

Terms of Reference

International Working Group on the Diabetic Foot (IWGDF) Editorial Board (EB)

AUTHORITY & ACCOUNTABILITY:	<p>The IWGDF EB is authorised by the IWGDF foundation as a committee under article 11 of the IWGDF Foundation’s statutes.</p> <p>The IWGDF foundation will appoint the members of the IWGDF EB and will outline its duties and powers in these terms of reference.</p> <p>The IWGDF EB is accountable to the IWGDF Foundation and will report to the Foundation at least once per year.</p>
MISSION & VISION:	<p>The mission of the IWGDF is to produce evidence-based guidelines to inform health care providers all over the world on strategies for the prevention and management of diabetic foot disease. Thus, the IWGDF aims to reduce the high patient and societal burden of diabetic foot disease.</p> <p>Our vision is to:</p> <ul style="list-style-type: none">• develop evidence-based guidelines with recommendations that aim to be applicable in daily practice and that reflect the level of (un)certainly of the knowledge obtained, to reduce the high burden of disease that societies and people with diabetic foot disease experience;• bring together experts, including both those with expertise in clinical science and those with experience in clinical practice, from all over the world and from relevant disciplines involved in the prevention and management of diabetic foot disease, to produce these guidelines;• form independent working groups, not bound by any mandate or instructions from outside the IWGDF, and synthesize without prejudice the current knowledge on the prevention and management of diabetic foot disease;• produce these guidelines in a way that facilitates their translation for local or national circumstances, recognizing that health care systems and resources differ across the world;• stimulate dissemination of these guidelines using all available channels, methods and partners;• consistently update these guidelines, as frequently as necessary and at least once every four years; and• define important areas for future research to help improve the prevention and management of diabetic foot disease.
PURPOSE:	<p>The purpose of the IWGDF EB is to enact upon this mission and this vision.</p> <p>The IWGDF EB is responsible for overseeing production of evidence-based guidelines in line with this mission and vision. The IWGDF EB will appoint working groups to undertake the work to produce evidence-based guidelines, and external experts to provide peer review. The IWGDF EB is responsible for all final decisions.</p> <p>The IWGDF EB is responsible to have the next guidelines available May 25, 2023.</p>

<p>CHAIR & MEMBERSHIP:</p>	<p>The IWGDF EB is appointed at the beginning of a new process towards updating the guidelines. Membership ends at the end of the year when the guidelines are produced. IWGDF EB members can be re-appointed for each new guideline update.</p> <p>The IWGDF EB consists at least of the following members:</p> <ul style="list-style-type: none"> • Chair • Secretary • Treasurer • Methodological officer • Chairs of the working groups <p>The IWGDF EB is allowed to appoint an Advisory Member as member of the EB.</p> <p>The IWGDF EB is allowed to appoint Deputy Chairs of working groups as member of the EB.</p> <p>The Chair and the Secretary of the IWGDF EB preferably do not Chair one of the working groups.</p> <p>The Treasurer and Methodological officer preferably do Chair one of the working groups.</p> <p>The IWGDF Foundation is allowed to appoint a Chair-elect, to serve as Chair of the EB for the next update. The Chair-elect will automatically become member of the EB.</p> <p>If the Chair is, for whatever reasons, unable to continue to serve as Chair, the Chair-elect will take over. If no Chair-elect has been appointed, the Secretary will take over to continue the daily work, until the IWGDF Foundation has appointed a new Chair.</p> <p>The IWGDF EB is allowed to invite others to attend their meetings, but these are not counted in quorum.</p>
<p>ADMINISTRATION:</p>	<p>The administrative support, including agenda preparation, circulation of papers prior to the meeting, minute taking and action monitoring, will be provided by the Secretary.</p>
<p>QUORUM:</p>	<p>The IWGDF EB can only pass valid resolutions in a meeting if at least the half of its members in office are present or represented at the meeting.</p> <p>A member can allow themselves to be represented by another member, on the condition of a written authorization, to be judged for validity by the Chair. A member can only represent one other member.</p> <p>The IWGDF EB can also pass resolutions outside a meeting, provided that all members have their vote in writing.</p> <p>Each member has the right to cast one vote. Insofar as the terms of reference do not prescribe a larger majority, all decisions of the IWGDF EB are taken by an</p>

	<p>absolute majority based on the valid votes cast. If the votes are tied, the Chair decides.</p> <p>All votes at a meeting are oral, unless the Chair or another member thinks it is desirable to have a written vote. Written vote takes place by unsigned, closed notes. If the meeting is held electronically, a voting system will be put in place.</p> <p>Blank votes are considered not to have been cast. The Chair decides in all disputes concerning voting procedures not provided for in the terms of reference.</p>
<p>FREQUENCY OF MEETINGS:</p>	<p>The IWGDF EB will meet regularly, and at least once per year.</p> <p>Meetings will be held whenever the Chair thinks they are desirable or if one of the other members requests so in writing and under a precise statement of the points to be discussed, and directs this request to the Chair. If the Chair does not act on such a request, such that the meeting can be held within three weeks of the request, the petitioner is entitled to convene a meeting with due observance of the required formalities.</p> <p>Each meeting is convened in writing - subject to the provisions above - by the Chair, at least seven days before the meeting, not including the day of notification in writing. In addition to the place and time of the meeting, the notice shall state the topics to be discussed.</p> <p>The meetings are chaired by the Chair of the IWGDF EB; in her/his absence, the members present appoint their Chair. Minutes shall be taken of the proceedings at the meetings by the Secretary or by one of the other persons present, requested to do so by the Chair. The minutes are adopted at the next meeting.</p>
<p>REPORTING ARRANGEMENTS:</p>	<p>The IWGDF EB will share the minutes of each meeting with the IWGDF Foundation.</p> <p>The IWGDF EB will write a formal report for the IWGDF Foundation at the end of each year, and after their final meeting.</p>
<p>DUTIES:</p>	<p>The IWGDF EB shall:</p> <ul style="list-style-type: none"> • Outline a schedule towards the update of the guidelines • Determine topics to be covered in the guidelines • Determine how the guidelines will be produced • Appoint working groups responsible for the creation of a guideline on a specified topic according to the GRADE methodology <ul style="list-style-type: none"> ○ Each working group will consist of a minimum of 6 and a maximum of 15 members ○ The IWGDF EB will appoint the Chair of the working group ○ Following consultation with the Chair of the working group, the IWGDF EB will appoint a Secretary of the working group ○ Following consultation with the Chair of the working group, the IWGDF EB will invite the working group members • Describe the duties and timelines of the working groups in writing before their start

	<ul style="list-style-type: none"> • Support working groups in carrying out their duties and meeting the timelines • Obtain funding for the production of the guidelines and establish budgets for the working groups • Facilitate training in the GRADE methodology for working group members • Appoint external experts for independent peer review of documents to be delivered by the working groups • Involve other societies in the reviewing, endorsing and disseminating of the guidelines • Facilitate publication of the guidelines in a peer-reviewed scientific journal and on www.iwgdfguidelines.org • Create lay summaries of the guidelines • Ensure copyright of the documents lies with the IWGDF Foundation • Stimulate dissemination and translation of the guidelines • Store all documents relevant for the production of the guidelines in a safe and accessible domain
<p>CONFLICTS OF INTEREST:</p>	<p>All members of the IWGDF EB shall complete a conflict of interest form at the start and at the end of the process of producing a guideline. Members of the EB should be independent, not bound by any mandate. If relevant changes occur during the process, an IWGDF EB member shall inform the EB at the first meeting following the changes.</p> <p>All conflict of interest forms will be discussed within the EB, and the management of these conflict of interests will be made public on www.iwgdfguidelines.org. Decisions on participation will be made by the EB, with the final decision made by the Chair.</p>

By signing this document, I certify that I agree with these Terms of Reference and will act accordingly.

Name: Date: Signature: