

Terms of Reference: OMERACT Technical Advisory Group (TAG)

PURPOSE: The OMERACT Technical Advisory Group (TAG) is a specialized committee within OMERACT that provides expertise and guidance in methodology related to Core Outcome Set Development. The TAG consists of diverse group of persons selected for their specific knowledge and skills in areas such as measurement science, psychometrics, outcome development or testing, statistical analysis, data management, and technology implementation.

TERM: 5-year term staggered to provide coverage; this would allow for attendance at 2 OMERACT conferences

MEMBERSHIP: The TAG will consist of a diverse group of OMERACTers, including experts from various stakeholder groups, disciplines, and geographical regions. This may include researchers, clinicians, industry representatives, patient research partners, and other relevant stakeholders.

TIME COMMITMENT: The time commitment required for members of the TAG can vary depending on the organization's needs, the complexity of the issues being addressed, and the frequency of meetings.

Members of the TAG can expect to commit to the following:

1. **Regular monthly meetings:** Meetings will be held monthly (breaks in July & August)
2. **Preparation and review:** Members may need to invest time in preparing for meetings by reviewing relevant materials, such as reports or discussion documents. This could also include providing feedback on drafts or proposals circulated by OMERACT.
3. **Subcommittees or working groups:** Members might be asked to participate in subcommittees focused on specific topics or initiatives. These groups may require additional meetings and time for collaboration on projects, research, or recommendations.
4. **Ad-hoc consultations:** Occasionally, members may be asked to provide advice or input on specific issues or decisions outside of regular meetings, such as workbook reviews which could require some additional time for review and response.

ROLES & RESPONSIBILITIES

- Work with the TAG Co-Chairs and to provide methods guidance on matters related to OMERACT methodology
- Provide valuable methodological guidance to the OMERACT Management Groups and OMERACT Working Groups, assisting them in their respective endeavors.
- Conduct thorough evaluations of submitted documentation from OMERACT Working Groups, ensuring strict adherence to the Filter checklist requirements.
- Contribute to the advancement of methods used for Core Outcome Set Development within OMERACT.
- Act as a knowledgeable resource, readily available to OMERACT Working Groups, offering guidance and solutions for specific methodological challenges as they arise.
- Participate actively in group discussions and decision-making processes
- Technical Advisory Group members will be guided by the Spirit of OMERACT principles.
- Keep up to date on OMERACT methods as well as methods in measurement or core set development in other fields, bringing back ideas for improvements at OMERACT

DELIVERABLES

- Written appraisals of OMERACT Working Group reports on domain or instrument selection for adherence to the OMERACT Filter domain and instrument selection requirements and reporting of appraisal to the TAG committee.
- Provide input to planning of Methods Workshop at biennial conference and contribute to publications.
- Other tasks relating to methodology used by OMERACT at the request of OMERACT.
- Providing advice & guidance to OMERACT Working Groups as needed/requested

QUORUM

Decision making within the TAG will be conducted by achieving a quorum (at least 6 active TAG members) and obtaining the agreement of the remaining members through email voting.

PROPOSED EXPECTED ACTIVITIES AND TIMELINES

- 1-hour monthly calls
- Provide advice on methods being used, rationale for decisions, reports, etc to OMERACT Working Groups
- Review and comment on written submissions (proposed research plan and/or reports) of Working Groups within a one-month window [two TAG members per report]. OMERACT Senior Methodologists prepares report, and 2 reviewers comments on review (similar to a grant panel).
- The two reviewers will be asked to lead the discussion on each domain/instrument workbook; a background briefing document will be prepared so it is expected an evening of reading and writing will be required for these reviews.
- Members in conflict should abstain from voting on, and reviewing documents from, the Working Groups with which they have a major role.
- The TAG will come to a collective agreement on whether Working Group has followed processes outlined in the current OMERACT Filter and have justification for their recommendations. Agreement vote: 70% + agree that it is ready to move to an OMERACT meeting. Mentoring to achieve that level will take place with the working group, outlining the revisions or clarifications needed.
- TAG will confirm the proposed conclusion suggested by the working group for each instrument selection or domain selection work submitted. In addition, any highlights or cautions about the work that need to be brought to the attention of the OMERACT community will accompany the confirmation both will be displayed for the OMERACT community at the time of an OMERACT Endorsement Vote.
- TAG will make recommendation to revise the process (and the Handbook) if improved processes are discovered.
- TAG will be guided by the Spirit of OMERACT principles.

BENEFITS OF MEMBERSHIP

- Letter from the OMERACT Management Group acknowledging participation
- **Authorship:** Participation in authorship of any TAG publications
- **Influence and Impact:** the opportunity to shape and influence the development and implementation of programs and initiatives related to OMERACT methodology
- **Networking and Collaboration:** The TAG serves as a vibrant community of methodological experts, fostering networking and collaboration opportunities with like-minded professionals. You will have the chance to establish valuable connections, exchange ideas, and build relationships with individuals who share your passion for advancing research methodology.
- **Recognition and Visibility:** Membership in the TAG brings visibility and recognition within the OMERACT community and the broader research community. Your contributions and expertise will be acknowledged, showcasing your commitment to methodological excellence and advancing research in the field
- **Influence Future Methodological Directions:** By actively participating in the TAG, you can help shape the future methodological directions of OMERACT. Your insights and contributions contribute to the continuous improvement and refinement of research methodologies, ensuring their relevance and effectiveness.

TAG operates under the responsibility of the OMERACT Management Group and receives support from the OMERACT Secretariat and the Senior OMERACT Methodological Advisor.

Note: *These Terms of Reference are a guide and may be reviewed and updated as needed to ensure that the TAG remains effective in fulfilling its responsibilities.*