

## The Endoscopy Special Interest Group of ESPGHAN

### Terms of Reference

First Version 08.10.2017, current version 10.2.2024:

**The Endoscopy Special Interest Group (Endo-SIG)** is a group of paediatric gastroenterologists from ESPGHAN supported by some non-ESPGHAN experts in the field of endoscopy whose goals are to generate collaborative international research (clinical and basic) and to play a prominent role in current management in endoscopic procedures in children.

**Core group of endoscopy Endo- SIG (CORE-SIG)** comprises members elected according to the recent Terms of Reference (TOR) of the endo-SIG. Up to five members of the CORE -SIG are elected for the **executive committee (EC-SIG)** for specific roles within the Endo-SIG.

#### **The aims of the group are:**

1. **Research:** To conduct 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 requiring diagnostic or therapeutic endoscopic procedure, by promoting good clinical practice, including various educational tools, lectures, and publications.
5. **Liaison:** To liaise with family support groups, other medical and allied health specialties involved in endoscopy patients (including but not limited to adult GI, paediatric surgeons, nurses, dieticians, psychologists), as well as other international initiatives in the field of endoscopy (including but not limited to NASPGHAN, ESGE, etc).
6. **Training:** To provide guidance on appropriate training for trainees and those already trained in paediatric diagnostic and therapeutic endoscopy.

#### **Endo-SIG Membership roles:**

1. Members of the Endo-SIG must be members of ESPGHAN.
2. Non-ESPGHAN members can be part of Endo-SIG upon invitation of the chair and the secretary of the Endo-SIG if they are experts in the endoscopic field outside paediatric gastroenterology, e.g. adult gastroenterologists or experts whose expertise and contribution are essential to the projects and tasks of the Endo-SIG.

3. The Endo-SIG meeting usually takes place during ESPGHAN annual meetings. The EC-SIG of Endo-SIG will aim to organise an additional meeting to discuss future and on-going projects in more details. Attendance of meetings and activities by observers may be allowed if cleared by the EC-SIG. These may include participants and research coordinators in relevant studies. The EC-SIG and the 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-SIG, but finances must be covered by the organizers of this meeting.

### **Elections:**

1. Up to 25 members of ESPGHAN interested in endoscopy will serve as the CORE-SIG. Each CORE-SIG member will be elected for a term of 3 years, ending at the annual meeting. Among the members, a Chair, Secretary, Treasurer, ELZ Coordinator, and Research Secretary/Education officer will be elected (EC-SIG). The terms of office for these positions will be 3 years, with one possible renovation upon re-election within the CORE-SIG. Nominees for a position are required to submit a CV and a personal statement (1-2 paragraphs) explaining why they should be elected to the Endo-SIG
2. A Research Committee of 3 members, coordinated by the Research Secretary, will evaluate submitted projects and discuss with authors until approved or rejected for discussion within the CORE-SIG.
3. New members will be elected by the CORE-SIG members in elections prepared by the secretary with the help of the ESPGHAN office. The elections will be announced on the ESPGHAN websites.
4. Nominees for membership are required to submit a CV and a personal statement (1-2 paragraphs) explaining why they should be elected to the CORE-SIG.
5. Members are expected to vote primarily based on perceived merit and geographic diversity.
6. Endo-SIG members will be informed about important news regarding the activities of CORE-SIG and invited to the annual meetings.
7. After a mandate of 3 years, every member should express the interest to continue in the CORE-SIG. In that case he/she should be subject to a vote alongside new candidates from the Endo-SIG, and a ranking of votes will define the members entering or renovating mandates.

### **Collaborative research:**

1. Any member of the Endo-SIG may propose a research project by email to the Research coordinator. If the protocol is accepted, it can be presented at the meeting.

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 (balancing scientific merit, invested effort, and the 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.
  - c. The anticipated reporting standard of the final manuscript (e.g. CONSORT, STARD etc- see the last clause of this section).
3. The Research Committee will conduct a preliminary evaluation of the submitted projects and discuss with authors until the proposal is ready for presentation at the CORE-SIG.
4. The CORE-SIG must ensure that every manuscript carrying the name of the Endo-SIG is of sufficient merit, value, and scientific rigor. This will be verified both at the time of the proposal submission and at the conclusion of the study. All manuscripts will be approved by the EC-SIG before submission.
5. In addition, each research project will be discussed in the meeting of the CORE-SIG, allowing the entire group to vote for the study as an Endo-SIG 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-SIG may decide on behalf of the CORE-SIG.
6. Governed by the above restrictions, all manuscripts arising from the group will have the name of the group in the title (Endoscopy SIG of ESPGHAN). The author's list will include as a suffix "on behalf of the Endoscopy SIG of ESPGHAN" and the usual disclaimer, as per Rules and Regulations of ESPGHAN.
7. Research projects may be published in any journal according to the discretion of the co-authors, with JPGN being the preferred option. If alternative journals are considered, proper reasoning must be presented to the CORE-SIG.
8. All manuscripts carrying the name of the Endo-SIG 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 as well)
  - 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.
2. Selection of members to participate in the projects will be decided (based on merit only) by the ad-hoc committees nominated by the CORE-SIG.
3. The final voting reported in the manuscript will include the writing group. A pre-final version will be sent to CORE-SIG 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 CORE-SIG 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-SIG.
3. A register of training centres throughout Europe offering Fellowships for endoscopic training will be held by the CORE-SIG, and the CORE-SIG will, via the EC-SIG, decide on the appropriateness of recognition of centres as 'Paediatric Endoscopy Training Centres' following the institution's application to EC-SIG. Addition to and removal from this list will be at the discretion of the EC-SIG of the CORE-SIG after consultation with the CORE-SIG Members. The necessary requirements for registration will be published on the ESPGHAN websites.
4. The CORE-SIG will have responsibility for organising and training on the Endoscopy Learning Zone at the ESPGHAN Annual Meeting.
5. The CORE-SIG will decide at the annual meeting on applications for Endoscopy Training Courses for the future for ESPGHAN recognition and approval and make recommendations on this to the GIC and ESPGHAN Council.
6. The CORE-SIG will hold responsibility for the upkeep and maintenance of teaching materials on the e-Learning platform for ESPGHAN.

### **Writing an annual report:**

Once a year, an annual report of the CORE-SIG following ESPGHAN template and requirements will be produced by the EC-SIG and presented to the Endo-SIG members at the annual meeting and to the GIC and Council and discussed at the GIC Strategy Day.