

# Working rules of ESUR Contrast Media Safety Committee



## **Introduction**

The Contrast Media Safety Committee (CMSC), which was created in 1994, consists of 10 members of the European Society of Urogenital Radiology (ESUR), who are experts in the field of contrast media research. From time to time specialists can be co-opted for special projects.

Pharmaceutical companies which produce contrast media and which agree to support the committee should nominate a contact person for consultation and communication with the committee.

The Chairman of committee is nominated by the ESUR president - after consultation with the Board - for a period of up to 2 years. This term can be renewed at the discretion of ESUR President and ESUR Board. The members are nominated by the chairman of the CMSC in consultation with the ESUR Board. In principle, every two years one member should be replaced so that new experts can join the committee. The officers of the CMSC, after consultation with ESUR Board, may decide to terminate the membership of colleagues who do not comply with the working rules of the committee. The officers may offer honorary membership to a member of the committee with a distinguished record in contrast media research.

## **Objectives of Contrast Media Safety Committee**

- The main aim is to advise on the safe clinical use of contrast agents.
- To highlight potential adverse effects of contrast agents.
- To produce guidelines on how to reduce the incidence of adverse events of contrast agents.
- To produce guidelines on the safe use of contrast media in different clinical conditions.

## **Working protocol for producing new reports and guidelines**

- The committee chooses clinically important topics about the safe use of contrast media.

- The committee allocates one or two appropriate members of the committee to produce the first draft of the report and agrees the time frame for its preparation.
  - The report should be based on an extensive review of the literature.
  - Some reports may require conducting a survey among members and non-members of ESUR.
- The draft is harmonized into the standard style of CMSC by the officers of the committee.
- The harmonized report is circulated to the members of the committee.
- The committee meets to discuss the reports and reach consensus on the guidelines. Representatives of pharmaceutical companies will not participate in this meeting to avoid conflict of interest.
- The officers, with the help of the authors of the report, incorporate the agreed recommendations of the committee.
- The new version of the report is sent to the contact person of the pharmaceutical companies for their comments within 4 weeks.
- The officers incorporate relevant and objective comments from the representatives of the pharmaceutical companies.
- The chairman of the committee circulates the new version of the report to the participants of the annual ESUR Symposium at which the report will be presented.
- The chairman makes sure that important feed-back from the participants of the symposium is incorporated into the final manuscript and sends the final version for publication in a peer-reviewed journal.

#### **Working protocol for updating guidelines (booklet)**

- A booklet containing the guidelines is edited by the chairman.
- It should be updated at least every 2 years after consultation with members of the committee.
- The chairman updates the guidelines on the home-page of the Society and organizes printing of the booklet.
- The cost of printing is covered by ESUR, who also retain any income from selling the booklet or its copyright.

#### **Working protocol for producing the book**

- The committee agrees when it is time for a new edition of the book.
- The chairman makes an agreement with a publisher who will produce the book.
- The chairman is the editor of the book and can nominate co-editors.
- The editor of the book allocates the different chapters to the members of the committee; some chapters may require input from non-members.
- The time frame for producing the book should be less than 12 months.

## **Rules**

- The members of the committee may have different views but the committee should work as one group for the benefit of the patients.
- Commercial promotion of any product is forbidden.
- The time frame decided by the committee and documented in the minutes must be strictly followed.
- Reports produced by CMSC are the property of the committee. There should not be formal consultation about the report outside the committee or the company representatives without the permission of the chairman before the report is presented at the annual ESUR symposium.
- All members must be treated equally and have the same right of expressing their views in the deliberations of the committee.
- Honorary members will be not expected to draft reports, but will be invited to attend the meetings and contribute to the discussion.
- Agreement reached at meetings of the committee should not be challenged afterwards unless new scientific data are provided which contradict some of the conclusions reached.
- During the committee's deliberation a balanced view among all contrast agents should be taken.
- The published reports of the committee can make reference only to peer-reviewed documents that are accessible to readers world-wide at the time of submission for publication.

## **Authorship**

The authors of reports produced by the committee will be named in the title of the report as “ESUR Contrast Media Safety Committee”. There will be an accompanying footnote which lists all the people who were members of the committee during the preparation of the report.

### **Officers of the committee**

The chairman nominates a secretary from among its members for a 2 year term, which is renewable. The chairman and the secretary must be fellows of the ESUR and act as official representatives of the committee.

The officers organize the meetings of the committee.

### **Finances**

The chairman is responsible for the finance of the committee. A statement of the accounts is submitted annually to the ESUR Secretary/Treasurer for approval.

The committee is financed by equal donations from the supporting companies. The amount of support they provide is based on annual negotiations. The committee may seek financial support from other sources if required.

### **Alteration of the working rules**

The chairman should be informed about any proposals to alter the working rules at least 6 weeks prior to a meeting date. The chairman will circulate the proposal no later than 30 days before the meeting of the committee. To be implemented, the change should receive support of at least 2/3 of the committee. The officers may amend the working rules after consultation with members of the committee under special circumstances, for example if new rules are imposed by the ESUR Board.