

EUPATI
**Development of Open Classroom & Toolbox Content – to ensure
high quality, accuracy and transparency**
January 2022

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EUPATI's content development builds on the strength of EUPATI as a multi-stakeholder initiative, bringing together different perspectives around medicines and health technologies R&D. In line with this approach, representatives from patient organisations, academia, industry, medtech, digital sector, regulatory affairs, HTA bodies, health care provision and any other relevant areas are included in the content development process.

The approach is participatory and collaborative co-designed, with patient perspective in the focus. The guiding principles for all content development are quality, transparency, accessibility, factual accuracy, neutrality, and readability. EUPATI aims to develop content based on the latest research and scientific literature as well as on the knowledge and expertise of all stakeholders involved in the process.

All EUPATI content is released under the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International \(CC BY-NC-SA 4.0\)](https://creativecommons.org/licenses/by-nc-sa/4.0/) license, with the exception of fee-for-service training materials.

CONTENT DEVELOPMENT PROCESS

STEP 1: Initiation

A Proposal can be put forward by one or more of the following groups - EUPATI Alumni, Secretariat, Sustaining Partners or members of the wider network.

The proposal should:

- Clearly define the intended scope and focus of the targeted content

B The Secretariat evaluates the suggestion against the following criteria:

- Alignment with the overall focus and scope of EUPATI (e.g. non-disease specific and relevant for patient engagement in medicines R&D and other health technologies)
- Alignment with expressed training needs by the EUPATI Alumni, patient community or other stakeholders
- Alignment with the current workplan

C The suggestion is put forward in the EUPATI Annual Workplan (January of each year), reviewed, approved/rejected by the EUPATI Board.

STEP 2: Call for contributors

EUPATI reaches out to its Alumni and Partners (and if needed to other members of its wider network) and establishes a group of 'authors' according to the following criteria:

- Adequate representation of different backgrounds and stakeholder groups
- Documented expertise and experience in the topic
- Endorsement of EUPATI Mission & Vision as well as the [Code of Conduct and Ethical Framework](#)

The involvement of the authors is on a voluntary basis, except for EUPATI Fellows who are eligible for an honorarium according to the EUPATI procedures. Overall, expectations and the extent of the contribution will be discussed

EUPATI Secretariat leads and chairs the meetings of the group which consists of approximately 5-15 members. The Secretariat's role is to coordinate and support the process, not to be involved in the content production itself.

A co-lead is appointed among the members to support the work of EUPATI Secretariat.

STEP 3: Content production

A Kick-off online workshop establishing the membership, objectives, working mode and timelines

B Defining and agreeing on a table of contents/structure of the intended content

C Allocating sections to different members of the group

D Collection of existing resources/literature review and/or desk research by the members of the group (as relevant)

- E Populating the different sections with content by the authors
- F Review and gap analysis by the Secretariat (an eventually going back to stage D)
- G Review of content by selected members of the group (incl. EUPATI Alumni or other patient representatives for accessibility)
- H Identifying new terms and their definitions to be included in the EUPATI Online Glossary
- I Review by additional external experts for factual accuracy (if relevant)
- j Literacy review by scientific writing expert to ensure appropriate level of language (if relevant)
- K Review of the content by the co-lead
- L Final consolidation by the EUPATI Secretariat
- M Submission to the EUPATI Editorial Board
- N Revision of the content based on the Editorial Board comments (if necessary) and repeating steps E-L

WORKING METHODS

- Regular online meetings
- Communication via email
- Content production and document management only via a collaborative Sharepoint (online platform)

STEP 4: Editorial Board

EUPATI Editorial Board reviews and approves all content before its publication. The Editorial Board consists of representatives of all different stakeholder groups. The process is coordinated by the EUPATI Secretariat and includes the following:

- A Review of the content for consistency, accuracy and accessibility
- B1 Approval of the content
- B2 Submission back to the contributors for revision (going back to STEP 3E and repeating the process until approval is achieved)

UPDATING AND REVISING OF CONTENT

All content is object to revision and updates every 2-3 years and/or depending on the developments in the relevant fields.

STEP 1: Initiation

The Secretariat is responsible for initiating the process of updating and revising the existing content.

STEP 2: Roles and responsibilities

EUPATI Secretariat leads and chairs the meetings of the group which consists of approximately 4-5 people (Fellows and experts in the field). The Secretariat's role is to coordinate and support the process. A co-lead is appointed among the members to support the work of EUPATI Secretariat.

The roles of the EUPATI Fellows and experts in the field is to provide knowledge and expertise related to the content concerned.

STEP 3: Call for contributors

EUPATI reaches out to its Fellows and experts in the field through its wide network and establishes a group of contributors according to the following criteria:

- Adequate representation of different backgrounds and stakeholder groups
- Documented expertise and experience in the topic
- Endorsement of EUPATI Mission & Vision as well as the [Code of Conduct and Ethical Framework](#)

STEP 4: Revision and Update: step-by-step approach

A The group will identify the areas where updates/revisions may be needed

B Once an agreement has been reached on the exact aspects to update/revise, the group will locate adequate resources where the latest information can be found

C The group will finalise the material before it can be submitted to the EUPATI Editorial Board

D Revision of the content based on the EUPATI Editorial Board comments (if needed)

The following points represent a few practical examples of what can guide the revision process:

- Has the relevant legislation included in the course changed?
- Are external URL/links still working?
- Are the existing tables/graphs/images still up to date?
- Has a major component of the course changed and therefore revisions are necessary?

- Has EUPATI Secretariat, Fellows, Partners and stakeholders involved received specific feedback about the accessibility of existing content?
- Has the terminology in the field changed?

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- Regular online meetings
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STEP 5: The content is made publicly available

The content will be uploaded on to the Open Classroom and/or added to the Toolbox. When thinking about a timeline for new content development, time should be factored in to complete the upload on to the platform.