



SCIENTIFIC ADVISORY COMMITTEE COMMISSION

- NUMBER OF MEMBERS: 18 (Eighteen)
- REPORTING TO: ILCOR Board
Scientific Advisory Council Chair is an ex-officio non-voting member of the ILCOR Board
- MEMBERS:
- A) Members must have content expertise in areas covered by at least one ILCOR Task Force (Currently First Aid, Education Implementation and Teams, Basic Life Support, Advanced Life Support, Pediatric Life Support, Neonatal Life Support); all members are volunteers. 2 SAC members will be assigned to each Task Force based on expertise and preference. Members may be assigned to Task Forces other than their first choice. No Task Force will have more than two SAC members serving in an official capacity. SAC may rotate TF assignments based on Task Force needs, or SAC and/or TF chair discretion and needs. Task Force Chairs are usually not SAC commissioned members.
- B) Desired Qualifications:
1. Formal training in systematic review methodology
 2. Expertise in GRADE methodology
 3. Documented expertise in the ILCOR continuous evidence evaluation process
 4. Expertise in the conduct of systematic reviews, meta-analyses and network meta-analyses
 5. Track record of productive contributions to ILCOR continuous evidence evaluation process
- C) Expectations:
1. Ability to meet bi-weekly
 2. Ability to meet challenging deadlines and contribute to process evaluation in a meaningful way
 3. Ability to communicate and dialogue with ILCOR members on the CEE process
 4. Mid to senior level investigator

PROCESS OF APPOINTMENT: Appointment will adhere to the ILCOR policy on appointment. Open positions for at large members, Chair and Vice Chair will be posted on the ILCOR website and applications will be accepted from all qualified candidates.

The ILCOR nominating committee will make recommendations to ILCOR Board for at large members, chair, and vice chair position.

If all applicants are equally qualified the offer of an appointment will consider the following priorities in order:

1. Representation across the taskforces
2. Balance across ILCOR councils
3. Balance across genders
4. Diversity across career levels (early, mid, senior)

APPOINTED MEMBERS: Chair (voting)
Vice Chair (voting)
Immediate Past Chair (voting)
15 At Large Members (voting) (minimum 2 for each Task Force)

EX OFFICIO MEMBERS ILCOR Co-Chairs (non-voting)
One Chair or Vice Chair from each ILCOR Task Force (non-voting)
Senior Science Editor/s
ILCOR committee members as needed (non-voting)
Council staff as needed (non-voting)
Ad Hoc Process Specialists (GRADE, Proof Hub, COI, etc.)

QUORUM FOR VOTE: Greater than 50% of voting members comprise the quorum including either Chair or Vice Chair

TERM OF OFFICE: Chairperson, Vice Chairperson and Immediate Past Chair three-year terms; All terms are renewable once for 3-year terms each. Non-performance will be managed in accordance with ILCOR policy

FREQUENCY OF MEETINGS: Every two weeks or as determined by the chair

A. Individual Responsibilities:

1. Attend assigned TF meetings and maintain close communication with TF Chair to meet the needs of the TF.

RESPONSIBILITIES: 2. Guide and approve TF development of PICOSTs.

3. Review and approve and guide TF led Evidence Updates, TF led SRs, and TF led Scoping Reviews prior to submission to SAC and for public comment, peer review, or publication.

4. Oversee and coordinate the activities relevant to the ILCOR approved CEE process at the level of the TF

- a. Guides TF members in development of PICOST and Search Strategy
- b. Liaise between TF and SAC to facilitate science review process.
- c. Guides TF in the development of EtD Tables, and CoSTRs
- d. Reviews/Approves all completed systematic reviews prior to submission for peer review and reviews and approves all CoSTRs and EtD tables prior to submission to the Board for approval and posting on ilcor.org
- e. Monitor (through the biweekly SAC meetings) the projects of other TFs to connect TFs to nodal reviews.
- f. Monitor new developments in evidence review methodologies and opportunities to determine and adjust the ILCOR Continuous Evidence Evaluation (CEE) process appropriately.

B. Assist SAC in the activities that follow:

- 1. Provide science input into ILCOR's strategic planning process and assure that ILCOR's CEE priorities are appropriately reflected in the ILCOR strategic plan.
- 2. Make recommendations regarding candidates for Expert Systematic Reviewers contributing to the CEE process recruited in accordance with the ILCOR policy on appointment.
- 3. Participates in the approval of assignments for contracted reviewers.
- 4. Ensure compliance with COI principles in all CEE activities.
- 5. Assumes other responsibilities as assigned by the SAC Chair.
- 6. Oversee and coordinate the activities relevant to the ILCOR approved CEE process.

Approved by Board: March 26, 2019
Revised: August 26, 2021
Revised: March 19, 2024