

Overview

This Charter details the purpose and principles of partnership of the External Advisory Committee (EAC) 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 External Advisory Committee (EAC)

The primary purpose of the EAC is to evaluate and advise the knowledgebase on providing quality services and meeting its goals.

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 roles and responsibilities of the EAC and the goals of their involvement.
2. Foster open communication.

3. Respect and value the expertise of all members.
4. Have a transparent decision-making process.
5. Respect for members' time and commitment.
6. Recognize people's ability to participate over time and allow for periodic self-reflection regarding EAC participation.

Standard Operating Procedures

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

EAC Composition

It is anticipated that there will be 7 EAC members who are experts in the OAI, FAIR data principles, or community engagement.

Leadership Structure

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

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

EAC Roles and Responsibilities

- Evaluate and advise the knowledgebase on:
 - Providing quality services with transparency, accuracy, and efficiency.
 - Meeting its short- and long-term goals and the research community's needs.
- Review quarterly progress reports, which will include:
 - Benchmarks evaluating the knowledgebase's usage, utility, and scientific impact and proposed action items for the next quarter.
- Review the knowledgebase annual report, which will include updates on:
 - Research community engagement
 - Research community needs
 - The knowledgebase's progress in meeting the research community's needs
 - Proposed plans to meet new or persistent needs of the research community
 - OAI literature (novel uses, new investigators, common limitations/weaknesses)
 - Benchmarks on knowledgebase's usage, utility, and scientific impact
 - Assessments of trustworthiness

- Proposed action items for the next year
- Raise visibility and awareness of the knowledgebase
- Optionally, EAC members are encouraged to:
 - Contribute to at least one webinar related to the OAI
 - Identify potential webinar presenters
 - Be available for an online Meet-the-Professor session

EAC Meeting Time, Frequency, and Location

- The EAC 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 ensure the knowledgebase efficiently and effectively delivers resources/services with quality and accuracy.
- EAC members may attend quarterly OAI CORE faculty meetings.
- Meetings will be held using Zoom or an alternative videoconference platform.

EAC Meeting Attendance

EAC members will be asked to attend 50% or more of the meetings. If unable to attend, it is expected that they will notify the EAC Chair and communicate questions, updates, and ideas with the EAC 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 EAC 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 EAC Chair will help guide discussion with input from the OAI CORE faculty and staff, as needed.
- The EAC will be informed on how their recommendations have been integrated and/or not considered.

EAC Communications

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

- Communicate with EAC members via email.
- Solicit agenda topics from EAC 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 EAC members by email before forwarding it to the OAI CORE faculty and staff.

Compensation

Compensation for EAC members who are able to receive compensation will be \$75 per hour. Semi-annual meetings will typically be one hour in length.