

## The Endoscopy Working Group of ESPGHAN

### CHARTER

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- **Overview**

The Endoscopy Working group (E-WG) is a group of paediatric gastroenterologists from ESPGHAN, expert in the field of endoscopy, whose goals are to generate collaborative international research, produce training guidance and to provide a prominent role with regards to current management in endoscopic procedures in children.

The aims of the group are:

1. **Research:** To perform collaborative research of all types as agreed within the group.
2. **Guidelines:** To develop and update management guidelines and position papers on behalf of ESPGHAN regarding diagnostic and therapeutic endoscopic procedures in children.
3. **Advocacy:** To provide expert opinions and advocate for the benefit of paediatric patients when needed.
4. **Education:** To improve medical care of children who need diagnostic or therapeutic endoscopic procedure by promoting good clinical practice including various educational tools, lectures and publications.
5. **Training:** To produce guidance on appropriate training for trainees and those already trained in paediatric diagnostic and therapeutic endoscopy.

### **E-WG Membership Roles**

1. Members of the E-WG must be members of ESPGHAN.
2. Non-ESPGHAN members can be a part of E-WG, if they are experts in the endoscopic field outside paediatric gastroenterology e.g. adult gastroenterologists or experts whose expertise and contribution is essential to the projects and tasks of the E-WG.
3. When a site or center has one member, another person from this site can join the group as a new member, providing they are in charge of (coordinating) a new research project. Membership is not transferable, nor can observers vote by proxy for members.
4. Every member has one vote during ballots (voting for positions, new members, new initiatives etc).
5. Membership requires *active* participation in group activities. Members who have been absent for three or more consecutive annual meetings and who have not participated in group activities for over two years (collaborative research,

guideline development etc), will have their membership terminated but this can be reinstated if their active participation resumes.

6. The meeting of the E-WG normally takes place during ESPGHAN annual meetings. The executive committee (EC) of E-WG will aim to organise any additional meetings required to discuss future and on-going projects in more detail. Attendance at meetings and other participatory activities by observers may be allowed if cleared by the EC. These may include participants and research coordinators in relevant studies. The EC and host will decide the fee for observers as they are expected to cover their expenses. Observer status does not confer membership with the resulting rights and obligations as stated above. The arrangement of a meeting before/after the annual meeting (e.g. the launch of a new study) is allowed if cleared by the EC but finances have to be covered by the organizers of this meeting.

### **Elections**

1. Up to four members of the E-WG will serve as an EC (Chair, vice-chair, secretary and financial liaison). Each committee member will be elected by secret ballot for a term of 3 years. One of these members will be elected specifically for the role of Chair of the group. The newly formed EC will decide between themselves on the other three positions. No member may serve more than two consecutive terms on the EC. Nominees for a position in the EC are required to submit a CV and a personal statement why they should be elected to the E-WG. (1-2 paragraphs)
2. Optimal number of E-WG regular members should not exceed 35. If applications exceed this number, the term of each member needs to be limited with the option for re-election. The E-WG will try to cover for meetings the expenses for regular members excepting the annual meeting at the ESPGHAN Annual conference.
3. New members will be elected by secret ballot by the E-WG members.
4. Nominees for membership are required to submit a CV, a personal statement why they should be elected to the E-WG. (1-2 paragraphs)
5. Members are expected to vote according to the perceived merit of candidates.

### **Collaborative research**

1. Any member of the group may propose a research project by e-mail to the EC before the meeting. If the project is acceptable to the EC then a proposal presentation during the annual meeting is expected.
2. The proposal must include the following:
  - a. Subheadings: *background and rationale, hypotheses, aims, explicit methods (design, eligibility criteria, outcomes, power calculation, statistical approach), and importance.*
  - b. Authorship plan (in general balancing scientific merit, invested effort and number of included patients/samples from each site). In any case, each E-WG publication will include a full list of contributing members in an addendum to be listed as much as possible in PubMed.

- c. The anticipated reporting standard of the final manuscript (e.g. CONSORT, STARD etc - see last clause of this section).
3. The EC must ensure that every manuscript carrying the name of the E-WG is of sufficient merit, value and scientific rigor. This will be verified both at the time of the proposal submission and at conclusion of the study. Projects with only one manufacturer's product involved cannot be published as "ESPGHAN" manuscripts, except if this is the only product available for the intended indication. All manuscripts will be approved by the EC including the E-WG name prior to submission.
4. In addition, each research project will be discussed in an annual meeting for allowing the entire group to vote for the study as a WG paper but if this is not feasible (e.g. desire to publish prior to the meeting or unavailability of the authors to present) the EC may decide on behalf of the group.
5. Governed by the above restrictions, all manuscripts arising from the group will have the name of the group in the title (Endoscopy Working Group of ESPGHAN). Authors' list will include as a suffix "on behalf of the Endoscopy Working Group of ESPGHAN".
6. Research projects may be published in any journal according to the discretion of the co-authors.
7. All manuscripts carrying the name of the E-WG will be reported according to accepted standards to ensure that the final reports are of highest possible quality. Examples:
  - CONSORT statement - checklist and flow diagram for reporting RCT
  - SPIRIT statement - protocol items for intervention trials (good checklist for other studies also)
  - STROBE statement – reporting observational studies (cohort, case-control and cross-sectional)
  - CARE - checklist and flow diagram for reporting case reports and series
  - STARD statement – checklist and flow diagram for reporting diagnostic accuracy
  - TRIPOD statement – reporting diagnostic or prognostic modelling
  - RECORD statement – reporting routinely-held health administrative data observational studies
  - PRISMA - checklist and flow diagram for reporting SR and MA
  - SQUIRE statement and checklist – reporting quality improvement studies

### **Position Papers and Guidelines**

1. Position papers and Guidelines will be established according to ESPGHAN rules and regulations following an open call to all members of the WG.
2. Selection of members to participate in the projects will be decided (based on merit only) primarily by the EC.
3. The final voting reported in the manuscript will include the writing group and E-WG members. A pre-final version will be sent to all WG members for comments.
4. Position papers and Guidelines will be published in JPGN unless explicitly required otherwise.

## Training

1. Training syllabus and curriculum will be developed by the E-WG and regularly updated as required.
2. A number of Trainee Fellowships will be awarded annually following applications based on merit and decided on by the EC.
3. A register of training centers throughout Europe offering Fellowships for endoscopic training will be held by the E-WG and the E-WG will via the EC decide on the appropriateness of recognition of centers as 'Paediatric Endoscopy Training Centers' following the institution's application to the E-WG. Addition to and removal from this list will be at the discretion of the EC of the E-WG after consultation with the E-WG Membership - which may involve a secret vote.
4. The E-WG will have responsibility for organising and training on the Endoscopy Learning Zone at the ESPGHAN Annual Meeting.
5. The E-WG will decide at the annual meeting on applications for Endoscopy Training Courses for the following year for ESPGHAN recognition and approval and make recommendations on this to the GIC and ESPGHAN Council.
6. The E-WG will hold responsibility for the upkeep and maintenance of teaching materials on the e-Learning platform for ESPGHAN.