



Council Meeting Minutes

Meeting held during the 2018 Governance Meetings

Lisbon- Thursday 22 March 2018

Approved by Council Co-Chairs, 10th May 2018

Council Members:

Julie Brown	Authors & Co-Chair
María Ximena Rojas Reyes	Authors
Elizabeth Stovold	Cochrane Information Specialists (CISs)
Rene Spijker	Cochrane Information Specialists (CISs)
Graziella Filippini	Co-ordinating Editors (Co-Eds)
Fergus Macbeth	Co-ordinating Editors (Co-Eds) & Co-Chair
Joy Oliver	Consumers
Celeste Naude	Fields
Susan Wieland	Fields
Lotty Hooft	Geographic Groups
Erik von Elm	Geographic Groups
Gail Quinn	Managing Editors (MEs)
Miranda Langendam	Methods
Yemisi Takwoingi	Methods
Jordi Pardo Pardo	Managing Editors (MEs)

Other attendees:

Chris Champion	Head of Learning & Support
Veronica Bonfigli	Governance Support Officer (Minutes)

Central Executive Team:

Apologies:

Anne Lyddiatt	Consumers
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List of Approved Actions:

Agenda Item	Action
4	The Council to help set the threshold for life membership. Veronica Bonfigli to add life membership as an item for discussion in the next Council Telecon.
5.1	Fergus Macbeth to draft a paper on Author skills/recruiting and retaining authors.
5.2	The Council to provide the Board with suggestions to keep Cochrane Library up-to-date.
5.3	The Council to help identify issues faced by authors, so that CET can put together a survey about recruiting/retaining authors to circulate among CRGs and flag the results to the Governing Board.
10	Veronica Bonfigli to ensure to have a “Feedback from the Execs” standing item in each Meeting Agenda.
10	The CET to work with the Co-Chairs to establish a process for prioritizing issues referred. All Council members would be advised of all issues referred, but not every issue would be selected for detailed consideration.

10	Chris Champion to provide the Council with a roadmap with issues currently at stake at Cochrane, so that the Council can promptly feedback the Execs
10	The CET to work with the Co-Chairs to establish a communications plan to ensure that information on the activities of the Council and on how to approach the Council is easily available to the Cochrane community. All members to ensure that their communities are informed about the activities of the Council, and that opportunities to consult made available where appropriate.

1. Welcome, Apologies, Matters arising not otherwise covered by Agenda, Approval of the Agenda

Fergus and Julie opened the meeting and welcomed everyone. Apologies had been received from Anne Lyddiatt. Jordi Pardo Pardo joined the meeting remotely. Each member introduced her/himself.

Julie Brown announced her intention to step down as Council Co-Chair because of a change in her employment status that may create a Conflict of Interest. Members were invited to put their name forward to take on Julie's role as Council Co-Chair. Instructions on how to present their candidacy were given. Discussions took place around the rationale of the Council members' two-year tenure; it was agreed to bring this to the attention of Mark Wilson.

The Agenda for the meeting was approved.

2. Approval of the Minutes from the February Teleconference

The Minutes from the February 2018 Teleconference were approved.

3. Update from Cochrane's CEO: The role of the Council

Mark Wilson joined the meeting. Fergus said that this item was tabled as a result of a productive discussion with Mark and Martin Burton, Co-Chair of Cochrane Governing Board, before the meeting,

Mark stressed the importance of the Council's role in advising Cochrane Central Executive Team (CET), helping the organisation engage with all communities represented and advising on operational issues. He said the Council's support was vital to meeting the organisational goals. He recognised the overlap between the Council and the Group Executives' functions and outlined the need for clarity on their respective roles. He said that defining the Council and Exec structure was the last major piece of the governance reform required at this time; it would also be important to define how the Council will interface with the newly established CRG Networks, and the Fields. He added that Cochrane Council will be something complementary to Cochrane Governing Board and the Execs bodies and he reiterated his openness as to where the Governance review may lead.

It was agreed that a definitive plan outlining the Council's main functions might be delivered by the Edinburgh Colloquium but there was no set timeframe; everyone could contribute to accelerating this process by providing feedback on behalf of their constituencies. It was agreed that current structures and processes needed to be improved in order that the Council could more effectively represent the Cochrane Community, and that more is needed to be done to promote the Council's role as a conduit to the Board on issues of strategic importance.

It was discussed that an important part of the Council's responsibility is to be approachable by the Community and to feed into the Board agenda on a case by case basis.

Lastly, it was stressed the crucial role of Cochrane Council in implementing Knowledge Translation Framework.

Mark was thanked for his time and left the meeting.

4. Cochrane Council's role in implementing Membership

Chris Champion outlined the Membership Strategy, which would support the creation of a Cochrane community where more people get engaged on task based activities.

There were discussions around the relationship between membership and mentorship and how the two things are intertwined (mentorship could be managed through membership) and about effective ways to capture activities not currently being captured by Cochrane members, particularly authors.

Chris invited the Council to help set the threshold for 'life membership' and the requirements to acknowledge someone as a life member, as well as to define student membership.

ACTION: The Council to help set the threshold for life membership.

ACTION: Veronica Bonfigli to add life membership as an item for discussion in the next Council teleconference.

5. Cochrane Authors

5.1 Skills and experience of authors

Erik left the meeting due to illness and was thanked for his contribution.

Julie introduced the paper submitted to the Council about authors skills, and said that she was seeking the Council's views and endorsement of it. She explained that the paper clarified the requirements in skills and experiences for new author teams to support equitable decision making and clear expectations.

There were discussions around Cochrane's commitment to engage consumers, the need to get more complete feedback from them, and ensure consumers have some sort of input into authorship. Miranda and Yemesi agreed with the minimum set methods of expertise outlined, but they inquired how methods could be given a bigger role in training.

It was agreed that, at present, it is very difficult to assess the expertise of an author and it was noted the lack of info with regards to forming a team of authors. Members also noted the importance of training and support tools provided by Methods Groups and Information Specialists. They requested that the paper be revised to be more specific with regards definitions on what makes a Cochrane author and the levels of expertise required should be clearly outlined.

ACTION: Fergus Macbeth to revisit the paper on authors skills.

5.2 Authors issues

Maria introduced the item by explaining how the data on authors issues were collected. She explained that an email had been sent out to the authors' community to seek feedback on their status as Cochrane authors. She outlined the main strategic issues concerned: 1) Prioritising reviews; 2) Lack of updates on revisions of the reviews. She welcomed questions and pointed out the need to feedback the authors' strong commitment on updating reviews.

5.3 Attracting and retaining authors

Fergus introduced the paper and welcomed questions. The members agreed that the Council needed to play a more important role in attracting and retaining authors and could do so by understanding the real issues they face, condense them in view points and refer these back to the Board.

Many cross-cutting issues were identified and as a result the Council suggested that a survey could be a good starting point; this should be circulated among CRGs first to identify primary issues and tackle them appropriately.

ACTION: The Council to help identify issues faced by authors, so that CET can put together a survey about recruiting/retaining authors to circulate among CRGs and then flag the results to the Governing Board.

6. Preparation for Board/Council Joint Meeting

The Council agreed on the topics to be flagged as priorities to the attention of the Governing Board in the joint session. These were:

- Prioritization;
- Adaptation to the CRG Transformation Plan;
- Funding concerns, specifically in terms of funds going towards review production, as well as KT implementation. Need of central funding to implement Knowledge Translation;
- Authors skills;
- Concerns around capacity building;
- Recruiting/retaining authors;
- Translating methods to the users.

Celeste reported that concerns had been raised by her constituency about required funding for Groups to adapt to the CRG Transformation programme.

7. The role of the Council in implementing the Knowledge Translation Framework: priorities in 2018

Sylvia De Haan and Jo Anthony joined the meeting to give an overview of the Knowledge Translation (KT) Framework. Jo explained the main objective of the Framework: to support the use of Cochrane evidence. The new structure and the main changes of KT Department were presented; Cochrane Fields would now be report into this department.

She outlined the 2018 Deliverables: functioning governance structures, clear guidance for Cochrane Groups, highlighting existing expertise, identifying KT products, learning programs for groups and a more multilingual approach and welcomed questions.

Jo was asked about the role of the Council in implementing the KT working packages and it was agreed that the added value of the Council lay in its representativeness of different Cochrane constituencies; it would be especially important to keep the communication channels with CRGs open.

Issues around capacity building and resources for implementing KT were raised, as well as the importance of Cochrane's authors' involvement.

Jo invited Council members to contribute to the implementation of KT Strategy.

Sylvia and Jo were thanked for their presentation and left the meeting.

8. Revision of Council Terms of Reference

Julie reported that Mark agreed to an extension of individual Council members' terms from two to three years to bring it in line with the Execs' functions. Members could undertake a maximum of two three-year terms.

The Co-Chairs proposed a motion that for any existing member of the Governing Board who wanted to stand as a prospective Council member, a one-year gap would be required between terms.

The Co-Chairs proposed the resolution and called for a vote. The motion was rejected.

The Council rejects the motion that for any existing member of the Governing Board who wants to stand as a prospective Council member, a one-year gap is required between terms.

4 YES 9 NO 1 ABSTAIN

No other changes to the Terms of Reference were proposed.

9. Discussion and outcomes following the strategic session and the role of Council in implementation

The members felt that, although the session had been very good, they could not contribute to the small group work in an effective way because of the limited time to prepare and inefficient communication with CET. It was agreed to give this feedback to Karla Soares-Weiser and Lucie Binder, who had organized this year's session.

10. Meeting wrap-up and plans for future meetings

It was agreed that the Council should be made aware of the problems and issues currently faced by the organisation by the CET on a more regular basis. Celeste suggested to have a dashboard listing all organisational and strategic issues of the organisation. It was agreed to have a standing item for the Executives on each Council Meeting Agenda.

ACTION: Veronica Bonfigli to ensure to have a *Feedback from the Execs* standing item on each Meeting Agenda.

ACTION: The CET to work with the Council Co-Chairs to establish a process for prioritizing issues referred. All Council members would be advised of all issues referred, but not every issue would be selected for detailed consideration.

ACTION: Chris Champion to provide the Council with a roadmap with issues currently at stake at Cochrane, so that the Council can promptly feedback the Execs.

ACTION: The CET to work with the Council Co-Chairs to establish a communications plan to ensure that information on the activities of the Council, and on how to approach the Council, is easily available to the Cochrane community. All members to ensure that their communities are informed about the activities of the Council, and that opportunities to consult made available where appropriate.

11. Adding Value joint session

Members of the Governing Board and Senior Management Team joined the meeting at this point, which was jointly chaired by the Council and Board Co-Chairs.

All participants introduced themselves. Julie said that she would step-down as Council Co-Chair and Cindy Farquhar, Board Co-Chair, thanked her for her work and wished her well for her future endeavours.

Julie and Maria reported on the Council's discussion on Cochrane authors and highlighted the importance of capacity building for them. David Tovey stressed that the priority was to promote reviews authored by appropriately skilled author teams over wide inclusion; the membership scheme provided alternative routes for people to get involved in Cochrane's work.

Yemisi raised the issue of providing appropriate and effective support to the methods community. Liz said that training opportunities for Information Specialists was also important. Fergus said that the Council recognised its role

in supporting the implementation of the KT Framework. The suggestion of a 'KT Innovations Fund' was raised and would be considered by the Senior Management Team.

Martin Burton said that he hoped the Board and Council could develop a closer relationship that supported organisation, in collaboration with the CET. He reported that during its own meeting, the Board had reiterated its thanks to the CET and wider Cochrane community for its work. He informed the Council that all proposals brought before the Board had been approved at its meeting.

All members were thanked for their time and the Board Co-Chairs closed the meeting.

---MEETING END---

