

CONSTRUCTION OF WRITING GROUPS WITHIN EUROSIDA

WI E1.0

Replaces approved	Author: EuroSIDA coordinating centre	Approved by the EuroSIDA Steering Committee: 11-05-2026	Effective by: 11-05-2026
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PURPOSE AND SCOPE

Describing the procedures and responsibility when constructing Writing Groups (WG) for scientific proposals within EuroSIDA. This work instruction applies to all EuroSIDA projects that is based only on EuroSIDA data, including collaborative projects with funders, and other academic partners and institutions.

The construction of WGs for collaborative scientific proposals partly based on EuroSIDA data will be described in the Work Instruction entitled '*Construction of Writing Groups in EuroSIDA with Collaborating Partners.*'

RESPONSIBILITY

a) The person(s)/group proposing a new scientific project is responsible for:

- Informing the EuroSIDA Coordinating Centre (CC) which sites have provide data to a given project.
- Appointing core members for the WG as outlined below under '**Procedures b)**'

Note: Determining which sites will supply data to a given analysis should be part of the initial feasibility assessment at the project proposal stage.

b) The EuroSIDA CC is responsible for:

- Constructing the WG, including determining site representation within 14 days after the EuroSIDA Steering Committee (SC) has approved the scientific proposal, following the objective criteria outlined in '**Procedures b)**'
- Keeping a log on which sites were included for different projects over time

Note: Site Principal Investigators (PIs) will, per default, be placed as the site representative in the WG. Any PI may nominate another site-affiliated investigator to replace them in the WG.

The following text should be sent to the PIs of nominated for the project:

You have been nominated as a writing group member for a new EuroSIDA project. However, please note that you may nominate another person from your department/site to act as a writing group member on this project instead of you. If we do not hear from you by dd.mm.year, you will be featured as the writing group member.

PROCEDURES

a) Staff at the EuroSIDA CC will identify coauthors and construct the WG within 2 weeks after a proposal for a scientific project has been officially approved by the EuroSIDA SC.

b) Writing group selection

A EuroSIDA WG includes 25 co-authors allocated as follows:

I. A maximum of 7 members in the core WG

- The project lead and members of the proposing team (if the project is not proposed by the staff at the coordinating or statistical group)
- Members from the statistical group in particular, the statistician performing the analyses and persons supervising the statistical work
- The first and last author is identified by the core WG

II. A minimum of 18 members from:

- Principal Investigators from the clinical sites
- If relevant, experts from outside the EuroSIDA collaboration can be included in the WG. Decisions on this will be made by the EuroSIDA SC

c) Writing group criteria for Principal Investigators/Sites

The number of site representatives in the WG will be determined by the EuroSIDA CC based on the following criteria:

1. Eligibility

Only sites that have actively submitted data to the most recent dataset and contributed data to the relevant project will be eligible for representation

2. Scientific contribution

Selection will be based on the site's overall contribution, measured by the total number of enrolled participants and accumulated person-years of follow-up (PYFU)

3. Historical authorship (10-year perspective)

Consideration will be given to the total number of co-authorships awarded to the site over the previous 10 years, relative to the number of active participants contributed

4. Recent authorship activity (5-year perspective)

The number of co-authorships awarded to the site within the previous 5 years will be taken into account

5. Steering Committee representation

SC member sites that meet the above criteria will be awarded two co-authorships. Priority in the selection of the SC member sites will be given to those that have actively reviewed the proposal

Notes:

- I. A site can have a maximum of one representatives included in a particular WG.
- II. Not all sites supplying data to a given project will automatically have a representative included in the WG.

- III. Companies, including pharmaceutical companies sponsoring specific projects, may propose scientific projects within EuroSIDA. However, representatives of funding bodies cannot be the scientific lead of a project, i.e., the proposing party may be part of the core WG but may not feature as first – or last (senior) author of a EuroSIDA abstract, conference presentation or manuscript. Members from pharmaceutical companies or other funding bodies do not hold membership in the EuroSIDA SC and therefore have no influence on the overall strategies or decisions to approve scientific projects.

d) After WG selection

When contacted by staff from the EuroSIDA CC or the lead WG members, coauthors must confirm their interest in serving as a coauthor within 2 weeks. Non-responders will be removed from the coauthor list and replacements will be identified.

As per the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals¹, the authorship requires the coauthor's active scientific contribution and approval of a final manuscript before submission. Based on these principles, staff at the EuroSIDA CC will actively monitor WG members involvement and may remove WG members who do not meet these requirements.

In addition to scientific involvement, coauthors must complete documents as requested by the journals including author declarations or conflicts of interest. Non-responders within 2 weeks may be removed from the list and replaced. If there are difficulties in getting authors from the WG listed in PubMed for the institutional recognition, the corresponding author and CC staff will work together on solving the issue – and potentially involve the EuroSIDA SC.

The WG composition also applies to manuscripts submitted under a group authorship, where the WG should be featured in the acknowledgement section.

Abstracts are submitted with the core group on behalf of the EuroSIDA, whereas all named authors should figure on oral and poster presentations at conferences and meetings.

The full WG should be listed as part of the acknowledgements for manuscripts.

REFERENCES

- 1: <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

HISTORY LOG – CHANGES PERFORMED

ATTACHMENTS