

COHRED Fairness Index Technical Working Group (TWG) TERMS OF REFERENCE

Background to CFI development

The CFI is proposed as an actively managed certification system that enhances the creation and maintenance of fair and responsible research and innovation (R&I) partnerships for individuals and institutions within the field of health. The Index proposes to resolve asymmetries in health R&I collaborations by examining the degree to which indicators of equity in partnerships are achieved by institutions and states.

Membership of the TWG

A first series of 5 rounds of consultation with a Technical Working Group, followed by a global consultation, period helped us produce the first report on the CFI for presentation at this meeting. On April 16-17 2015, COHRED hosted its fourth high-level Colloquium at the Wellcome Trust in London for an intense, focused and multi-sector discussion on the COHRED Fairness Index (CFI). Senior leaders from institutions that shape research and innovation for health attended the event and contributed to the discussions that were key to furthering the development of the CFI. Following the Colloquium, a two-day CFI Team Strategy Meeting was held from 27-28 May 2015 at COHRED in Geneva to further deliberate on the **five key domains** of the CFI as well as the **principles for each domain** that were recommended, at the Colloquium, for incorporation into the metrics of the CFI.

Within the framework of Global Consultation I and its implementation roadmap, COHRED brings together a second cross-cutting Technical Working Group (TWG) covering all the sectors engaged in research and innovation for health to address the issues involved in developing the COHRED Fairness Index (CFI). The next phase of the development of the CFI model shall include the work of the newly constituted TWG assisting in the content and the practical steps towards its implementation.

There are 5 small groups comprising 3-4 members per domain giving a total of 15 members in the new TWG. Each TWG Member has been nominated to contribute to a particular domain based on his/her area of expertise.

In addition, 6 members have been requested to act as ‘overall reviewers of the CFI model.’

TWG members invited by COHRED shall be allocated to their domains on the last week of June 2015. Membership is on a voluntary, non-remunerated basis until presentation of its outputs. The TWG members shall be acknowledged in all related outputs and publications.

The names and details of affiliations of the previous members of the first TWG as well as the new TWG can be found on our website <http://cfi.cohred.org/technical-working-group>.

Activities

Members of the TWG shall provide expert guidance on the development of the CFI model by:

1. Reviewing, evaluating and offering feedback on the list of **principles, criteria, indicators and means of verification (proposed by the CFI core writing team)** based on the chosen domains.
 - *These are aimed at best defining the fairness criteria to create an index that can be measured, assessed and monitored;*
2. Suggesting an implementation framework and preliminary roadmap, drawing on global workshops,
 - *drawing from existing recognized methodologies/indices for demonstration studies that shall be conducted in Kenya, Malawi, Nigeria, Thailand, Costa Rica and the Philippines within the public sector; and*
3. Providing general input on the main issues for the CFI building blocks and the overall CFI model that comprise of the necessary elements to be a collaborative research ‘Fairness Index’.

Outcomes

Based on the work of this group, in the second series of consultations, the *Global Consultation II* shall focus on delivering an answer to two questions:

1. What measurable domains a 'Fairness Index' should include?
 - What are the key indicators?
 - How should these be assessed?
2. How can we build a credible and sustainable system to advance its implementation and promote global acceptance and use?
 - How can the CFI be implemented to benefit all stakeholders?

The feedback from the TWG shall allow the Core Writing Group to create the '*y*' *Version of the Global Consultation Document*.

Consultation process and timeline

There are five domains, labelled 'Domain1, 2, 3, 4 and 5' and a 'Total Overview' Document that shall be distributed according to each member's area/s of expertise (bearing in mind the number of TWG members, their limited availability and geographic dispersion). To facilitate the consultation process:

- The TWG shall be organized into smaller theme-related groups
- Theme-related groups are not considered as permanent structures of the TWG and may be adapted as may be required
- Each TWG member shall receive a document, approximately 5 – 10 pages of core text, to make input
- The report shall require approximately 2 hours of your time to review
- Members of the TWG receive regular updates on the process (every 3 weeks or so, depending on progress of development of the CFI model)
- One-to-one interviews by phone or in person may complement the above
- Feedback on ongoing working documents will be sought by email
- Members of the TWG shall be contacted by the CFI Team, via email or phone, to present their findings.

COHRED shall reproduce aggregate responses only, never individual opinions unless you explicitly agree to a request we shall make to identify you.

Upon the completion of round two consultation process, each member of the TWG may be approached again to enquire if he/she wishes to continue as member in the next phase of the development of the CFI.

Consultation process shall take place from mid-June 2015 until end of October 2015.

COHRED Terms of Reference

Project Name: COHRED Fairness Index (CFI)

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