



EUPATI Editorial Board Terms of Reference

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Introduction

EUPATI's content development for its educational material builds on the strength of EUPATI as a multi-stakeholder partnership. The content is usually produced by multi-stakeholder authoring groups (under exceptional circumstances by a single author), coordinated by the Secretariat¹. **All content is subject to a revision phase by the Editorial Board.**

In line with this approach, representatives from patient organisations, academia, pharmaceutical, medical technology and digital health industry, regulatory authorities, HTA bodies, health care organisations and any other relevant areas may be included in the content development process. EUPATI aims to develop content based on current scientific knowledge as well as on the knowledge and expertise of all stakeholders involved in the process.

The guiding principles for all content development are **quality, transparency, inclusivity, reliability, neutrality, accessibility and readability.**

¹ More information about authoring groups and the content development process can be found in the EUPATI Guidance for Content Development Guidelines for authors

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The EUPATI Editorial Board (EB)

The EUPATI Editorial Board (EB) is part of EUPATI's governance structure and consists of representatives of different stakeholders. The Editorial Board functions under the [EUPATI's Code of Conduct and Ethical Framework](#).

The Editorial Board reviews and signs off all new or revised EUPATI educational/training content, including Learning Outcomes and assessment questions where applicable (in the following 'content' e.g. [EUPATI Toolbox](#), [Patient Expert Training Programme](#) and trainings for stakeholders) before it is released for publication or use in training.

The main remit of the EUPATI Editorial Board is to ensure that EUPATI content is **neutral, accessible, well-structured, comprehensive, independent, scientifically reliable and user-friendly**, for patients and other stakeholders.

The work of the Editorial Board is coordinated by the EUPATI Secretariat. The Editorial Board is responsible for:

- Review of the content to ensure that it meets EUPATI's principles/standards
- Approval of the content or return with comments/suggestions to the authoring groups for revision

The Editorial Board takes its decisions by consensus. Failing consensus, the final decision related to the review undertaken will rest with the Executive Director.

Core Membership

The EUPATI Editorial Board consists of:

1. One Patient representative (preferably EUPATI Fellow)²
2. One representative from the industry
3. One representative from academia/non-profit organisations
4. One representative with regulatory expertise (preferably from a regulatory agency)

External subject matter experts may be invited by the EUPATI Secretariat to join specific review processes, as necessary.

The mandate of the core members on the Editorial Board is two years and is renewable.

Honoraria

The representatives of patient organisations, academia/non-profit organisations and regulatory are entitled to an honorarium. The representatives of industry and EUPATI Secretariat are not entitled to an honorarium. Industry involvement would be classified as in-kind contribution to EUPATI.

² Patient or patient representative, patient organization representative, EUPATI Fellow or patient advocate/patient expert

Termination

Membership of the Editorial Board can be terminated by the member with one month notice, by mutual agreement, or immediately by the EUPATI Executive Director on grounds of misconduct, failure to fulfil their obligations, or unprofessional behaviour.

Under exceptional circumstances, e.g. medical emergency, the Executive Director, in conjunction with the Editorial Board, can appoint a temporary member of the Editorial Board.

Appointment to the Editorial Board

Core members of the Editorial Board are appointed by the Executive Director, based on nominations sought from the EUPATI Sustaining Partners, the EUPATI Advisory Committee and/or the EUPATI network.

Editorial Board members preferably should have an excellent understanding of the following: advanced level of English, medical writing, review and editing of scholarly material, patient engagement, health literacy, health technologies R&D, as well as previous experience with EUPATI materials.

Core Members' role

The responsibilities of the core members include, but are not limited to:

- Conduct review in accordance with EUPATI Content Review Guidelines (see annex)
- Return review comments and suggestions, as required, in a timely manner
- Attend meetings of the Editorial Board
- Introduce new members to their role and responsibilities, including, where appropriate, onboarding meetings with the Editorial Board

Conflict of interest

Editorial Board Members should declare any potential conflict of interest and, if a conflict of interest exists, will refrain from review regarding that specific content. If necessary, a temporary member will be appointed.

Confidentiality and intellectual property

Members of the EUPATI Editorial Board shall not at any time, either before or after the termination of the agreement with EUPATI, use or disclose or communicate to any person whatsoever any confidential information of EUPATI relating to the affairs of EUPATI of which the Member of the EUPATI Editorial Board may become privy except insofar as disclosure is required in providing the Services, or ordered by a Court of competent jurisdiction, or in respect of which EUPATI has given prior consent in writing.

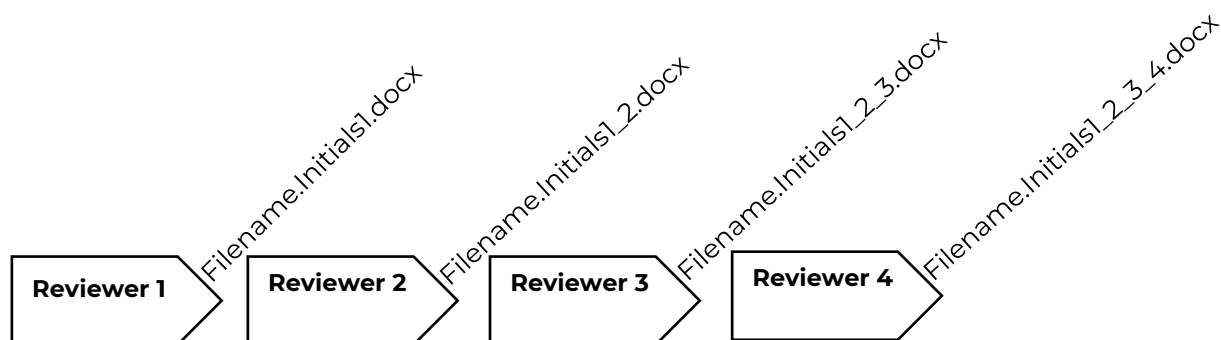
Likewise, the Member of the EUPATI Editorial Board undertakes to keep all deliverables as strictly confidential. The deliverables will acknowledge all the contributing Members of the EUPATI Editorial Board as co-authors/contributors but will remain the sole property of EUPATI.

ANNEX: EUPATI Content Review Guidelines

Review by the Editorial Board

Mode of work

- The Editorial Board will be coordinated and meetings moderated by a member of the EUPATI Secretariat.
- Content is produced by authors following the 'EUPATI Guidance for Development of Content – to ensure high quality, accuracy and transparency' and forwarded for review to the Editorial Board by the EUPATI Secretariat representative in MS Word format, shared via email or on Microsoft Sharepoint.
- The review process is conducted in the English language.
- The review is conducted in “track changes” mode in the MS Word documents. A sequential review order and a timeline are proposed by the EUPATI Secretariat. The review order can be changed according to the availability of reviewers.
- Timelines should be according to the volume of the proposed content and adequate. They may be adjusted under exceptional circumstances.
- After review completion Reviewer 1 expands the filename by inserting her/his initials at the end of the filename and forwards the document to the next reviewer in line and so forth. This process results in a document containing the cumulative comments/suggestions by all reviewers (see graph below). Forwarding is either via email or on Microsoft Sharepoint by saving a copy with the new filename and alerting the next in line reviewer.



- The reviewer with the most specific knowledge of the subject in question should preferably be the last to review. The reviewed content document is sent back to the EUPATI Secretariat representative, with a clear suggestion (approval or request to authors to revise according to comments/suggestions in “track changes”).
- If necessary, revisions are performed in an iterative process (maximum two iterations).

- If a first version of a document needs major revision it is returned to the authors without detailed comments.
- The Editorial Board may meet to discuss the review of specific content with the authors.
- The final step of the review process will be a F2F meeting (or online meeting) of the Editorial Board to resolve any outstanding issues and release the final content version.
- Final proofreading to be conducted by the Secretariat.

General suggestions

In their comments for the authoring group, the EUPATI Editorial Board should:

- Be concise and clear.
- Provide constructive feedback, respect authors' work.
- Provide general comments on the strength and weaknesses of the content.
- Use a neutral tone in comments.
- Examine if the content is well organised and follows a comprehensible storyline.
- Review if the material contains any promotional content.
- Review if the content covers the intended topic and no duplications with existing EUPATI material are obvious.

Additional suggestions

- Propose appropriate resources, if relevant, to raise the quality of the EUPATI content.
- Provide critical, systematic review that concerns issues, relevant to the EUPATI materials.
- Reviews should be aligned to the main topic of the content.

Disclaimer

Document to be reviewed every 2 years.