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## 2010 RULES FOR GUIDELINES

1. The ETA is interested in and committed to expanding and promoting activities that bring thyroidology forward, improve scientific and cultural development in thyroidology, and improve patients' care and clinical practice in the field of thyroid disorders.
2. The promoting activities of ETA include:
  - Development of or participation in the development of guidelines
  - Postgraduate teaching courses
  - Meetings
  - Declarations

### GUIDELINES

The development and/or endorsement of guidelines are regulated by an *ad hoc* Committee nominated by the ETA Executive Committee (ExCom).

The **Guidelines Committee** shall consist of

- The President and the Secretary of the ETA *ex officio*
- 6 ETA members nominated by the ExCom on the basis of their expertise in the different fields of Clinical Thyroidology.
- Term of office of members of the *ad hoc* Committee is three years. After the first 3-yr period, two members of the Committee will be replaced by two new members every year. Members are not eligible for a second mandate.
- Duties of the Guidelines Committee are
  - to generate and prioritize new proposals for guidelines
  - to identify the need to update existing guidelines

- to make proposals to the ExCom concerning a short list of ETA members who will participate in each specific guideline task force. The Committee should also propose the Chair of each task force.
- to evaluate guidelines prepared by other international societies and make recommendations to the ExCom for or against their endorsement.

The guidelines may fall into one of the following four categories:

### 1) **ETA Guidelines**

- They are developed by a **task force** of up to 6 ETA experts. The task force should prepare a draft within 6 months and complete its work within 12 months. The resulting publication will be entitled” (year) ETA Guidelines for (topic)”. The draft manuscript will be posted for one month on the ETA website for comments, criticisms and amendments from ETA members. The latter shall be taken into appropriate consideration by the task force, the Guidelines Committee and, if necessary, the ETA ExCom. The ETA guidelines will be published in Hot Thyroidology. Simultaneous publication in other Journals is allowed. The published document represents the official position of the ETA at the time of publication of the guideline.

### 2) **ETA Guidelines developed as a joint venture with other scientific societies**

- These ETA Guidelines are developed as a joint venture with other relevant international scientific societies. This implies that the ETA is involved from the beginning in planning the entire process of guideline preparation. Societies must be equally represented in the task force, including co-chairing. It is recommended that the guideline be prepared within 1 year. The resulting publication will be entitled” (year) ETA/XY Guidelines for (topic)”. The draft manuscript will be posted for one month on the ETA website for comments, criticisms and amendments from ETA members. The latter shall be taken into appropriate consideration. The joint guidelines will be published in Hot Thyroidology. Simultaneous publication in other Journals is allowed. The final published document represents the official position of the ETA and the other society at the time of publication of the Guideline.

### 3) **Guidelines developed by other societies and endorsed by the ETA**

- These guidelines are not developed primarily by the ETA, but by other qualified international scientific societies. They bring thyroidology forward and improve patients’ care. The name of the ETA is not present in the resulting publication.

- At least one ETA member should be accepted by the Guidelines Committee as an ETA expert in the field.
- The ETA Guidelines Committee will evaluate these guidelines and make recommendations to the ExCom for or against their endorsement. It is recommended the ETA expert involved in these guidelines discusses its early version with the Guidelines Committee in order to prevent potential future problems with endorsement. In the absence of major criticisms, the ETA will endorse these guidelines.
- These are not ETA Guidelines and may not reflect the ETA position in every detail.

#### 4) **National or other international Guidelines**

- ETA is not involved in the development of these guidelines, although members of the ETA may be involved at a national level.
- As a service to the ETA members, links to these guidelines will be posted on the ETA website.
- These are not ETA guidelines, no ETA endorsement can be given, and the ETA takes no responsibility for the recommendations contained in these guidelines.