



PHASE 1: Project Launch

Establish Project Executive and International Advisory Group

Establish Project Team and Engage Stakeholders
Project Executive and CONSORT endorsement
International Advisory Group
Journal Editors

IAG meeting to set-up the Delphi process



PHASE 2: Delphi Process

Generate List of Items for Discussion at Consensus Meeting

Round 1
Participants score agreement with each reporting item identified at the IAG meeting
Participants suggest items to modify or add
Responses analysed
Produce list of suggested items and modifications

Rounds 2 (and 3 if needed)
Circulate results of previous Round
Participants score agreement with modified items
Participants suggest items to modify or add
Responses analysed
Produce list of suggested items and modifications

Produce items to consider at consensus meeting



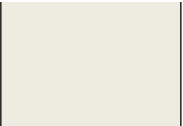
PHASE 3: Consensus Meeting

Finalise Checklist Items for Guideline Documents

Pre-Meeting Activities
Recruit participants from Delphi process
Circulate background papers and Delphi results

Meeting
Structured discussion of each proposed item
Participants vote on items for inclusion

Produce list of items for guideline



PHASE 4: Write-Up

Create Guideline Documents


Draft Guideline
Write guideline and explanation documents
Circulate drafts electronically for review

Finalise Guideline
Summarise feedback, refine, and circulate again
Finalise wording and format



PHASE 5: Implementation

Promote Guideline Uptake



Dissemination and Uptake
Multiple, simultaneous publications
Presentations about documents at conferences
Distribute guidelines through research, practitioner, and funding networks