

Process of Guideline Production	Responsibility	Description of Activity
<pre> graph TD     A([Guideline Proposal]) --&gt; B{Positive}     B -- no --&gt; C([Rejection])     B -- yes --&gt; D[Submission All Rofls]     D --&gt; E[Submission TF-Protocol]     E --&gt; F{{Protocol Review}}     F --&gt; G{Approval}     G -- no --&gt; H([Rejection])     G -- yes --&gt; I[Task Force Endorsement]     I --&gt; J[Gl Writing]     J --&gt; K[1]     G --&gt; L[Revision]     L --&gt; E         </pre>	<p>TF chair</p> <p>President, SC &amp; GPG chairs</p> <p>TF chair</p> <p>TF chair</p> <p>GPG, SC</p> <p>GPG chair SC Chair</p> <p>GPG chair and HO</p> <p>TF</p>	<p>Sends a proposal to HO.</p> <p>Review of the initial guideline proposal.</p> <p>Mails completed Rofls of all TF-members to EAN, including description of how to deal with conflict of interest. The forms are sent to EAN EQTF for evaluation.</p> <p>Submits an official TF protocol.</p> <p>Review the TF-protocol.</p> <p>Decides whether the protocol can be approved. Acknowledges the decision of GPG chair.</p> <p>Mail to the TF chair and inform of official TF endorsement. New Guidelines need to be finished within 18-24 months!</p> <p>Guideline production in accordance with the <i>Guidance4Gls</i>.</p>

Used Abbreviations:

Rolf = Register of interests form, EJoN = *European Journal of Neurology*, Gl = Guideline, GPG = Guideline Production Group, EQTF = Ethics and Quality Task Force, HO = Head Office, SP = Scientific Panel, SC = Scientific Committee, TF = Task Force, *Guidance4Gls* = "Guidance for the preparation of neurological management guidelines by EFNS scientific task forces - revised recommendations 2012" by M. Leone et al.

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<pre> graph TD     1[1] --&gt; SG[Submission Guideline]     SG --&gt; GR{Guideline Review}     GR --&gt; A{Approval}     A -- no --&gt; R1[Revision]     R1 --&gt; SG     A -- yes --&gt; GA[Gl Acceptance]     GA --&gt; S2[Submission to EJoN]     S2 --&gt; P[Publication of Gl on EAN Website]     P --&gt; PR{Peer review EJoN}     PR --&gt; Acc{Acceptance}     Acc -- no --&gt; R2[Revision]     R2 --&gt; S2     Acc --&gt; OEGP([Official EAN Guideline Publication])                     </pre>	<p><b>TF chair</b></p> <p><b>GPG</b></p> <p><b>GPG chair</b></p> <p><b>SC</b></p> <p><b>GPG &amp; SC chair and President</b></p> <p><b>TF chair</b></p> <p><b>HO &amp; TF chair</b></p> <p><b>EJoN</b></p> <p><b>GPG, EJoN editors, HO</b></p>	<p>Submits the Gl document and updated Rolf, in case any changes occurred.</p> <p>Reviews the Gl document.</p> <p>GPG reaches a decision on the guideline approval within 8 weeks after submission. Chair of GPG is moderating this process. Formally approves the Gl within 10 days.</p> <p>Notify the TF chair (and <i>EJoN</i>) that the Gl has been accepted. Date of acceptance must be included in the manuscript.</p> <p>Submission of the Gl to the <i>EJoN</i>.</p> <p>Simultaneously, Gl is put online for 15 days for the EAN individual members to comment on (if accepted by TF chair). TF chair decides whether received comments are relevant and worth incorporating in the manuscript.</p> <p>The Gl is accepted as an official EAN Gl &amp; is published in the <i>EJoN</i>, EAN Guideline Reference Centre and announced in EAN pages. The National Societies will be officially informed of the new guideline. Translation in national language is allowed. Further promotion is taken care of by EJoN (infographics, potcasts)</p>

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