Engagement, Dissemination, and Implementation Committee Charter

The Engagement, Dissemination, and Implementation Committee (the “Committee”) of the Patient-Centered Outcomes Research Institute (PCORI) shall advise and assist the Board of Governors and PCORI on the strategic goal of speeding the implementation and use of evidence, including as set forth in the “Responsibilities” section of this Charter. The Committee shall serve as a strategy committee of PCORI and shall not exercise the powers of the Board.

Membership
The Committee shall consist of at least five members of the Board and up to two Methodology Committee members. The members shall include the Chair and any Vice-Chair of the Committee. Members of the Committee shall be nominated by the Governance Committee and approved by a majority vote of the Board, in accordance with the Bylaws. Any member of the Committee can be removed from the Committee at any time by vote of a majority of the Board.

The Chair of the Committee shall be nominated by the Governance Committee from among the Board members serving on the Committee, and shall be approved by the Board. The Chair shall serve a term of two (2) years and can serve no more than two (2) consecutive terms. The Chair can be removed from such position at any time by vote of a majority of the Board.

The Board may approve a Vice-Chair for the Committee who shall be nominated by the Governance Committee from among the Board members serving on the Committee, and approved by a majority vote of the Board. The Vice-Chair shall serve a term of two (2) years and can serve no more than two (2) consecutive terms. A Vice-Chair can be removed from such position at any time by a vote of a majority of the Board.

Quorum and Voting
A quorum shall consist of a majority of the members of the Committee. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. Any action that may be taken at a meeting of the Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, is approved by a majority of the members of the Committee and such approval is filed with the minutes of the Committee. Such consent shall have the same force and effect as a vote at a meeting.

Committee Operations
The Committee shall meet upon the call of the Committee Chair, upon the call of a majority of its members, or upon the call of the Board Chairperson, provided that reasonable notice has been provided to all Committee members. Meetings may be held in person, by teleconference, or by other electronic means that allow appropriate participation by all members. The Committee may meet periodically in
executive session without management present, shall keep minutes of all meetings, and shall report regularly to the Board. The Committee shall be staffed by the Chief Engagement and Dissemination Officer, and by such other staff as the Executive Director, with the counsel of the Committee, deems appropriate.

Responsibilities
The Committee shall have the responsibility of advising and making recommendations to the Board of Governors and PCORI on the following matters, as well as any other responsibilities reasonably related to its purposes or assigned by the Board Chairperson or the Board of Governors:

- Establishment of PCORI as a trustworthy leader in PCOR/CER through engagement of key audiences and influencing their understanding and use of PCORI-funded research;
- Activities to ensure the vision of engagement and organizational resources support PCORI’s mission, vision and strategic priorities;
- Development of communications, engagement, peer review, and dissemination and implementation policies and strategies that support and enhance PCORI’s position as a trusted leader;
- Development and expansion of a PCOR community through reciprocal relationships with the public and patients around the funding, conduct, dissemination and implementation of PCOR;
- Coordination of dissemination and implementation activities with the Agency for Healthcare Research and Quality (AHRQ);
- Dissemination and implementation of PCOR findings through strategic partnerships and a robust infrastructure to ensure PCORI-funded research findings are translated into information that is accessible to diverse populations and used in health decision making by the public and patients;
- Coordination with other Committees of the PCORI Board of Governors;
- Development and implementation of a scientific publishing strategy and internal process for developing scientific articles;
- Oversight and guidance on broad themes and, as appropriate, specific topic areas/topics for focus in future PCORI-generated journal submissions, other scholarly communications, and professional articles;
- Oversight of conflict of interest and related issues that may arise in the course of PCORI’s efforts to develop submissions to scholarly and professional publications;
- Oversight of evaluation activities related to the Committee’s strategic goal, including the development of metrics and measures of success for the above responsibilities or other such responsibilities as may be delegated to or determined by the Committee; and
- Annual review of the Committee Charter, the Committee’s own performance, and coordination with other Committees, and make appropriate recommendations to the Board.

History:
Approved by the PCORI Board of Governors 2/25/2014
Amended and approved by the PCORI Board of Governors April 26, 2016
Amended and approved by the PCORI Board of Governors May 8, 2017
Amended and approved by the PCORI Board of Governors June 19, 2018
Amended and approved by the PCORI Board of Governors April 16, 2019