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**Appendix 3: Study Group Chair/Vice-Chair’s Report on External Guidance submitted for MASCC Endorsement**

Note: The Study Group is expected to provide three (3) AGREE-II assessments, to facilitate the endorsement review process. Please carefully review the MASCC Clinical Guidance Development & Publication Policy to ensure that the external guidance submitted for MASCC endorsement complies.

Please submit the following documents to the Chair of the MASCC Guidelines Committee and the MASCC Executive Director.

1. Completed Endorsement Report (Appendix 3)
2. External Guidance Document
3. Manuscript (that may include a systematic review)
4. Supplementary Documents (e.g.: any working papers or additional materials for more context and insights)

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| --- | --- |
| General Information | |
| Name of Study Group(s): | |
| ⇒ |  |
| Name of Chair(s), and Vice-Chair(s): | |
| ⇒ |  |
| Name of the External Guidance document submitted for endorsement: | |
| ⇒ |  |
| Name of the organization(s) that created the guidance document: | |
| ⇒ |  |

Please respond to each of the following questions:

|  |  |
| --- | --- |
| 1 | Does the topic fall in an area where you have sufficient expertise to review the content? Please specify your qualifications or experiences relevant to the topic. |
| ⇒ |  |
| 2 | What is the rationale for seeking the endorsement? Please explain the specific benefits or goals that this endorsement is expected to achieve. |
| ⇒ |  |
| 3 | Please confirm that a thorough review was carried out by the Study Group to validate the external guidance document. Provide a summary of these activities and any resulting documentation, such as evaluation reports or meeting minutes, that support the endorsement decision. |
| ⇒ |  |
| 4 | Does the content of the guidance document overlap substantially with an existing MASCC Guidance document? If yes, please specify and describe any complementary aspects. |
| ⇒ |  |
| 5 | Is the supporting systematic literature review reported as per the PRISMA framework? If yes, please specify. |
| ⇒ |  |
| 6 | Is the quality of the review sufficiently high, ensuring it is thorough and unbiased? Please specify. |
| ⇒ |  |
| 7 | Is the interpretation of the evidence appropriate? |
| ⇒ |  |
| 8 | Will the externally generated guidance document be of use to MASCC members? |
| ⇒ |  |
| 9 | Do you recommend that MASCC endorse this guidance? |
| ⇒ |  |