

Community Advisory Board

1. PURPOSE

The purpose of this SOP is to help create and manage a Community Advisory Board (CAB) in each DeWorm3 trial site. CABs are essential to the success of research trials as they help build and sustain overall support from communities involved in or affected by the study. CAB members serve as a liaison between study participants and the study team by fostering dialogue to ensure that the study team receives continuous community feedback and the community is provided with regular study updates

2. INTENDED USER

Site Principal Investigators (PIs) and leadership teams.

3. RESPONSIBILITIES

All study staff should understand and follow this SOP prior to establishing a CAB and during the planning or execution of any CAB activities. It is the responsibility of the site's PI to ensure that all study staff and community volunteers comply with this SOP.

3. DEFINITIONS

- 3.1. **Community:** A group of people who share a common identity, history, language and culture and live within the same geographic boundary.
- 3.2. **Community advisory board:** a group of local community members who provide community input to research teams in regards to study implementation and procedures.

4. REQUIRED MATERIALS

- 4.1. CAB membership bylaws template
- 4.2. CAB meeting forms
 - a. Meeting agenda template
 - b. Meeting minutes template
 - c. Attendance forms
 - d. Transportation allowance distribution forms

5. PROCEDURE

5.1 CAB Membership

- a. Each study site should develop a CAB comprised of 10-12 members residing in control and intervention clusters, which should reflect the population of the local community.
- b. Member selection will be determined in collaboration with the site PI, the study's Community Liaison or Trial Coordinator, and other local stakeholders, as appropriate. Members of the CAB may include:
 - i. Community leaders or local administrators (e.g. village chief, women's representative, school principal or head teacher)
 - ii. Members of grassroots organisations (e.g. women, youth or faith-based groups)
 - iii. Community activists
 - iv. Spiritual leaders
 - v. Persons associated with health programmes (e.g. community health worker, health promotion/education officer or health facility worker)
 - vi. Community members without any affiliation to the above
 - vii. Study team representative (e.g. Community Liaison or Trial Coordinator)

- c. A CAB Secretariat, who is one of the 10-12 members, should be established after members of the CAB have been selected and each member has agreed to participate
 - i. The secretariat should consist of a Chair, Vice Chair and a Secretary.
 - ii. The secretariat should be established through an election that takes place during the first CAB meeting.
 - iii. These positions should not be held by any DeWorm3 study staff and are one-year appointments.

5.2 Selection Criteria

- a. Membership in a CAB is considered voluntary. All selected members should:
 - i. Be trusted members of the community (this criterion is important as it facilitates open dialogue).
 - ii. Have a keen interest and competency to consult directly with community members and provide their feedback to the research team.
 - iii. Have a clear understanding of their roles and responsibilities and be willing to complete them successfully.
 - iv. Be available to attend regular meetings.

5.3 Member Roles & Responsibilities

- a. CAB member responsibilities include:
 - i. Serve as representatives of the community's best interest by providing an infrastructure for community members to voice any concerns, challenges, successes, priorities, or any other information on study participant perspectives.
 - ii. Support the success of the research through an advisory role that provides community feedback and guidance on study implementation and strategies for increasing treatment coverage.
 - iii. Support the promotion and dissemination of information to the community, including study updates and outcomes.
 - iv. Attend all CAB meetings to share community feedback. During the time between meetings, members are expected to collect feedback from community members for sharing at the subsequent meeting. Members should inform their fellow community members of their role in the CAB in order to facilitate open dialogue.
- b. The CAB Chair is responsible for leading all meetings and serves as the primary point of contact to the site PI. In the absence of the Chair, the Vice Chair will lead the meetings.
- c. The Secretary is responsible for sending meeting invitation reminders, confirming attendance, and documenting/distributing meeting minutes (see Meeting Minutes section).
- d. With guidance from the site PI, the Community Liaison and/or Trial Coordinator are responsible for overall administrative management of the CAB, including organizing CAB meetings. Other specific duties include:
 - i. Support the Secretary with sending invitation reminder to all members and confirming attendance before meetings.
 - ii. Support the Chair and Secretary in finalizing the meeting agenda and distributing previous meeting minutes in advance of meetings.
 - iii. Finalise all logistical details, including securing a venue, organizing refreshments, and any other necessary materials (e.g. writing materials).

- iv. Ensure that funds are available for transportation allowances and refreshments according to the CAB budget.
- v. Facilitate distribution of funds including, transportation allowances and any other necessary payments (e.g. for venue, refreshments, materials, etc.).
- vi. Manage the CAB budget and ensuring all financial reconciliation documentation is collected and submitted to the appropriate financial personnel.
- vii. Attend every CAB meeting and provide feedback to the study team.
- viii. Support the Secretary with finalizing meeting minutes after the meeting.

5.4 Meetings

- a. Each CAB will hold regular meetings at least once every three months. If necessary, members may call a meeting outside of the regular schedule in case of emergency (i.e. a serious adverse event) but should consult with the study team in advance.
- b. During the first CAB meeting, a tentative schedule should be developed to confirm meeting frequency.
- c. During the first CAB meeting, membership bylaws should be developed using the provided template. The study team should provide CAB members with refreshments and transportation funds. No other compensation will be provided.
- d. It is important to note that while the local research team should take all CAB feedback into consideration as guidance, these consultations are not considered official processes for study modification or approval.

5.5 Meeting minutes

- a. The secretary should draft all minutes from each meeting and then distribute them to all members for their review and initial approval within one week of each meeting.
- b. After the members' initial approval, the secretary should then send the minutes to the CAB Chair for final approval within two weeks of the meeting.
- c. The Chair should send the minutes to the Community Liaison/Trial Coordinator and the site PI within two weeks of the meeting.
- d. The study team may request a follow-up meeting with some or all of the CAB to discuss information included in the meeting minutes.

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<i>Example: I have reviewed and approve this SOP for implementation.</i>			
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1	24 July 2017	Claire Gwayi-Chore, Arianna Rubin Means and Katherine Halliday

SITE NAME
Read and Review Log

List of individuals who read and reviewed the SOP

Date	Name	Title	Signature*

*By signing this log, study staff confirm that they have read and understood the content of the SOP