# Policy and process for maintaining reviews

Policy

Cochrane Eyes and Vision (CEV) aims to keep reviews up-to-date. In an ideal world, all CEV Reviews would incorporate all new evidence as soon as feasible. In practice, as the number of reviews increases, it is not feasible to do this for all reviews, and indeed, may be a waste of resources to update reviews unnecessarily. This document outlines the process by which CEV chooses which reviews to update, and how the update should be done.

Process

Which reviews to update?

We are informed by the Updating Classification System (UCS) process within Cochrane. "The Updating Classification System (UCS) guides readers as to whether a Cochrane Review is up to date, likely to be updated in future, or does not need updating at the current time. The system can also help Cochrane Review Groups (CRGs) with prioritisation decisions for individual Cochrane Reviews. The UCS follows a decision framework (see Figure below) that asks about the usage and currency of the review question, the availability of new studies or information, and how new information would impact on the review; and also whether new methods will make important changes to the review."

Figure: Decision-making flowchart to assess systematic reviews for updating, with standard terms to report these decisions.
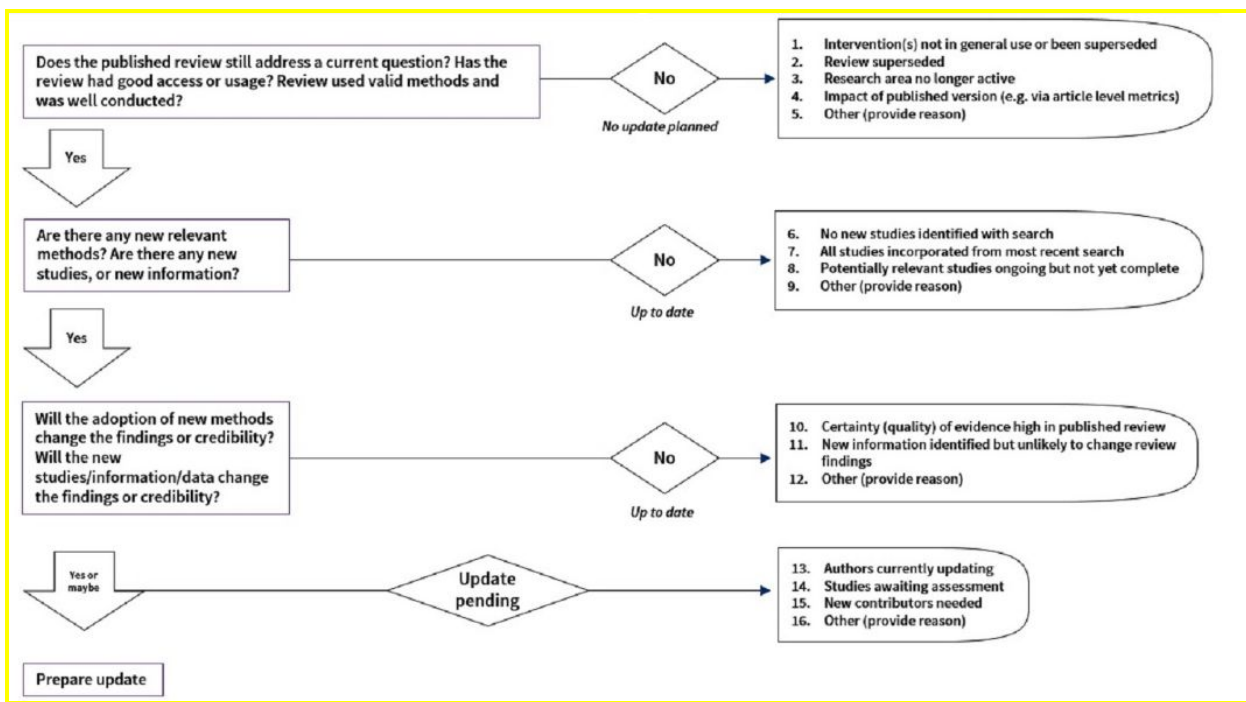
Choice of updates will also be informed by relevant CEV priority setting exercises.

Process for updating the review

Standards
The review update process will be guided by MECIR standards for review updates.

Timetable
The review update will need to be published within 9 months of the searches being sent to the review team..

Authorship
The current review author team will be given the first option to update the review. CEV reserves the right to allocate the review to a new author team if, in our judgement, the current team may not be able to complete a timely review. Authors who have not contributed to the review update may be removed from the byline. See Criteria for update authorship (authors on the byline). All authors will be expected to update their conflict of interest statements and follow the current Cochrane conflict of interest policy.

Updating the protocol
Prior to starting the update, the CEV editorial base will check the protocol of the review against **current** Cochrane standards. The review author team will need to update the protocol before starting on the review update. If the updates are substantial, CEV may publish a revised protocol but in most cases this will not be necessary.

Review author teams are expected to familiarise themselves with the **current** MECIR standards and most recent version of the Cochrane Handbook.

Searches

The CEV Information Specialist will update the searches when the revised protocol has been agreed. Please note that CEV will aim to publish the review within 9 months of the searches being sent to the author team. If the review is approaching this deadline, it is the responsibility of the review author team to request additional searches prior to publication to ensure the review is up-to-date.

Relevant policies

As for new reviews, the conflict of interest and rejection policy apply.