

Overview

This Charter details the purpose and principles of partnership of the Community Advisory Committee (CAC) for the NIAMS-funded OAI CORE Knowledgebase. The **mission** of the knowledgebase is to promote and facilitate the use of the Osteoarthritis Initiative (OAI) to accelerate discovery through a knowledgebase that extracts, accumulates, organizes, annotates, and links growing bodies of information related to the OAI.

The OAI CORE Knowledgebase will create two broad platforms:

1. Online OAI Resource Library, primarily a stand-alone online resource with 1) foundational documents (OAI Archive; e.g., approved consent forms), 2) presentations and educational opportunities (OAI.Edu), 3) annual State of the OAI Reports, 4) an online calculator for descriptive analyses (OAI Explorer), 5) a database of available OAI biospecimen, and 6) datasets that instructors can use in classes (OAI Learning Lab).
2. OAI Engagement Services, where the OAI CORE will directly engage with interested investigators to assist with an array of activities, including 1) discussing available data and limitations, 2) creating parsimonious data or imaging sets, 3) preparing new datasets to link to the publicly available data, and 4) connecting new OAI investigators with experienced OAI investigators during one-on-one and group sessions – a catalyst to facilitate collaboration and new research.

The Purpose of the OAI CORE Knowledgebase Community Advisory Committee (CAC)

The primary purpose of the CAC is to advise the knowledgebase's faculty on optimizing strategies to provide resources and services to meet the community's needs.

Definition of Community

The community consists of researchers in the field of osteoarthritis and other investigators who may be interested in using resources from the OAI. The community includes students, trainees, and faculty both in the United States and abroad.

Principles of Partnership

We will use a community-engaged approach defined as “working collaboratively with groups of people who are affiliated by geographic proximity, special interests, or similar situations” with regard to interest in using the OAI (CDC, 1997, p 9). We will follow the Principles of Community Engagement, including:

1. Be clear about the population/communities to be engaged and the goals of the effort.

2. Know the community, including anyone who may have an interest in using OAI resources throughout the world, regardless of career stage.
3. Build trust and relationships and get commitments from formal and informal leadership.
4. Partnering with the community is necessary to create change and improve the use of the OAI.
5. Recognize and respect differences within the community in designing and implementing approaches.
6. Be prepared to permit academic freedom within the community and be flexible enough to meet its changing needs.

Standard Operating Procedures

CAC operations will abide by the Charter and the six Principles of Partnership.

CAC Composition

It is anticipated that there will be 7 CAC members who are:

1. Independent or early-career OA investigators.
2. Experts in the field of osteoarthritis or are representatives of investigators in broader research fields.
3. Representatives of investigations in the United States or internationally.

Leadership Structure

A Chair will be appointed by the members of the CAC.

- The Chair will:
 - Facilitate CAC meetings
 - Ensure efficient execution of all CAC activities
 - Communicate with Dr. Driban and other OAI CORE faculty on behalf of the CAC
 - Provide a written summary of these meetings, including an evaluation of the OAI CORE and recommendations for future directions.

CAC Roles and Responsibilities

- Attend at least semi-annual videoconference meetings.
- Advise the knowledgebase on optimizing strategies to provide resources and services to meet the community's needs.
- Review user feedback from evaluation efforts related to each service to provide directions on how to incorporate findings to improve the services.
- Review and provide input into annual progress reports.
- Participate in 30-minute community engagement studios in addition to semi-annual meetings to gather feedback on specific documents, surveys, or website features.

CAC Meeting Time, Frequency, and Location

- The CAC will meet for one hour at 6-month intervals and on an ad hoc basis, as necessary and appropriate, to evaluate and optimize strategies to meet the community's needs.
- The CAC will meet for 30 minutes up to eight times for community engagement studios in the first year and twice per year thereafter.
- Meetings will be held using Zoom or an alternative videoconference platform

CAC Meeting Attendance

CAC members will be asked to attend 50% or more of the meetings. If unable to attend, it is expected that they will notify the CAC Chair and communicate questions, updates, and ideas with the CAC Chair.

Decision-Making Approach

- OAI CORE faculty, staff, and UMass Chan Medical School administrative and research staff are responsible for decisions and management of funds, fiscal records, monitoring project timelines and progress, submitting and publicly sharing reports to NIAMS, and obtaining required approvals from the institutional review board.
- The CAC is responsible for making recommendations to the OAI CORE faculty and staff based on reports and presentations of user feedback, survey results, and annual progress reports. The CAC Chair will help guide discussion with input from the OAI CORE faculty and staff, as needed.
- The CAC will be informed on how their recommendations have been integrated and/or not considered.

CAC Communications

A single point of communication approach will be used. The CAC Chair will be responsible for managing the routine communications of the CAC. This person will:

- Communicate with CAC members via email.
- Solicit agenda topics from CAC members and OAI CORE faculty or staff approximately 10 days before a semi-annual meeting.
- Track attendance and submit paperwork for payments.
- Draft a summary of the next steps after each meeting and share it with the CAC members by email before forwarding it to the OAI CORE faculty and staff.

Compensation

Compensation for CAC members who are able to receive compensation will be \$75 per hour. Semi-annual meetings will typically be one hour in length. Community Engagement Studios will typically be 30 minutes in length.