

Terms of Reference:

Co-Chairs of the OMERACT Technical Advisory Group (TAG)

PURPOSE: To provide methodological expertise and guidance to support the development and implementation of programs and initiatives related to OMERACT's areas of focus.

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

ACCOUNTABILITIES:

1. Work with the OMERACT Management Group to provide methodological leadership and direction for OMERACT
2. Represent OMERACT at meetings and events as needed, and serve as a spokesperson for OMERACT
3. Collaborate with other TAG members to identify key technical issues and opportunities, and to develop recommendations for action.
4. Ensure effective communication and collaboration among all TAG members
5. Oversee the development and management of budgets and resources
6. Ensure the TAG's work is aligned with OMERACT's strategic plans and priorities.
7. Support working groups (in their domain/instrument selection/methods) activities.
8. Knowledge transfer and exchange with stakeholders (internal or external, i.e., TAG Advisors group).
9. Think of upcoming important initiatives that should be undertaken by the TAG and in future by OMERACT to advance core outcome set development. Examples might be common definitions for OMERACT working groups or the methods to be recommended in developing composites.
10. TAG co-chairs will be guided by the Spirit of OMERACT principles.

DELIVERABLES

- Monthly TAG meetings
- Annual Report: summarizing the TAG's activities, achievements and recommendations
- Publication of OMERACT methods work
- Tracking of key issues to be addressed by TAG and advise Management group.
- Tracking the review of working group materials
- Demonstrate KT initiatives including but not limited to TAG publications.
- Ensure annual letters of recognition (contribution to OMERACT as TAG member) are written and sent to TAG members.

PROPOSED EXPECTED ACTIVITIES AND TIMELINES

- 1-hour monthly calls for TAG and quarterly calls of the TAG CoChairs for planning. Adhoc meetings as needed.
- Co-chairs will take on leadership in moving responsibilities forward with cooperation from OMERACT Senior Methodologist:

| | Dorcas Beaton | George Wells | Bing Bingham |
|---------------------------|--|---|---|
| Regular leadership role | TAG meetings with senior methodologist – setting agenda, material support, letters of recognition from OMERACT | Ensuring adequate working group support in terms of methods, identify gaps | Ensuring timely review of workbooks and feedback to working groups. |
| Strategic role | <p>Awareness of work that is ongoing, where OMERACT methods should be represented. What do we need to address?</p> <p>Complete a SWOT analysis of OMERACT workbooks and provide direction .</p> <p>Bringing key groups internationally to the table to keep up on new methodologies, how OMERACT should adapt, react etc. How to be proactive and not just “defending” or reacting to other initiatives.</p> <p>External stakeholders – make a place for these people, how we get a 360 reflection on our methods. *Keep in mind findings from the ident interview re future of OMERACT (2023).</p> <p>OMERACT & TAG as leader in methods. Keep in mind ROI for our funders & stakeholders.</p> <p>Succession planning, identifying, and mentoring new and emerging leaders in methods. Rotation of TAG memberships. Life after TAG – emeritus? Advisors to TAG?</p> | | |
| Special project to lead | Domain definition - survey, project for 2023 Domain and instrument selection updates. | Composites – chapter, SIG at 2023 - different methods for developing weighting systems | Concept Mapping/Binning and winnowing – how to reduce down to reasonable domains for Delphi – examples from Delphi manager. POLOS, CNO, scleroderma (lots from round 1) |
| | Redhat group – collaboration across organizations creating or using core outcome sets. | | Developing instruments – finding/creating resources -chapter for handbook |
| TAG support & development | Education re: updates to the handbook & new methods | Journal club? Training? i.e., composites | Journal club? Training? i.e., binning, conceptual clarity |

DECISION-MAKING PROCESS: The OMERACT Technical Advisory Group is committed to a transparent and accountable decision-making process. Our approach aligns with the principles of collective decision-making, allowing us to harness the diverse expertise of our group and foster a culture of collaboration and consensus-building.

- **Open Discussions:** All significant decisions are to be made during the TAG co-chair meetings to ensure active participation and diverse input from all members. Each member is encouraged to voice their thoughts, opinions, and concerns.
- **Informed Decisions:** Decisions are always backed by relevant information, research, and expert input. Wherever necessary, subject matter experts may be invited to provide insights on specific topics or issues.
- **Consensus Building:** Our preferred approach is to reach decisions through consensus. This means fostering an environment where members feel comfortable expressing their views and working together to agree on a common path forward.
- **Voting:** In instances where consensus cannot be reached, a vote may be taken. Each member of the TAG co-chairs will have one vote. A decision will be considered approved if it receives a majority of votes.
- **Transparency and Documentation:** All decisions, including the rationale and the process by which they were reached, will be accurately recorded in the meeting minutes. These will be made available to all TAG co-chairs to ensure transparency and accountability.
- **Review and Reconsideration:** In the spirit of continuous improvement, any decision can be reviewed and reconsidered upon request by any member of the TAG co-chair group. The aim is to ensure our decisions remain adaptable and responsive to the evolving needs and circumstances of OMERACT.

By adhering to these principles, we strive to maintain an equitable and transparent decision-making process that encourages participation, values diverse perspectives, and ensures the best outcomes for OMERACT and our stakeholders.

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.

