**Checklist for assessing adherence to the GIN Principles for Disclosure of Interests and Management of Conflicts in Guidelines**

Guideline title:

Please indicate the names of the guideline panel members:

| **GIN principles\***  | **Checklist item(s)** | **Provide an explanation of how this item is met (or why not applicable)** | **Page reported** |
| --- | --- | --- | --- |
| 1. *Guideline developers should make all possible efforts to not include members with direct financial or relevant indirect COIs.*
 | 1a | The guideline or published methods of guideline panel indicates that the group endeavors not to include members with COI when assigning members to the panel, when assembling topic-specific working groups, or both. |[ ]   |  |
|  | 1b | The guideline or published methods of the guideline panel provide an indication of how many members have COI. Less than half (i.e., a minority) of guideline panel members have a COI. |[ ]  Please indicate the proportion of panelists with COI for this guideline: \_\_\_\_\_\_ |  |
|  | 1c | The guideline or published methods of the guideline panel indicates the reasons for including conflicted members on the panel. |[ ]   |  |
|  | 1d | The guideline or published methods of the guideline panel indicates how COI were managed among members. |[ ]   |  |
| 1. *The definition of COI and its management applies to all members of a guideline development group, regardless of the discipline or stakeholders they represent, and this should be determined before a panel is constituted.*
 | 2a | The guideline or published methods of guideline panel provides definitions for the types of interests collected from members, and what constitutes a COI. |[ ]   |  |
|  | 2b | The guideline or published methods of guideline panel indicates the factors that are consistently assessed for all members to determine if a disclosed interest is in fact a COI. |[ ]   |  |
|  | 2c | The guideline or published methods of guideline panel indicates how COI will be managed among members when identified. |[ ]   |  |
|  | 2d | The guideline or published methods of guideline panel indicates that the above factors (definitions, and how COI will be managed) applies to all members of the guideline panel consistently. |[ ]   |  |
| 1. *A guideline development group should use standardized forms for disclosure of interests.*
 | 3a | The group clearly indicates and/or demonstrates that the same form is used for disclosure of interests among all members.  |[ ]   |  |
| 1. *A guideline development group should disclose interests publicly, including all direct financial and indirect COIs, and these should be easily accessible for users of the guideline.*
 | 4a | The guideline or published methods of guideline panel indicates where disclosed interests of the guideline panel can be accessed by readers of the guideline (e.g., website url, disclosure registry, etc.). |[ ]   |  |
|  | 4b | The published guideline document includes a section outlining COIs identified among members, [the rationale for including those with COI, and how COI were managed.] |[ ]   |  |
|  | 4c | The guideline panel discloses monetary values of financial interests (range or specific amount). |[ ]   |  |
| 1. *All members of a guideline development group should declare and update any changes in interests at each meeting of the group and at regular intervals (for example, annually for standing guideline development groups).*
 | 5a | The guideline or published methods of guideline panel indicates the specific regular instances at which guideline panelists will be required to declare interests (e.g., annually when new topics are selected, at quarterly meetings, before each teleconference, etc.). |[ ]   |  |
|  | 5b | The guideline or published methods of guideline panel indicates that the panel will also be required to complete a declaration of interests any time interests change. |[ ]   |  |
| 1. *Chairs of guideline development groups should have no direct financial or relevant indirect COIs. When direct or indirect COIs of a chair are unavoidable, a co-chair with no COIs who leads the guideline panel should be appointed.*
 | 6a | The guideline or published methods of guideline panel indicates that members with COI will not be or were not permitted to chair guideline panels where possible. |[ ]   |  |
|  | 6b | (If applicable) The guideline indicates that the panel chair had a COI, and that a non-conflicted co-chair was appointed for all meetings/discussions (including name of the co-chair). |[ ]   |  |
| 1. *Experts with relevant COIs and specific knowledge or expertise may be permitted to participate in discussion of individual topics, but there should be an appropriate balance of opinion among those sought to provide input.*
 | 7a | The guideline or published methods of guideline panel clearly indicates how experts on the panel with COI were balanced by those without COI (e.g., by having them represent a minority on the panel, or including additional non-conflicted experts).OrHow they were designated as expert advisors who are not voting nor non-voting panel members. |[ ]   |  |
|  | 7b | (If applicable) The guideline or published methods of guideline panel indicates how the panel will assess the interests of external advisors providing input (as neither voting nor non-voting members) for the presence of COI. |[ ]   |  |
|  | 7c | (If applicable) The guideline or published methods of guideline panel indicates how the panel will manage the input of external experts with COI, where identified. |[ ]   |  |
| 1. *No member of the guideline development group deciding about the direction or strength of a recommendation should have a direct financial COI.*
 | 8a | The guideline or published methods of guideline panel indicates that when financial COI is identified (in accordance with the definition set out in 2a) for a particular guideline, that the individual with financial COI will, at the minimum, be absent for discussions and voting on the direction and strength of recommendations. |[ ]   |  |
|  | 8b | The guideline document clearly indicates (if applicable) members who have financial COI (in accordance with the definition set out in 2a), and how their involvement was managed (e.g., by having them absent from discussions and voting on direction and strength of recommendations). * Specific individual instances of recusal need not be noted, but it should be specified exactly how exclusion from discussions and voting was carried out (e.g., the member did not call in to teleconferences, and left the room during relevant in-person discussion).
 |[ ]   |  |
| 1. *An oversight committee should be responsible for developing and implementing rules related to COIs.*
 | 9a | The group clearly indicates in the guideline or methods documents who is responsible for reviewing DOI forms to determine if COI is present (i.e., who comprises the oversight committee). |[ ]   |  |
|  | 9b | The group clearly indicates in the guideline or methods documents who is responsible for determining the management of COI, when identified. |[ ]   |  |
|  | 9c | The group clearly indicates under which circumstances the oversight committee addresses the COI of panelists (e.g., for all cases vs. issue of dispute only). |[ ]   |  |

\* Adapted from Schünemann H, Al-Ansary, LA, Forland F, et al. Guidelines international network: Principles for disclosure of interests and management of conflicts in guidelines. Ann Intern Med. 2015;163:548-55