Council Meeting Minutes

Telecon – Tuesday 22nd August 2017

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**
Anne Lyddiatt	Consumers
Joy Oliver	Consumers
Celeste Naude	Fields
Susan Wieland	Fields
Lotty Hooft	Geographically-orientated Groups
Erik von Elm	Geographically-orientated Groups
Gail Quinn	Managing Editors (MEs)
Jordi Pardo Pardo	Managing Editors (MEs)
Miranda Langendam	Methods
Yemisi Takwoingi	Methods

Other attendees:	**CET Support Staff**
Miranda Cumpston	Head of Learning & Support
Elaine Carman	EA to the CEO

Guests:	
Julie Wood	Head of External Affairs & Communications
Sylvia De Haan	Partnerships Coordinator
Sally Green	Co-Director, Cochrane Australia

1. Welcome, Apologies and Approval of the Agenda

Welcome by Fergus Macbeth.

- Apologies received from Rene Spijker, Maria Ximena Rojas Reyes, Lotty Hooft and Joy Oliver.
- The agenda for the meeting was approved. No other items were raised for inclusion in AOB.

2. Knowledge Translation Strategy and Implementation Plan

Julie Wood, Sally Green and Sylvia De Haan joined the call. Julie went through the paper going to the Governing Board at the Global Evidence Summit (GES) in Cape Town.

Within the Knowledge Translation (KT) framework, there are 6 identified themes and 17 work packages that sit beneath these, outlining the work to be delivered. This was approved by the Governing Board in Geneva, earlier this year. The KT Advisory Group will give overall leadership to this program of work, chaired by Sally Green and Julie Wood. The group have had their first meeting and held webinars to ask the entire community to provide input into the priority areas of work to be taken forward in the next two year, and to seek expressions of interest to join the KT work. All the feedback collected was put together to form the Implementation Plan, which will be presented to the Governing Board in Cape Town.

Within the KT Implementation Plan, 6 defining priorities were identified, detailing the areas to work through over the next 2 years. Within the defining priorities there are 9 priority work packages, which all require an associated working group. The working groups will be established, involving people from the community with interest and expertise in that work area, as well as members from the KT Advisory Group. The working groups will be in charge (with oversight by the KT Advisory Group) of further developing the work package, defining in further detail the activities, identifying best practices, tools and resources, key resource people etc. Each working group will be supported and facilitated by CET staff. The exact structure and work process may vary per work package. Once approved by the Governing Board, the working groups will be established and develop draft workplans to be reviewed by the KT Advisory Group.

The Council suggested it could provide at least 1 volunteer for each of the working groups. The working groups would look to draw on areas of current high levels of KT activity as well as engaging with Groups newer to this work. Also, It was agreed that linking to executives and constituencies, covered by the Council members, was important in identifying those with the relevant knowledge and expertise to contribute to the working groups. Details of the KT Advisory Group structure would be circulated, and mapping of who make up this structure from the constituencies already.

The Council members will then consider which groups to volunteer for. The Council will review and provide any feedback on the paper going to the Governing Board at the GES, as soon as possible and by close on Wednesday 23rd August.

ACTION 1: **Sylvia De Haan is coordinating the working groups for the work packages and their membership. Sylvia will circulate more information on each of these groups to the Council, so Council members can choose and let Sylvia know which working group they would like to volunteer for**

ACTION 2: **Council members to provide any feedback on the Knowledge Translation paper going to the Governing Board at the Global Evidence Summit by close on 23rd August. And to consider volunteering to be involved in one of the working groups.**

3. Review/follow up on minutes and actions from 28 June 2017 teleconference
Julie Brown went through the list of previous actions, arising from the last Council meeting. The table below outlines those actions which are still ongoing.

Update on Actions carried forward from previous meetings:

1.	CET to ensure that electronic DoI forms for the Council are established. **Status**: DoI forms not yet established but would be sent to Council members in due course
2.	The operations and membership of the Council is to be reviewed after 18 months. **Status**: Review due in Oct 2018
3.	Elaine Carman to set up the next few meetings in diaries, ahead of the Governance meeting in Lisbon in March 2018. **Status**: 18 October and 4 December meeting dates in diaries. Pending Co-Chairs review of the frequency of Council meetings, for meetings to then be arranged in early 2018 and before the next face to face meeting of the Council in Lisbon, March 2018
4.	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 communities. All members to ensure that their communities are informed about the activities of the Council, and that opportunities to consult are made available where appropriate. **Status**: The Council has its own webpage on the Cochrane Community website, containing the meeting papers, Membership of the Council, the Terms of Reference and it asks the community to submit any issues they would like the Council to discuss at future meetings. Miranda Cumpston to work with CEAD and the Co-Chairs to review active dissemination channels for Council news
5.	The CET and Co-Chairs to consider profile building options for the Council to help confirm its role to the communities.

	Status: To be explored once the Council's vision is confirmed
6.	Council members to actively canvass their communities and ask what they would like the Council to look at and offer input and feedback on. Status: Ongoing while the Council and its vision is established
7.	The CET to work with the Co-Chairs to establish a process for prioritizing issues referred to the Council. All Council members would be advised of all issues referred, but not every issue would be selected for detailed consideration. Status: No issues have been referred to the Council yet, so no prioritization has been required to date
8.	The Author representatives to work with the CET to establish a communications plan for authors, who are not represented by an Executive and do not have formal communication channels in place (such as the Digests disseminated to Cochrane Groups). Status: Maria Reyes and Julie Brown use the Cochrane Community website and the mailing lists. Miranda Cumpston to follow up with Maria and Julie to continue to establish the best form of author communications
9.	ME and Field representatives to try to estimate the scale of the problem of orphaned reviews outside the scope of any CRG. Status: Ongoing due to leave period since the last meeting
10.	CET to circulate Governing Board agendas and papers for future meetings, directly to the Council, as soon as these are available. Status: There is possibly a teleconference in December. This is still to be confirmed. The next face to face meeting of the Governing Board will be in Lisbon in March 2018
11.	Council Co-Chairs to consider KT Strategy and the Review of the role of Execs for future agendas. Status: Discussed at the June telecon and will also be carried forward to future meetings

4. Brief review of Board agenda for Cape Town
Miranda Cumpston went through the outline agenda for the Governing Board meeting.

The Council discussed how they can help within each of their groups to encourage participation and voting in Board elections, as well as other elections such as the AGM and to select future Council members. While it was recognised that it was harder to contact all authors, with the rollout of the membership scheme, it would help establish eligibility for voting and provide easier contact for all members. This should hopefully help increase vote numbers in future elections. The Council noted that authors would lose the right to vote if they don't keep reviews up to date. Also, the rules around the promotion of candidates this year impacted on the way some Groups engaged with the process.

The Council commented on the large number of restricted papers on the agenda and the rationale for this, as it raised an issue of transparency. It was hard to determine, just from the title of the papers on the agenda, why these were restricted and could not be marked as open. The Council were directed to the Board page on the Cochrane website which explains the reasoning and difference between restricted and open papers submitted to the Board. The Council requested access to the papers in an advisory capacity to the Board. Although, it was recognised that there was a tight deadline for completion of Board papers and a risk of papers being shared too widely. It might be that the Council could view the papers after the Board meeting has taken place. It was noted that some communities have a specific interest in some areas of discussion, such as publishing arrangements impacting on Centres who negotiate national licenses for the Cochrane Library.

Fergus requested space on the AGM program for the Council to present. This would give the Council a chance to raise its profile and provide a synopsis of what the Council is here for and the work they will be doing.

ACTION 3:   **Miranda Cumpston to pass the Council's comments, requests and interest in seeing the Board papers to Lucie Binder, who is responsible for arranging the Board elections process, the agendas for Board meetings and AGM preparations**

ACTION 4:   **Miranda Cumpston to follow up on a possible AGM slot for the Council**

5. Clarifying the requirements in skills and experience for new author teams to support equitable decision making and clear expectations

Julie Brown presented her paper, as circulated to the Council. It was suggested that the paper could be made more specific on what the Council feel should be different, identifying the implications and improving the quality and volunteer nature of authors. The Council are to consider the implications on training the centres do, whether the membership pages on the websites need editing, or if there are any other immediate changes that may be needed. There are clear policies, guidance and training modules in place, so at this time of change it may be advisable to wait before this paper goes out further. It was noted that the Structure & Function document is clear on the direction and what is needed.

The Council agreed that this item should be given further time and consideration, so this paper will be brought back to the next meeting on 18 October. In the interim Council members were asked to provide input and solutions relevant to each of their represented community groups and submit them to Julie via email. Julie will then collate all the feedback and produce a revised paper, for further discussion at the next meeting.

ACTION 5: Miranda Cumpston to circulate to the Council, the central documents around management and expectations authors across the CRGs, as sent to Julie Brown and Maria Ximena Rojas Reyes

ACTION 6: Council members to provide their input on Julie's paper, to Julie via email, ahead of the next meeting, so Julie can collate and provide a revised paper for discussion

6. Cochrane Council: A 'Vision' or 'What are we really here for and how can we be most useful and effective?'

Fergus referred to his paper on the vision of the Council. Some feedback had been received, but those Council members who had not yet had chance to respond were asked to provide their feedback to Fergus, via email, as soon as possible. It was agreed that once all input had been received from the Council, this item should be brought back for discussion at the next meeting on 18 October.

ACTION 7: Council members to provide their feedback on Fergus's paper, to Fergus via email, ahead of the next meeting, so Fergus can collate and provide a revised paper for discussion

7. Topics for future discussion

Not discussed in detail as it was agreed there are enough items for the next agenda.

The item 'Methods Groups and methodologists: collaboration across the community' is an item brought forward from Geneva. It relates to an ongoing topic arising from a previous colloquium meeting of the Methods Board about how methods groups provide methodological support across the different groups. However, this would be affected by the Structure and Function document, with the proposal of a methods support unit. When this proposal is clear, the item could then come back to the Council for discussion.

Fergus proposed that for future agenda items, an outline paper could be drafted by a Council member and then circulated to all Council members, by email, for them to then contribute to, in advance of meetings. This would help to compile documents with all Council input ahead of meetings, making discussions more beneficial.

8. Any Other Business

It was established that a good number of Council members would be attending the GES, in their other work capacities, so it was suggested that they might all like to meet informally as a Council while there.

ACTION 8: Elaine to circulate a doodle poll to identify the best slot for those Council members attending GES to have an informal meeting. Once identified, issue a diary invite to all attendees

---MEETING END---

Summary of Actions requested during this teleconference

Agenda Item	Action
2	1. Sylvia De Haan is coordinating the working groups for the work packages and their membership. Sylvia will circulate more information on each of these groups to the Council, so Council members can choose and let Sylvia know which working group they would like to volunteer for
2	2. Council members to provide any feedback on the Knowledge Translation paper going to the Governing Board at the Global Evidence Summit by close on 23rd August (**Done**)
4	3. Miranda Cumpston to pass the Council's comments, requests and interest in seeing the Board papers to Lucie Binder, who is responsible for arranging the Board elections process, the agendas for Board meetings and AGM preparations (**Done**)
4	4. Miranda Cumpston to follow up on a possible AGM slot for the Council (**Done**)
5	5. Miranda Cumpston to circulate to the Council, the central documents around management and expectations authors across the CRGs, as sent to Julie Brown and Maria Ximena Rojas Reyes
5	6. Council members to provide their input on Julie's paper, to Julie via email, ahead of the next meeting, so Julie can collate and provide a revised paper for discussion
6	7. Council members to provide their feedback on Fergus's paper, to Fergus via email, ahead of the next meeting, so Fergus can collate and provide a revised paper for discussion
8	8. Elaine to circulate a doodle poll to identify the best slot for those Council members attending GES to have an informal meeting. Once identified, issue a diary invite to all attendees (**Done**)