

International Glossary of Terms for Guideline Collaboration

Term	Definition
	Groups or individuals involved in the guideline development process
Advisor/Consultant to guideline development group	Subject matter expert who participates in a limited, non-binding review process during collaborative guideline development; not an author but may be acknowledged on the final guideline or manuscript.
Chair of guideline development group	The individual responsible for managing and providing leadership to the guideline development group, including the expert panel and advisory panel.
Coalition	A collective of individuals and/or organizations that has formed to work on a shared goal or product and is made up of representatives from different groups, organizations, or professions.
Co-chair of guideline development group (see also: Vice-Chair of guideline development group)	An equal coleader of the delegation or representative of a particular group within the collaboration who cooperates with one or more cochairs or vice-chairs to provide leadership to the guideline development group, including the expert panel and advisory panel.
Expert panelist of guideline development group	Subject matter expert, methodology expert, or patient who participates in the development of a guideline as a designated representative of one of the constitutive collaborating groups can be an author on the final manuscript if all authorship requirements are met.
Guideline collaboration staff	Individuals involved in the management, methodologic oversight, or logistical support of the guidelines development process who are typically employees and are not members of the guidelines panel.
Guideline development group	A group of experts representing two or more organizations working together to develop, adapt,

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	and/or implement a guideline or part of a guideline.
Guideline steering committee	A group of individuals, typically stakeholders or experts distinct from the guideline collaboration panel (although some individuals may be members of both), designated to oversee the guideline project and ensure that it adheres to guidelines development rules and norms.
Invited collaborators	Individuals, groups, or organizations invited to work on development, adaptation, and/or implementation of a guideline by a lead organization.
Invited organizations	Organizations invited to collaborate on the development, adaptation, and/or implementation of a guideline by a lead organization and adhere to the lead organization's standards.
Invited review	Review of a guideline by a topic expert, methodologist, patient, or organization. Unlike peer review, which typically occurs in association with a journal, invited review is not necessarily associated with a journal.
Peer review of collaborative guidelines	Independent and rigorous evaluation of the scientific, professional, and/or clinical content of a guidelines project by other stakeholders working in the same or adjacent field to the guideline topic or as expert methodologists who have not participated in the work. There may be multiple peer reviewers, each representing a particular group within the collaboration.
Public comment (i.e., Public review)	Opportunity for public review and comment of any product of the guideline development process (e.g., a guideline's scope and clinical question list early in a project, draft recommendations after voting has been completed, and/or manuscript prior to publication) can take multiple formats. A single method for obtaining public comment on a guideline may be adopted across all collaborating groups, or each collaborating group may implement their own methods.
Representative	An officially selected member(s) from a society or

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	organization who has been granted explicit authority to speak or act on behalf of a group or organization who then formally conveys information back to their group or organization.
Stakeholder in collaborative guidelines	An individual, group, or organization with a stated or vested interest in the content of the guideline collaboration and/or the guideline recommendations who may or may not be represented on the guideline collaboration panel.
Vice-Chair of guideline development group (see also: Co-Chair of guideline development group)	A representative of a particular group within the collaboration who is subordinate to the chair or cochairs. Vice-chairs may work under the supervision of a chair or cochairs to move the work of the panel forward.
Processes and documents in the guideline development process	
Conflict of interest (COI)	A situation in which a guideline developer or reviewer has any relationships, financial or otherwise, potentially competing for their interest that may affect their objectivity, professional judgment, professional integrity, and/or ability to perform their responsibilities during guideline collaboration, development, and/or appraisal.
COI policy for collaborative guidelines	A document providing guidance on the definition, procedure, and appropriate management of potential and actual COI relevant to guideline development to ensure transparency of disclosures that may or may not allow participation in the guideline collaboration group. Within the collaboration group, a new set of policies may be developed and adopted by all groups, or a policy of one key organization may be adopted by all organizations in the collaboration.
Disclosure of interest (i.e., Declaration of interest)	Process of listing all relationships so they can be evaluated for possible COIs that need to be transparently and effectively managed to permit participation of an individual or an organization on a guideline development group.

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Disqualifying COI for collaborative guidelines	A COI that cannot be effectively managed or does not meet the COI policy to permit inclusion on a guideline panel. In a collaboration, this may entail a new set of disclosure rules that are jointly agreed to by participating organizations.
Memorandum of understanding (MOU; i.e., Letter of agreement)	A written agreement or terms of reference to define the level of collaboration, work, and expectation of all parties in a formal partnership. The term MOU is more commonly used than a Letter of Agreement.
Networking	The process of sharing experience, exchanging knowledge, forging formal relationships, and/or learning among groups of interested parties to advance their mutual interests and build an association of experts.
Organizational approvals	Review and approval process required by some or all organizations in a collaboration prior to publication of a guideline to ensure adherence to processes and policies, and to manage risk. Approvals may be formal or informal. A single process for obtaining organizational approval may be adopted across all collaborating groups, or each group may implement their own process.
Partnership	A formal, contracted collaboration of more than one group, organization, or individual in which parties participate in a project or aim to advance their mutual interests.
Withdrawal (i.e., Rescinding)	The act of ending a collaboration, coalition, endorsement, partnership, or guideline. A withdrawal may occur secondary to some change in governance or policies of a particular collaborating group or due to the fact that the final guidelines document is not consistent with the existing policies of the participating group.
Adoption and dissemination of collaborative guidelines	
Affirmation	A statement of support for a guideline or other

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	product developed by another group, organization, or individual. Compared with endorsement, affirmation may be provided when only some specific standards for endorsement (e.g., agreement with process, methods, and all recommendations of the guideline) are met.
Co-branded (i.e., Co-Badged)	A form of endorsement in which two or more organizations participating in a piece of work demonstrate their support of that work by allowing their logos and/or organization names to be used on the resulting product.
Collaboration	Any action of groups, organizations, or individuals working together on a guideline development, adaptation, and/or implementation project to achieve a specific deliverable (e.g., product, work, etc.) or outcome. Collaboration can occur across all stages of the project or guideline, or can be partial.
Endorsement	A form of collaboration in which one group or organization supports a guideline or related product after a formal, detailed review of the said guideline or product by the endorsing organization. Standards for endorsement will vary by organization but may include representation or involvement in the guideline development, including a review of the process and methods used to develop the guideline or related product being considered for endorsement. Endorsement of the guideline implies the endorsing organization is in general agreement with the process, methods, and recommendations of the guideline or related product.
Full collaboration	Collaboration across all stages of the project or guideline.
Guideline commentary	A paper written in response to the guidance issued by an organization.
Joint guidelines	Guidelines developed, coordinated, funded, and approved by more than one organization in a formal partnership with each other. Each organization may

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	contribute equally to development or one organization may serve as the lead, as outlined in the memorandum of understanding.
Licensing	A formal agreement between the owner of intellectual property and an external party, such as an organization, university, or individual, that permits use of that property, possibly specifying the time frame for which the agreement is valid and possibly specifying the permitted and nonpermitted uses.
Shared Ownership	An agreement that intellectual property and copyright relating to a piece of work or guideline belongs to more than one organization or group.
Simultaneous Publication (i.e., Co-Publication)	The concurrent online or print publication of a guideline or product at an agreed-upon date and time by multiple organizations or scientific journals that may be linked or joined via a partnership or collaboration.

Reference

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