



ESMO Standard Operating Procedures (SOPs) for Clinical Practice Living Guidelines (Living GLs) Updates

ESMO Guidelines Committee (GLC)

Version	ESMO Living GLs SOP Version 1.0; January 2022
Approved	Giuseppe Curigliano, GLC Chair
Next review planned	After the next GLC meeting (in 2022, date to be confirmed); revisions can be made sooner as required

Note: this SOP only applies to ESMO Living GL updates. Please see the Clinical Practice Guideline (CPG) SOPs for full guidance on preparation of the original CPG publication, available here: <http://www.esmo.org/Guidelines/ESMO-Guidelines-Methodology>.

1 Definition and usage of Living GLs

A Living GL update is an online update of new CPGs or CPG updates. A simultaneous version is published on [esmo.org](http://www.esmo.org) when the CPG is published online that includes key recommendations, treatment algorithms and other details. The simultaneous version is then updated on a regular basis (every 3-12 months), with updates integrated into the online version. The Living GL updates are available on [esmo.org](http://www.esmo.org) and are linked to the original CPG on which the updates are based is published in an ESMO journal.

The Living GL version aims to produce interactive online GLs on the ESMO website ([esmo.org](http://www.esmo.org)) by summarising key recommendations, treatment algorithms and other details (e.g. ESMO-MCBS scorecards, references), in a user-friendly, interactive format. The Living GL will be based on the CPG treatment algorithms, without lengthy text, which is designed to be more user-friendly for busy practising clinicians.

2 Simultaneous CPG publication and Living GL publication (expected from July 2022)

The treatment algorithms from the published CPG are used to develop the first version of each 'Living GL,' referred to as the simultaneous Living GL update.

Once the project is fully operational (expected from July 2022), new CPGs/CPG updates will be published in an ESMO journal with a simultaneous Living GL version published on [esmo.org](http://www.esmo.org). CPG Chair, the lead author, Subject Editor (SE) and GLC Chair must approve the initial Living GL version.

The original CPG publication will include a note that the CPG will be supplemented by the Living GL version with a link to the CPG web page on [esmo.org](http://www.esmo.org).

3 Procedure for updates

In the case of a significant breakthrough that necessitates rapid communication as updated CPG content or in the case of a new European Medicines Agency (EMA) or Food and Drug Administration (FDA) indication bearing an ESMO-Magnitude of Clinical Benefit (ESMO-MCBS) score, the relevant ESMO SE will coordinate with the CPG authors to produce a Living GL update to the ESMO CPG (only for selected titles during 2022). This update will be published on the ESMO website linked to the appropriate CPG. Each Living GL will be named as follows: 'ESMO Clinical Practice Living Guideline, version 1, year 20XX' (i.e. version 1.2022, version 2.2022).

3.1 Author panel

Experts: GLC Chair, relevant ESMO Guidelines Steering Committee (GL-SC) member and SE; primary CPG author and/or additional CPG co-authors as determined. In addition, young oncologist(s) could be invited by the SE to collaborate in content development, acknowledged as co-author(s) in that subsection, working along with ESMO GL staff.

3.2 ESMO Declaration of Interest

An up-to-date declaration of interest (DOI) must be provided by all authors before any contribution to the Living GL is made. These DOIs must be provided using the online ESMO DOI platform. A link to the platform will be sent to each author individually by email.

In addition, each author must provide a disclosure of interest statement included in the Disclosures section of the Living GL, even if there is nothing to declare. Details on disclosures should be extracted by author from their profile in the ESMO DOI platform. Each individual author is responsible for ensuring that their DOI statement is accurate.

Please see the Clinical Practice Guideline (CPG) SOP for full guidance on the ESMO DOI policy, available here: <http://www.esmo.org/Guidelines/ESMO-Guidelines-Methodology>.

3.3 Writing the Living GL update

Two yearly short online meetings with the experts in each CPG/Living GL will take place to discuss and capture major innovations since the last update. The experts need to inform the ESMO GLC Chair what they believe are breakthrough news since last CPG update. Having some key opinion leaders (KOLs) in each field, the likelihood of missing any relevant publication can be expected to be tremendously low. If major breakthroughs, in meantime such meetings could be planned at other times. The lead author should sign an ESMO Clinical Practice Living Guidelines Author Responsibility and Acknowledgement Agreement to participate and be active in this process.

A discussion should be followed to validate the integration of each change in the Living GL. A decision will be made based on consensus. Arbitration, if needed, done by a recommendation of the SE to the GL-SC.

After approval of the final content for the Living GL update, the author team works with the ESMO GL staff to produce the Living GL. One or more young oncologists could be invited by the SE to collaborate in content development, acknowledged as co-author in that subsection, working along with ESMO GL staff.

4 ESMO peer review

Once the final content is approved by all Living GL authors and the ESMO Guidelines staff, two independent peer reviewers (preferably from the ESMO Faculty) will review the final draft of the Living GL update, which will then be revised and approved by the GL-SC member and/or the GLC Chair.

5 Online publication

After approval of the final content for the Living GL update, the author team works with the ESMO GL staff to produce the Living GL and publish the final version online. Living GL updates are to be published on the ESMO website only, to be completed every 3-12 months based on major breakthroughs, including after major meetings throughout the year.

Users should provide a dual citation of the Living GL by version and web page, along with the parent published CPG. Simultaneous to the published CPG, a new update of the Living GL will be posted online, to be made available at: [insert original CPG web link on esmo.org]. Text will be included in the online Living GL publication to indicate how to cite this article.