⬜ Consensus Meeting

A **consensus meeting** is a structured, face-to-face (or virtual) gathering of experts, stakeholders, or representatives from relevant fields aimed at reaching agreement on a specific issue where evidence may be uncertain, incomplete, or requires contextual interpretation.

⬜ Purpose

- Achieve agreement on clinical or policy decisions.
- Finalize recommendations developed through prior methods (e.g. Delphi rounds).
- Prioritize outcomes, indicators, or interventions.
- Resolve outstanding disagreements from previous consensus steps.

⬜ Common Contexts

- Development of:
    1. Clinical practice guidelines
    2. Core Outcome Sets (COS)
    3. Ethical frameworks
    4. Health technology assessments
- Consensus on:
    1. Definitions
    2. Diagnostic criteria
    3. Treatment appropriateness

⬜⚖ Structure and Process

- **Participants:** Multidisciplinary experts, clinicians, patients, policymakers.
- **Chairperson:** Neutral moderator to guide discussion.
- **Format:**
    1. Presentation of background evidence
    2. Open discussion
    3. Structured debate
    4. Voting (anonymous or open)
    5. Consensus defined (e.g., ≥70% agreement)
- **Documentation:** Minutes, consensus statement, list of unresolved issues.

⬜ Integration With Other Methods

- Often follows a **Delphi process**.
- Used to finalize outcomes of **RAND/UCLA** ratings.
- Can serve as the final stage in **COS development**.

⬜ Advantages

- Allows real-time clarification and negotiation.
- Facilitates understanding of differing viewpoints.
- Enables consensus through direct interaction.

⬜ Limitations

- Risk of dominant voices influencing decisions.
- Requires effective facilitation.
- Logistically complex and time-consuming.

⬜ Reporting Standards

- **COMET Handbook** – for core outcome set development
- **GRADE** – for guideline panels
- Clearly report:
  1. Participant selection
  2. Evidence used
  3. Consensus criteria
  4. Outcomes

See also: Consensus Methodology | Delphi Method | RAND/UCLA Method

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