed before work proceeds:

- Financial and relevant non-financial interests;
- Non-conflicted leadership where feasible, especially for sensitive or high-impact

The Panel will inform applicants in writing of the outcome of the review, including any approval, conditions, requested revisions, deferral, or decline.

#### **4. Frequency of Panel Meetings**

The Panel shall meet as needed and at a frequency proportionate to the number and urgency of applications received. Reviews may also be conducted by written procedure or email circulation where appropriate.

Quorum for the meetings of the Panel is set at 50% of members.

## **5. Review of the Terms of Reference**

The Panel will review the Terms of Reference every two (2) years.

Last update: June 2026