



Initial proposal for an ESTRO guideline - checklist

1. Title of the guideline
2. Rationale
3. Are there any parallel or overlapping guideline activities in Europe and internationally?
4. Is it appropriate to include other international or European societies e.g. ASTRO, AAPM, ECCO, IAEA, EFOMP etc.?
5. Has a similar guideline activity been stopped or rejected previously?



6. Who are the members of the writing committee?
 - For each writing committee member specify field of expertise, relevant publications, participation in related study groups, clinical trial groups, other scientific panels or, similar activities
 - ACROP strongly suggests including young professionals in the writing committee
 - Upon publication, ACROP recommends including an addendum with the role of and the specific expertise provided by every author in the drafting of the guideline

7. Who will chair the writing committee?

8. Make suggestions regarding a suitable reviewing committee
 - To enhance the visibility of the reviewers, ACROP proposes to include active reviewers, who sensibly contributed to the shaping of the guidelines, as authors of the guidelines

9. 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:
 - Prefer teleconferences
 - Funding for meetings will be granted solely to complex guidelines
 - 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 ACROP SOP

