

Terms of Reference for the Advisory Board

Title for the project:

**Collaboration to Harmonise the Assessment of Next Generation
Evidence (CHANGE)**

Date: 05.02.2024

Introduction

An Advisory Board is established to provide high-quality strategic input into the planning of the work, and the success and impact of its results. This document describes the role and responsibilities of the Advisory Board for the Workshop project with the title “**C**ollaboration to **H**armonise the **A**ssessment of **N**ext **G**eneration **E**vidence (CHANGE)”.

1. Purpose

The purpose of the Advisory Board is to:

- Give strategic guidance and content-related support to the Project Group related to issues considered important for the workshops.
- Share information about ongoing work addressing similar questions to ensure that the outcome of the project complements the work of others, thereby creating synergies and avoiding duplication of efforts.

2. Responsibilities

The responsibilities of the Advisory Board are:

- Give strategic guidance and recommendations throughout the planning of the workshops.
- Participate in planned meetings (teleconferences).
- Participate in ad hoc meetings, depending on the availability of the members.
- Provide written feedback if the subject is not scheduled to be discussed in a meeting.
- Communication of the outcome of the project.

The expected workload per month is estimated to be about two hours.

3. Powers of the Advisory Board

The Advisory Board can make recommendations and give advice and input. However, the rights to decision-making lies with the Project Group.

4. Membership

Membership lasts over the entire project duration, from December 2023 to the workshop in 2026, and also includes tasks requiring completion after the third workshop.

Members of the Advisory Board will be appointed by the Project Lead (Gro Haarklou Mathisen; GHM). The Project Lead (GHM) has the power to make changes to the composition of the Scientific Advisory Board during the project duration if needed.

The members can choose to withdraw from the Advisory Board before the end of the project period with a written notice.

5. Operation of the Advisory Board

The Advisory Board will give strategic guidance and recommendations through advising, reviewing, and commenting, supporting the Project group.

The Project Lead (GHM) is responsible for the daily operations, scheduling and chairing the meetings and to set the agenda. Meeting frequency will be as required.

Meetings will be held virtually if other information has not been given.

The Project Group will prepare Minutes from the meetings which will be sent out to all attending members of the Advisory Board within ten days from the meeting date.

6. Financial compensation

Members of the Advisory Board will not receive payment for their contribution.

7. Authorship

The Scientific Advisory Group members are entitled to be co-authors of scientific publications from this project provided that the member has fulfilled his/her responsibilities as depicted under point 2.

8. Declaration of Interest

Members of the Project Group and the Advisory Board shall disclose any potential interests by filling out a Declaration of Interest form.

9. Disclaimer

The views and opinions expressed by the members of the Advisory Board are their own and do not necessarily represent the views or policies of their employers or organizations.

10. Terms of Reference review

The Terms of Reference of the Advisory Board will be reviewed when required.
