



Instructions for completing The ICMART Tool Box for Data Collection forms at National and Regional levels

ICMART annually monitors ART cycles performed internationally through the collection of data on standardized forms provided by National and/or Regional registers. The data requested on these forms concerns all of the reported ART cycles that National and/or Regional registers received from fertility clinics annually and provides an overview of outcomes at the National and/or Regional levels. Below is an outline of important instructions to be followed when completing the forms to ensure that data are captured as accurately as possible. Please use the ICMART/WHO glossary of ART terminology (Zegers-Hochschild et al., 2009a, 2009b) at the end of this package to ensure consistent use of definitions between countries and regions.

General considerations

- The forms reflect ART cycle activity for a single year and include:
 - The cycles with aspirations performed (including aspirations without oocytes retrieved)
 - The cancelled cycles for which an aspiration was intended to be performed for the year being reported
 - Frozen embryo transfers performed or intended to be performed for the year being reported
 - All pregnancies that resulted from ART cycles performed for year being reported.
- Complete the forms by filling in each form carefully, leaving as few questions unanswered as possible. However, if data are not available for some sections of the forms these sections should be left blank.
- Carefully read the specific instructions at the bottom of the forms before filling in the forms.
- Use the definitions in The ICMART/WHO Glossary of ART Terminology which is included at the end of this package.
- If your register does not use the same or very similar definitions as those in the ICMART/WHO register and in these tables, complete the table with the definition used in your country, and indicate the definition you use in your country register in a footnote.
- If a table does not fit with your register data, complete it with your available data and indicate any differences in a footnote.



Specific instructions for completing the forms

Form 1: Organization of national ART registers

- Put numbers in the boxes as required.
- Place a check mark in the box for Yes/No questions.
- The number of cycles is the sum of all the cycles initiated with the intention of performing an oocyte recovery, including Preimplantation Genetic Diagnosis (PGD)/Preimplantation Genetic Screening (PGS) cycles, oocyte donation (OD) cycles and gamete intrafallopian transfer (GIFT) cycles, plus all the cycles initiated with the intention of performing an FET.

Forms 2 to 6:

- Exclude PGD / PGS (reported on Form 7) and oocyte donation (reported on Form 8).

Form 2: Number of treatments and pregnancies

- This is the only table where GIFT cycles will be reported because the frequency of GIFT is very low and declining.
- FET cycles are reported regardless of the fertilization technique (IVF or ICSI), but excluding PGD and OD.
- Assisted hatching (AH) and in vitro maturation (IVM) should be included in the column of the relevant fertilization technique (IVF or ICSI).
- For cycles in which both conventional IVF and ICSI were used, report cycles in the column of the technique that resulted in the transferred embryos. If both types of embryos were transferred, count as ICSI. This applies to all the forms when both IVF and ICSI were performed in a single cycle. If both fresh and frozen embryos are transferred in a single cycle, report as a fresh embryo transfer cycle.
- In countries in which surrogacy is performed, report surrogacy cycles the same as non-surrogacy cycles according to the fertilization technique (IVF or ICSI) that was used, without specifying that it was a surrogacy cycle on all the forms except Form 9. Specific questions and data regarding surrogacy are reported at the bottom of Form 9.
- Report oocyte freezing if performed.
- If possible, report summarized information on cross boarder cycles performed in your country. This information should also be reported in the general procedure with all the other cycles.

Form 3: Results by women's age and ART technique

- For Forms 3a and 3b
 - Deliveries: if the health status at birth is not available, put the number of deliveries and indicate the definition used in a footnote.



- Form 3b only
 - If the origin of frozen embryos is not available in your register, fill in the information on the 3 columns ‘After both IVF and ICSI’.

Form 4: Results by number of transferred embryos

- The number of elective transfers of 1 and 2 embryos is very useful for the report but, if you do not have this data, fill in the column labelled ‘All’.
- A transfer of 1 embryo is elective when more than 1 viable embryo was obtained, regardless of its quality.
- A transfer of 2 embryos is elective when more than 2 were obtained, regardless of their quality.

Form 5: Gestational age by treatment and multiple deliveries

- Gestational age calculations: completed weeks of gestation, by adding 14 days (2 weeks) to the number of completed weeks since the fertilization.
 - Fresh cycles: calculate the number of days between oocyte collection and delivery, add 14 days, divide the sum by 7 and use the integer.
 - FET cycles: calculate the number of days between transfer and delivery dates, add the embryo age at transfer (sum of the embryo age at freezing and the number of culture days at thawing, generally 2 to 6 days), add 14 days, divide the sum by 7 and use the integer.

Form 6: Neonates outcome in relation to treatment

- Use the ICMART/WHO glossary as carefully as possible and indicate all the deviations, if any, from these definitions.

Form 7: Preimplantation Genetic Diagnosis (PGD) and Preimplantation Genetic Screening (PGS)

- Use the ICMART/WHO glossary as carefully as possible and indicate all the deviations, if any, from these definitions.

Form 8: Oocyte donation

- Part A concerns the *donor*. Parts B and C concern the *recipient*.

Form 9: Complications of treatment

- If a woman had two occurrences of the same complication in 2 different cycles, count her twice. If two of the same complications occur during the same cycle, count her once.
- If a woman had two different complications, count her in both of them.



Form 10: List of congenital anomalies (malformations and genetic abnormalities)

- This form includes information on all the fetuses / newborns with anomalies.
- Anomalies consist of malformations and genetic abnormalities.
- All the congenital anomalies must be reported for all spontaneous abortions, medical abortions, stillbirths, and live births.

Form 11: Intrauterine insemination (IUI)

- Complete this form if information is available on this technique.