



ESMO Standard Operating Procedures (SOPs) for Clinical Practice Guideline (CPG) electronic updates (eUpdates)

ESMO Guidelines Committee (GLC)

Version	ESMO eUpdate SOP Version 2.0; January 2022
Approved	Giuseppe Curigliano, GLC Chair
Next review planned	After the next GLC meeting (in 2022, date to be confirmed); revisions can be made sooner as required

Note: this SOP only applies to ESMO eUpdates. Please see the CPG SOPs for full guidance on preparation of the original CPG publication, available here: <http://www.esmo.org/Guidelines/ESMO-Guidelines-Methodology>.

1 Definition and usage of eUpdates

An eUpdate is an online update of a specific section of an existing CPG.

eUpdates are suitable when a clinically important breakthrough needs to be rapidly communicated but a time-consuming update of the full CPG is not necessary. This includes new study data, new European Medicines Agency (EMA) or United States Food and Drug Administration (FDA) indication or changes to approved indications and related ESMO Magnitude of Clinical Benefit (ESMO-MCBS) scores and when new data are available to support ESMO Scale for Clinical Actionability of molecular Targets (ESCAT) scores.

To reduce the chance that readers miss important updates, it is preferable to issue fewer eUpdates covering multiple recommendations rather than many individual eUpdates. If updates are extensive, a full CPG update should be considered instead.

2 Procedure for updates

Initiation of an eUpdate should be proposed by the lead author of the published CPG, the GLC Subject Editor (SE) or GLC Steering Committee (GLC-SC) member and approved by the GLC Chair.

An eUpdate should be published when:

- Important breakthroughs need to be rapidly communicated
 - i.e. new findings are available that impact clinical decision-making but are not currently included in the published version of the CPG.
 - The content of eUpdates should be supported by peer-reviewed publications. Non-peer-reviewed abstracts from large meetings may be considered as support for new breakthrough data. If an eUpdate is based on data from non-peer-reviewed abstracts, a replacement eUpdate should be issued when new peer-reviewed data are available.
- And only minor updates of a CPG are needed
 - e.g. fewer than five sections of the CPG are affected, or fewer than five separate eUpdates have been published.
 - For more extensive changes, or if the previously published CPG is over five years old, a full CPG update should be considered.

2.1 Author panel

Experts: GLC Chair; GLC SE; primary CPG author and/or additional CPG coauthors as determined. In addition, one or more young oncologists could be invited by the SE to collaborate in content development, acknowledged as co-author in that subsection, working along with ESMO GL staff.

2.2 ESMO Declaration of Interest

An up-to-date declaration of interest (DOI) must be provided by all authors before any contribution to the eUpdate is made. These DOIs must be provided using the online ESMO DOI platform. A link to the platform will be sent to each author individually by email.

In addition, each author must provide a disclosure of interest statement included in the Disclosures section of the eUpdate, even if there is nothing to declare. Details on disclosures should be extracted by author from their profile in the ESMO DOI platform. Each individual author is responsible for ensuring that their DOI statement is accurate.

Please see the Clinical Practice Guideline (CPG) SOP for full guidance on the ESMO DOI policy, available here: <http://www.esmo.org/Guidelines/ESMO-Guidelines-Methodology>.

2.3 Writing the eUpdate

Note: an eUpdate template will be provided. All text, tables and figures should be provided in an editable format.

Writing of the eUpdate should be done by the SE and/or lead author of the previously published CPG, or the current SE. Other authors of the previously published CPG may also be involved in the writing, as may authors of upcoming full CPG updates who have been approved by the GLC Chair. Authorship should reflect the individuals who have made substantial contribution to the writing of the eUpdate, as per ICMJE authorship criteria. Other individuals who have provided input but have not substantially contributed to the writing of the eUpdate should be included in the acknowledgements. Authors are considered to be acting on behalf of the ESMO Guidelines Committee, and this will be stated in the eUpdate.

The content must follow the structure outlined in the template provided. Draft eUpdates that do not follow the template structure will require re-formulation and delays in publication may result. It is important that eUpdates are clinically actionable; therefore, clear recommendations with a Level of Evidence and Grade of Recommendation must be provided, as well as updated treatment algorithms.

3 Online publication

After approval of the final content for the eUpdate, the author team works with the ESMO GL staff to produce and publish the final version online. The eUpdate is published online on the relevant Guideline page on ESMO.org. To increase awareness, the eUpdate will be submitted as a Letter to the Editor to an ESMO journal. In the event of journal acceptance, publication on ESMO.org and in the ESMO journal must be simultaneous.