



Council Meeting Minutes

Wednesday 14th April Teleconference

Approved on 1 June 2021

Council Members present:

Vanessa Jordan	Authors
Agustin Ciapponi	Authors
Miranda Langendam	Methods & Co-Chair
Rachel Plachcinski	Consumers
Craig Lockwood	Fields & Co-Chair
Liz Dooley	Managing Editors (MEs)
Gail Quinn	Managing Editors (MEs)
Sarah Nevitt	Methods
Robert Dellavalle	Co-ordinating Editors
Jo Morrison	Co-ordinating Editors
Erik von Elm	Geographic Group Directors
Stefano Negrini	Fields
Rene Spijker	Information Specialists (CISs)

Central Executive Team present:

Lucie Binder	Head of Governance and Strategy
Chris Champion	Head of People Services
Veronica Bonfigli	Governance Officer (Minute-taker)

Apologies:

Maria-Inti Metzendorf	Information Specialists (CISs)
------------------------------	--------------------------------

Absent:

Lotty Hooft	Geographic Group Directors
--------------------	----------------------------

Summary of Actions requested during the meeting

Agenda Item	Action	Date Added	Date Completed
4.	Council cochairs to consider with the Board Co-Chairs how to improve engagement between the Board and the Council.	14 th April 2021	On-going
4.	Council to continue discussions with the Editor in Chief and Board Co-chairs on the Editorial Project at the Governance Meetings in May.	14 th April 2021	On-going

5.	Lucie to share to Council via email the summary of the SMT response on the Review of the Execs.	14th April 2021	16th April 2021
7.	Two seats on the Council were ring-fenced for representatives of the Early Career Professionals. Council Chairs to get in touch with the key contact of the ECP to communicate the Council's decision.	14th April 2021	3rd May 2021
7.	A joint sub-committee made up of Board and Council members to be set up to consider the nominations/awards of the new membership types.	14th April 2021	On-going
10.	Erik to draft and circulate to co-chairs a thank you and farewell message for Mark on behalf of Council.	14th April 2021	16th April 2021

1. Welcome. Apologies. Absent. Approval of Agenda.

Council Co-Chair Miranda opened the meeting and welcomed everyone. Euphrasia, new Consumer representative, was welcomed to the Council. Miranda welcomed Tracey Howe and Catherine Marshall, Governing Board Co-Chairs, guests for the meeting. The apologies were noted. Tracey informed Council of Mark's departure as Cochrane Chief Executive. She explained the temporary arrangements in place: Karla Soares-Weiser was appointed Acting Chief Executive Officer and the Board would be looking to appoint an interim Chief Executive Officer in due course. Toby Lasserson had stepped up as Acting Editor in Chief and Chris Champion would take on more responsibilities on governance and finance. Miranda gave an overview of the agenda which was approved.

2. Review of action points and approval of the Minutes from the 8th December Teleconference

The Minutes from the 8th December 2020 teleconference were approved. All action points had been completed. One on-going action, the Climate Change item, would be included in the list of priority topics to be addressed by the Council in 2021.

3. Members of the Council on working groups updates

Diversity working group

Chris Champion provided an update on the work of the group. A fair amount of applicants had applied to join the advisory group and they were in the process of confirming their roles. A consultant would also be appointed to run a survey in the form of a listening and learning exercise. Once the advisory group was set up, a gathering data exercise would take place.

Miranda, stepping down from her role of Council Co-Chair and Council member from June 2021, invited members to put their name forward to replace her on the Diversity working group.

Colloquia, Meetings and Events working group

Bob gave an update on the work of the group. Members had tried to identify which format would serve well the different meetings' format (virtual vs face-to-face) as in the future, in-person meetings would not take place with the same frequency.

Catherine added the group was focusing on defining the dates and format of the May Governance Meetings. The group was also trying new meeting formats to gauge the response from the Community.

At the March event, different meeting formats had been tried out:

- videos and Q&A session;
- groups discussions;
- networking speed dating.

Council was invited to provide feedback on the March event to inform the decision for the May Governance Meetings. Concerns around the choice of date and time was raised (e.g Monday not ideal as a meeting day).

Chris reported that a survey had also been run post meeting. Mixed feedback on the format of the group discussions section had been received (more structure vs less structure). An improvement from the webinar format of the AGM had been recognised, as there had been more peer to peer interaction. He noted it was important to raise awareness on the different features of the platform used (Hopin). Overall the feedback collected had been very positive.

Monitoring and Evaluation working group

Sarah and Liz reported that no meetings had been scheduled since December 2020 due to the delay in finalising the new Strategy. Further updates would be given at the next Governance Meetings.

Vanessa informed Council that she had been invited to join the working group on the Editorial and Integrity project that had been recently set up.

4. Report from the Governing Board

Tracey Howe and Catherine Marshall thanked the Council for the invitation to join its meeting. Tracey recognised the importance of having a constructive dialogue with the Council and expressed hers and Catherine's willingness to have a regular slot at Council's future meetings.

The Board had been discussing a number of items:

- A change in the way the Board worked as a consequence of switching to more frequent virtual meetings;
- Strategy discussions (on hold);
- In April, the Governing Board re-committed to a long-standing organizational ambition that by 2025 at the latest, Cochrane will achieve universal open access to Cochrane Systematic Reviews immediately on publication for both new and updated reviews;
- Editorial Integrity and Efficiency project.

Catherine thanked Miranda and Craig for their work as Council Co-Chairs for the past years and for representing the voice of the Council so effectively. A note of appreciation and thanks to Miranda and Craig on behalf of the Governing Board Co-Chairs was recorded in the minutes.

Tracey explained that the Board was looking to increase and improve the communication between the Board and the Council. Tracey invited members to provide feedback on how to do this.

ACTION: Council cochairs to consider with the Board Co-Chairs how to improve engagement between the Board and the Council.

Members suggested to promote more horizontal rather than vertical communication especially with regards to the issues discussed at the Board and Council Co-Chairs' catch-ups. Tracey made a suggestion to share the key points discussed at the Board and Council Co-Chairs' catch-ups as a one pager, with the Council (standing action from the previous Council meeting).

STANDING ACTION ITEM: Council Chairs to circulate to Council the key issues discussed at the Board and Council Co-Chairs catch-ups in a bullet-point format.

The Chairs were asked what was the rationale used to invite or not invite the Council to provide input on topics discussed at Board level, specifically with regards to the Editorial Efficiency and Integrity project. Tracey explained the pathway of the project which had come out of the back of the response to the COVID-19 pandemic. A paper had been submitted to the Board to get a strategic steer; the team had then put together a pilot project to be ran across the organisation. After approving the pilot project, the CET was instructed to carry out the operational aspects of it, by communicating it to the Community.

The Board wanted to make sure responses and insights were collected before taking a decision.

Miscommunication issues about the project among Cochrane groups was flagged by some Council members and the Board Co-Chairs noted the matter of concern.

It was explained that the project was a pilot and there would be opportunities for people to engage and to comment, whilst the Board would take into consideration its financial impact.

It was suggested to have the Editorial and Integrity pilot project as one of the main item on the agenda of the Governance Meetings in May.

ACTION: Council to continue discussions with the editor in chief and Board Co-chairs on the Editorial Project at the Governance Meetings in May.

5. Review of the Execs: feedback from the SMT

Lucie provided an update on this item. The Senior Management Team (SMT) were able to share the feedback with the aim of it to be considered by the Council, so that the Council could form its view and take any actions forward.

ACTION: Lucie to share to Council via email the summary of the SMT response on the Review of the Execs.

Lucie acknowledged the challenges faced by the Co-Eds representatives on the Council since their Executive had been disbanded and replaced by the Editorial Board. The issue was being considered by email and she would follow that up separately. Her suggestion would be to set up a smaller group of Co-Eds that would help Jo and Robert, Co-Eds representatives, with their Council work.

6. Changes to Council membership in 2021

Craig informed members of the upcoming changes to the membership of the Council in 2021:

- Craig and Miranda to step down from their roles of Council Co-Chairs and Council members. A Fields' Exec election and a Methods' Exec election were currently on-going.
- Agustin's term as Authors representative would come to an end in August. The election process was being planned.

Craig stressed the importance of representation at Council's meetings. A proxy should be nominated if attendance was not guaranteed. This referred specifically to representation of the individual not of the group.

7. Papers from Chris Champion

Early Career Professionals

Chris explained that the model of the Council composition followed the Steering group representative model; in the last couple of years though a new self-led group had emerged with his support. The group was made up of people part of Cochrane in different roles (junior editors, authors) and in early leadership roles.

To grant representation to this newly formed group and to make sure their voice was heard, Chris had suggested to the Council Co-Chairs to ring-fence two seats on the Council. The proposal was put into a paper submitted to Council for discussion and approval. Tracey expressed the Board's support to the proposal.

The Council formally endorsed and accepted the proposal by Chris.

ACTION: Two seats on the Council were ring-fenced for representatives of the Early Career Professionals. Council Chairs to get in touch with the key contact of the ECP to communicate the Council's decision

New membership types

Chris explained that when the membership scheme was set up in 2017, the idea of a lifetime membership/emeritus membership had come up, but no criteria had been developed.

Legally speaking the Board decided to accept people to membership, but the Board had requested Council's feedback on the proposal. Members endorsed the proposal by stressing the importance of acknowledging the long term contributors of Cochrane, especially those retired. There was a suggestion to run a yearly survey within the groups to invite the submission of nominations.

Craig commented that it was key to recognise the long term contributions for appropriate service, without overbureaucratizing, whilst leaving some room for flexibility on the concept of "appropriate contribution".

ACTION: A joint sub-committee made up of Board and Council members to be set up to consider the nominations/awards of the new membership types.

8. Update on Editorial Integrity and Efficiency project

This item had been discussed earlier in the meeting.

9. Council work priorities in 2021

Craig informed members that himself and Miranda had been working on governance policies and processes related to Council and would be sharing these with members before leaving their post as Council members. The focus was especially on the Council's Terms of Reference and Co-Chairing roles with an alignment with a suggested Code of Conduct. The focus was to do some broad outline points around each area and initiate an internal Council consultation and discussion. One of the key areas for the Council to work on 2021 was to respond to concerns raised in the represented groups.

Tracey stressed the importance for Council to focus in 2021 on:

- improving the interaction and communication with the Board to make it more effective;
- thinking about how Cochrane should respond to the open access agenda;
- Editorial Integrity and Efficiency pilot project;

10. Governance Meetings: (17-19 May 2021)

Lucie informed members that the SMT and Governing Board Co-Chairs were working on defining the agenda and the dates of the Governance Meetings in May and up-to-date information would be sent to groups at the latest the following week (e.g week after 14th April).

11. AOB and Council Only

Erik and Stefano raised AOB items.

1. Erik put forward a suggestion for Council to send Mark Wilson a message to thank him for his long standing work for Cochrane.

ACTION: Erik to draft and circulate to co-chairs a thank you and farewell message for Mark on behalf of Council.

2. For noting only

Stefano informed Council that the KT Advisory Board was working on defining KT products and working on better communication of the KTD products. A working group would be set-up. KTD Advisory Board would discuss this at its next meeting and he would report back to Council.

Council did not Convene in Council Only Time.

-----**MEETING END**-----