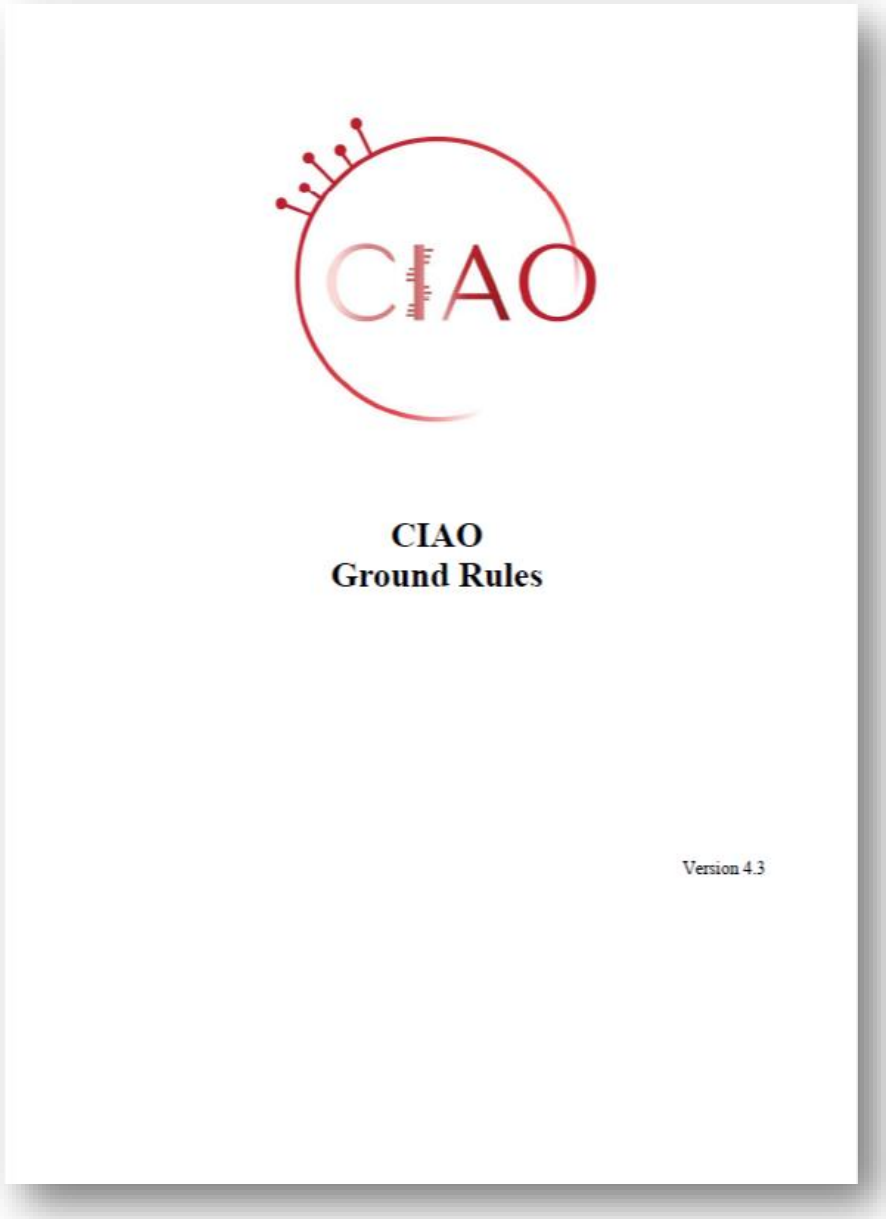
CIAO Ground Rules

- CIAO has grown signficantly over the past 15 months!
- 60+ crowd members, numerous working groups
- Various publications planned and in the pipeline

- *Any such undertaking needs **rules***
- *These rules will help us to better understand:*
  Who does ***what when how*** and ***why****.*



- Drafted over summer 2021

- **Thanks** to Annamaria for her help and support
- **Thanks** to all members of the coordination group for their edits, comments and moral support

- **Adopted** by the CIAO coordination group in September 2021

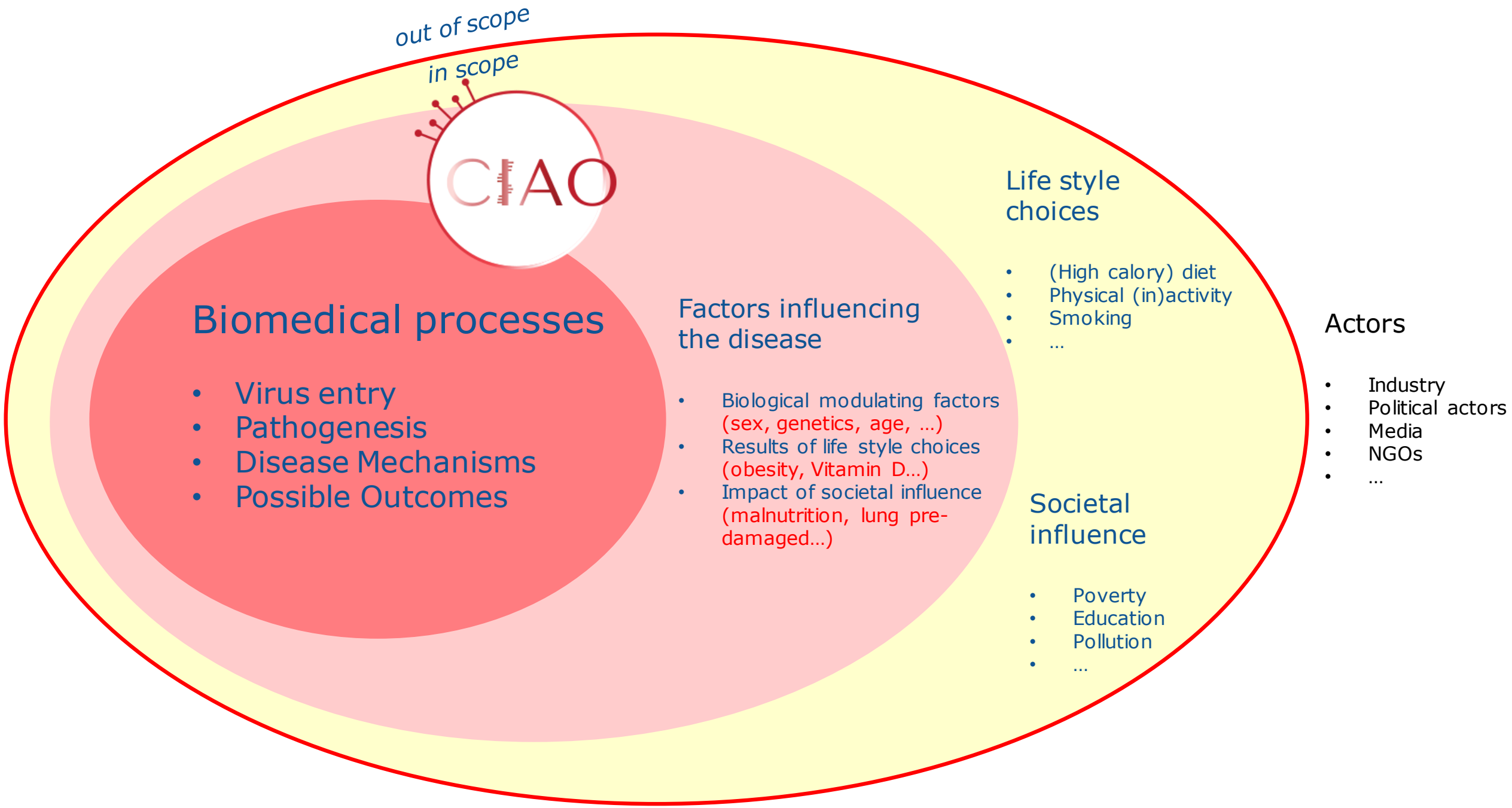
1. INTRODUCTION

CIAO MISSION STATEMENT

CIAO is part of the global effort to address the COVID-19 pandemic by delivering actionable knowledge depicting complex COVID-19 disease processes in an understandable way.

- CIAO embraces diversity and promotes non-discrimination. It welcomes people with relevant scientific or professional background from all over the world to join the CIAO crowd.

- CIAO focuses on knowledge related to COVID-19. Any aspect influencing the disease is of interest. CIAO is about highlighting scientific facts and interdependencies between them. CIAO does not explore the role that particular individuals, governments, agencies or organisations play in the pandemic.


out of scope
in scope
CIAO
Biomedical processes
• Virus entry
• Pathogenesis
• Disease Mechanisms
• Possible Outcomes
Factors influencing the disease
• Biological modulating factors (sex, genetics, age, …)
• Results of life style choices (obesity, Vitamin D…)
• Impact of societal influence (malnutrition, lung pre-damaged…)
Life style choices
• (High calory) diet
• Physical (in)activity
• Smoking
• …
Societal influence
• Poverty
• Education
• Pollution
• …
Actors
• Industry
• Political actors
• Media
• NGOs
• …

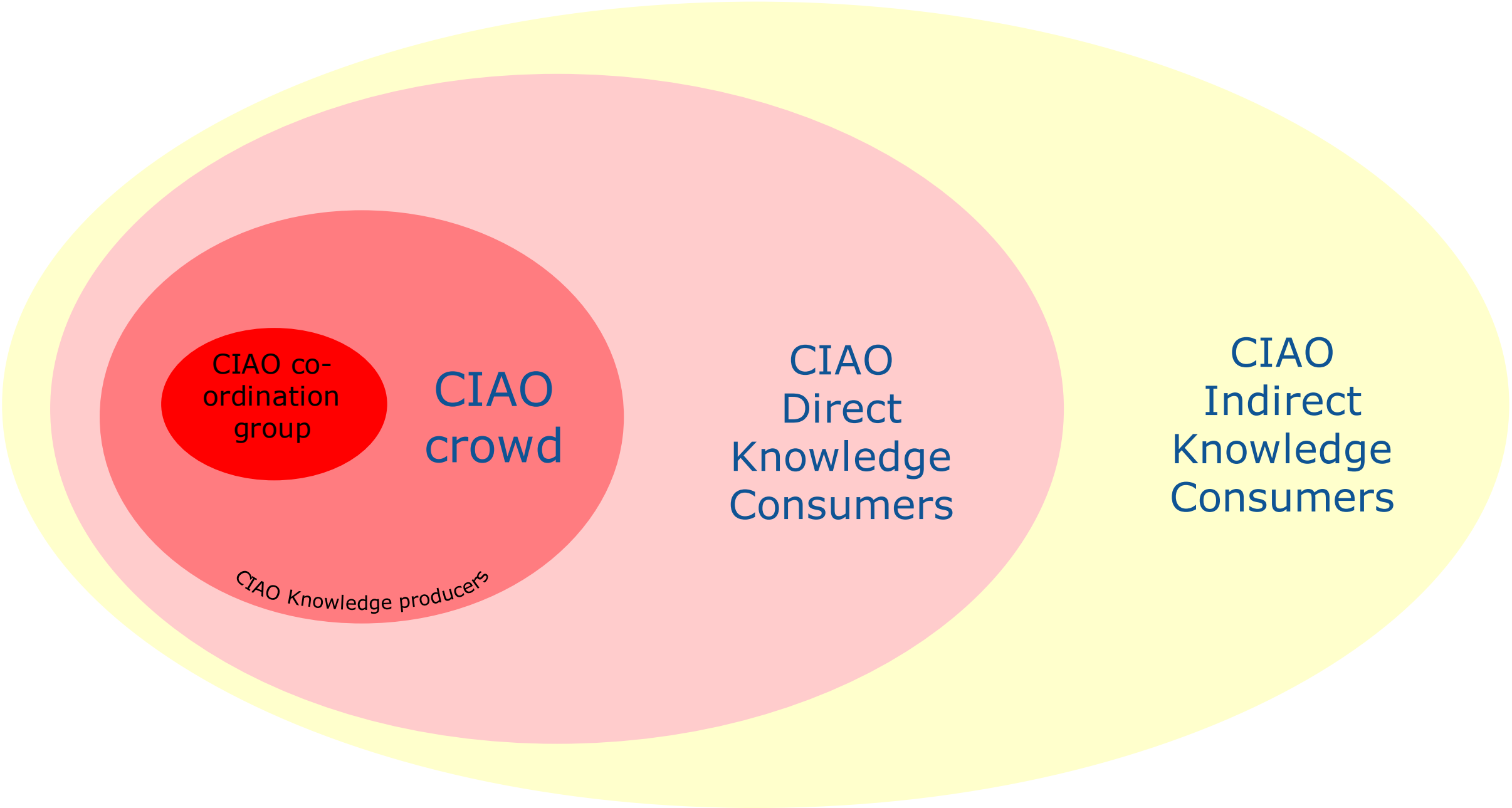
3. CIAO GOALS, SCOPE, ETHOS AND BRAND

- Goals & Scope:
  - COVID-19 science **and** how to use the AOP framework in new domains

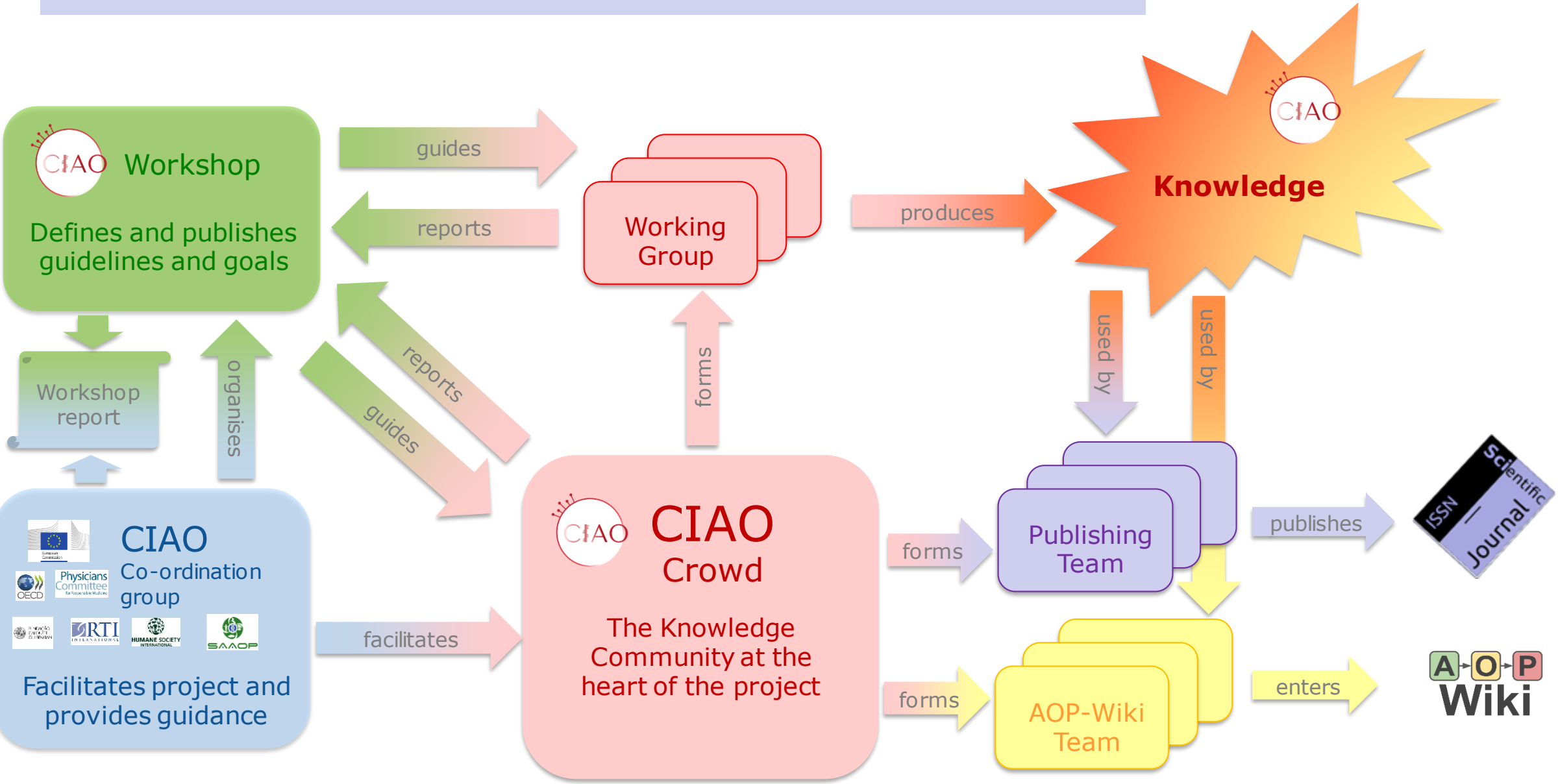
- Ethos:
  - **Crowdsourcing**: we do not exclude anyone from the crowd, so long as they have relevant knowledge and expertise

- Brand:
  - Deliverables using CIAO knowledge can **use the CIAO brand** only if:
    - the topic of the deliverable supports the goals and scope of CIAO,
    - the deliverable team consists mainly of CIAO crowd members,
    - CIAO and its role are explicitly acknowledged in the deliverable
    - the coordination group has given explicit consent for the branding to be used

4. CIAO STAKEHOLDERS



5. CIAO GOVERNANCE



5.1 CIAO CROWD

- CIAO welcomes **diversity**, and will not discriminate on the basis of sex, gender (re)assignment, race, colour, ethnic or social origin, nationality, genetic features, religion or belief, property, disability, age or sexual orientation.
- Exception from protected characteristics: Language (EN)

- **Professional affiliation** of any kind (or lack thereof) is not considered an obstacle to becoming a member of the CIAO crowd.
  - In order to avoid any conflict of interest, every CIAO crowd member is obliged to be fully transparent about their affiliation
  - Every CIAO crowd member fully discloses their potential conflict of interest – especially if they become member of a publication or an AOP-Wiki team
  - The publication and AOP-Wiki teams carefully review their deliverables for any potential misrepresentation of scientific facts, ideally by requesting additional review from the CIAO crowd

5.1 CIAO CROWD – How to become a member

- A person becomes a member by **indicating their interest** to a member of the coordination group
- A **quick discussion** will determine whether there is a **fit**
  - This will take into account the person's scientific and/or professional background and the aims of the project.
- Subsequent to that discussion, the member of the coordination group will make a **recommendation** to the rest of the coordination group.
- The **final decision** rests with the coordination group.
- By joining the CIAO crowd, the new CIAO crowd member **acknowledges the ground rules**.
- Finally, the coordination group **issues a statement** to the entire CIAO crowd, informing them about the new member; this statement will also signal potential conflicts of interest.

5.1 CIAO CROWD Duties and Rights

- **No financial compensation** for being part of the CIAO crowd
- Association to the crowd in **personal capacity**
- No relationship between CIAO and a member's affiliation
- Arrangements between crowd members and their affiliation irrelevant for CIAO
- CIAO crowd member has the right to **openly communicate** to any third party about their involvement in CIAO

- CIAO has the **right to publish information** about the individuals (name, affiliation) that are members of the CIAO crowd, as acknowledged in the consent form, e.g. in the CIAO crowd member list

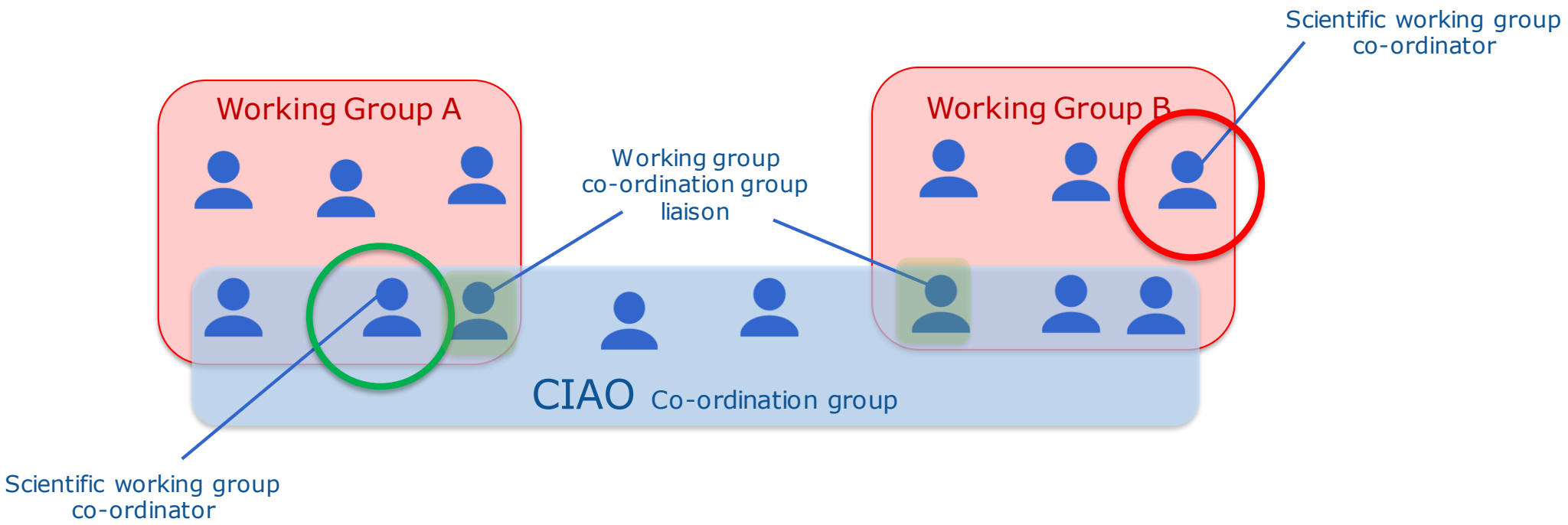
5.1 CIAO CROWD Member List

- The coordination group manages a **publicly accessible list** of all CIAO crowd members:
  - Membership (yes/no) to the CIAO coordination group
  - Name
  - Affiliation
  - Conflict of interest, if applicable
  - Date of addition to the list
  - Date of withdrawal from the CIAO crowd

Preview!

CG	Name	First Name	Affiliation	Conflict of interest	Member from	Member
	Albertini	Maria Cristina	Universita degli Studi di Urbino Carlo Bo			
	Amigó Grau	Núria	Biosfer Teslab			
x	Amorim	Maria Joao	Instituto Gulbenkian de Ciência - Fundação Calouste Gulbenkian			
x	Batista Leite	Sofia	JRC			
	Beronius	Anna	Karolinska Institutet			
	Bezemer	Gillina	Impact Station			
	Bostroem	Ann-Charlotte	JRC			
	Breidenbach	Joshua	University of Toledo			
	Carusi	Annamaria	Interchange Research Ltd			
x	Clerbaux	Laure-Alix	JRC			
	Coecke	Sandra	JRC			
	Concha	Rachel	Green Neuroscience Laboratory, Neurolinx Research Institute			
	Cummings	Brenda				
	Daskalopoulos	Vangelis	JRC			

5.1 CIAO Working Groups



- Working group scientific coordinator – can be, but is not necessarily member of the coordination group
- Working group coordination group liaison is always member of the coordination group

5.2 CIAO COORDINATION GROUP

- Supporting the **alignment of CIAO goals** by fostering communication within the crowd and between WG
- Organising the **CIAO workshops**
- Drafting and potentially publishing the **workshop report**
- Planning and facilitating activities to **promote CIAO** deliverables
- Pro-actively developing and suggesting **ideas to move the project towards its goals**
- Following up on the **implementation** of such ideas once agreed with the crowd
- Managing the CIAO conflict resolution process
- Deciding about the use of the "**CIAO brand**" in case of doubts.

5.2 CIAO COORDINATION GROUP

Composition

- By invitation only

- The coordination group consists of
  - Its members when the project was instigated, before the crowdsourcing process was started,
  - Coordination group liaison from each WG,
  - Others with specific expertise brought in on an ad hoc basis, following **invitation** by the coordination group

- The co-ordination group may develop its own rules for its internal purposes.

5.3 CIAO WORKSHOP

- The CIAO workshop is the **central scientific guideline issuing entity** in CIAO, and it defines the project overall direction and priorities.

- Normally, the agenda includes:
  - Introduction of new CIAO crowd members
  - Overarching WG results
  - CIAO deliverables: planned, ongoing, finished
  - Next scientific CIAO goals
  - How to accomplish these goals (WG formation, WG goal definition, …)

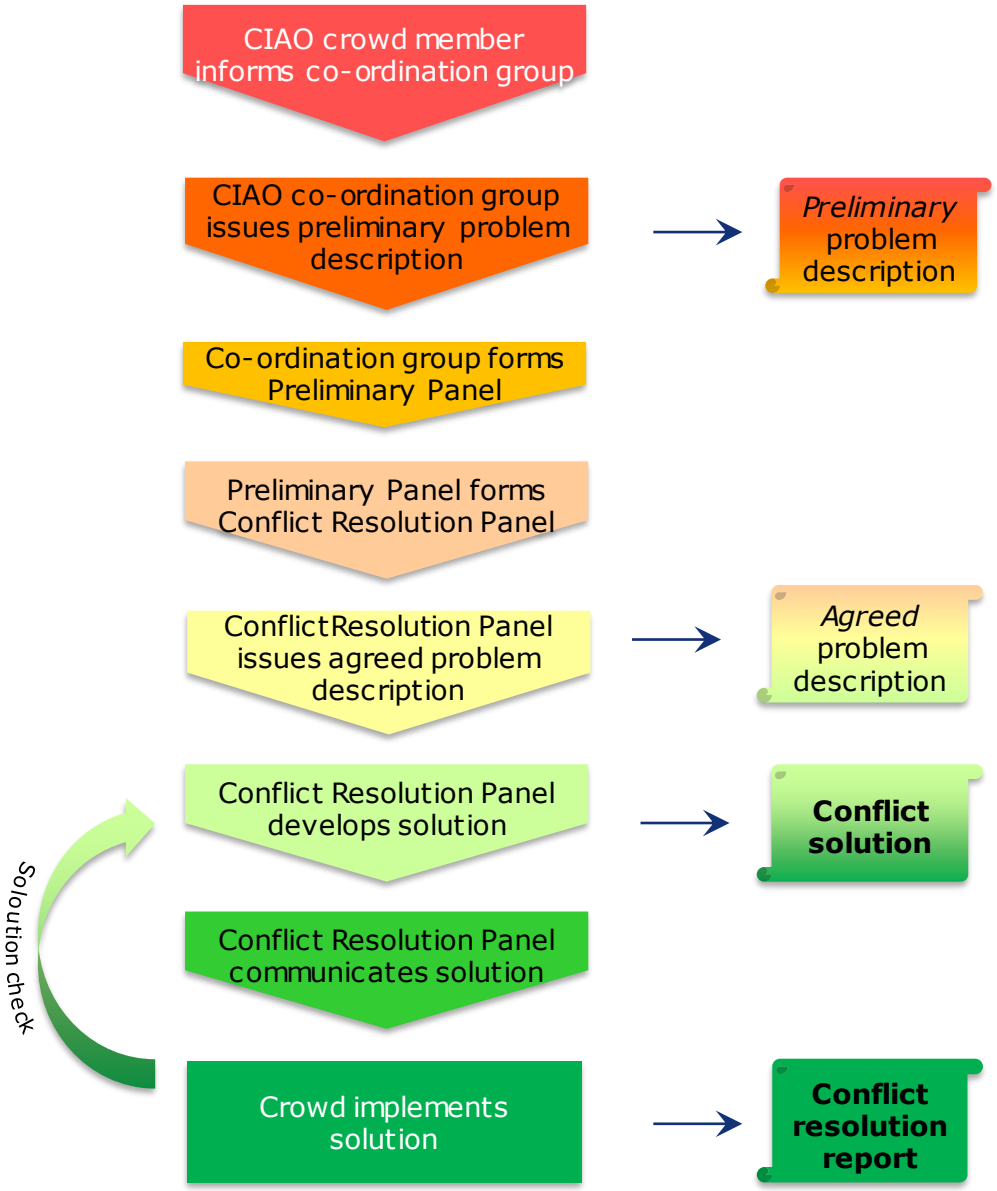
  - Updates to the CIAO ground rules (only if necessary)

5.3 CIAO WORKSHOP

- Workshop Report

  - Managed by the coordination team and members of the CIAO crowd *might be invited to contribute*
  - The CIAO workshop report will feature a summary of the presentations, discussions, findings and decisions, and it is distributed among all CIAO crowd members
  - Once final, its **decisions govern the scientific work of CIAO** until the subsequent workshop
  - A CIAO workshop report can also be used as the basis for a journal publication

5.5 CIAO CONFLICT RESOLUTION PROCESS



CIAO acknowledges that within its scope, conflicts can arise, e.g., when:

- there are scientific or professional disputes between crowd members;
- a crowd member has the impression that an issue is in contrast to rules they consented to when joining the project;
- a crowd member identifies an undisclosed conflict of interest.

6. CIAO DELIVERABLES – JOURNAL ARTICLES

- Publishing material related to knowledge generated in the CIAO project in **peer reviewed journals** is the classical way to reach a research audience and earn recognition *under the current reward paradigm in science*
- Publication teams (NOT working groups!) form with the aim to co-author a peer-reviewed journal article
- These teams are typically facilitated by the individual that acts as lead author of the article
- The teams *themselves* decide on who takes part and who consequently becomes co-author of the specific paper
- All potential co-authors have to consider conflict of interest statements before beginning to work on a publication
- Working on a publication presumes **that each individual agrees with the co-authorship**

6. CIAO DELIVERABLES – AOP-WIKI ENTRIES

- Adding content to the official, OECD-endorsed AOP knowledge base - the AOP-Wiki (https://aopwiki.org/) - **is the recommended way** to disseminate CIAO knowledge
- By entering CIAO knowledge into the AOP-Wiki, it becomes part of a vast AOP network that is continuously improved and augmented by numerous parties far beyond the CIAO project
- CIAO project becomings an integral part of the OECD work plan for the AOP Framework, and CIAO will receive "**1.96**" as official project number on that work plan

6. CIAO DELIVERABLES – AOP-WIKI ENTRIES - **AOPs**

- AOPs instigated by CIAO are entered into the Wiki by a CIAO AOP-Wiki team (NOT a working group)
- Once an AOP has been entered into the Wiki, a request can be sent to OECD to associate the AOP with the OECD work plan CIAO project number 1.96
- Once that link is established, the AOP will be subjected to the official OECD review and endorsement process, which is independent from CIAO rules, as it follows the OECD procedures
- Once the OECD review starts, the relevant CIAO AOP-Wiki team is responsible to lead the AOP through the process

6. CIAO DELIVERABLES – AOP-WIKI ENTRIES – **KEs, KERs**

- In the AOP-KB, authorship for AOP elements (KEs and KERs) is not explicitly acknowledged
- The AOP-Wiki team responsible for the entry (or the addition to an already existing entry) therefore donates the knowledge to the AOP stakeholder community

7. ABOUT THIS DOCUMENT

- The current version of the document will always be publicly available on the CIAO website. https://www.ciao-covid.net/groundrules

- The procedure to change this document is as follows:
  - The CIAO **coordination group** explicitly decides to adapt the document
  - The CIAO coordination group informs all CIAO members of these changes, and the changed document **is considered adopted**
  - CIAO crowd members will be given seven days to revoke their acceptance of the CIAO ground rules that they gave when having started their membership.

Next Steps

- Q&A session tomorrow

- The Ground Rules will then be acknowledged by
  - New crowd members
  - Retroactively by current crowd members
- Link is given in section 5.1.2.4
- Please acknowledge by 2021-09-24