

Advisory Groups – SOP

Advisory Groups are formed in key neurological areas comprising ABN members. They are appointed by and accountable to council. Their primary role is to support the ABN in the preparation of informed and balanced responses to consultations affecting the practice of neurology.

1. There are currently twelve groups representing the main sub specialties
 - a. Acute Neurology
 - b. Cognitive disorders
 - c. Epilepsy
 - d. Headache and Pain
 - e. Movement disorders
 - f. MS & neuroinflammation
 - g. Neurogenetics
 - h. Neuromuscular disorders
 - i. Neuro-oncology
 - j. Neurorehabilitation
 - k. Stroke
 - l. Traumatic Brain Injury
2. Structure of groups: each group should have
 - a. Up to 10 members. These are typically ordinary members of the ABN but 1-2 associate members per group may be considered.
 - b. One chair
 - c. One deputy chair
 - d. Media representative
 - e. Nominated lead for guidelines
3. Appointment of chairs and committee members
 - a. The tenure of each Chair and Advisory Group member is three years renewable for a further three years.
 - b. Members will be invited to nominate themselves for consideration as chair or members of a specific advisory group
 - c. Nominees will be asked to submit a cv plus a short (300 word max) statement summarising their interest in the sub specialty and the particular skills and experience they would bring to the group.
 - d. The Honorary Secretary will review applications and recommend suitable chairs to the Council for approval.
 - e. The Honorary Secretary will then work with the individual chairs to select and recommend individual members for approval by council.
 - f. Once the advisory group members are in place, the chair will work with members to agree individual responsibilities within the group – including deputy chair, media representative, guidelines representative.
4. Management of consultations: all consultations are managed via the ABN office.
 - a. Once consultations are received they are forwarded by the ABN office to the Chair of the relevant advisory group and copied to the members of that group as well as to the Honorary Secretary.
 - b. A deadline for responses will be given, this will typically be 7-10days in advance of the formal deadline to allow time for discussion and ratification by council if required.
 - c. Members should forward their comments to the chair of the advisory group who will collate before returning to the Honorary Secretary, c/o the ABN office.

- d. Advisory Group chairs are responsible for ensuring the collated response is prepared by their group and sent to the ABN office by the agreed internal deadline. Should chairs be uncertain of meeting this deadline, it is their responsibility either to appoint a deputy to take responsibility in their place or to advise the office in good time of any issues so that alternative actions may be taken.
- e. The Honorary secretary will review and confirm the response on behalf of the ABN Council before authorising for submission by the ABN office.
- f. Responses must always be sent via the Advisory Group chair initially and then the ABN office. Advisory Group members should not respond directly to the consulting body.

5. External roles

- a. Practical Neurology editorial board: Advisory group chairs are automatically members of the Practical Neurology editorial board. As such they are expected to participate in reviewing papers submitted for publication within an agreed timescale (Check with PS/GF if more to be added).
- b. EAN Scientific committee: Additionally some groups will provide a representative to the appropriate EAN Scientific committee. These roles are offered and accepted on a case by case basis.