

## SOP for updating S1/S2 European Dermatology Guidelines

**All Subcommittee members should be encouraged to perform the update by means of reaching a consensus via e-mail exchange.**

Step	Responsible	Task	Months duration
1	Chairman of EDF Guidelines Committee (EDF-GC)	Reminder letter to the first author that the guideline is due to be updated (6 months before expiry date) If the first author is unable or unwilling to write the update, the senior author will be asked to write the guideline	∅
2	Responsible author	Letter of information to all co-authors if they want to participate in the updated guideline (if necessary the authorship will be completed or changed)	0,5
3	EDF Guidelines Subcommittee (EDF-GSubC)	Nomination of the chairperson of the Subcommittee (normally the first or senior author)	0,5
4	EDF-GSubC	Literature review (Pubmed, Cochrane) and creation of a draft version of the update guideline	1
5	Chairperson of EDF-GSubC	Send draft to subcommittee members. Changes in the existing guideline must be highlighted. Proposals and suggestions should be integrated or discussed.	1
6	Chairperson of EDF-GSubC	Circulates final draft for approval among members of the guideline subcommittee (no comments mean approval) and sends it to the Chairperson of EDF-GC	1
6a	Chairperson of EDF-GC	Circulates final draft of update for commenting among EDF-members (no comments mean approval)	0,5
7	Chairperson of EDF-GC	Delivers final version to EDF guideline committee chairperson including completed list of conflicts of interests (using the standard form) , who forwards it to the UEMS, EADV and EDF Board asking the members for comments (no comments means approval)	0,5
8	EDF -GC secretariat	Distribute guideline for in advance information to EDF members and National Dermatological Societies	∅
9	1. EDF GC/EDF 2. Chairperson of EDF GSubC 3. EDF GC	<b>Publication</b>  1. the EDF website  2. Chairperson of EDF GSubC suggests a journal for publication to the Chairperson of EDF GC / EDF board which approves the decision. Publication of additional short versions / translations possible after approval by Chairperson of EDF GC  3. EDF Guidelines book	6

The normal expiry date of a guideline is 3 years after finishing point 9. In well defined exceptions the expiry date may be prolonged up to 5 years.