

The *Helicobacter pylori* Working Group of ESPGHAN

CHARTER

The “*Helicobacter pylori* Working group (HP-WG) is a group of paediatric gastroenterologists from ESPGHAN supported by some non-ESPGHAN experts in the field of *Helicobacter pylori* whose goals are to generate collaborative international research (clinical and basic) and to provide a prominent role with regards to current management of this infections in children.

The aims of the group are:

1. **Research:** To perform collaborative research of all types as agreed within the group, including registries.
2. **Guidelines:** To develop and update management guidelines and position papers on behalf of ESPGHAN regarding paediatric *Helicobacter pylori* infection.
3. **Advocacy:** To provide expert opinions and advocate for the benefit of paediatric patients when needed.
4. **Education:** To improve medical care of children with *Helicobacter pylori* infection, by promoting good clinical practice including various educational tools, lectures and publications.

HP-WG Membership roles

1. Members of the HP-WG are either ESPGHAN members willing to contribute actively by leading or developing activities and contribute to the tasks of the working group either non-ESPGHAN members. Non-ESPGHAN members must be experts in the field of *Helicobacter pylori* infection working outside paediatric gastroenterology e.g. microbiology, epidemiology, pathology whose expertise and contribution is essential to the projects and tasks of the HP-WG.
2. Membership requires *active* participation in group activities. The membership of those 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, guidelines development etc), should be questioned.
3. After their retirement from their clinical tasks in their institution, HP-WG member will become "senior members".
4. ESPGHAN, non-ESPGHAN and senior members have the same rights.
5. When a site or centre has one member, other 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. Sites that have had two members for more than 3 years prior to September 2017 when this clause has been agreed upon will continue to have two or more members until one member steps down.
6. Every member has one vote during ballots (voting for positions, new members, new initiatives etc).
7. The annual meeting normally takes place the 2 days prior to the European *Helicobacter* and Microbiota Study group meeting.

- Attendance of meetings and activities by observers may be allowed if cleared by the executive committee (see below). 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

- Up to four members of the HP-WG will serve as an executive committee (EC). 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 other three positions (vice-Chair, Secretary and Financial Liaison). No member may serve more than two consecutive terms on the committee. Nominees for a position in the EC are required to submit a CV, a personal statement why they should be elected to the HP-WG (1-2 paragraphs)
- Optimal number of ESPGHAN and non-ESPGHAN HP-WG 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 HP-working group will try to cover for meetings the expenses for members.
- New members will be elected by secret ballot by the HP-WG members during the annual meeting. Nominees for membership are required to submit to the executive committee a CV, a personal statement why they should be elected to the HP-WG (1-2 paragraphs) not later than two months before the annual meeting. Members are expected to vote primarily according to the perceived merit and geographic diversion.

Collaborative research

- Any member of the group may propose a research project by email to the EC before the meeting. If the project is acceptable for the EC, the frontal presentation during the annual meeting is expected.
- The proposal must include the following:
 - Subheadings: *background and rationale, hypotheses, aims, explicit methods (design, eligibility criteria, outcomes, power calculation, statistical approach), and importance.*
 - Authorship plan (in general balancing scientific merit, invested effort and number of included patients/samples from each site). In any case, each HP-WG publication will include a full list of contributing members in an addendum to be listed as much as possible in PubMed.
 - The anticipated reporting standard of the final manuscript (e.g. CONSORT, STARD etc- see last clause of this section).
- The EC must ensure that every manuscript carrying the name of the HP-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. All manuscripts will be approved by the EC including the HP-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. If such presentation 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 (*Helicobacter pylori* Working Group of ESPGHAN). Author's list will include as a suffix "on behalf of the *Helicobacter pylori* 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 HP-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) by the ad-hoc committees nominated by the HP-WG.
3. The final voting reported in the manuscript will include the writing group and HP-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.

Any member of the HP-WG can propose the modification of the charter to the EC. The members of EC will consider the possible modification of the charter. The discussion and voting about proposed changes of the charter will be held at the next annual meeting. The modification will be confirmed by absolute majority quorum of more than 2/3 of the members.

Member list as of December 2017