GLAD

Global burden of disease Lifestyle And mental Disorders taskforce

Terms of Reference

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PURPOSE

The Global burden of disease Lifestyle And mental Disorder (GLAD) Taskforce has been established to have lifestyle factors recognised and quantified as contributors to the global burden of the common mental disorders, anxiety and depression. Within this aim, the GLAD taskforce will establish how much of the mental disorder burden could be avoided if lifestyle factors, such as diet, were improved at the population level. This project draws on the Global Burden of Disease (GBD) Study, the most comprehensive epidemiological study worldwide. The GBD provides high quality morbidity and mortality data for major diseases and intermediate risk factors in 204 countries and territories worldwide.

Vision

Currently, GBD estimates for population attributable risks/fractions (PAFs) – the proportion of an illness averted if a specific exposure was eliminated – are available for many lifestyle risk factors, but only in relation to physical disease outcomes and not for common mental disorders such as anxiety and depressive disorders. The GLAD Taskforce aims to address this key gap. Epidemiological studies with data on diet and common mental disorders will be invited to participate in GLAD. With the contribution of these member studies, the GLAD Taskforce will generate critical evidence, including PAFs, that the GBD needs to integrate lifestyle factors as risk-outcome pairs for common mental disorders. This necessary evidence will inform policy makers about whether integrating lifestyle mental health care into standard practice, and the potential benefit of risk reduction, represent a good return on investment at a national and international level.

Objectives

GLAD aims to generate the critical evidence needed by the GBD to integrate lifestyle factors as risk-outcome pairs for common mental disorders. GLAD aims to do this in multiple stages (see Figure 1).

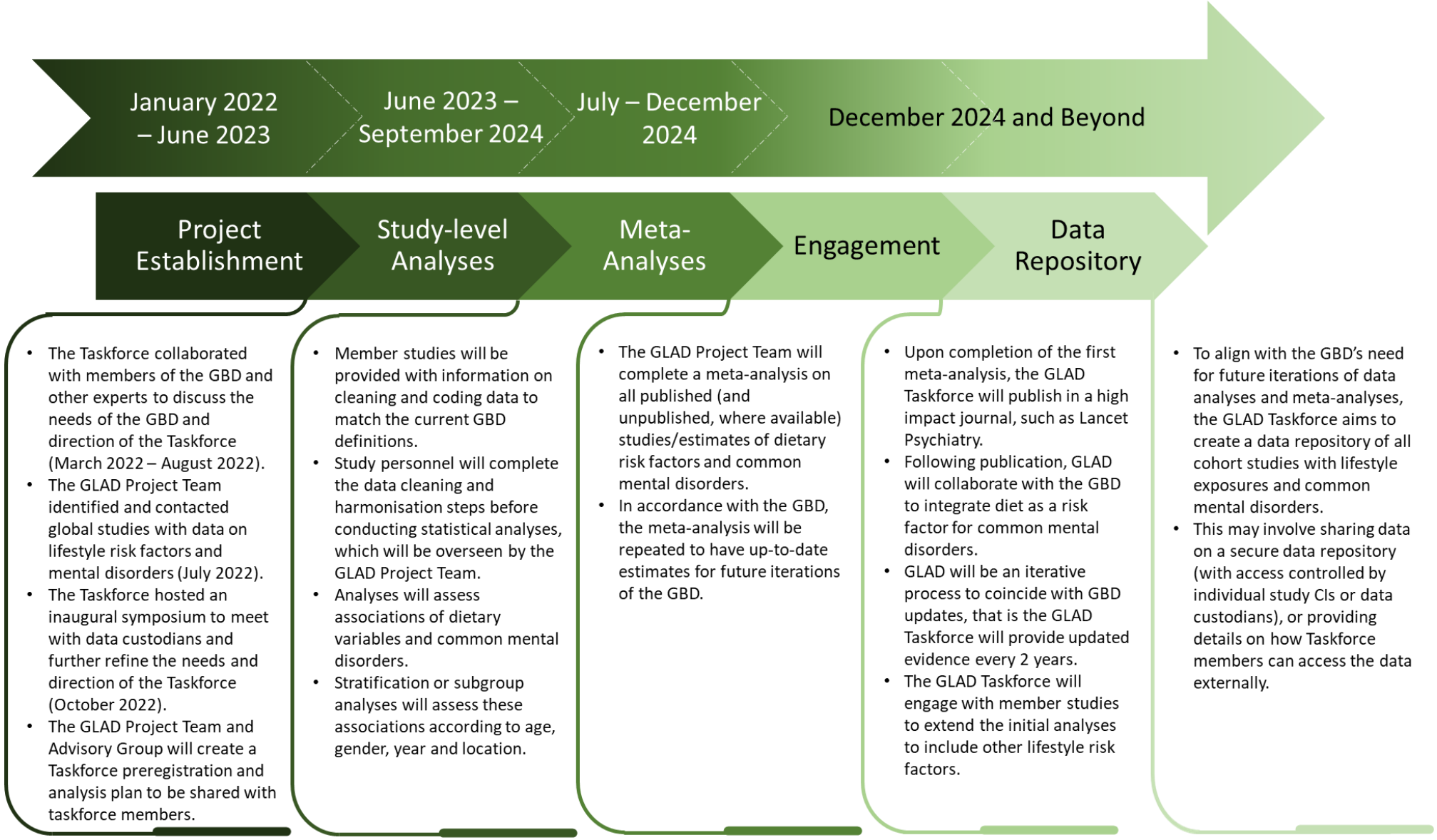

Figure 1: Key tasks and overview of timeline for the GLAD Taskforce

Funding

The GLAD Taskforce is funded by a National Health and Medical Research Council Emerging Leader 2 Fellowship (2009295).

GLAD TASKFORCE COMPOSITION

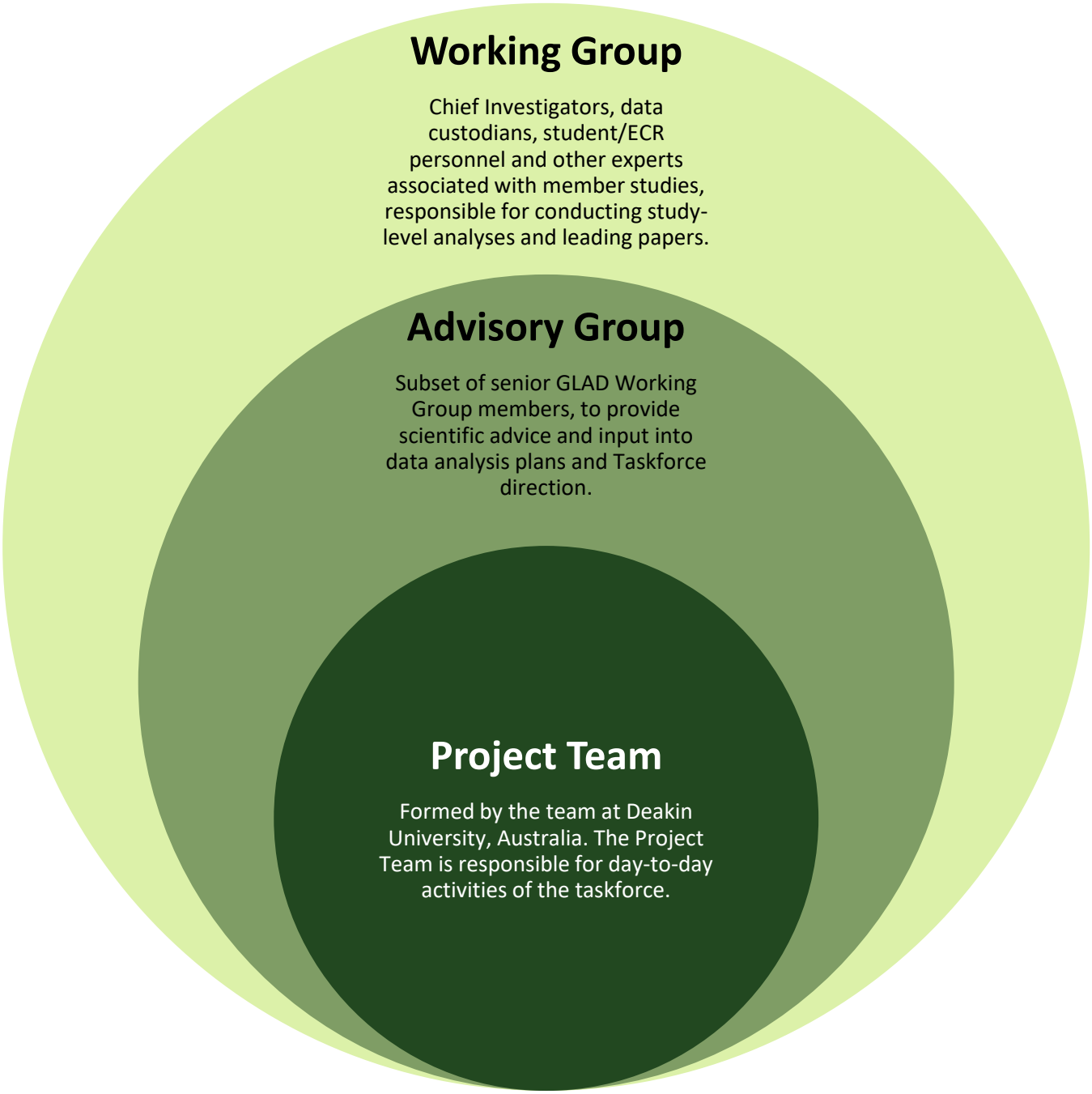

Figure 2: Overview of the Taskforce membership composition

Project Team

The Project Team is responsible for day-to-day activities and key deliverables of the Taskforce; developing documentation and disseminating key information within the Taskforce; evaluating, reviewing, and approving policies, guidelines and publications arising from the Taskforce; governing/overseeing all GLAD tasks; and contributing to and approving all manuscripts prior to publication.

Functions and Responsibilities

- Establish study-level preregistration via Open Science Framework (OSF), and more detailed data analysis guides, where needed, to ensure consistency within member studies.
- Write and publish a study protocol for the planned systematic review and meta-analyses. This will be an ongoing process, with updates provided approximately every two years. Additional meta-analyses may also be completed for other lifestyle risk factors and mental health pairings.
- Oversee data analysis (including hosting analysis meetings approximately every month during the analysis phase of GLAD).
- When member studies do not have capacity to analyse their own data, and a data sharing agreement can be reached, the Project Team may conduct study-level analyses in collaboration with member studies. In this situation, the Project Team will also be responsible for leading manuscript preparation, in collaboration with representatives from the member study.
- Conduct a systematic review and meta-analysis upon completion of study level analyses.
- Signing up to GLAD allows member studies to access harmonised protocols and data analysis plans, ongoing statistical support, and statistical workshops. There is an expectation that papers developed through this process name the Project Team members as co-authors to reflect this. This includes a final review and approval process prior to submission.
- Liaise with the GBD in relation to GLAD activities and eventual integration of diet as a risk factor for common mental disorders.

- Engage with the GBD and member studies for future iterations of meta-analyses and GBD evidence papers.
- Engage with GLAD member studies to extend the original analyses to include other lifestyle risk factors (for example, smoking, sleep and physical activity). Upon successful completion of the dietary analyses and integration of diet as a risk-outcome pair for common mental disorders, the GLAD Taskforce and member studies will repeat the above process with other lifestyle risk factors.
- Delivering milestones according to the timeline above.

Composition

- Co-Chairs
- Project Manager
- Lead Statistician
- Project Coordinator
- Policy Coordinator

Advisory Group

A subset of senior GLAD Working Group members will provide scientific advice, including input into variable definitions and selection and statistical analyses, and provide input into the strategic direction of the Taskforce in future iterations of analyses.

Functions and Responsibilities

- Contribute to preregistration (OSF), data analysis guides and study protocol, as above.
- Provide input into the definitions, categorisation or coding of variables, to best match the needs of the GBD, and provide input into decisions on co-variates to be used for analyses.
- Contribute as co-authors to publications led by the Project Team (study protocol and systematic review/meta-analysis).

Required Expertise of Members

- Nutrition and/or other lifestyle exposures
- Mental Health
- Statistics/bioinformatics
- GBD

Any senior member of the Working Group can elect to additionally participate in the Advisory Group, and membership to the Advisory Group will be approved by the Co-Chairs. The Advisory Group may additionally comprise of individuals outside of the Working Group, provided the individual has experience or knowledge in lifestyle risk factors (diet, smoking, sleep, physical activity); common mental disorders; biostatistics, epidemiology, or bioinformatics; or the GBD study.

Working Group

The Working Group includes Chief Investigators (CIs), data custodians and study personnel for member studies. The Working Group will be responsible for conducting study-level statistical analyses, and leading and writing manuscripts, under guidance from the GLAD Project Team.

Functions and Responsibilities

- Seek ethical approval for data analyses.
- Execute data harmonisation, cleaning and analyses outlined in the preregistration by the Project Team. As above, workshops led by the GLAD Project Team will be conducted regularly to assist with this, and Working Group members are recommended to attend before conducting analyses.
- Write and publish manuscript on study level analysis. Due to the specific needs of the GLAD Taskforce and GBD, and to ensure all analyses are conducted uniformly, we request that the GLAD Project Team provide input and support in all papers relating to the GLAD Taskforce.
- Where Working Group capacity prevents the above responsibilities, communicate this to GLAD Project Team and provide data to the GLAD Project Team for analysis.

Composition

- CI/lead of each member study
- Data custodians and statisticians from each member study
- Other key study personnel (e.g. students and early career researchers who are conducting the analyses)

Each member study needs to have at least one staff member, researcher or student involved with the Working Group to assist with data analysis and manuscript development. Working Group members must have access to relevant data and/or be currently working on a study which supports GLAD Taskforce aims.

ADMINISTRATION

Meetings

GLAD committee meetings may be held face-to-face, by teleconference, video conference or other electronic means. The frequency of meetings will be determined by the GLAD Project Team or Co-Chairs as needed. More information about the types of meetings and who is expected to attend is detailed below. There is no financial compensation for meeting attendance and participation in GLAD is provided on an in-kind basis.

Project Team meetings will be attended solely by the GLAD Project Team and will be held as often as once every two weeks, as determined by the Project Manager. These meetings will relate to the organisation and functioning of the Taskforce.

Advisory meetings will be attended by the GLAD Project Team and Advisory Group. Members of the GBD study team may also be invited to attend, or request to attend (with approval of Co-Chairs). These meetings will be held on at least two occasions per year, or as determined by the Co-Chairs. These meetings are to enable discussion into the statistical analysis and methodological requirements of GLAD, and collaboration on study documents, such as the preregistration, protocol or meta-analysis.

Analysis meetings and 'hackathons' will be open to all Working Group members, and will be overseen by the GLAD Lead Statistician, Project Coordinator and Policy Coordinator. These will be held approximately every month during the study-level analysis phase of the project, and at various times to suit the different time zones of GLAD member studies. Whilst these meetings are not mandatory, we recommend at least one Working Group member from each study attend at least one of these meetings to ensure uniformity in the data analysis.

Wider group meetings and symposia will be open to all Taskforce members, including the Project Team, Advisory Group and Working Group. These meetings may additionally be attended by other personnel involved in the

member studies, or individuals considering becoming a Taskforce member. These meetings will be held once a year and will be a way for the Project Team to provide updates on the progress of the Taskforce and for member studies to showcase their results. Locations for these meetings will vary year by year, and may be co-hosted by member studies or institutions.

Agendas and Minutes

Meeting agendas will be prepared by the Project Team and approved by the Co-Chairs. Agendas and associated documentation will be distributed to invited members approximately two weeks prior to an upcoming meeting, to enable consideration prior to meetings. Formal minutes, including any actions and decisions, will be approved by the Co-Chairs, and distributed within 10 working days after each meeting to the relevant Taskforce groups. Taskforce members shall be provided with access to the GLAD SharePoint, which will house meeting minutes, study documents, and recorded meetings and data analysis sessions.

AGREEMENTS

Signing up to GLAD will provide you access to harmonised protocols and data analysis plans, ongoing statistical support, and a series of workshops. There is an expectation that Project Team members are named as co-authors on papers that are developed through this process.

GLAD members are requested to not publicly release results and publications whilst they are under embargo. All results and publications are under embargo until such time as the GLAD Project Team approve their dissemination. You may not share, cite, or publicise these in any way, as it would risk jeopardising the scientific process of the GLAD Taskforce.

Data custodians are responsible for ensuring data analyses are conducted with integrity and in accordance with approved ethics agreements. If data transfer agreements need to be executed, this will be done on an individual basis. For member studies who share data with the GLAD Project Team, separate data transfer agreements will be required for each study.

Withdrawal from GLAD

Member studies may withdraw from GLAD at any time. In this case, Taskforce members will abide by the relevant data transfer/sharing policies or agreements. Any material that had been published prior to withdrawal cannot be removed from the GLAD Taskforce.

Conflicts of Interest

GLAD Members agree to disclose all funding sources and potential financial and non-financial conflicts of interests in full in all results, manuscripts, and presentations resulting from participation in the GLAD Taskforce.

Each GLAD member warrants, to the best of their knowledge, at the commencement of their role of any actual, perceived, or potential conflicts of interest in relation to GLAD. If during the term of involvement, a GLAD member becomes aware of any actual, perceived, or potential conflict, or there is any change to a previously disclosed conflict of interest, the member agrees to:

- Notify GLAD Project Team (or Co-Chairs) promptly and make full disclosure of all relevant information relating to the conflict;
- Take any steps that GLAD reasonably requires to resolve or otherwise deal with the conflict; and
- Declare any potential conflict that arises prior to the start of a meeting and refrain discussing conflicted agenda item(s).

The Co-Chairs will determine whether any declared interest gives rise to a conflict and requires mitigation.

CONDUCT

It is expected that GLAD members:

- Work with accountability, respect, and integrity.
- Declare and appropriately manage conflicts of interests.
- Not engage in, aid, abet or encourage bullying or other forms of discrimination or harassment, including sexual harassment in or outside of the working environment.

- Manage people, resources, and information at their disposal efficiently and responsibly and in accordance with any ethics stipulations.
- Ensure all decisions are transparent and in keeping with privacy and confidentiality and the aims of the GLAD Taskforce.
- Follow the advice, plans and directives of the GLAD Project Team and Advisory Group, as closely as possible.

REVIEW AND APPROVAL OF TERMS OF REFERENCE

Please review and approve these terms by providing your signature below. You must agree to these terms prior to formal collaboration with the GLAD Taskforce. Amendments to the Terms of Reference need to be approved by the Project Team.

Member Declaration

I have read and agree to the terms contained within this document:

_____	_____	_____
Name	Signature	Date

Affiliation _____ _____

Study Name Institution