GACD Research Network terms of reference

Lasted updated: August 2023

Summary of the invited engagement activities for project teams upon receiving funding through the Global Alliance for Chronic Diseases (GACD)

✓ The Principal Investigator **OR** the project manager of each GACD project **is strongly encouraged** sign up to the Research Network database and remain signed up **until the project is completed** and all funding has ended.

Please note: <u>All</u> members of the project team are invited to sign up to the Research Network; the GACD community is not restricted to Principal Investigators and project managers.

✓ Where a GACD project is operating in more than one country, a project team member **from each country should sign up** to the Research Network database to ensure appropriate geographical representation.

✓ Each GACD project team is encouraged to **nominate at least one person** for the position of Research Programme co-chair. This can be anyone in the project team and does not have to be the Principal Investigator.

✓ Each GACD project **should vote in the election** of the Research Programme co-chairs.

✓ Each GACD project team is encouraged to **contribute to inter-project knowledge sharing and submit a written annual project update** within the timeframe given by GACD staff for the duration of their project activities.

✓ A representative from each GACD project **should present an oral update on their project** during the online satellite event of the Annual Scientific Meeting (Research Programme workshop).

Please note: This does not have to be the Principal Investigator; any team member, including students and early-career researchers, is welcome to contribute.

✓ Each GACD project team should **send at least one delegate to the Annual Scientific Meeting**, using the allocated funds in their project budget.

✓ GACD project teams should **inform GACD staff** as soon as a paper has been accepted for publication. GACD staff can support promotion and further dissemination.

✓ GACD project teams should **ensure acknowledgement of GACD is included** in the funding section of all publications related to the project.

✓ When delivering presentations in-person or online that include GACD project work, project teams should **include the GACD website and logo on slides**.

Contents

1. Background

The Global Alliance for Chronic Diseases (GACD) is an alliance of public research funding agencies from around the world which together represent 80% of global public funding for health research. GACD's mission is to reduce the burden of chronic non-communicable diseases (NCDs) in low- and middle-income countries, and in populations facing conditions of vulnerability in high-income countries, by building implementation science evidence to inform national and international NCD policies and contribute to the achievement of the Sustainable Development Goals under section 3.4.

GACD proactively supports networking and collaboration between investigators, implementers, and other team members working on projects funded through a GACD funding call.

2. Purpose

Collaboration and networking among project teams – via the Research Network – is a crucial component of GACD achieving its mission. Inter-project knowledge sharing is expected to increase the impact of the research undertaken.

The aims of facilitating the Research Network are to:

- Support project teams to work together effectively;
- Identify common approaches and areas of collective interest;
- Provide a platform for members to share knowledge and best practice;
- Increase the impact of Research Programmes and the Research Network as a whole; and
- Collaborate on joint initiatives and activities.

3. Membership

The principal investigators of GACD projects, their research team members, and project collaborators form a community termed the Research Network. People are members of the Research Network as long as their projects are actively funded through GACD Associate Members.

We encourage Principal Investigators and project managers to discuss membership of the Research Network with all their team members and encourage them to sign up.

From GACD's perspective, project team members do not require the permission of their Principal Investigator(s) to join the Research Network and we encourage all team members – especially those earlier in their careers – to join; however, they may wish to discuss joining with their Principal Investigator.

Invited engagement from GACD project teams

- ✓ The Principal Investigator **OR** the project manager of each GACD project **is strongly encouraged** sign up to the Research Network and remain signed up **until the project is completed** and all funding has ended.

  Please note: All members of the project team are invited to sign up to the Research Network; this is not restricted to Principal Investigators and project managers.

- ✓ Where there is more than one Principal Investigator ("co-PIs"), at least one should sign up to the Research Network database; however, we advise it would be prudent for all co-PIs to sign up.
- ✓ Where a GACD project is operating in more than one country, a project team member **from each country should sign up** to the Research Network database to ensure appropriate geographical representation.

Legacy members

Once Research Programmes conclude (defined as completion of funding for all projects within that Research Programme), members have the option of participating as legacy members indefinitely. Members whose projects have ended are encouraged to continue as legacy members.

Legacy members who wish to participate in the Annual Scientific Meeting must secure their own funding for travel and accommodation.

4. Research Programme co-chairs

Each Research Programme elects two co-chairs from the community of GACD projects:

> One from a high-income country;
>
> **AND**
>
> One from a low- or middle-income country **OR** Indigenous community.

The co-chairs serve in this post for two years, renewable should the incumbents be willing to continue, and should the rest of the Research Programme agree.

4.1. Expectations of co-chairs

The primary objective of the co-chairs is to serve as a voice for the Research Programme. Other responsibilities include:

- To build a sense of trust, productivity, and camaraderie within their Research Programme and across the Research Network;
- To remain open and approachable to researchers within their Research Programme who wish to raise concerns, queries, or suggestions, and ensure these are considered appropriately;
- Ensure the Research Network fulfils its scope of responsibilities;
- To participate in the GACD Annual Scientific Meetings and Research Programme workshops;
- To seek out and pursue opportunities for the Research Programme to share collective knowledge (*e.g.*, submitting a proposal for a relevant conference symposium);
- Be prepared to liaise between the Research Programme and the GACD Associate Members as needed. This may take the form of presenting Research Programme highlights and updates at meetings of GACD governance committees; and
- Contribute to agenda development and the chairing of components on teleconferences and during Annual Scientific Meetings.

4.2. Nomination and election process

Step 1	Principal investigators of each project will be contacted by GACD staff and asked to nominate two people from their teams to act as co-chairs. Principal investigators should discuss and agree nominations with their team members.
	One nominee should be from a high-income country, and one from a low- or middle-income country or Indigenous community.

Step 2	Once all nominations have been received, GACD staff will contact each nominee separately and confirm they will stand as candidates. Candidates should submit a brief candidacy statement describing their vision for the Research Programme they represent and their bio.
Step 3	The whole Research Programme are then invited to vote for their preferred candidate (the voting platform will be coordinated by GACD staff). Each project has one vote.
Step 4	The candidates with the greatest number of votes will be elected as co-chairs of the Research Programme. This will be announced to the Research Network via email.

Notes and clarifications:

◼ Should both co-chairs be of the same gender, the third highest scoring candidate of a different gender should serve as a third co-chair.

◼ If there is a tie, in the first instance GACD staff will reach out to any project teams that have not submitted their votes (not revealing the candidates who are tied). Should the tie persist after reaching out to the remaining project teams, GACD staff will reach out to the existing co-chairs for other active Research Programmes and invite them to individually submit a vote (again, not revealing the candidates who are tied).

Invited engagement from GACD project teams

✓ Each GACD project team is encouraged to **nominate at least one person** for the position of Research Programme co-chair. This can be anyone in the project team and does not have to be the Principal Investigator.

✓ Each GACD project **should vote in the election** of the co-chairs.

5. Annual project updates

5.1. Written updates

To optimise and expedite knowledge sharing across the Research Network, all GACD project teams are requested to submit an annual project update for the duration of their project activities and a shorter annual update for three years after their project ended. Typically, GACD staff will reach out to project teams in August, with a submission deadline of early October. The updates are then synthesised across the whole Research Network to identify trends and commonalities.

As part of the update process, we ask project teams to let us know about publications and other outputs associated with their GACD projects. Publications and other outputs are then entered into our publications portal.

The first time a project team submits an update, the process will take longer as more information is required. In subsequent years, the update process will be more streamlined. Project teams will have a minimum of six weeks to collate and submit their updates.

The updates do not have to be submitted by the Principal Investigator or the project manager; however, the completion of the update should be coordinated across the whole project team and all project sites.

5.2. Oral updates

All GACD project teams, including those whose projects are completed, are invited to present an oral update on their project's progress (or, in the case of completed projects, on sustainability and impact) as part of the Research Programme workshop (an online satellite event of the Annual Scientific Meeting). This involves preparing a short presentation of approximately five minutes (+/- slides) that is delivered to other Research Network members during an online event.

> **Invited engagement from GACD project teams**
>
> ✓ Each GACD project team is encouraged to **contribute to inter-project knowledge sharing and submit a written annual project update** within the timeframe given by GACD staff for the duration of their project activities.
> ✓ A representative from each GACD project **should present an oral update on their project** during the online satellite event of the Annual Scientific Meeting (Research Programme workshop).
>
> *Please note: This does not have to be the Principal Investigator; any team member, including students and early-career researchers, is welcome to contribute.*

6. Annual Scientific Meetings

Every year, the GACD hosts its flagship event, the Annual Scientific Meeting. Exclusively for researchers and implementing partners working on GACD funded projects past and present, and invited funding agency representatives, the Annual Scientific Meeting is a major knowledge sharing and networking event.

It is a unique opportunity for the GACD community to meet, share knowledge and best practice, develop new collaborations, and socialise. Unlike traditional conferences – which can end up being a unidirectional provision of information – the Annual Scientific Meeting creates an empowering learning environment.

The aims of the Annual Scientific Meeting are:

- To provide a platform for information flow from individual GACD projects and relevant experts to the wider Research Network and Associate Members
- To facilitate knowledge sharing between projects, Research Programmes, and working groups
- To facilitate introductions, networking, and collaboration between researchers.

It normally takes place as an in-person event over two to three days towards the end of the calendar year and is hosted jointly by GACD staff and a nominated Associate Member.

In the first instance, two delegates from each project team are invited to attend. The two delegates should be representative of the diversity of the full project team, with at least one delegate being a project team member from a low- or middle-income country and/or a project team member from an Indigenous community. We strongly encourage project teams to involve early-career researchers in the Annual Scientific Meeting. Project teams should use the allocated funds as part of their project budget to pay for travel and accommodation.

> **Invited engagement from GACD project teams**
>
> ✓ Each GACD project team should **send at least one delegate to the Annual Scientific Meeting**, using the allocated funds in their project budget.

7. Further opportunities for collaboration and knowledge sharing

7.1. Researcher-led knowledge sharing mechanisms

There are three main mechanisms by which Research Network members can instigate knowledge generation and sharing within the GACD community. All activities undertaken as part of these mechanisms should facilitate sharing of knowledge and expertise on topics relevant to the overall strategic aims of GACD.

Working groups

Working groups would be the most appropriate mechanism for time-limited activities that seek to achieve a specific objective, typically a publication or resource. Typically, working groups would produce a collaboratively developed output (*e.g.*, academic publication, policy brief, researcher statement, researcher resource) to achieve one or more of the following:

Contribute to the body of scientific knowledge.
Serve as a resource for the Research Network and broader research community.
Provide mentorship opportunities for GACD researchers within the working group contexts.

See Annex 1 for full terms of reference and the GACD website for the proposal form.

Special interest groups

Special interest groups would be the most appropriate mechanism to bring together people from different projects to informally exchange ideas and knowledge in relation to a shared area of interest; typically, the activities of these groups are not time limited.

See Annex 2 for full terms of reference and the GACD website for the proposal form.

Once-off events

Once-off events would be the most appropriate mechanism for knowledge sharing between projects related to a specified theme or objective – for example, if a GACD project team wanted to organise and deliver a capacity strengthening event focused on the application of a framework, or if a cross-project group wanted to have a brainstorming session on working with a specific target population. The event agenda is driven by the needs and interests of the Research Network. The event should be relevant across projects and/or Research Programmes.

See Annex 3 for full terms of reference and the GACD website for the proposal form.

Support offered from GACD staff

- When the proposal for a new working group, special interest group, or once-off event is submitted, the proposers should clearly outline the requested support from GACD staff.
- Support offered may include assistance with setting up online meetings, use of GACD's Zoom platform, directly contributing to achieving the aims (*e.g.,* preparing materials), financial support for open access publications, or promotion of outputs.
- The degree of support from GACD for each proposal will be approved by the GACD Chief Executive.

Notes and clarifications

- These three mechanisms will be in addition to activities and events organised by the GACD staff team, such as the Annual Scientific Meeting and mid-year workshop.
- The three mechanisms are not mutually exclusive – *e.g.*, working groups and once-off events may emerge from special interest group activities.
- The three mechanisms are not exhaustive. Research Network members are welcome to suggest other ways to promote and action knowledge sharing across the GACD community. Other proposals for knowledge sharing will be discussed with the proposers and GACD staff on a case-by-case basis.

- Each of the mechanisms are intended to be researcher-led and GACD-supported. However, there is flexibility for any of these mechanisms to be proposed and/or co-led by GACD staff, Programme Subcommittee, or the Strategy Board.
- The availability of these mechanisms to the GACD Research Network does not preclude any member doing similar activities without the support (or knowledge) of the GACD staff team. However, GACD may not be able to endorse the end output (publication, resource, event, etc) or may not be able to provide financial support for an open access publication without some involvement in inception and/or progression of the activity.

7.2. Mid-year thematic workshops

Mid-year thematic workshops are for the whole Research Network and are usually held in June/July. As this is an online event, there are no restrictions on how many members of the Research Network can attend. Usually, the workshop is delivered in duplicate (two sittings) to provide the opportunity for everyone to attend during sociable hours for their respective time zones.

The Research Network are consulted on the theme of interest to them. In 2021, the workshop explored digital healthcare interventions and in 2022, the workshop explored planetary health and implementation.

7.3. GACD external communications

Social media can be a great tool to raise awareness of projects, promote recent publications, and to engage the general public. GACD are active on Twitter (@GACD_media) and on LinkedIn (search: Global Alliance for Chronic Diseases). If you are also active on these platforms, please do tag us in posts about your project, implementation science, or health in low- and middle-income countries.

GACD also publishes blogs and news pieces on the website. Research Network members are welcome to pitch ideas to GACD staff for content.

8. Acknowledging GACD in publications and other outputs

When writing about GACD project teams should use *the Global Alliance for Chronic Diseases (GACD)* as first reference and then abbreviate from the second reference onwards as *GACD*.

When describing GACD, project teams should use the following wording:

Global Alliance for Chronic Diseases (GACD) is the first collaboration of major global research funding agencies to specifically address non-communicable diseases in low- and middle-income countries, and vulnerable populations in high-income countries, through implementation science. Together, the Associate Members of GACD represent 80% of global public funding for health research. To date, there are over 130 GACD projects worldwide (either completed or ongoing).

Invited engagement from GACD project teams

✓ GACD project teams should **inform GACD staff** as soon as a paper has been accepted for publication. GACD staff can support promotion and further dissemination.
✓ GACD project teams should **ensure acknowledgement of GACD is included** in the funding section of all publications related to the project.
✓ When delivering presentations in-person or online that include GACD project work, project teams should **include the GACD website and logo on slides**.

8.1. In publications

Project teams must ensure GACD is acknowledged in all published manuscripts and other outputs related to the GACD project. The recommended wording is shown below:

"This research was funded under the GACD [insert Research Programme here]. The Global Alliance for Chronic Diseases (GACD) is a collection of the world's largest research funding agencies. GACD initiates, facilitates, and supports research activities in low- and middle-income countries and in vulnerable and Indigenous communities in high-income countries to improve the health of those nations. Researchers funded through the GACD form a group of international researchers who actively participate in collaborations on implementation science with the goal of moving evidence-based interventions into practice and policy."

As a minimum, reference to GACD should be included in the funding section; for example:

"The Smart 2 Project is funded by the National Health and Medical Research Council, Australia, under the Global Alliance for Chronic Diseases (GACD) Hypertension Research Programme."

For each Research Programme, GACD project teams should select one of the following, as appropriate:

- Hypertension Research Programme
- Diabetes Research Programme
- Lung Diseases Research Programme
- Mental Health Research Programme
- Scale Up Research Programme
- Cancer Research Programme

If relevant, GACD project teams should refer to GACD in the body of the published manuscript.

8.2. On academic and conference posters

When presenting posters that include GACD project work, project teams should include the following wording and one of the two logos on the poster:

The [project title] is funded by the [funding agency], under the Global Alliance for Chronic Diseases (GACD) [insert Research Programme] (www.gacd.org).

Full logo:	Smaller logo:

The GACD logo can be resized to complement the design of a poster; however, GACD recommend using the smaller logo if the image will be less than 20mm. For digital posters, the <u>minimum</u> pixel height is 24px.

8.3. In presentations and webinars

When delivering presentations in-person or online that include GACD project work, project teams should include the GACD website and logo on slides. The GACD logo and website address can be resized to complement the design of your slides; however, we recommend using the smaller logo if the image will be less than 20mm, with a <u>minimum</u> pixel height of 24px. Project teams should refer to GACD orally when delivering presentations or recording a webinar.

8.4. GACD logo use

- ■ The five petals and the full name 'Global Alliance for Chronic Diseases' should always be the same colour; the 'GACD' abbreviation and the circle around the petals should always be the same colour.
- ■ Project teams should not re-construct the logo.
- ■ Project teams should not replace the text with other text.
- ■ The logo should never be angled.
- ■ Project teams should not distort the logo in any way – use the supplied version.

Annex 1 – Working groups terms of reference

Working groups are the most appropriate mechanism for time-limited activities that seek to achieve a specific objective, typically a publication or resource.

Working groups facilitate sharing of knowledge and expertise on topics relevant to the overall strategic aims of GACD. Typically, working groups produce a collaboratively developed output (*e.g.*, academic publication, policy brief, researcher statement, researcher resource) to achieve one or more of the following:

- Contribute to the body of scientific knowledge.
- Serve as a resource for the Research Network and broader research community.
- Provide mentorship opportunities for GACD researchers within the working group contexts.

1. Strategy Board approval

August 2023: The GACD Strategy Board hereby agrees to support the establishment of working groups within the GACD Research Network to facilitate collaboration to aid the development of novel insights, resources, and publications on cross-cutting topics relevant to the overall mission of GACD.

2. Establishment

For a working group to be established and supported by GACD, it should:

- Address a topic that is of relevance to the GACD (*i.e.,* implementation science, non-communicable diseases, low- and middle-income settings, Indigenous populations).
- Have a defined and agreed objective and output(s) that will be of value to the research community or other relevant stakeholders (*e.g.*, developing common indicators, reviewing guidelines, preparing a cross-programme publication, etc).
- Have a clear timeline for delivery.
- Have at least three interested parties, all from the Research Network.

Working groups may be proposed by any member of the Research Network, Associate Member, Programme Subcommittee or GACD staff member. To do so, an interested party should complete the '**Working group proposal form**' and submit it to science@gacd.org.

Working groups may be proposed by external parties or external parties may wish to contribute to working groups; however, this is usually reserved for exceptional circumstances rather than being the norm. Approval of the participation of external parties is at the discretion of the GACD Chief Executive, who will take into consideration the opportunities and limitations of the collaboration. In whatever manner the external party is involved, the working group should adhere to the guidelines outlined in this document.

Proposals for working groups will be considered by the GACD Chief Executive and Programme Subcommittee co-chairs for approval (or not) and to agree on the level of GACD staff support for the activity.

3. Membership

3.1. Normal members

Working groups are composed of any interested members of the Research Network, including legacy members (researchers who worked on a now-completed GACD project). There must be a minimum of three members for a working group to be established (one chair and two normal members). Joining the working group should be open to all Research Network members, unless justification approved by the GACD Chief Executive is provided.

3.2. Appointment of a chair or co-chairs

A working group is typically chaired by a researcher who is a member of the Research Network. The position may be shared by co-chairs should the working group feel it more appropriate. Usually, this is the researcher who has proposed the establishment of the group and indicated their willingness to chair the group.

If the chair has not been identified at the establishment of the working group, there will be a nomination and election process involving the working group's members:

- The membership is offered the opportunity to nominate themselves for the position.
- Upon nominating themselves, the candidate should submit their name, email address, GACD project ID(s), and short statement (<100 words) on their suitability.
- The membership should be given the opportunity to vote for their preferred candidate.
  - If there is only one candidate, the membership should be given the opportunity to object, otherwise this candidate should be appointed as chair.
- If no candidate receives more than 50% of the vote, the top two candidates are appointed co-chairs.

The membership is permitted to modify this process to suit the specific needs of their working group. For example, if the specified timeline of the working group is short and the membership is small, they may wish to discuss and agree among themselves who will chair the group.

The chair's term of office is for the specified duration of the working group, unless they choose to step down, or the group expresses a need to elect a new chair. Where a chair requests to step-down, a new chair will be sought from the working group membership using the nomination and voting procedure.

3.3. Allocated GACD staff member

Pending approval, a GACD staff member will be allocated to support the working group. The support provided will be informed by the initial request submitted and guidance from the GACD Chief Executive and Programme Subcommittee co-chairs.

The allocated GACD staff member and the working group chair (or co-chairs) should discuss and agree the logistics of how the support will be provided. Modifications to the support can be informally agreed as the work progresses. Any significant increase to the support required should be discussed with the GACD Chief Executive.

3.4. Communication

Members will be added to a listserv, using Google Groups. Members can remove themselves from the listserv at any time. Each working group will develop their own guidelines on member use of the listserv.

3.5. Quorum

Quorum for each working group meeting is the chair (or nominated representative), and two other working group members.

4. Responsibilities

The roles and responsibilities for the working group chair (or co-chairs) and the working group members are outlined below. The roles and responsibilities of the allocated GACD staff member shown below are examples of what a working group might request.

Working group chair or co-chairs	Working group members	Allocated GACD staff member

■ Ensure the working groups fulfils its aims and objectives. ■ Confirm each meeting agenda and approve meeting minutes. ■ Develop and agree the activities and timeline in collaboration with the GACD staff team. ■ Liaise with the GACD staff team about publishing or disseminating working group outputs. ■ Present updates to the Research Network (*e.g.*, at thematic workshops or the Annual Scientific Meeting) as requested by GACD staff.	■ Attend working group meetings. ■ Contribute to working group activities. ■ Share relevant information and data from their GACD project, as needed. ■ Collaborate with other working group members to ensure decisions are taken by consensus.	■ Provide strategic and operational support to the working group. ■ Prompt members who are absent from a given meeting to comment on the agenda via the listserv. ■ Promote networking and interaction among project teams. ■ Expedite delivery on the agreed objectives of the working group. ■ Ensure members of the Research Network are aware of opportunities to contribute to the working group. ■ Feedback to the Programme Subcommittee and Strategy Board on the progress and direction of the working group.

5. Meetings

5.1. Frequency

Working group meetings will take place by video call and will be guided by the agreed timelines of its activities. Four meetings per year will be scheduled at the inception of each group. Other calls may be scheduled as necessary.

5.2. Guidelines

The following guidelines will be followed during all meetings:

■ The agenda with attached materials for presentation or discussion will be distributed by email at least five working days in advance.

■ The working group's meetings should be minuted. Minuting responsibilities should be discussed and agreed by the working group. Minutes are approved by the chair (or co-chairs) and circulated to the membership within two weeks of the meeting.

5.3. Non-member attendance

Attendance of meetings by non-members should be approved by the chair (or a co-chair) and at least two other members. This may be for guest presentations on a relevant topic, an observer from a GACD governance board, a student shadowing a working group member, or other reasonable request.

6. Reporting

The working group as a whole is responsible for submitting regular updates on its progress to GACD staff. The frequency and level of detail should be built into the timeline of planned activities. At a minimum, working groups should provide an annual update to GACD staff at least one month in advance of the Annual Scientific Meeting.

Working group updates and outputs are listed on the GACD website: https://www.gacd.org/community/research-network/working-groups

7. Outputs and acknowledgements

Outputs from a working group should be sent to the allocated GACD staff member in a timely manner to ensure that these are disseminated to the Research Network, broader research community, funders, and policy makers. GACD can support open access fees of working group publications if necessary.

Outputs produced by the working group should include language that references GACD and the working group. Outputs should include one of the following options:

"This work is produced collaboratively by members of the GACD [insert title] working group."

"This work is produced collaboratively by members of the GACD [insert title] working group. The Global Alliance for Chronic Diseases (GACD) is a collection of the world's largest research funding agencies. GACD initiates, facilitates, and supports research activities in low- and middle-income countries and in vulnerable and Indigenous communities in high-income countries to improve the health of those nations. Researchers funded through the GACD form a group of international researchers who actively participate in collaborations on implementation science with the goal of moving evidence-based interventions into practice and policy."

8. Disbandment

Typically, a working group is disbanded once the agreed objectives, task, or output is completed. Formal disbandment must be agreed via email between the chair and the allocated GACD staff member. A working group also has the option to become a special interest group, should there be sufficient enthusiasm. In such instances, the relevant establishment procedures should be followed.

Annex 2 – Special interest groups terms of reference

Special interest groups are the most appropriate mechanism to bring together people from different projects to informally exchange ideas and knowledge in relation to a shared area of interest; typically, the activities of these groups are not time limited.

1. Strategy Board approval

August 2023: The GACD Strategy Board hereby agrees to support the establishment of special interest groups within the GACD Research Network to facilitate the sharing of knowledge and expertise in areas of special interest to members that are relevant to the overall mission of GACD.

2. Establishment

For a special interest group to be established and supported by GACD, it should:

■ Address a topic that is of relevance to the GACD (*i.e.*, implementation science, non-communicable diseases, low- and middle-income settings, Indigenous populations).
■ Have at least five interested parties, all from the Research Network.

Special interest groups may be proposed by any member of the Research Network, Associate Member, Programme Subcommittee or GACD staff team member. To do so, an interested party should complete the '**Special interest group proposal form**' and submit it to science@gacd.org.

Proposals for special interest groups will be considered by the GACD Chief Executive and Programme Subcommittee co-chairs for approval (or not) and to agree on the level of GACD staff support for the activity.

3. Membership

3.1. Normal members

Joining the special interest group should be open to all Research Network members, including legacy members (people whose GACD project is complete), unless justification approved by the GACD Chief Executive is provided. There must be a minimum of five interested parties.

3.2. Appointment of two co-chairs

A special interest group is co-chaired by two members of the Research Network. If the co-chairs have not been identified at the establishment of the special interest group, there will be a nomination and election process involving members. The co-chairs' term of office is two years. When a co-chair's tenure is complete, or a co-chair requests to step-down, a new co-chair will be sought from the membership using the nomination and voting procedure:

■ The membership is offered the opportunity to nominate themselves for the position.
■ Upon nominating themselves, the candidate should submit their name, email address, GACD project ID(s), and short statement (<100 words) on their suitability.
■ The membership should be given the opportunity to vote for their preferred candidates.
    o If there is only one candidate, the membership should be given the opportunity to object, otherwise this candidate should be appointed as chair.
■ The top two candidates are appointed co-chairs.

The membership is permitted to modify this process to suit the specific needs of their special interest group. For example, if the membership is small, they may wish to discuss and agree among themselves who will co-chair the group.

3.3. Co-chair diversity

Special interest groups are encouraged to support diversity in their co-chairs and rotate leadership of the group among different perspectives and with those who have not traditionally held power. This includes representatives from low- and middle-income countries, Indigenous communities, women, people in the LGBTQI+ community, and those early in their careers.

3.4. Allocated GACD staff member

Pending approval, a GACD staff member will be allocated to support the special interest group. The support provided will be informed by the initial request submitted and guidance from the GACD Chief Executive and Programme Subcommittee co-chairs.

The allocated GACD staff member and the working group chair (or co-chairs) should discuss and agree the logistics of how the support will be provided. Modifications to the support can be informally agreed as the group moves forward. Any significant increase to the support required should be discussed with the GACD Chief Executive.

3.5. Communication

Interested parties will be added to a listserv, using Google Groups. Members can remove themselves from the listserv at any time. Each special interest group will develop their own guidelines on member use of the listserv.

4. Responsibilities

The roles and responsibilities for the working group chair (or co-chairs) and the working group members are outlined below. The roles and responsibilities of the allocated GACD staff member shown below are examples of what a special interest group might request.

Special interest group co-chairs	Special interest group members	Allocated GACD staff member
■ Co-develop each knowledge sharing meeting agenda seeking input from members. ■ Develop and agree knowledge sharing meeting organisation in collaboration with the GACD staff team. ■ Invite non-members to attend meetings for presentation of specific information or to provide expertise on a special topic. ■ Discuss and agree with GACD staff which resources from knowledge sharing meetings can be posted on GACD's website and/or social media channels.	■ Attend and actively contribute to knowledge sharing meetings. ■ Share relevant information and data from their GACD project, as appropriate. ■ Collaborate with other members to ensure the direction and focus of the special interest group by consensus.	■ Provide strategic and operational support to the special interest group. ■ Promote networking and interaction among project teams. ■ Ensure members of the Research Network are aware of opportunities to contribute to the special interest group. ■ Feedback to the Programme Subcommittee and Strategy Board on the progress and direction of the special interest group.

5. Knowledge sharing meetings

5.1. Frequency

Knowledge sharing meetings will take place by video call. Two meetings per year will be scheduled at the inception of the special interest community of practice. Other meetings may be scheduled depending on the interest of the members.

5.2. Guidelines

The following guidelines will be followed during all meetings:

- ■ The agenda with attached materials for presentation or discussion should be distributed by email at least five working days in advance. The co-chairs are responsible for this; however, the allocated GACD staff member can provide support.
- ■ Meetings do not have to be minuted; however, a record of the meeting date, time, attendees, and main theme should be noted for future reference. This should be sent to the allocated GACD staff member within five days of the meeting (if they are not in attendance).

5.3. Non-member attendance

Attendance of meetings by non-members should be approved by a co-chair and at least two other members. This may be for guest presentations on a relevant topic, an observer from a GACD governance board, a student shadowing a working group member, or other reasonable request.

6. Reporting

The special interest group as a whole is responsible for submitting updates on its activities to GACD staff. The frequency and level of detail should be discussed and agreed at the time of establishment. At a minimum, special interest groups should provide an annual update to GACD staff at least one month in advance of the Annual Scientific Meeting.

7. Resource sharing

The special interest group co-chairs will discuss and agree with GACD staff which resources from knowledge sharing meetings can be posted on GACD's website and/or social media channels. In the spirit of open science, as many materials should be shared as possible. All materials should appropriately acknowledge authors and/or creators.

8. Disbandment

A special interest group may continue for as long as members are interested and actively contributing. Interest in, and the decision to continue, will be assessed annually via discussion between the co-chairs and GACD staff. The GACD Chief Executive will have the final say in the continuation of a special interest group. Formal disbandment will be agreed via email between the co-chairs and the allocated GACD staff member.

Annex 3 – Once-off events terms of reference

Once-off events are the most appropriate mechanism for knowledge sharing between projects related to a specific theme or objective, where there are no planned follow up activities* and an output does not need to be developed in advance**; the agenda is driven by the needs and interests of the Research Network.

Where there is interest in follow up activities, a special interest group may be more appropriate.

**Where an output (e.g., a publication, a new data tool, etc) needs to be developed, a working group may be more appropriate.*

1. Strategy Board approval

August 2023: The GACD Strategy Board hereby agrees to support the development and delivery of once-off Research Network-driven events to facilitate the sharing of knowledge and expertise relevant to the overall mission of GACD.

2. Establishment

For a once-off event to be developed and delivered in collaboration with GACD, it should:

- Address a topic that is of relevance to the GACD (*i.e.*, implementation science, non-communicable diseases, low- and middle-income settings, Indigenous populations).
- Have a proposed steering group from within the Research Network with two to six members.

Once-off events may be proposed by any member of the Research Network, Associate Member, Programme Subcommittee or GACD staff team member. To do so, an interested party should complete the '**Once-off event proposal form**' and submit it to science@gacd.org.

Proposals for once-off events will be considered by the GACD Chief Executive and Programme Subcommittee co-chairs for approval (or not) and to agree on the level of GACD staff support for the activity.

3. Membership

a. Steering group

The steering group must have a minimum of two and a maximum of six members, all of whom should be part of the GACD Research Network.

External parties may wish to be part of the steering group; however, this is usually reserved for exceptional circumstances rather than being the norm. Approval of the participation of external parties is at the discretion of the GACD Chief Executive, who will take into consideration the opportunities and limitations of the collaboration. In whatever manner the external party is involved, the steering group should adhere to the guidelines outlined in this document.

b. Steering group diversity

Steering groups are encouraged to support diversity in their membership among different perspectives and with those who have not traditionally held power. This includes representatives from low- and middle-income countries, Indigenous communities, women, people in the LGBTQI+ community, and those early in their careers.

c. Allocated GACD staff member

Pending approval, a GACD staff member will be allocated to support the steering committee. The support provided will be informed by the initial request submitted and guidance from the GACD Chief Executive and Programme Subcommittee co-chairs.

The allocated GACD staff member and the steering group should discuss and agree the logistics of how the support will be provided. Modifications to the support can be informally agreed as the group moves forward. Any significant increase to the support required should be discussed with the GACD Chief Executive.

4. Responsibilities

The roles and responsibilities for the steering group are outlined below. The roles and responsibilities of the allocated GACD staff member shown below are examples of what a steering group might request.

Steering group	Allocated GACD staff member
■ Propose the event topic, possible speakers, and an initial agenda in liaison with GACD staff. ■ Seek input on the agenda from the Research Network, wherever possible. ■ Liaise with possible speakers, including briefing them on their contribution (panellist, presenter, etc). ■ Develop and agree event organisation in collaboration with the GACD staff team. ■ Develop and implement an evaluation component, in collaboration with GACD staff. ■ Discuss and agree with GACD staff which resources from the event can be posted on GACD's website and/or social media channels.	■ Provide strategic and operational support to the steering group, including review of the agenda and plans for evaluation. ■ Host the event – typically this will be online via Zoom but in special circumstances may be in-person. ■ Promote the event within the Research Network and with the wider public, as appropriate. ■ Feedback to the Programme Subcommittee and Strategy Board on the event.

5. Meetings and communication

The frequency and duration of steering group meetings will be informed by the steering group's working styles and preferences. A GACD staff member should be invited to steering group meetings.

Through meetings and/or email exchanges in liaison with GACD staff, the steering group should discuss and confirm:

- The event title.
- Time and date.
- The most appropriate format (Zoom meeting, Zoom webinar, other platform, in-person).
- The agenda structure.
- First choice speakers to invite.
- Speakers' briefs.

6. Reporting and evaluation

The steering group is responsible for submitting updates on its progress to the allocated GACD staff member. The frequency and level of detail should be discussed and agreed at the time of establishment. At a minimum, steering groups should provide an update to the allocated GACD staff member monthly in the lead up to the event.

As per the responsibilities under #4, the steering group in collaboration with the allocated GACD staff member is responsible for planning and undertaking an evaluation component. A final report (maximum of two pages) should be completed and submitted within two months of the event taking place.

7. Resource sharing

The steering group, guest speakers, and GACD staff should discuss and agree which resources from the event can be posted on GACD's website and/or social media channels. In the spirit of open science, as many materials should be shared as possible. All materials should appropriate acknowledge authors and/or creators.

8. Disbandment

Typically, the steering group is disbanded once the event has been delivered. Formal disbandment will be agreed via email between the steering group and the allocated GACD staff member.