ESTRO

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EUROPEAN SOCIETY FOR RADIOTHERAPY & ONCOLOGY

GUIDELINES COMMITTEE PROCEDURES POLICY

DOCUMENT HISTORY
First approved on 17 November 2014
Revised version approved on 20 February 2023

This procedures policy applies to the Guidelines Committee of ESTRO. The policy is only in English.

GUIDELINES COMMITTEE PROCEDURES POLICY

This policy sets the standard operating procedures for ESTRO guidelines developed by ESTRO. It defines the process of guideline development from prioritisation of guideline initiatives, commencement of a new guideline, financial support, reviewing of a guideline, through to its publication and beyond. The policy also defines ESTRO's collaboration in multidisciplinary guidelines initiated by other professional societies and for guidelines endorsed by ESTRO.

THE GUIDELINES COMMITTEE

Composition of the Guidelines Committee

To achieve an optimal integration of the Guidelines Committee into other relevant ESTRO committees and ensure proper exchange of information, the Guidelines Committee will ensure integration of at least one member of each Guideline sub-group, one member of each standing committee (Committee liaisons) plus one member from the Educational Council in its body. The link with the Professions and Partnerships Council will be ensured via guideline sub-group representation in the society-wide focus groups.
Representatives from the Young Committee and National Societies Committee will join the Guidelines Committee as observers.

The Committee liaisons will ensure feedback of activities to the relevant standing committees.

The Committee Chair is responsible for the overall management and representation of the Committee. He/she coordinates the Committee's activities, chairs the Committee meetings, and defines the meetings' agendas.

The Chair as well as Full Members serve for a term of three years, once renewable. If a Full Member is nominated as Chair, they will serve for full duration of their chairmanship without considering the time spent as Full Members.

All Full Members hold voting rights in the Committee's decision-making. Each Full Member shall have one vote and they should validly deliberate by simple majority. In the event of a tied vote, the Chair shall have the casting vote.

The Guidelines Committee meets quarterly via online meetings and once a year in person at the ESTRO annual congress.

The Guidelines Committee Reports to the ESTRO Scientific Council.

Aims of the Guidelines Committee

The Guidelines Committee coordinates the development and prioritisation of all ESTRO clinical and technical guidelines in the field of Radiation Oncology. It also contributes to multidisciplinary guidelines involving other professional oncology and medical physics societies both within Europe and internationally. Finally, the Committee drafts recommendations and informs the Scientific Council on:

- The impact of emerging and draft legislation and/or advisory documentation from the EU that may impact European Radiation Oncology.
- Initiatives within the EU that may be relevant to the strategic development of European Radiation Oncology.
- Documents, guidelines, or miscellaneous information that may impact on the clinical service development within the discipline of Radiation Oncology.

THE GUIDELINE SUB-GROUPS

Composition of the Guideline Sub-Groups

Guideline sub-groups will be entity (e.g. lung cancer) or technique focused. The guideline sub-groups will be composed of 10-20 members depending on entity/theme and may include experts from neighboring fields and/or from other societies.

- The members of the guideline sub-group should have proven experience in the entity/theme in question demonstrated by >10-12 publications on the field; participation in relevant study groups; clinical trial groups; other scientific panels or similar activities. An exception will be made for guideline sub-group members where the topic in question is an up-and-coming topic with not enough publications yet or is, to some extent, outside the direct (scientific) scope of ESTRO members but still requires a guideline. The physics subgroup may be larger (20-30 people) as it covers a large field and will have at least 2 representatives on the main guidelines committee.

- The members of the guideline sub-group should be able to fulfil a specific need in the guideline sub-group and should be able to justify their inclusion in the guideline sub-group by demonstrating how they can contribute to the strategic framework of the guidelines.
- The guideline sub-group should be composed of members from most of the European countries.
- The guideline sub-group should be gender balanced (There is no specific gender percentage to be observed. The percentage is to be determined by the content rather than pre-determined).
- The guideline sub-group should include early career investigators

Aims of the Guideline Sub-Groups

The Guideline Sub-Groups will work alongside the Guidelines Committee on the following deliverables:

- To define and submit a 3-year strategic plan for new guideline prioritization and development in the given field with timelines and yearly updates.
- To plan for reviews and updates of previously published ESTRO guidelines in the given field.
- To liaise and update relevant focus groups on guideline sub-group activities.
- To maintain an overview of guidelines from other relevant societies to avoid overlap and harness opportunities for collaboration.
- To prepare the checklists on the defined proposed guideline topics and associated proposed writing panels and review panels.
- To oversee the work of the writing panels for sharing/advancing the work of each guideline until delivery.
- To ensure a wide variety of representation for Medical Technologies used to avoid possible vendor bias.
- To develop guidelines that are applicable for all ESTRO members, acknowledging that some countries may have limited or different resources. While minimum requirements may be formulated, optimal approaches should be given as well.
- Specific to the physics subgroup: To liaise with physicists in all focus groups to determine the need for specific guidelines.
- Specific to the physics subgroup: To recommend medical physics representation where relevant on individual Writing Panels.

INDIVIDUAL GUIDELINE WRITING PANELS AND REVIEW PANELS

Composition of a Writing Panel

Guidelines will be prepared by a guideline writing panel reflecting the whole range of scientific and clinical expertise needed. When appropriate, the Writing Panel should reflect the diversity of possible approaches throughout Europe and internationally. Furthermore, it is mandatory that all members of the Writing Panel have a recognised expertise in their field (documented by relevant publications, participation in relevant study groups, clinical trial groups other scientific panels or similar activities). The number of participants is related to the complexity of the individual guideline. No hard recommendations will be made.

The Writing Panel will appoint one of its members as the chair. The Writing Panel will be composed of the chair, members, and should aim to include 1-2 early career investigators. The guideline sub-group is not an exclusive pool from which to draw names for the Writing Panel.
Inclusion of patient representation in the Writing Panel is encouraged. ESTRO can assist in identifying patient representatives upon discussion with the European Cancer Patient Coalition (ECPC). For guidelines in the interdisciplinary arena, inclusion of representatives of all relevant disciplines is suggested.

Deliverables of a Writing Panel

- The Writing Panel is responsible for the preparation of the guideline in line with the methodology described in this document.
- The Writing Panel liaises with the guideline sub-group to define realistic timelines for the guideline development and potential updates.

Composition of a Review Panel

The Review Panel will be independent from the Writing Panel. The Review Panel must be adequately balanced in terms of scientific and clinical competence (including all relevant disciplines in the case of interdisciplinary guidelines) as well as geographically balanced. If deemed necessary, the Guidelines Committee will propose additional reviewers. The members of the guideline sub-group can be allocated to participate in Review Panels. The guideline sub-group is not an exclusive pool from which to draw names for the Review Panel.

Deliverables of a Review Panel

- The Review Panel will review the manuscript and provide comments following the instructions described in this document.
- The Review Panel will be provided with a point-by-point reply to their comments by the Writing Panel.
- The Review Panel will review the revised manuscript, make sure their comments are properly addressed by the Writing Panel and give final approval on the revised manuscript.

PROCEDURES FOR GUIDELINES DEVELOPMENT

Approval of a proposal for a new guideline

Proposals are developed by the guideline sub-groups in line with their 3-year strategic plan. A guideline proposal checklist (see Appendix A) will be completed to include details on the rationale and scope of the proposed guideline. The sub-group proposing the guideline should provide information regarding overlapping activities from other scientific societies or other boards to the extent they are aware. The sub-group member on the guidelines committee is responsible for checking if other similar activities are taking place.

Information regarding the proposed writing panel and review panel and timelines for defined deliverables will also be provided. Conflict of interest (COI) forms will be completed upfront by proposed writing panel and review panel members (see Appendix B).

All checklists and associated COI forms will be submitted to the Guidelines Committee and discussed during the regular Guidelines Committee meetings. The Guidelines Committee will review the checklist proposal with associated COI statements and suggest changes if deemed necessary.

Following, the Guidelines Committee's assessment, the checklist is shared with Editors-in-Chief (EiC) of all ESTRO journals to determine the most suitable ESTRO journal for publication. The decision of the EiCs is communicated to the chair of the Writing Panel within two weeks after the Guideline Committee's meeting. Timely delivery of the guideline following EiC review is required for the decision to remain valid.

The ESTRO Scientific Council receives regular updates on new guideline initiatives from the Guidelines Committee chair during their regular meetings.

Timeline

Guideline should be submitted for publication approximately 18-24 months after the checklist has been accepted by the Guidelines Committee. If there are no deliverables one year after a checklist has been submitted, the Guidelines Committee reserves the right to stop the activity or, to render the checklist invalid and to ask the chair of the Writing Panel to re-submit the checklist for re-consideration.

Funding

There is no ESTRO funding for the Writing Panel. The Writing Panel is to conduct their work via online meetings and by making use of ESTRO resources (Office 365 / Sharepoint) for document storing / editing. See Appendix F for accessing shared documents.

The Writing Panel can arrange any face-to-face meeting during the congress. (Private meeting room with basic AV equipment and refreshments can be organised).

See Appendix C for Guideline Procedure Summary Table.

STRUCTURE AND METHODOLOGY

There are 2 broad categories of ESTRO guidelines:

- Clinical (e.g. Treatment guidelines)
- Technical (e.g. Contouring or technology specific guidelines)

During preparation the writing panel needs to ensure the guideline is different from an in-depth review article. Whereas a review article provides a detailed and concise overview regarding the scientific background of any given issue, a guideline defines the hands-on approach with recommendations, the supporting level of evidence and strength of recommendation. The scientific background must be considered as the foundation of any recommendation. However, for a wide range of reasons, particularly in daily routine, a lack of hard evidence will force any writing panel to provide pragmatic "best suggestions" based on DELPHI consensus methodology of the Writing Panel of experts. Of special importance is the fact that the guideline will provide pragmatic suggestions for a certain "how to do something" based on a balanced appreciation of the scientific framework, whereas a review will put much more focus on the detailed analysis of the available scientific data.

Rationale

The necessary information regarding the underlying rationale for the guideline should be provided with the scientific background.

Methodology

A systematic literature review following the PRISMA methodology should be used as the basis for all guidelines (mandatory for clinical guidelines, strongly recommended for all other guidelines).

The guideline development should include the following steps:

- The key questions (KQ) around which to conduct the systematic review are defined by the Writing Panel.
- A review of existing literature is conducted. The inclusion and exclusion criteria for the search are defined by the Writing Panel. These should be reported in the resulting manuscript.
- Screening of abstracts takes place, followed by further selection, inclusion of more articles, and exclusion of irrelevant articles by the Writing Panel.
- The full-text article review follows.
- The evidence for each KQ is extracted and summarized.
- Each Writing Panel member writes the section of the manuscript corresponding to their KQ.

Recommendations

The Writing Panel should adhere as much as possible to standard terminology, and if necessary, include a legend, where precise description of concepts, measures etc. are described, to allow full comprehension of recommendations and comparisons. All guidelines should come to clear, actionable, and balanced recommendations. Whenever possible the level of evidence, the strength of recommendation and key literature should be indicated for each recommendation (see Appendix D for ASTRO recommendation grading classification system table). Where level of evidence is low; available evidence does not reflect current practice; or where substantial variations in practice among different countries exists; the expert opinion should be based on a formal Delphi process with voting on each KQ to reach consensus on recommendations.

Flow Charts and Atlases

Development of flow charts to augment recommendations is strongly encouraged. In case of contouring guidelines, the recommendations should be as clear as possible using well-defined anatomical landmarks and margin sizes. Inclusion of an atlas in DICOM format with multiplanar reconstructions is strongly recommended with inclusion of selected screenshots of optimal resolution within the manuscript.

Manuscript

Writing Panels are encouraged to read the ICMJE *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals* for guidance https://www.icmje.org/icmje-recommendations.pdf.

Writing Panels are encouraged to include an addendum with the role of and the specific expertise provided by every author in the drafting of the guideline.

Writing Panels are encouraged to acknowledge the reviewers of the guideline in an 'Acknowledgements' section.

It is a requirement to include ESTRO in the title of the guideline or recommendation paper.

PROCEDURES FOR REVIEW, PUBLICATION AND POST PUBLICATION

Guideline review

The resulting manuscript will undergo an external review and public consultation process.
All open issues and critical points that have risen during the review process are adequately documented and stored centrally in ESTRO.

External review of the final manuscript includes the following steps:

- Review Panel members provide comments on the manuscript by using track changes or in a separate file using the instructions provided by the ESTRO Office (indicating line in manuscript, nature of comment and the comment). Standard turnaround time is 3 weeks. The review process is not blind. The members of the Writing Panel are known to the Review Panel and vice-versa.
- The Writing Panel receives the comments of the reviewers and revises the manuscript accordingly. The Writing Panel provides a point-by-point reply to the Review Panel.
- Review Panel members receive the revised manuscript and the point-by-point reply to their comments. The Review Panel either approves the manuscript or, requests further revisions. This step is repeated until all members of the Review Panel approve the manuscript. Standard turnaround time is 2 weeks.
- Public consultation follows.

Public consultation includes the following steps:

- The draft manuscript is made available on the ESTRO website and via social media channels for comments.
- The wider public can provide comments on the manuscript. Comments are submitted via a google form. Standard turnaround time is 6 weeks.
- Comments are considered by the Writing Panel and further revisions to the manuscript are made. However, the Writing Panel is not required to provide a point-by-point reply to the comments made during the public consultation process.

Publication

Guidelines are submitted as *Full-length original articles* (max. 3000 words, without references) as defined in the 'instructions for the authors' on the journal homepage.
Full-length original articles: Describe original scientific work in the field of radiation oncology or related areas. The content of the paper should be sufficient to reach valid conclusions. Full papers should include a structured abstract and be divided into sections (Introduction; Materials and Methods; Results; Discussion; References; Tables; Figures) and should not normally exceed 6 printed pages, including references and a maximum of 6 tables/figures. Additional material can be submitted as supplementary files.
The Writing Panel is advised to consult the instructions for the authors on the journal homepage for further information.

Fast-tracking: The manuscript, point-by-point reply to Review Panel's comments, and comments made during the public consultation process are shared with the editor/s of the ESTRO journal where the manuscript is to be published.
The journal adopts the Guidelines Committee process and fast-tracks the manuscript for publication without further review.

Guidelines developed under the Guidelines Committee are to be submitted to one of the ESTRO journals. The Guidelines Committee will make a recommendation with the final decision reached jointly by the EiC.
The Guidelines Committee will cover fees for open access for the Green Journal to ensure wide and free dissemination of the guideline. Exceptions will be made for multidisciplinary guidelines considered to be of high clinical impact. Such guidelines can be recommended by the Guidelines Committee for higher ranking journals.

Post publication

An update of the guideline should take place in case of an evidence-based paradigm shift or, automatically, after a three year 'putative decay'. The guideline sub-group starts the update process by submitting a new checklist to the Guidelines Committee.

PROCEDURE FOR MULTIDISCIPLINARY GUIDELINES ISSUED BY OTHER CONSORTIA

In most instances of responding to requests from external stakeholders who might seek ESTRO's collaboration in drafting guidelines, the preparation pathway for guidelines issued by other scientific groups will follow jointly determined rules and policies. These accords are often based on ad hoc agreements that should be discussed individually but keeping in mind the Guidelines Committee general procedures. For this reason, it is required to define the process of communication inside ESTRO, the prioritisation of the guidelines, the choice of ESTRO experts and the definition of an appropriate publication policy ensuring the protection of ESTRO's interests (see Appendix E for collaboration on guidelines table).

DOCUMENT HISTORY

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First approved on 17 November 2014
Revised version approved on 28 February 2020
New revisions pending approval of Scientific Council – February 2023

DOCUMENT IDENTIFICATION

Document approver: ESTRO Scientific Council
Document owner: Senior Manager Science Unit

APPENDIX A – GUIDELINES COMMITTEE CHECKLIST

1. Title of the guideline

2. Name of the Guidelines Committee sub-group proposing the guideline

3. Rationale of the guideline

4. Are there any parallel or overlapping guideline activities in Europe and internationally?

5. Is it appropriate to include other international or European societies?

6. Has a similar guideline activity been stopped or rejected previously?

7. Who are the proposed members of the Writing Panel? Who is the Writing Panel chair?
    - For each Writing Panel member, specify field of expertise, relevant publications, participation in related study groups, clinical trial groups, other scientific panels or, similar activities
    - For each Writing Panel member, please submit a completed COI form (see appendix B).
    - The Guidelines Committee strongly suggests including early career professionals on the Writing Panel
    - Upon publication, the Guidelines Committee recommends including an addendum with the role of and the specific expertise provided by every author in the drafting of the guideline

8. Who are the proposed members of the Reviewing Panel?
    - For each Reviewing Panel member, please submit a completed COI form (see appendix B).

9. Please outline the timeframe of guideline development from checklist to manuscript submission. How often should the guideline be updated? How will the writing committee react in case of paradigm changing new data appearing after the publication of the guideline?

10. Foreseen budget
    Recommendations:
    - The Guideline Committee prefers Writing Panel teleconferences
    - Funding for meetings will be granted solely for complex guidelines, where justified
    - If meeting is needed, it is preferred that they take place at the annual congresses
    - If meeting is needed in a different time schedule, it is preferred that they take place at the ESTRO office

11. Do you wish this guideline to be considered for publication in *Radiotherapy & Oncology* or, ESTRO's Open Access Journals *(ctRO, phiRO, tipsRO)?*

12. Check this box to confirm that you have read the Guidelines Committee SOP ☐

APPENDIX B – CONFLICT OF INTEREST FORM

The GLC recommends to the chair of the Writing Panel that they declare any Conflict of Interest (COI) statement in the checklist/manuscript for the members of the Writing and Reviewing Panels.

Writing Panel COI Disclosures

Name	Receipt of grants / research supports	Receipt of honoraria or consultation fees	Participation in a company sponsored speaker's bureau	Stock shareholder	Spouse/partner COI	Other support (please specify)

It is advised that the chair of the guideline Writing Panel:

- Is not the PI of a pharma-sponsored trial for the duration of the guideline development.
- Is not sponsored by a devices company for a guideline describing the use of the technology offered by the devices company in question.
- Does not accept a speaking honorarium on the subject of the guideline for the duration of the guideline development.

Reviewing Panel COI Disclosures

Name	Receipt of grants / research supports	Receipt of honoraria or consultation fees	Participation in a company sponsored speaker's bureau	Stock shareholder	Spouse/partner COI	Other support (please specify)

APPENDIX C – GUIDELINES PROCEDURE SUMMARY TABLE

Guideline initiation	**Guideline development**	**Guideline review**	**Publication**	**Post publication**
Checklist: Completed checklist is submitted to the Guidelines Committee (GLC) **COI form:** Conflict of interest form, disclosing the COI for the Writing Panel (WP) and Reviewing Panel (RP) is submitted to the GLC **Checklist discussion:** Checklist is discussed by the GLC and either approved or, revisions are requested. Checklist is shared with Editors-in-Chief (EiC) of all ESTRO journals to determine most suitable ESTRO journal for publication or whether a higher impact non-ESTRO journal is recommended **Checklist approval:** Checklist is approved once comments from the GLC are incorporated. Development can start	**Key Questions (KQ):** KQ around which to conduct systematic review are defined by the WP **Systematic review:** - PRISMA methodology to be followed. - Review of existing literature using inclusion and exclusion criteria is conducted. - Abstract screening - Full-text article review - Evidence for each KQ is extracted and summarized. - Each WP member writes the section of the manuscript corresponding to their assigned KQ **Expert opinion:** Where level of evidence is low; available evidence does not reflect current practice; or where substantial variations in practice among different countries exists; - Formal DELPHI process to be followed with voting on each KQ to reach consensus reccomendations	**External review:** - RP provide comments on manuscript - WP revises the manuscript and provides a point-by-point reply to the RP - RP reviews the revised manuscript and either approves it or, requests further revisions - This step is repeated until all members of RP approve the manuscript. **Public consultation:** - Draft manuscript is made available on the ESTRO website and social medial channels for comments. - Comments are considered by the WP and further revisions to the manuscript are made.	**Fast-tracking:** If being submitted to an ESTRO journal, manuscript, point-by-point reply to RP's comments and, comments made during the public consultation process are shared with editor/s of the ESTRO journal where the manuscript is to be published. Manuscript does not undergo a separate ESTRO journal review, but it is fast-tracked for publication.	**Update:** An update of the guideline takes place in case of an evidence changing paradigm or, automatically after a three year 'putative decay'. The guideline sub-group starts the update process by submitting a new checklist to the GLC.

** GDL – Guidelines Committee*
** EiC – Editor/s-in-Chief*

APPENDIX D – ASTRO RECOMMENDATION GRADING CLASSIFICATION SYSTEM

ESTRO has adopted the following (courtesy of ASTRO)

ASTRO's recommendations are based on evaluation of multiple factors including the quality of evidence (QoE), individual study quality, and panel consensus, all of which inform the strength of recommendation. QoE is based on the body of evidence available for a particular key question and includes consideration of number of studies, study design, adequacy of sample sizes, consistency of findings across studies, and generalizability of samples, settings, and treatments.

Strength of Recommendation	**Definition**	**Overall QoE Grade**	**Recommendation Wording**
Strong	Benefits clearly outweigh risks and burden, or risks and burden clearly outweigh benefits. All or almost all informed people would make the recommended choice.	Any (usually high, moderate, or expert opinion)	"Recommend/ Should"
Conditional	Benefits are finely balanced with risks and burden or appreciable uncertainty exists about the magnitude of benefits and risks. Most informed people would choose the recommended course of action, but a substantial number would not. A shared decision-making approach regarding patient values and preferences is particularly important.	Any (usually moderate, low, or expert opinion)	"Conditionally Recommend

QoE Grade	**Type/Quality of Study**	**Evidence Interpretation**
High	2 or more well-conducted and highly-generalizable RCTs or meta-analyses of such trials.	The true effect is very likely to lie close to the estimate of the effect based on the body of evidence.
Moderate	1 well-conducted and highly-generalizable RCT or a meta-analysis of such trials OR 2 or more RCTs with some weaknesses of procedure or generalizability OR 2 or more strong observational studies with consistent findings.	The true effect is likely to be close to the estimate of the effect based on the body of evidence, but it is possible that it is substantially different.
Low	1 RCT with some weaknesses of procedure or generalizability OR 1 or more RCTs with serious deficiencies of procedure or generalizability or extremely small sample sizes OR 2 or more observational studies with inconsistent findings, small sample sizes, or other problems that potentially confound interpretation of data.	The true effect may be substantially different from the estimate of the effect. There is a risk that future research may significantly alter the estimate of the effect size or the interpretation of the results.
Expert Opinion*	Consensus of the panel based on clinical judgement and experience, due to absence of evidence or limitations in evidence.	Strong consensus (≥90%) of the panel guides the recommendation despite insufficient evidence to discern the true magnitude and direction of the net effect. Further research may better inform the topic.

QoE = quality of evidence; RCTs = randomized controlled trials.
**A lower quality of evidence, including expert opinion, does not imply that the recommendation is conditional. Many important clinical questions addressed in guidelines do not lend themselves to clinical trials but there still may be consensus that the benefits of a treatment or test clearly outweigh its risks and burden.*

APPENDIX E – COLLABORATION ON GUIDELINES

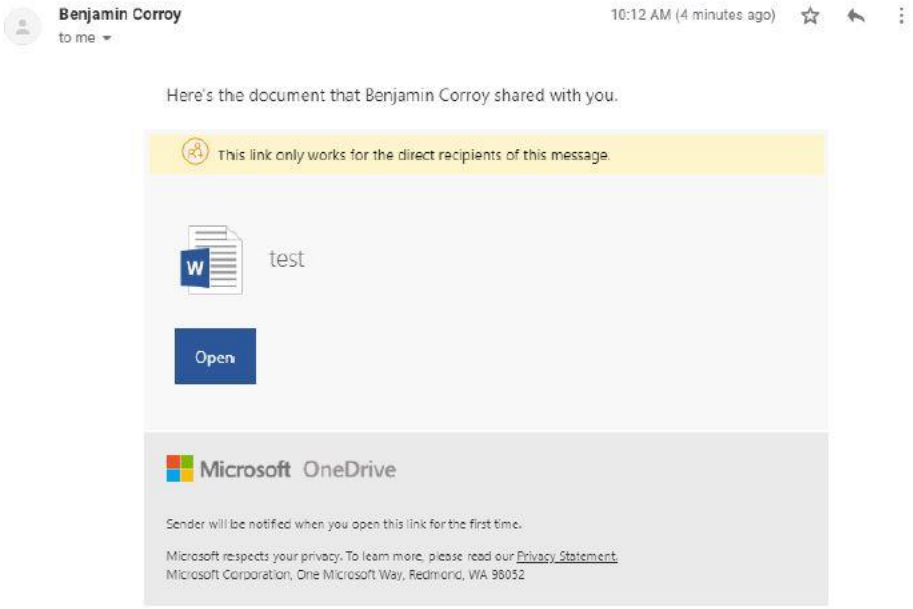
	Joint guideline	"Endorsed by ESTRO" request	Collaboration of ESTRO members without ESTRO endorsement
Rationale	In a joint initiative, ESTRO is an equal partner in the development of the guidelines. The name ESTRO should be included in the title of the guidelines. ESTRO-appointed expert co-chair(s) are recommended for the Writing Panel for the guideline. The number of ESTRO-appointed experts serving on the Writing Panel should reflect an equal percentage of experts among the partner societies. (e.g. a joint ESTRO-ESMO-ESGO guideline Writing Panel comprising 9 members should include 3 experts from each society). Exceptions can be made upon consultation with the GLC.	ESTRO welcomes requests to endorse guidelines produced by other societies.	The GLC encourages ESTRO members to take part in guidelines with other societies with prior ESTRO approval (i.e. experts are officially appointed by the society). The ESTRO name can only be used for official joint guidelines and for those falling into the category "Endorsed by ESTRO".
Process	The processes for the guideline development of the initiating society are followed. A request/checklist is to be submitted to the GLC for consideration. The request/checklist should include: • *Rationale, content of the guidelines* • *Proposed ESTRO experts for the Writing Panel* • *Proposed ESTRO experts for Reviewing Panel* • *Requested budget* • *Publication policy*	The processes for the guideline development of the initiating society are followed. A request/checklist is to be submitted to the GLC for consideration. The request/checklist should include: • *Rationale, content of the guidelines* • *Indication on the number/profile of ESTRO experts needed for the Writing Panel* • *Indication on the number/profile of ESTRO experts needed for the Reviewing Panel* Minimum requirement: ESTRO experts in the Reviewing Panel are to provide comments on the draft manuscript either as part of the normal review process of the initiating society or, through facilitation via the ESTRO Office. ESTRO experts in the Reviewing Panel are to advise the relevant Guideline sub-group and the GLC on the endorsement of the guideline.	
Funding	The requested budget is considered by the GLC when reviewing the request/checklist. ESTRO will consider covering travel expenses for the ESTRO proposed experts within the limitations of the committee budget.	No budget is foreseen for ESTRO experts contributing to the guideline.	

Publication	Guidelines are published in the journal of the initiating society. The ESTRO co-chair is requested to produce a perspective paper relating to the radiation oncology aspects of the guideline for *Radiotherapy & Oncology*. The perspective paper will refer to the published guideline as the version of record. When a joint/simultaneous publication is requested, a separate MoU will be drafted.	Guideline is published in the journal of the initiating society mentioning "Endorsed by ESTRO".	

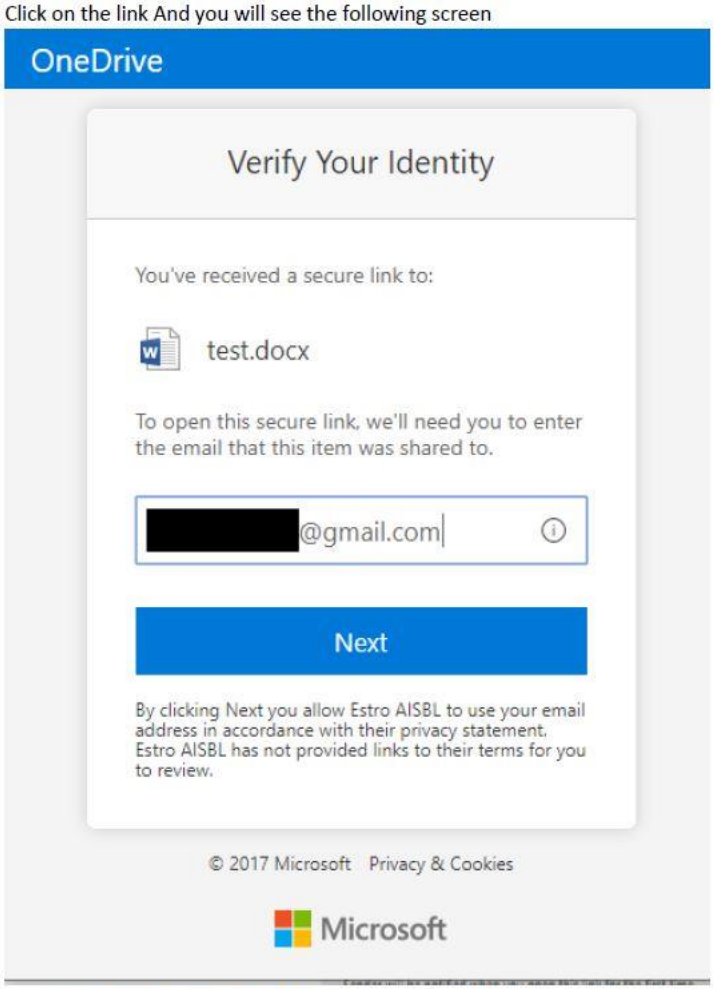
APPENDIX F – HOW TO OPEN A SHARED ONEDRIVE DOCUMENT FROM AN EXTERNAL EMAIL ADDRESS

How to open a shared onedrive document with write access for an external user

1) Open your email address where you received the mail
2) Open the email you received with the link (It can take between 1 minute and 3 days to get the mail depending on the mail provider – around 10 minutes on gmail for example)

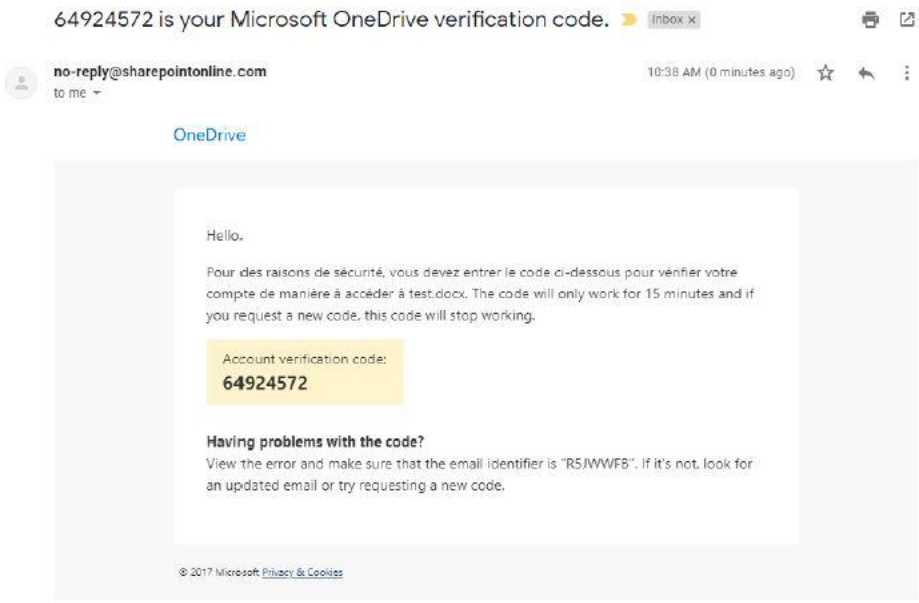


3) Click on the link And you will see the following screen

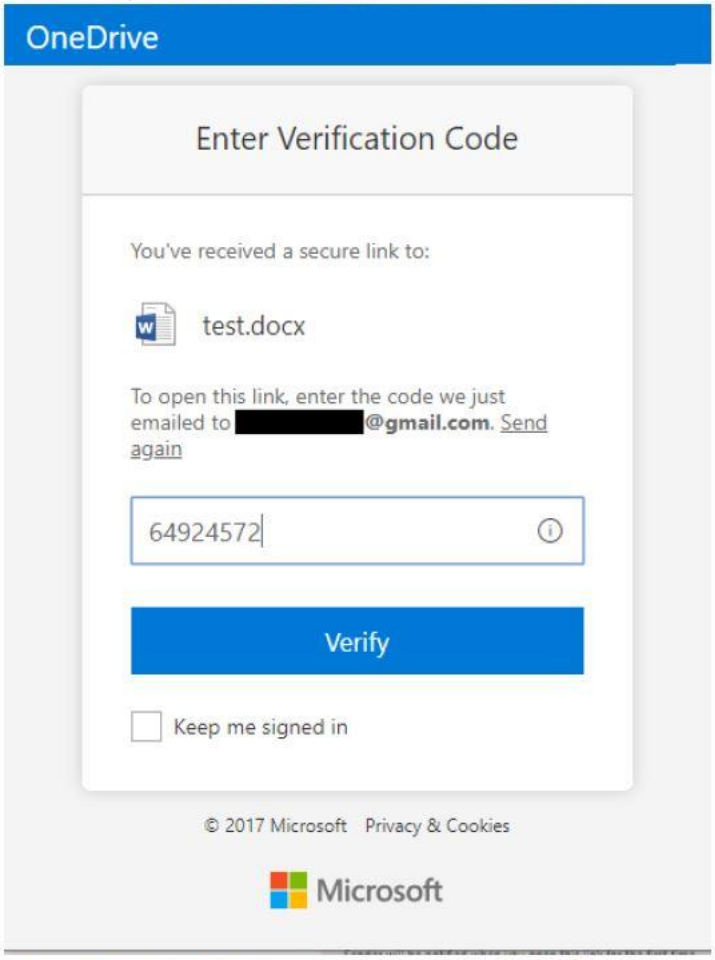


You will need to enter your email address to receive the code. It must be the same address that you received the mail on. Then you can click on “Next”.

4) Microsoft will then send you an email with the code. This code will only be valid for 15 minutes.



5) You should input this code in the onedrive authentication window.



6) If the code is correct you will now have access to the document.