Additional file 2: Terms of reference INFORM committee and working group structure

<table>
<thead>
<tr>
<th>Committee</th>
<th>Role</th>
<th>Responsibilities</th>
<th>Accountable to</th>
<th>Team members</th>
<th>Meeting Details</th>
</tr>
</thead>
</table>
| INFORM Oversight Committee         | Acts as final decision-making body for INFORM and provides overall direction to the project. Resolves issues that arise from working groups | 1. Oversees the overall implementation of the INFORM project  
2. Reviews and approves protocols and policies  
3. Addresses deviations from or modifications to trial and intervention protocols or their sub-protocols  
4. Budget oversight  
5. Monitors INFORM study deliverables | PI (Estabrooks)  
TREC Research Management Committee | Carole Estabrooks  
Liane Ginsburg  
Matthias Hoben  
Ruth Anderson  
Liane Ginsburg  
Jayna Holroyd-Leduc  
Janet Squires  
Staff  
Fiona Mackenzie  
Daley Laing  
Ex-officio  
Cecilia Bukutu | Meets Monthly teleconference  
1 hour meetings |
| Trial Working Group                | Ensures research protocols are in place  
Monitors the implementation of the research and intervention protocols assuring quality and fidelity | 1. Develops the trial protocol and policies  
2. Responsible for the Trial registration  
3. Responsible for developing data collection and process measure tools  
4. Works closely with the data unit to develop any feedback materials  
5. Develops fidelity measures  
6. Proposes publication and other dissemination activities | INFORM Oversight Committee | Carole Estabrooks  
Peter Norton  
Matthias Hoben  
Liane Ginsburg  
Staff  
Fiona Mackenzie  
Daley Laing  
Ex-officio  
Cecilia Bukutu | Weekly teleconference  
1 hour meetings |
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<th>Committee</th>
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| Intervention Working Group | Develops and ensures delivery of the INFORM intervention               | 1. Operationalizes the project intervention plan and develops the intervention protocol  
2. Develops the implementation strategy of the Goal Setting and the support workshops  
3. Oversees (and develops) the development of intervention materials (workshop presentations, goal setting workbook)  
8. Advises and makes recommendations to the Trail working group on any changes/deviations from the intervention protocol | INFORM Oversight Committee      | Liane Ginsburg  
Matthias Hoben  
Don McLeod  
Ruth Anderson  
Dee Taylor  
Staff  
Fiona Mackenzie  
Daley Laing  
Alvina Ng  
Ex-officio  
Cecilia Bukutu | Weekly to bi-weekly as needed  
Weekly teleconference  
1 hour meetings |