



## **Cochrane Consumers' Executive Election Process**

**Nominations are invited for the role of member of the Cochrane Consumer Network Executive (CCNet)**

**May 2016: new member takes office at the Cochrane Colloquium 2016**

Consumer Network members have a key role in the production of healthcare evidence. The network of consumer contributors is a fundamental part of Cochrane, and contributes at every level to the goals identified in Cochrane's Strategy to 2020:

**GOAL 1: Producing evidence**

To produce high-quality, relevant, up-to-date systematic reviews and other synthesised research evidence to inform health decision making.

**GOAL 2: Making our evidence accessible**

To make Cochrane evidence accessible and useful to everybody, everywhere in the world.

**GOAL 3: Advocating for evidence**

To make Cochrane the 'home of evidence' to inform health decision making, build greater recognition of our work, and become the leading advocate for evidence-informed health care.

**GOAL 4: Building an effective & sustainable organisation**

To be a diverse, inclusive and transparent international organisation that effectively harnesses the enthusiasm and skills of our contributors, is guided by our principles, governed accountably, managed efficiently and makes optimal use of its resources.

The Consumers' Executive will be involved in important work over the next year and beyond to support this, including the implementation of the Consumer Delivery Plan to 2020 which with the following priorities:

- 1. Develop and adopt a statement of principles about consumer involvement in Cochrane**
- 2. Integrate consumer involvement and representation in all levels of Cochrane decision-making groups**
- 3. Support consumer involvement throughout the entire review production and evidence dissemination process**
- 4. Contribute to the development of the Cochrane Membership plan to ensure the it offers maximum opportunities for consumer membership and involvement**
- 5. Build on current and develop new, programmes of training and support for Cochrane consumers**
- 6. Improve communication with Cochrane consumers**
- 7. Build effective external partnerships**
- 8. Increase awareness of evidence-based medicine and the use of Cochrane evidence when making health decisions among consumers worldwide**

The Consumers' Executive wishes to encourage nominations from an enthusiastic and diverse range of people, including in terms of gender and geography.

Please note that the Consumer Executive has made changes to the definition of membership of CCNET which affects who can stand and vote in the forthcoming elections. Further details are set out below.

***Candidates in this election should bear the following in mind:***

Members of the Consumers' Executive (CE) are responsible for the implementation of the Consumer Network remit which is: 'To support consumers contributing effectively to the Collaboration and to help to explain the role of Cochrane and of evidence in healthcare to consumers and their representatives globally'.

The CE is comprised of five elected members of the Consumer Network (CCNet) with the Consumer Coordinator as the sixth, non-voting, member. The CE should at all times have a representative from a Non-English language country and a low or middle-income country. This is either one individual fulfilling both criteria or two individuals. As a result, some CE elections will have restrictions for nominations. For this current election there are two vacancies and we are seeking a minimum of one representative from a low or middle-income country.

The CE has two co-chairs elected from within the CE. Impending changes to the governance of Cochrane mean that there will also be representation from the CE on a Cochrane Council. The final arrangements for this are yet to be made.

Members of the Consumers' Executive are expected to:

- Actively contribute to the work of the CE, including email and telephone/Skype discussions
- Attend the CE the face-to-face meeting at the Cochrane Mid-Year meeting in March/April each year and meetings held during the Colloquium in the autumn of each year (though attendance at these meetings depends on funding)
- Participate in monthly CE teleconferences
- Participate in the work of one of its sub-committees and other work as required

The term of office of the CE is three years, with individuals serving no more than two consecutive terms (i.e. six years). Candidates must wait for three years before standing for another term.

CE members are eligible for reimbursement of travel and accommodation expenses incurred in attending Consumers' Executive meetings. The Collaboration will also fund the monthly teleconferences, and the registration fee for the Cochrane Colloquia attended during the CE members' time in office. Consumers' Executive members do not receive any other remuneration from Cochrane.

People considering standing for election should be contributing consumer members of CCNet and should read the requirements for CE members (page 5-6 of this document). Candidates are strongly encouraged to find out what is involved before they stand, from a member of the Consumers' Executive. Current members of the Consumers' Executive are:

- Co-Chair Anne Lyddiatt (Canada) until 2016 Colloquium (eligible for re-election)
- Co-Chair and Non-English language representative: Sara Yaron until 2018
- Mingming Zhang (China), until 2016 Colloquium (not eligible for re-election)
- Nancy Fitton (USA), until 2017 (eligible for re-election)
- Caroline Struthers, until 2018 (eligible for re-election)
- Consumer Co-ordinator (non-voting member): Richard Morley

## NOMINATIONS

Nominations should be sent to the Cochrane Consumer Co-ordinator no later than midnight (UTC) on Friday 11<sup>th</sup> June 2016, by e-mail to [rmorley@cochrane.org](mailto:rmorley@cochrane.org).

## VOTES

Votes should be placed on the web page (URL to be distributed) no later than midnight (GMT) on Friday 25th June 2016.

## THE ELECTION RESULTS

The election results will be announced Wednesday 29th June 2016 and begin their term at the Cochrane Colloquium 2016 23<sup>rd</sup> to 27<sup>th</sup> October 2016.

## PROCESS FOR NOMINATION

Please note. The Consumer Executive has recently changed the definition of eligibility for membership of the Consumer Network which impacts on the ability to stand for election or vote in these elections. Please see the full definition below. Please contact the Consumer Network Co-ordinator if you require clarification ([rmorley@cochrane.org](mailto:rmorley@cochrane.org))

### *Definition of healthcare consumer*

- *A healthcare consumer is any actual or potential user of a health care system.*
- *CCNet defines healthcare consumers who use Cochrane as patients, carers and family members, health advocates, members of patient groups, or citizens seeking high quality, unbiased information about a health condition or treatment. They also believe in the right of consumers to speak up for themselves, to actively participate in the whole process of decision making and to be equal partners in healthcare*
- *Cochrane Consumer Network (CCNet) members who are patients or caregivers also provide a consumer perspective to improve Cochrane reviews and represent CCNet on the Consumer Executive and the Steering Group*
- *CCNet also welcomes, as non-voting members, staff of organizations, journalists or professionals such as healthcare practitioners and health researchers who share the ethos of Cochrane and are interested in building patient empowerment and autonomy*

Any healthcare consumer member of the Consumer Network, who is not employed by Cochrane and does not have any conflicts of interest that would prevent full participation in discussions and voting, is eligible to stand for election to the Consumers' Executive. The definition of conflict of interest is as follows:

### *Conflicts of interest*

*A conflict of interest is a set of circumstances that creates a risk that judgement or actions regarding a primary interest will be unduly influenced by a secondary interest. Primary interest refers to the principal goals of the activity (e.g. service on the Cochrane Collaboration Consumer Network). Secondary interest includes not only personal financial gain but also such motives as the desire for professional advancement and the wish to do favours for family and friends. The secondary interests are not treated as wrong in*

*themselves, but become objectionable when they are believed to have greater weight than the primary interests. (modified from Cochrane Manual)*

### **How to nominate a candidate**

Any healthcare consumer member of CCNet is eligible to nominate a person for the Consumers' Executive. Membership of CCNet is confirmed by completing the CCNet Member Survey at <http://consumers.cochrane.org/ccnet-member-survey>. A Cochrane group (Review Group or Field) is required to second the nomination.

Each person nominating or seconding a candidate should provide a letter of support explaining his/her reason for nominating or seconding that person. The maximum length should be 400 words. This letter of support will accompany the nominees' personal statement and the online voting papers.

## **QUESTIONS FOR CANDIDATES**

Candidates must submit a statement of candidacy which covers:

- their role as a consumer of health care, either as an individual or within a healthcare organisation
- their contribution to the work of Cochrane
- their contribution to the work of CCNet
- how they envisage they will contribute to the work of the CE.

The maximum length should be 1000 words.

Each candidate must also state any potential conflicts of interest that might limit his/her participation in Consumers' Executive discussions and decision-making.

### **Declaration of Interests**

Members of CCNet, who serve in a governance or management role on the Consumers Executive, are asked to disclose:

#### **A) Financial interest**

1. All relationships with related commercial organisations (other than for direct health care, participation in a clinical trial) that could pose a conflict of interest that would reasonably appear to be related to their role in CCNet;
2. All relationships with related not-for-profit organisations (including The Cochrane Collaboration), for example, being a paid member of a patient support organization, Cochrane Review Group or Centre;
3. All received personal gifts from related organisations
4. As a paid employee of a patient or consumer organisation, does your organisation receive money from the drug or device industries? If yes, what percentage?

*B. Non-financial interests*

Do you have any other competing interests that could pose a conflict of interest that would reasonably appear to be related to the primary interest? If yes, please explain.



## JOB DESCRIPTION: CONSUMERS' EXECUTIVE MEMBER

Adapted from the Cochrane Policy Manual. Date Approved: January 2014

### *Purpose of the Consumers' Executive (CE)*

The purpose of the CE is to be a conduit for communication and information flow to and from the Cochrane Consumer Network (CCNet), the Cochrane Collaboration Steering Group (CCSG) and the Central Editorial Unit (CEU) in order to support consumers contributing effectively to Cochrane and to help to explain the role of Cochrane and of evidence in health care to consumers and their representatives globally. CE members are also expected to act proactively and innovatively in order to empower consumers' capacity to speak up for consumers and to participate in all steps of the healthcare process.

### *Objectives*

- To facilitate open effective communication among all relevant stakeholders
- To advise the CCSG via on all aspects relating to the role and function of consumers in a timely and effective manner.
- To identify collective consumer concerns and issues, and bring them forward to the appropriate arena.
- To feed back to CCNet any relevant decisions or discussions from the CCSG and its various subgroups and advisory groups, and from the CEU.
- To ensure appropriate communication through the consumers' mailing list, newsletters, and other discussion forums.
- To ensure consumer representation within Cochrane
- To assist if necessary the filling of consumer positions on Cochrane sub-groups and advisory committees and to ensure consumer representation where none currently exists.
- To consult with and assist if necessary the CCSG and relevant sub-committees and advisory committees on the appointment of consumer 'liaison' positions when any such positions arise, (e.g. in the context of special projects or the formation of temporary working committees.)
- To ensure that consumer representatives on Cochrane advisory groups and committees provide feedback to the Consumers' Executive in a timely manner for consideration at Consumers' Executive meetings and teleconferences. To make policy decisions to guide the operations of CCNet

- To ensure that consumer participation meets the needs of both consumers and Cochrane groups.
- To provide advice to the Cochrane Consumer Co-ordinator and the CCNet's
- To plan and organise the CCNet Annual Meetings at Cochrane Colloquia.



### *Accountability and reporting*

- The Consumers' Executive will be accountable to CCNet as a whole and to the CCSG via the Monitoring and Registration Committee (MaRC).
- The Consumers' Executive will report to all consumers on activities, with a written report presented at the CCNet Colloquium meeting and incorporated into the final minutes.
- The Consumers' Executive will produce written reports or papers for the CCSG and other stakeholder groups as required.
- The Consumers' Executive will produce annual written reports for the MaRC as required.

### *Decision-making*

- The Consumers' Executive will aim to reach full consensus but where this is not possible decisions will be taken based on a majority vote. In the case of a tied vote, the Chair will have the deciding vote.
- For decisions to be taken at Consumers' Executive meetings a quorum of more than half the membership of the Consumers' Executive is necessary. For decisions to be taken by e-mail correspondence, it is expected that all members of the Consumers' Executive will vote but if this is not possible the above quorum stands.
- Wherever possible decisions will be based on consultation with all consumers.

### *Meetings and communications*

- Two face-to-face meetings per year, which will generally be held at the annual Cochrane Colloquium and during the mid-year meetings.
- E-mail discussions will be held as needed ([consumersexec@lists.cochrane.org](mailto:consumersexec@lists.cochrane.org)).
- Monthly teleconferences will be held.
- The wider CCNet membership will be kept informed in regular newsletters and monthly bulletins sent through the consumers' mailing list ([consumers@lists.cochrane.org](mailto:consumers@lists.cochrane.org)).