

**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:

- Work with the OMERACT Management Group to provide methodological leadership and direction for OMERACT.
- Represent OMERACT at meetings and events as needed and serve as a spokesperson for OMERACT.
- Collaborate with other TAG members to identify key technical issues and opportunities and to develop recommendations for action.
- Ensure effective communication and collaboration among all TAG members.
- Oversee the development and management of budgets and resources.
- Ensure the TAG's work is aligned with OMERACT's strategic plans and priorities.
- Support working groups (in their domain/instrument selection/methods) activities.
- Knowledge transfer and exchange with collaborators (internal or external, i.e., TAG Advisors group).
- Identify and prioritize upcoming initiatives for the TAG and OMERACT to undertake, focusing on advancing the development of Core Outcome Sets and addressing emerging needs in the field.
- TAG co-chairs will be guided by the Spirit of OMERACT principles.

DELIVERABLES

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

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.

- 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.
- Decisions are backed by relevant information, research, and expert input. Wherever necessary, subject matter experts may be invited to provide insights on specific topics or issues.
- 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.

- 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.
- 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.
- 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 collaborators.

DELINEATION OF ROLES AND RESPONSIBILITIES FOR OMERACT TAG CO-CHAIRS

Role	Dorcas Beaton	George Wells	Bing Bingham
Operational	<p>In addition to roles & responsibilities found in the OMERACT Management Group Terms of Reference for the Chair - Methodology</p> <ul style="list-style-type: none"> • Lead and organize TAG meetings including setting agendas and support material • Issue letters of recognition from OMERACT 	<ul style="list-style-type: none"> • Provide early-stage support to working groups by identifying and addressing gaps in methodology or resources to ensure they are equipped for success. • Provide onboarding to new TAG members including educational materials and onboarding package. 	<ul style="list-style-type: none"> • Ensure timely review and feedback of working group submissions and materials. • Track working group progress and highlight areas requiring TAG intervention.
Strategic	<ul style="list-style-type: none"> • Monitor ongoing OMERACT workstreams to ensure alignment with established methods and identify opportunities for broader representation and influence. • Build and maintain international collaborative partnerships with methodological groups to enhance OMERACT's global impact. • Anticipate and adapt to emerging trends in outcomes research to keep OMERACT at the forefront of innovation. • Position OMERACT as a leader in methodologies, ensuring value and return on investment (ROI) for funders and collaborators. Advocate for OMERACT's leadership role in global research and its contributions to advancing methodologies. • Engage external collaborators that provide a 360-degree perspective on OMERACT methodologies, incorporating insights from the 2023 idenk interview to shape collaborative strategies and the future direction of OMERACT. • Develop and implement long-term sustainability strategies, including: <ul style="list-style-type: none"> ○ Succession planning with clear rotation policies for TAG membership. ○ Defining post-TAG roles such as emeritus or advisory positions to retain institutional knowledge. 		

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.

APPENDIX A
Special Projects to Lead

TAG Co-Chair	Description
Dorcas Beaton	<ul style="list-style-type: none"> • Lead the PROMIS Instrument Selection initiative. • Organize and oversee the OMERACT 2025 Instrument Selection Workshop, including updates on domain and instrument selection. • Coordinate the RedHat Group collaboration to foster cross-organizational partnerships for creating and utilizing core outcome sets. • Lead the publication of Chapter 4 & 5 of the OMERACT Handbook
George Wells	<ul style="list-style-type: none"> • Facilitate the OMERACT 2025 Composites Workshop, focusing on developing and applying different methods for weighting systems.
Bing Bingham	<ul style="list-style-type: none"> • Coordinate OMERACT 2025 Lunch & Learns to enhance knowledge-sharing and engagement. • Develop resources for instrument creation, including authoring a chapter on instrument development for the OMERACT Handbook.