**MPX Community Advisory Board**

**Terms of Reference**

**Purpose of the Community Advisory Board**

* To assemble a diverse group of community members with an interest in advancing scientific knowledge on MPX, that will provide community perspectives on and support the successful completion of research projects including: Monkeypox Prospective Observational Cohort Study (MPOCS), the PLATINUM-CAN clinical trial of tecovirimat therapy, and vaccine effectiveness research
* To serve as a capacity-building initiative for CAB members
* To share knowledge with the research team on the lived realities of community members

**Specific activities of the CAB**

* The research team will engage the team in a variety of activities, including the following:
	+ Advise on elements of the study design (eg. questionnaire items, recruitment materials)
	+ Raising awareness about the study to boost enrollment
	+ Participate in the interpretation of study results
	+ Help disseminate results to the broader community
* CAB members will be asked to participate in an estimated 12 meetings over the lifetime of the study, each lasting ~60-90 minutes. The frequency of the meetings will vary based on the needs of the study and the availability of the CAB members

## Composition & Membership

* The CAB will be composed of 7-9 different individuals from diverse backgrounds
* While representation from all desired backgrounds cannot be guaranteed, efforts will be made to include different backgrounds with respect to sex, gender identity, sexual orientation, age, ethnoracial background, HIV serostatus, experience with monkeypox, and geographic location in Canada
* Prior experience in research is not a requirement, because we wish to achieve a range of different perspectives and also function as a capacity-building initiative
* The anticipated commitment for the CAB is roughly one year. If a CAB member needs to resign from the CAB before this period is over, responsibility for replacing that individual will lie with the study Principal Investigators.
* One individual within the group will serve as the Chair, whose responsibilities will include
	+ Chairing meetings
	+ Acting as a liaison with the investigator teams
	+ Attending meetings of the study Steering Committees

## CAB Member Responsibilities

* CAB members will do their best to attend all CAB meetings
* Where applicable, CAB members will review materials in advance of meetings in order to participate in meetings as meaningfully as possible

**Guiding principles**

* **Mutual respect:** All CAB members agree to treat each other, members of the investigator team, and any other individuals related to the study with respect at all times. This involves listening to others’ perspectives, being thoughtful in the use of language, and taking action to support each others’ well-being.
* **Anti-oppression & anti-racism:** The CAB recognizes that historical and ongoing structural forces contribute to inequality in our society and underlie disparities in the risk of MPX and other sexually transmitted infections (STIs). The CAB will seek to oppose these forces in its activities where possible.
* **Constructive approach to disagreements:** In any group it is possible that disagreements may arise. CAB members agree to listen to others’ perspectives and approach potential disagreements in a constructive manner, in an effort to advance the collective goals of the CAB and the research overall.
* **Advisory role:** The investigator team wishes to create this CAB because of its belief in the importance of community engagement in the successful conduct of infectious disease research. The investigators have a responsibility to conduct the study according to rigorous scientific principles, and to secure relevant Research Ethics Board approvals for all aspects of the study prior to their implementation. The Principal Investigators will have final decision-making authority in matters related to the conduct of the study.

**Acknowledgement of CAB members**

* With their permission only, the research team will acknowledge all individual members of the CAB by name in any knowledge translation outputs from the study (eg. presentations, publications, reports)
* Authorship status on scientific papers emerging from the study will be reserved for individuals on the study team who meet standard criteria, according to the ICMJE. It is not anticipated that CAB members would meet the criteria for authorship, but they may be considered for this role if they meet criteria
* The CAB Chair will be provided with an honorarium of $1000 per year.
* In recognition for the time spent on CAB activities, other (non-Chair) CAB members will be provided with an honorarium of $50 for each meeting attended. Time spent on CAB-related activities outside of these meetings unfortunately cannot be compensated.

**Changing Terms of Reference**

* The Terms of Reference for this CAB is a living document and may be amended through agreement of all current team members.

I, agree to abide by these terms of reference.

 name

 signature date