INfORM

International Network for Orofacial Pain and Related Disorders Methodology

A Consortium Focused On Clinical Translation Research

International Network for Orofacial Pain and Related Disorders Methodology
Constitution and By-Laws
Revision Date: January 2022

I. Vision Statement

INfORM (the "Network") is the legacy of the International RDC/TMD Consortium Network, which has fostered international collaborative multidisciplinary research efforts on the classification, etiology, diagnosis, prevention, and management of temporomandibular disorders (TMD), orofacial pain conditions, and related disorders. Building onto the internationally recognized Research Diagnostic Criteria for Temporomandibular Disorders (Dworkin and LeResche, 1992; RDC/TMD) and its expanded DC/TMD taxonomy (Schiffman et al., and Peck et al., 2014), one of INfORM's key objectives is to develop comparable evidence-based multi-axial diagnostic criteria and management algorithms for a wider range of acute and chronic dental and orofacial pain conditions. Furthermore, we aim to continuously improve these tools' accuracy, clinical usability, and utility, as well their accessibility in various settings. Collaborative networking initiatives including researchers, educators, care providers, policy-makers, and persons with lived experience of pain will: (1) promote the utilization of reliable and valid diagnostic and classification systems to produce generalizable data from laboratory, clinical, and population health research programs for reducing the burden and suffering of orofacial pain and related disorders, and, (2) foster the establishment of management approaches that provide appropriate and timely care for persons experiencing any of the various manifestations of orofacial pain and related disorders including TMD.

II. Mission Statement

As a Network within the IADR, INfORM will facilitate international collaborative research at academic or health care delivery sites that strongly support research conducted at the highest standards of scientific excellence and contribute to the dissemination of assessment tools and evidence-based management strategies that can be applied worldwide, including in low income countries and disadvantaged communities. It will use common, shared sets of research instruments including, but not limited to, the RDC/TMD for legacy data or the DC/TMD, and augmented by its Expanded Taxonomy, as indicated, (i.e., hereafter termed "INfORM-Standardized Assessment Tools"), as well as the ICOP classification scheme of orofacial pain for new data.

Network members will develop, improve, and use INfORM-Standardized Assessment Tools at research settings around the world, in the native languages of the respective setting, valuing the unique contributions to a better understanding of the biopsychosocial complexity of orofacial pain and related disorders. That is possible only through investigations that respect and explore the diverse cultural contexts under which TMD, orofacial pain, and related disorders may arise.

III. Specific Goals and Objectives

A. Establish a working consortium of multi-national centers having the capability to conduct interdisciplinary basic, translational, clinical, and population health research into the following domains: taxonomy, etiology, mechanisms, biomarkers, comorbidities, prevention, prognosis, and management (including assessment) of orofacial pain conditions (e.g., TMD, neuropathic pain) and

associated disorders (e.g., oral maxillofacial sleep disorders).

B. Recognize and disseminate the value of research methodologies across the entire translational spectrum (e.g., animal models, experimental studies in humans, clinical, and epidemiological studies).
C. Encourage all Network members to submit symposium proposals, abstracts and present their research at IADR annual General Sessions as well as at Regional and Divisional Meetings.
D. Establish and maintain an international team of reliable examiners for the operationalized utilization of the "INFORM-Standardized Assessment Tools" by providing necessary training guidelines and conducting examiner calibration and reliability assessments. The Network will further encourage the development and global dissemination of simple assessment tools.
E. Maintain and update the "INfORM Website", in order to make available to the Network members and, as appropriate, to the public the RDC/TMD, DC/TMD, Expanded Taxonomy, newly developed classification system and diagnostic instruments, translations library, documentation, and protocols for conducting calibration and reliability assessment.
F. Conduct at least one scientific meeting and one Business Meeting per year in conjunction with the IADR annual General Session.
G. Provide an international and open forum for continuously evolving methods and cutting-edge science through evidence-based decision rules and Network consensus.
H. Facilitate education and clinical training using the INfORM-Standardized Assessment Tools in educational programs at Dental Schools, including undergraduate/postgraduate/specialty/advanced Orofacial Pain, and other dental and healthcare training programs.
I. Develop and disseminate research and educational outcomes related to TMD, orofacial pain, and related disorders to improve population well-being and more specifically orofacial health.
J. Enhance the awareness about orofacial pain among non-dental healthcare providers in order to facilitate early diagnosis, prevent pain-chronification, avoid unnecessary treatment and provide best-possible interdisciplinary management strategies.

IV. Membership

A. **Individual Membership:** The essential qualifications for Individual members are: (a) membership in IADR; and (b) active participation in TMD/Orofacial Pain & Related Disorders research, teaching, and care. Individual members have the privilege of voting and holding elected or appointed office and may participate in all the scientific and business activities of the Network. Multiple Individual members may belong to the same institution.
B. **Retired Membership:** Individual members may qualify for "Retired membership" according to criteria set forth by the IADR for such members. As for individual members, Retired members have the privilege of voting and holding elected or appointed office, and may participate in all the scientific and business activities of the Network.
C. **Student Membership:** Individuals may qualify for Student membership according to criteria set forth by the IADR for such members. As for individual members, Student members have the privilege of voting and holding elected or appointed office, and may participate in all the scientific and business activities of the Network.

V. Endorsement, Expressions of Support and of Intent to Cooperate

The members of INfORM may elect to provide an endorsement, written expression of support, or letters of intent-to-cooperate, upon request from members, to support, encourage, and facilitate research, clinical care guidelines, and professional health care programs on behalf of research consistent with INfORM goals and objectives. Such formal expressions of support, interest, and indications of associated activity on the part of INfORM may be provided to duly constituted research granting institutions, universities, and health care organizations on behalf of furthering research, the acquisition of new

knowledge, and/or the delivery of improved care to patients. INfORM requires that providing such endorsement carry ethical obligations to conduct research and health care at the highest possible level and in accordance with all relevant governmental and institutional obligations to insure protection of human subjects and ethical management of financial budgets. Requests for research endorsement, expression of support, and letters of intent-to-cooperate should be made in writing and directed to the Network Executive Committee[1], which will serve as a primary screening process. Requests for research endorsement should include: (a) the specific aims of the proposed research; (b) reasons for initiating the research; (c) source of request, i.e., indicating if the request is in regard to an individual investigator initiated project or initiated in response to Requests for Applications from a duly constituted research organization (e.g., an RFA from NIH); (d) an approximate estimate of the budget, where applicable; (e) assurances of steps taken to protect human research subjects; and (f) a careful and detailed statement of the exact nature of the endorsement or expression of support being sought. Requests for other types of endorsements, such as clinical care guidelines or health care programs, should be similarly structured in order for the request to be fully reviewed. Because time urgency is frequently a factor in such matters, the Executive Committee shall make every effort to ensure that an appropriate response is given within two weeks of the receipt of the request for endorsement.

VI. Officers and Additional Personnel and their Responsibilities

Five officer positions will be elected from the membership. These officers are responsible for governing the INfORM Network.

A.   Elected Officers

   1. President
     a.   Arranges the annual Business Meeting and/or annual reception of members in conjunction with IADR Global Headquarter.
     b.   Presides at all Network meetings.
     c.   Is the official spokesperson for the Network and acts as liaison with IADR Regions, Divisions, and Sections.
     d.   Acts as liaison for the Network Website.
     e.   Recommends candidates for IADR Vice-president.
     f.   Appoints from the membership individuals as Committee Chairs.
     g.   Transfers all pertinent records at the end of his/her term to the new President within 30 days of the annual Business Meeting.
     h.   Serves as Investigator Awards Committee Chair of the year following the Presidential term (a.k.a. "Immediate Past President").
     i.   Provides oversight of the Network budget.
     j.   Ensures that all actions of the President are subject to confirmation by the Executive Committee (see section X below).

   2. President-Elect
     a.   Takes the duties of the President when the President is unavailable because of illness or any other reason that prevents assuming his responsibilities.
     b.   Replaces the President in case of vacancy or at the end of 1 year of President's term.
     c.   Transfers all pertinent records at the end of his/her term to the new President-Elect within 30 days of election.
     d.   Selects Group Program Chairs, Session Organizers and Abstract Reviewers for IADR annual General Session and AADOCR Annual Meeting with Network officers' approval.

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[1] See Section X and Appendix I

     e.   Provides oversight of the Network budget.

3. Vice-<u>President</u>
    a.   Identifies and solicits candidates for Network elected offices.
    b.   Selects the councilor to represent the Network at AADOCR annual Council meeting.
    c.   Assists the Immediate Past President in holding the annual Investigator Awards competition.
    d.   Provides oversight of the Network budget.

4. <u>Secretary/Treasurer</u>
    a.   Submits an annual report of activity to the IADR Global Headquarter.
    b.   Requests a written annual report from each Committee Chair for submission 30 days prior to the annual Business Meeting.
    c.   Develops the agenda for the annual Business Meeting and ensure that all appointed committee reports are submitted for the annual Business Meeting.
    d.   Reports finances and all utilized resources at the annual Business Meeting.
    e.   Requests invoices and ensures payments on behalf of the Network.
    f.   Provides oversight of the Network budget.
    g.   Organizes the logistic aspects for the annual Business Meetings.
    h.   Keeps Minutes of all Network meetings.
    i.   Submits Minutes to Executive Committee for approval.
    j.   Submits approved Minutes to the membership within 60 days after the annual Business Meeting.
    k.   Submits a copy of all official actions during the year to the membership.
    l.   Submits the Treasurer's report at each annual Business Meeting.
    m.   Appoints a delegate as substitute if unable to attend the annual Business Meeting.
    n.   Responds to membership inquiries in a timely fashion.
    o.   Transfers all pertinent records at the end of his/her term to the new Secretary/Treasurer within 30 days of election.

5. <u>Councilor</u>
    a.   Represents the Network at the IADR annual Council Meeting.
    b.   Reports to the Network on matters arising from the Council meeting.
    c.   Acts as Science policy liaison between the Network and the IADR Global Headquarters
    d.   Provides oversight of the Network budget.

B.   <u>Appointed Positions</u>

1. <u>Organizer(s) of Events at IADR annual General Sessions or other international meetings</u>
    a.   The Executive Committee will nominate member(s) to be the organizer(s) of events such as Workshops, Symposia, and Lunch & Learning sessions at the IADR annual General Sessions or at other international meetings to represent interests specific to the Network.
    b.   The Network will provide appropriate financial sponsorship for IADR-approved events or meetings co-sponsored by another international association or group. The level of support will be agreed upon by the Executive Committee.

2. <u>Committee Chairs Duties</u>
    a.   Manages the respective committee.
    b.   Prepares a written committee report for the annual Business Meeting, submitted no later than 30 days prior to the annual Business Meeting.

      c.   Selects from among the membership a sufficient number of committee members in consultation with the Executive Committee.

VII. <u>Elections and Voting</u>

A. **Elections of Officers:** All current members of the Network are eligible to serve as officers and vote in the annual election that is held in conjunction with the IADR general election for Vice-president. Current member is defined by a member of the Network that has paid the current year membership dues. Members are both those that have identified the Network as their primary affiliation or have added the Network to their annual IADR membership.

A minimum of two individuals shall be submitted by the Network Nominating Committee to stand for each elected position: Vice-President every year, and each of Secretary/Treasurer and Councilor every three years. Candidates may only stand for election for one position in each election. Network officers can be elected to the same office but may not serve more than two consecutive terms for any elected office. Prospective candidates for the position of Vice-President, President-Elect or President should have held at least 1-2 positions within the Network before the actual election date.

If an officer does not renew their membership at any time during their term, their term is terminated, and remaining officers shall appoint a member of the Network to fill the vacant position for the remainder of the term.

The Nominating Committee will be comprised of two members (not members of the Executive Committee) appointed by the President and will secure nominations from the members, for an officer position with an upcoming vacancy, electronically and/or personally. The Nominating Committee shall prepare an appropriate slate of candidates to be put to the membership for a vote held no later than 60 calendar days prior to the annual Business Meeting in conjunction with the IADR general election for Vice-President. Ballots may be cast electronically by members and all ballots are due no later than 30 calendar days prior to the annual Business Meeting. If the Network does not provide candidates for the open position, it may risk not receiving the Network membership dues collected for that year.

B. **Voting:** Issues requiring approval of the Network membership will be placed before the membership via e-mail or internet-based methods in addition to presentation at the annual Business Meeting. A simple majority vote will be considered sufficient (unless otherwise indicated in these By-laws). The President has the right to declare the attendees at an annual Business Meeting as insufficient in number to constitute a quorum, but otherwise attending members will constitute a quorum for voting purposes.

VIII. <u>Meetings</u>

A. **Annual Business Meeting**: The Network shall hold an annual Business Meeting and thus submit a meeting request to the IADR using an online meeting request form. The Network President will work with the IADR Global Headquarter to schedule the annual Business Meeting in conjunction with the IADR annual General Session and/or AADOCR annual meeting. Business Meeting are usually held on Thursday evenings of the IADR annual General Session (or during the preceding week). All pertinent meeting details and requirements are sent via email by IADR Meetings staff. Network receptions and Executive Committee meetings are also allowed, and a meeting request should be submitted as well to the IADR Global Headquarter.

The Network's participation in the IADR annual General Session will have two major components: (a)

Scientific Program; and (b) Business Meeting. There are no budgetary, activity or member total requirements for holding an annual Business Meeting at the IADR annual General Session.

B. **Other Network Meetings**: The Executive Committee may elect to hold regular or ad hoc meetings to further the scientific and other activities of the Network, either open to the entire membership or by invitation only. These may be co-sponsored with other groups or networks within IADR or with groups in other international associations.

IX. **Dues, Revenues and Expenditures** [2]

A. Dues per Individual members shall become due and payable once a year according to the dues collection process of the IADR. A grace period for continued membership given delinquent dues will be provided; the duration of that period will be determined by the Secretary/Treasurer and Executive Committee.
B. The Executive Committee, other Committees, and individual members may propose for approval by the membership additional means of obtaining and disbursing revenues to support Network activities.
C. Except for anticipated banking related expenses below $50, all expenditures and expense reimbursement must be approved by majority vote of the Executive Committee.
D. Travel and other expense reimbursement requests must be submitted to the Executive Committee, along with receipts, no later than 20 business days after the expense has been incurred. If expense reports are not submitted by the 20th business day, Network Officers forfeit the opportunity to be reimbursed for all incurred expenses. Travel expenses for a spouse, family member, or guest will not be borne by the Network's finances.

X. **Committees**[3]

Standing Committees and sub-committees shall be created as follows:
A. Executive Committee (Network President, President-Elect, Vice President, and Secretary/Treasurer)
B. Nominating Committee
C. Governance Committee
D. Website Committee
E. Communication Committee
F. Taxonomy Committee
G. Translations Committee
H. Examiner Training and Reliability Committee
I. Data Management Committee
J. Investigator Awards Committee
K. Early Career Researchers Committee
L. Education Committee

Additional ad hoc committees may be established as recommended by the President contingent on approval of the Executive Committee.

Committee Chairs are appointed by the President, in consultation with other Network Officers. Current Committee Chairs who started prior to 2021 retain indefinite appointments until either the Chair submits resignation, or a President requests a change in the Chairperson. The Chair of the Investigator Awards Committee will be the Network's President of the previous year ("Immediate Past President"),

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[2] See the IADR Scientific Groups/Networks Governance Handbook at:
http://www.iadr.org/Portals/69/docs/Groups/IADR_SGN_Governance_Handbook.pdf.
[3] See appendix I for Committee key activities and responsibilities

who will be assisted by the Vice-President in implementing the competition. Other new Committee Chairs starting in 2021 onwards will hold a term of up to 5 years, subject to on-going approval of the Executive Committee. They will also be encouraged to remain members of the Committee (or available for consultation for Committees without additional members) after the end of their term for continuity and support of the incoming Chairs. The Executive Committee will work on creating a staggered Committee Chair transition schedule until all Committees Chairs enter the up to 5-year term cycles. Each Committee Chair appoints the members of the Committee, and these members have indefinite appointments, subject to the on-going approval of the Committee Chair.

A report of the activities of each Committee shall be presented at the request of the Secretary/Treasurer. Written reports are requested for submission 30 days prior to the annual Business Meeting.

The Executive Committee and Committee Chairs will review Network documents and recommendations emerging from the activity of a Committee prior to being submitted for endorsement and implementation at a Network level. The Executive Committee will decide whether documents or recommendations are of sufficient impact that they should be reviewed by the membership before providing final approval. Otherwise, a document or recommendation can receive final approval by the Executive Committee. If full review is required, the document or recommendation will be submitted to the Network membership for a review period of 30 days; all comments received will be reviewed by the Executive Committee (or designate), and the sponsoring Committee will respond to those comments satisfactorily before the document or recommendation is implemented at the Network level. The completed document or recommendation will then be archived via the Network website. Minutes of annual Business Meetings will be posted on the Network website for public access; other documents may be posted on the Network website for private access by members only, unless directed otherwise by the President.

XI. INfORM group authorship

Publications resulting from INfORM-sponsored events or activities (e.g., symposia, workshops, etc.) should include INfORM group authorship (also called 'corporate authorship'), In addition to individual authorship per usual standards, if permitted by the publisher. INfORM members who participate in the referred INfORM-sponsored event or activity but do not meet criteria for individual authorship may be listed as collaborators associated with the INfORM group author. At least two of four members of the Executive Committee should be provided up to three weeks for review of final manuscript materials prior to submission for publication.

APPENDIX I

COMMITTEES: KEY ACTIVITIES AND RESPONSIBILITES

Executive Committee
1. Develops and oversee implementation of the Network's vision and mission.
2. Identifies underrepresented geographic regions, countries, or groups, and develop means to improve representation.
3. Reviews and approve all revisions of the INfORM-Standardized Assessment Tools, along with Committee Chairs.

Nominating Committee
1. Secures nominations for Officers from the members, electronically and /or personally.
2. Submits to the Vice-President an appropriate slate of candidates to be put to the membership for a vote no later than 60 calendar days prior to the annual Business Meeting.

Governance Committee
1. Develops by-laws according to the IADR Network Governing Handbook and keeps them up to date on an annual basis.
2. Ensures that the Network goals and objectives are in line with the view expressed by the Executive Committee and reflect current paradigms relevant to TMD, orofacial pain conditions and related disorders.

Website Committee
Develops and maintains the INfORM website to serve as:
1. Archive of INfORM-Standardized Assessment Tools and other Network documents.
2. Hub for public access to INfORM-Standardized Assessment Tools and related resources for research and care of orofacial pain and related disorders.

Communication Committee
1. Manages the Network's social media presence alongside the Executive Committee.

Taxonomy Committee
1. Appraises existing taxonomies related to TMD/Orofacial Pain & Jaw Disorders as new information becomes available and foresee improvements with changes or development of new taxonomy.
2. Determines appropriate mechanism to receive and review proposed revisions of existing taxonomies and implements mechanism for forwarding such proposed revisions to the membership.
3. Proposes approval process (e.g., consensus workshop) as appropriate to the nature and extent of proposed revisions.

Translations Committee
1. Maintains guidelines for instrument translations in order to address integrity and validity issues.
2. Ensures equivalence of all language versions for INfORM-Standardized Assessment Tools.
3. Approves and posts all existing translations of INfORM-Standardized Assessment Tools (all languages, and versions per development) to the Network website.

Examiner Training and Reliability Committee
1. Develops guidelines for the approval of Reference Standard Examiners as per INfORM-Standardized Assessment Tools.
2. Organizes examiner reliability assessment and calibration of Reference Standard Examiners.
3. Formulates procedures for establishing reliability and calibrating examiners in complex

environments.
4. Maintains Manual for reliability studies, data input, examination specifications, etc.

Data Management Committee
1. Develops guidelines and methods to facilitate electronic data collection, management, and application in collaborative research.

Investigator Awards Committee
Manages annual investigator award competitions (i.e., the IADR INfORM Samuel F. Dworkin Predoctoral Award and the IADR INfORM Barry J. Sessle Postdoctoral Award):
1. Updates application guidelines posted on the IADR website in coordination with the IADR Headquarters.
2. Appoints committee members each year who will also serve as judges for the competition.
3. Conducts the award competition according to criteria outlined in the application guidelines.
4. Prepares and delivers award certificates to the winners.
5. Requests award payment to the winners via the Secretary/Treasurer.
6. Provides winners' information to Website Committee for display in the Network's records.

Early Career Researchers (ECR) Committee
1. Promotes ECR member engagement in Network activities, in coordination with Executive Committee and Committee Chairs.
2. Designs and implements activities to support research and career development for ECR in orofacial pain and related disorders.

Education Committee
1. Promotes research and evidence dissemination to enhance orofacial pain education in general and specialty dental curricula, as well as in other healthcare training programs.