Registration process for new Cochrane Geographic Groups

This document is relevant to: Affiliates, Associate Centres, Centres and Networks.

Preamble

Establishing a Cochrane presence in a country is a major undertaking, whether this is a small Affiliate or a large Centre. It is important, therefore, that there is a clear process for assessing applications so Cochrane can be assured that Groups which are established have the necessary resources, skills and credibility to be successful.

All applications for a new Affiliate, Associate Centre, Centre or Network require the approval of the Centre Directors’ Executive and the CEO. The CEO has line responsibility for all of the activities of these Groups, however, in most cases the direct oversight, management and support of Affiliates and Associate Centres will be provided by an existing or designated Centre, which must support the application of the new Associate Centre or Affiliate. The CEO will work with the Centre Directors’ Executive on assessing the applications for new Groups (and with other Executives as required), and then a formal decision on the registration of the Group is taken.

The general process

Stage one: put together an application

The application should contain: 1) a completed Application Form [insert hyperlink]; 2) a completed Strategic Plan (see template) [insert hyperlink]. In most cases applications for new Affiliates and Associate Centres will be drawn up with the help and support of the Cochrane Centre which is going to take on the responsibility of managing the Group if its registration is approved.

Stage two: Submit the application to the CEO’s Office (CEOO)

All applications should be submitted to the CEO’s office using the admin@cochrane.org email address.

Stage three: Initial consideration

The CEOO team will appraise the application to ensure it is complete in the first instance. If there is anything lacking they will work with the submitting Group (for its application to become a new Centre) or the submitting Group and the supporting Centre (for Associate Centre and Affiliate applications) to rectify the issues as appropriate

Stage four: CEO and CDs Exec consideration of the application

The CEO and the Centre Directors’ Executive (CDs Exec) will jointly consider all complete applications. The CEO will seek advice and guidance from the Centre Directors’ Executive and any other relavent Executives to inform the decision. It is possible that changes to the plans will be requested before a final decision can be made, so this will often be an iterative process.

Stage five: Registration Decision

The registration of new Cochrane Centres, when recommended by the CEO and the Centre Directors’ Executive, will be subject to final approval by Cochrane’s Governing Board. Registrations of Associate Centres and Affiliates require only CEO and the Centre Directors’ Executive approval. The decision on the registration application will be communicated to the Group as soon as possible. Assuming the application has been successful the Group will be given details on how they are to be supported by the CEOO (with a named contact for this support) and confirmation of the accountability, support and mentorship relationships for the Group.

Stage six (New Centres only): Governing Board approval

Governing Board approves or rejects Centre registration recommendation by the CEO

Post-approval

Setting up a new Cochrane Group is a challenging task, and it is also a significant responsibility to be part of Cochrane’s global presence. New Groups will be assessed after 1 year to ensure that they are progressing as expected in their plans and to ensure that they are capable of building the presence they have promised. Where progress has been slower than planned the approach will be to assess both the performance and the support and mentorship they require to succeed.

Notes relating to specific Group types

Networks

Network applications should be received from the Network Co-ordinating Centre. It is expected that the development of Networks will be a long term process, and Groups should seek to involve the CEO’s Office at an early stage. The CEO’s office is available to assist with development of the Network, including support in developing the Network’s Strategic Plan and in discussions with potential funders and supporting institutions.

Centres

We expect most Centre applications to come from existing Associate Centres which have built up their work in such a way that they feel able to progress to becoming a full Centre. Groups interested in such progression should inform the Centre they are accountable to and should discuss their readiness to take on the Centre role. Once an Associate Centre and the Centre it is accountable to are content that a Group is ready to progress to becoming a full Centre the CEO’s Office should be informed. A member of the CEO’s Office will be available to support the Group on the development of its application and Strategic Plan before the formal process is started.

Affiliates and Associate Centres

Where there is already an established Cochrane Group in a country or where the area falls under the remit of an established regional Network, the Affiliate/Associate Centre should seek its registration with the support of that existing Group. The new Group applying for registration will still have to follow the five-step process above with the support and backing of the existing Group/Network.

Where there is no current Cochrane Group in a country and the country is not covered by a regional Network the Affiliate/Associate Centre may apply directly to the CEO’s Office, but in most cases will apply with the support of a Centre which has agreed to manage and support it.

Registration process diagram

Version control

|  |  |
| --- | --- |
| Document created:  | 9 September 2016 |
| Document last updated: | 29 September |
| Document version: | 0.2 |
| Document author: | Chris Champion (on behalf of CEOO) |
| Contact for queries: | cchampion@cochrane.org  |

Index of documentation relating to Geographic Groups

|  |  |
| --- | --- |
| 1.1 | Registration process for new Geographic Groups |
| 1.3 | Accountability, support and reporting procedures |
| 1.4 | Brand and website guidance for Groups (coming soon) |
| 2.1 | Central Executive Team commitments to a Centre  |
| 2.2 | Generic Collaboration Agreement for Centres |
| 2.3 | Sample Collaboration Agreements for Affiliates and Associate Centres (coming soon) |
| 3.1 | Application form to register a new Geographic Group  |
| 3.2 | Application form to register a new Network |
| 4.1 | Network Strategic Plan Template |
| 4.2 | Centre Strategic Plan Template |
| 4.3 | Associate Centre Strategic Plan Template |
| 4.4 | Affiliate Strategic Plan Template |