

COVID-19 Global Rheumatology Alliance Policy Document

Steering Committee & Alliance Governance Policy, Version 1.

Current as of 21:00 22-April-2020

Expires 21:00 22-April-2021

Preamble

Effective governance of an organisation is key to effectively deliver on an organisation's mission. The steering committee (SC) of the COVID-19 Global Rheumatology Alliance (C19-GRA) provides governance to the C19-GRA.

Transition Period

It is anticipated that within one year the C19-GRA will move to a formal legal entity governed by appropriate legislation. Therefore this policy is for management in the period where the C19-GRA does not have any formal legal identity.

Steering Committee Composition

Currently, the SC is comprised of the following members with names indicating responsibility:

1. Administration Lead
2. Europe Lead
3. Governance Lead
4. Knowledge analysis and dissemination Lead (x 2)
5. Patient engagement leads (x 2)
6. Registry & IRB Lead

7. Technology and Marketing Lead
8. Organisation Liaison and Media Lead
9. Patient Registries Lead

In addition, one member each is also appointed the chair and the vice-chair.

As projects and needs evolve the roles of steering committee members may be revised.

Sub-Committees

The SC will have three formal sub-committees, all reporting to the SC.

- The Data and Sharing Committee (see external project policy for further details)
- Clinical Advisory Sub-Committee
- The Patient Board

Election, Retirement and Removal of SC Members

As this policy comes into effect the committee is already appointed.

New or replacement members

If new or replacement members are sought, a call will go out through multiple channels, including but not limited to the Slack channel or email to ask for nominations. People applying for a position on the steering committee have to be a member in good standing with the C19-GRA.

Removal of SC Members

Where a SC member violates the code of conduct on multiple occasions and is felt by a 2/3 majority not to be fit to hold a position on the SC or as a member they can be removed by a resolution formally voted on by the SC.

Scheduled retirement of SC members

During the transition period it is not anticipated that there will be any scheduled retirement of SC members before transition to the new legal structure.

Decisions

Decisions by the SC will be taken by a simple majority vote. Decisions on removing a member of the SC will require a 2/3 majority.

Meetings

Meetings shall be convened at least 6 times a year, or as required.

Conflicts of Interest

At the commencement of the meeting, any new conflicts that have arisen or changed need to be flagged and recorded in the conflict of interest register within 48 hours of the next meeting. Please see the Conflict of Interest Policy for further details.

European League of Associations for Rheumatology (EULAR) Relationship

EULAR is a partner in the physician registry. Publications from the physician registry are required to be reviewed and approved by EULAR, this is coordinated by the EULAR representative on the SC.

American College of Rheumatology (ACR) Relationship

The C19-GRA is in the process of becoming a section of the ACR, and this will require a number of additional processes to align with ACR policy. These requirements are covered in a separate document.

Defining Success of the C19-GRA

The C19-GRA has a Mission and a Vision. The role of the SC is to coordinate the resources of the C19-GRA to fulfill the vision through the mission. Success can be measured in a number of ways:

- Collecting patient reports in the registry (N, adults & children)
- Distribution of the results of the registry (tweets, papers, presentations)
- Distribution of results from other research data sources, such as payer claims
- Evidence interpretation and synthesis published
- Collaborations to facilitate outside projects

- An engaged membership who see value in our work

This policy has been written and approved by the C19-GRA Steering Committee, as at 21:00 AEST 22-April-2020.