

Cochrane Council

Agenda

Teleconference, 20 February 2019

11:00-12:30

MEMBERS:

María Ximena Rojas Reyes (Authors)
Agustin Ciapponi (Authors)
Lotty Hooft (Centres/Associates)
Erik von Elm (Centres/Associates)
René Spijker (Cochrane Information Specialists)
Graziella Filippini (Co-ordinating Editors)
Fergus Macbeth (Co-ordinating Editors: **Co-Chair**)
Sara Yaron (Consumer Network)
Craig Lockwood (Fields)
Liz Dooley (Managing Editors)
Miranda Langendam (Methods Groups: **Co-Chair**)
Yemisi Takwoingi (Methods Groups)
Joy Oliver (Consumer Network)

APOLOGIES

Gail Quinn (Managing Editors)

Central Executive Team support

Veronica Bonfigli (Governance Officer)
Lucie Binder (Senior Advisor to the CEO)
Gert van Valkenhoef (IT Development Manager)
Rebecka Hall (Product owner of RevMan Web)



Date: 20 February 2019

	ITEM	INTRODUCED BY:	PURPOSE:
1.	Welcome, Apologies and Approval of Agenda Apologies from Gail Quinn	Miranda Langendam	For information
2.	Matters and Actions Arising not otherwise covered by the Agenda	Co-Chairs	For information and discussion
3.	Approval of the Minutes from the 29th November 2018 teleconference	Members	For approval
4.	Council Membership:	Co-Chairs	For information
4.1	Members stepping down	Co-Chairs	For information
4.2	Newly appointed members	Co-Chairs	For information
4.3	Appointments yet to make	Co-Chairs	For information
4.4	Ratification of Craig Lockwood's appointment as Co-Chair	Co-Chairs	For information
5.	Development of 'Principles of Collaboration'/Code of Conduct for Cochrane Members	Fergus Macbeth	For discussion
6.	Governance Meetings and the Council's involvement	Lucie Binder	For discussion and decision
7.	Matters related to the Council's role:	All members	For approval
7.1	Review of the Council's Terms of Reference	Co-Chairs	For discussion
7.2	Review of the Group Executives	Craig Lockwood	For information and discussion
7.3	Dispute Resolution Procedures Working Group: call for volunteers	Co-Chairs	For discussion and decision
8.	Introduction to Study-centric data structures in RevMan Web – how the Council can help	Gert van Valkenhoef Rebecka Hall	For discussion
9.	Any Other Business – Council Only	All members	For discussion

Action Items from the 29th November teleconference

Summary of Actions requested during the meeting

Agenda Item	Action
2	<ul style="list-style-type: none"> -Maria Ximena Rojas Reyes to send Fergus the results of the authors' survey. -Fergus to review the authors' paper and circulate the new version to members. -The Council to provide feedback on the new version of the paper. -Fergus and Miranda to share a draft of the amended Terms of Reference with Council members in the next two weeks. -Council members to investigate the constituencies' interest in the Methodology Register before the Krakow Governance Meetings.

-Council members to involve the Editorial Unit, Wiley and the Methods groups to make a final decision on the Register.

-Miranda to check with the Methods' Exec what work had already been done on the Register and to feedback the Council to plan the next steps.

3 Fergus to check with Lucie whether the formal approval of the new length of the term had been received by the Governing Board and Fergus and Miranda to talk to Mark Wilson to ensure the continuity of the appointments.

4 Miranda to draw up a decision tree about a complaints procedure and circulate to the Council for feedback
