STANDARD OPERATIONAL PROCEDURES

WFUMB GUIDELINE DEVELOPMENT GROUP

All Committees all subject to the Constitution and Bylaws which can be found on the WFUMB website under terms of reference of committees https://wfumb.info/constitution-bylaws/

1. A standing 'Guideline Development Group' is appointed to coordinate planning, development and updating of Clinical Practice guidelines, Position Papers and Technical Reviews of WFUMB. The specific tasks are as follows:
    - Creation and annual updating of a register of the guidelines and other policy documents of the WFUMB and its affiliated Federations, including the date of publication, the steering group chair/ person responsible, and the reference to the published document.
    - To receive and assess from any committee but especially the Publications and Safety committees' proposals for priority topics for the development of guidelines
    - Preparation of a strategic 10-year plan for the revision and update of guidelines and policy documents, to be approved by the WFUMB Administrative Council (AC).
    - To appoint chairs for each GDG and support the chair to appoint appropriate members for each of the steering groups, working groups and Delphi panels according to the criteria outlined in the related paragraphs below including evaluation of potential conflicts of interest (COIs)
    - Maintain contact with all Guideline Steering Committees and those persons responsible for other policy documents to monitor the progress of projects, identify and prioritize needs for methodological, financial, and scientific support, and coordinate this support in accordance with decisions made by the WFUMB Publications Committee, Safety Committee and Executive Board (ExB) and, if necessary, other bodies such as the responsible committees and ExBs of affiliated Federations.
    - To oversee the budgets for each of the guidelines

2. The committee will have a membership of between 4 and 6 people chosen for their methodological expertise in guideline development. It should include someone with

librarian expertise, a statistician, someone with expertise in systematic review and someone with experience chairing guideline committees. Members need not necessarily be experts in ultrasound.

3. Membership shall be decided by the ExB and subject to annual review. The chair of the committee should have a strong academic CV. Each member of the committee is appointed for two years with the potential to be renewed for every 2 years.
4. The committee shall be accountable to the Executive Board (ExB) and provide an annual report.
5. The Guideline Development Group would not expect to be involved directly in developing topic specific guidelines, nor would they expect to be included as authors on publications related to the guideline topics.
6. In the event of the death or resignation of a committee member during their term of office, the ExB shall nominate an interim replacement until the next session of the General Assembly.
7. The Chair sets the meeting dates and times which should be set for the upcoming year (subject to some change if needed) but with appropriate notice and taking into account world time zones for committee members.
8. Meeting papers will be circulated in advance of the meeting and it is expected that committee members will read the papers prior to the meeting in preparation for all discussions.
9. The quorum for each meeting is 50% or more of the committee members
10. The Chair needs to ensure
    - that group members feel appreciated, valued and involved and ensure that no one group member – or small group of members – dominates the discussions or the scope of work
    - that members are encouraged to offer opinions
    - keep the group engaged, motivated and focused on outcomes to achieve the group's objectives in a timely manner
11. Specifically, volunteer members are expected to:
    - Actively participate in all group meetings and congresses

- Attend meetings regularly. Unjustified or unexplained absence for more than half of scheduled meetings in a year will result in the member being asked to resign from the role
- Volunteer to perform specific duties that enable the group to achieve its goals
- Complete their work within the given scope and timeline
- Work as a member of a collaborative team, balancing the interests of WFUMB with each person's interests for professional development, learning and contributions
- Focus on the interests of WFUMB rather than for the benefit of another organization or individual.

12. Declare any potential conflict of interest and when determined by the chair the individual should remove themselves from the room/discussion. All conflicts of interest should be recorded in the minutes of the meeting.

13. What WFUMB expects of you:
    - be honest and careful in dealing with the organisation and on its behalf with others
    - understand your legal obligations and make compliance with them part of your business
    - get professional advice or more information when you are in doubt and
    - act in WFUMB's best interest even if this may not be in your own interest.