

Goals & Team definitions

3 MONTHS

1. CPG decides on need to update or develop new version of guidelines topics as well as title definition and possible partners.
2. CPG elects TF chairperson(s) and with him/her creates list of TF members following advice from ESC Associations, Working Groups and Councils.
3. Approval of TF member lists by CPG.
4. Official invitation and Declaration of Interest (DOI) Form sent to potential TF members by ESC/CPG. TF member validation by Chairperson(s) in view of DOI form.
5. Official TF list validated by CPG and Chairperson(s), with Table of Contents and Timelines.

Document elaboration

18-22 MONTHS

6. TF package for Guidelines development is given to each TF chairperson and member.
7. Document elaboration (via meetings, emails, teleconferences, web-boards).
 - 12-18 months for full guidelines
 - 3-4 months for derivative products (Pocket Guidelines, CME Questions, Essential Messages, PDAs, posters...)
8. Chairpersons send draft to CPG.
9. CPG, ESC Entities (from ESC Associations, Working Groups and Councils), external reviewers & National Societies experts, read and comment on document.
10. Comments integrated into document and next draft produced (several rounds possible). Final draft approval by TF and submitted to CPG for publication approval.
11. Final draft officially approved for publication by CPG.

Publication

2-3 MONTHS

12. Final approved draft sent to Editor in Chief of European Heart Journal (EHJ) and other journals in case of joint publication.
13. Guidelines published online and in EHJ and other journals in case of joint publication.
14. Guidelines endorsement form sent to ESC National Societies of Cardiology.
15. Beginning of implementation program i.e. implementation meetings, joint sessions at ESC National Societies Annual Congresses, translations of ESC Guidelines and Pocket Guidelines, Newsletters, etc.