

Guideline Production Group Call for Topics & GL on Priority Topics Process Description

1. Purpose

This process description is designed to guarantee the systematic organization of the Call for Topics and & Guideline Projects

2. Terms of Reference

Call for Topics - a process, in which topic ideas are submitted by EAN Guidelines stakeholders. (e.g. Guideline on disease modifying treatment in adults with multiple sclerosis)

Prioritization - a process, in which the relevance/importance of topics are evaluated and ranked according to specified criteria. The highest scoring ones are then considered **priority topics**.

Call for GLs on Priority Topics - a process, in which guideline proposals, containing specific details (objectives, budget, etc.), are submitted in response to the announced priority topics.

3. Abbreviation used

GL = Guideline
GL TF = Guideline Task Force
GPG =Guideline Production Group
HO = Head Office
SC = Scientific Committee
SP = Scientific Panels

4. Process/Responsibilities

