Attachment 4: Position paper development process

22 and 23 March 2024	1st Face-to-face work meeting: Objectives: review existing literature, identify relevant sources and supplement existing competency frameworks to include postgraduate medical training contexts; and then agree by consensus on a first draft of the competency fields 7 of the 8 authors were present
April - May 2024	Consolidate the first draft of the competency framework with written comments on the first draft by all authors
27 May 2024	2nd Online work meeting: Discussion and consensus-building on changes to the competency framework 6 of the 8 authors present
May - June 2024	Linguistic harmonization of phrasing of learning objectives and application examples
25 June 2024	3rd Online work meeting: Discussion of amendments to the competency framework 7 of the 8 authors were present
15 August 2024	4th Online work meeting: Discuss previously drafted proposals for carrying out relevant train-the-trainer (TTT) courses and incorporate them into the competency framework 6 of the 8 authors present
September – December 2024	Further refinement of the table, elimination of redundancies, linguistic adjustments, process description according to a reporting guideline
13 December 2024	5. Online work meeting: Final editing of the competency framework by the lead authors 2 authors present
13 January 2025	6. Online work meeting: Guidelines for finalizing the manuscript 3 authors present
13 February 2025	7th Online work meeting: Finalise the manuscript and draft a concept for discussing the results (reference to WFME, scope of 'train the trainer' curricula and to other professional groups, implementation at postgraduate training sites, DACH (Germany, Austria, Switzerland) perspective, etc.) 5 authors present
February - June 2025	Finalisation of the manuscript, with particular focus on the design of and practical experience with the newly implemented TTT courses in the region governed by the North Rhine Medical Association
27 June 2025	8. Online work meeting: Final discussion of the recommendations regarding the train the trainer curricula (minimum scope, trainer qualifications, etc.) 5 authors present
July - October 2025	Finalization of the manuscript and final feedback from all authors
9 September 2025	9th Face-to-face work meeting Face-to-face meeting at the GMA Annual Conference, final consultations on the manuscript, allocation of tasks for submission, etc. 6 of the 8 authors present
November 2025	Manuscript submission