

The Esophageal Atresia Working Group of ESPGHAN

Terms of Reference

- First Version 23.02.2018, by Frederic Gottrand, review by GIC 31.01.2019, review by WG and WG-EC) 05/06/2019

- **Overview**

The Esophageal Atresia Working group (EA-WG) is a group of paediatric gastroenterologists from ESPGHAN, expert in the field of EA, whose goals are to generate collaborative international research, produce training guidance and to provide a prominent role with regards to current management of EA 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 EA
3. **Advocacy:** To provide expert opinions and advocate for the benefit of paediatric patients when needed.
4. **Education:** To improve medical care of EA children by promoting good clinical practice including various educational tools, lectures and publications.
5. **Liaison:** To liaise with family support groups, other medical specialities involved in EA patients (adult GI, pediatric surgeons...) as well as other international initiatives in the field of EA (ie international network on Esophageal Atresia (INoEA), ERNICA...).

Structure

The membership of the interest group is unlimited. From this group there will be an elected executive committee consisting of a chair, vice-chair, financial liaison.

EA-WG Membership Roles

1. Members of the EA-WG must be members of ESPGHAN.
2. Non-ESPGHAN members can be invited to participate on a specific task or project, if they are experts in EA field outside paediatric gastroenterology e.g. pediatric surgeons, adult gastroenterologists or experts whose expertise and contribution is essential to the projects and tasks of the EA-WG.

3. Every member has one vote during ballots (voting for positions, new members, new initiatives etc).
4. The meeting of the EA-WG normally takes place during ESPGHAN annual meetings. The executive committee (EC) of EA-WG will aim to organise any additional meetings required to discuss future and on-going projects in more detail if necessary. 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

Elections

1. Up to 3 members of the EA-WG will serve as an EC (Chair, vice-chair, secretary). 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 two 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 EA-WG EC. (1-2 paragraphs)
2. New members of the Executive Committee will be elected by secret ballot by the EA-WG members.
3. Applicants or membership are required to submit a CV, a personal statement why they should be elected to the EA-WG. (1-2 paragraphs). Existing EA-WG members are expected to vote by majority to accept or reject applicants.

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 EA-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 EA-WG is of sufficient merit, value and scientific rigor as well as follows the rules of ESPGHAN societal publications.

4. In addition, where possible, 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 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. All manuscripts carrying the name of the EA-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 EA-WG EC.
3. The final voting reported in the manuscript will include the writing group and EA-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.

Writing an annual report

Once a year an annual report of the EA-WG following ESPGHAN template and requirements will be produced by the EA-WG executive committee and presented to the EA-WG members at the annual meeting

Writing an annual plan

Ann annual plan will be provided by EC to the GIC and council and discussed at the GIC strategic day