



Council Meeting Minutes

Telecon - Wednesday 28th June 2017

Council Members present

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

1. Welcome, Apologies and Approval of the Agenda

Welcome by Fergus Macbeth. The Council began the meeting by extending their best wishes to Cochrane's Editor-in-Chief, David Tovey, for a speedy recovery.

Apologies were received from Maria Reyes, Anne Lyddiatt and Susan Wieland.

The agenda for the meeting was approved. All Council teleconferences will be recorded, and the recordings would be made available to Council members via the Council folder in Dropbox following each meeting, so all absentees could review any meetings they miss.

ACTION 1: Elaine Carman to upload the recordings following each meeting

2. Review/follow up on minutes and actions from Geneva

Julie Brown went through the list of previous actions, arising from the Council meeting in Geneva. The table below outlines the current position of all actions.

Update on Actions and Actions to bring forward from Geneva meeting

1.	CET to ensure that electronic DoI forms for the Council are established. Ongoing: DoI forms currently being reviewed across all Cochrane contributor groups to improve consistency, and will be sent to Council members in due course
2.	The operations and membership of the Council is to be reviewed after 18 months. Ongoing: After Oct 2017 Telecon

3.	<p>Elaine Carman to set up the next few meetings in diaries, ahead of the Governance meeting in Lisbon in March 2018.</p> <p>Ongoing: June and August meetings in diaries. October and December dates to be confirmed with the Co-Chairs in line with the conclusion of the GES in Cape Town</p>
4.	<p>The Co-Chairs will review, after first 3 teleconferences have taken place, to determine if the frequency of Council telecons needs to be adjusted.</p> <p>Ongoing: After Oct 2017 Telecon</p>
5.	<p>Miranda Cumpston to clarify the relationship and differences between the Exec and Council budget arrangements and report back to affected members.</p> <p>Done: Clarified. Any future budget, or expense queries, from the Council should be passed to Elaine Carman for clarification and liaison with Finance</p>
6.	<p>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.</p> <p>Ongoing: No issues have been referred to the Council yet, so no prioritization has been required to date</p>
7.	<p>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.</p> <p>Ongoing: 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 to work with CEAD and the Co-Chairs to review active dissemination channels for Council news</p>
8.	<p>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).</p> <p>Ongoing: 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</p>
9.	<p>CET to ensure that Council agendas, papers and minutes are made available for dissemination to the communities as appropriate.</p> <p>Done: These are available on the Council's page on the Cochrane Community website</p>
10.	<p>CET to set up and maintain a Dropbox folder to allow Council members access to shared documents.</p> <p>Done: The folder has been set up and the link circulated to all members</p>
11.	<p>CET to finalise the amended Terms of Reference and forward to the Governing Board for formal sign off.</p> <p>Done: Agreed verbally by the Governing Board in Geneva</p>
12.	<p>CET to circulate Governing Board agendas and papers for future meetings, directly to the Council, as soon as these are available</p> <p>Ongoing: The Board papers for their meeting to be held at the Global Evidence Summit in Cape Town will be available in late August</p>
13.	<p>Miranda Cumpston to communicate request for clarification when elections procedure is discussed by the Board at their next meeting.</p> <p>Done: This was discussed by the Board at their meeting in Geneva. The Board decided that all official communications should direct voters to the official elections page with the list of candidates standing, and should not recommend any individual candidates</p>
14.	<p>Co-Chairs to ensure that the agreed topics for future discussion are added to the agenda for future meetings.</p> <p>Done: Some topics were covered in the June 2017 telecon and the remaining topics are to be brought forward to future telecons</p>
15.	<p>Council members to volunteer to be involved in the Board Governance Reform Group review of Group Execs.</p> <p>Done: Volunteers identified in the June telecon (Gail Quinn, Liz Stovold and Miranda Langendam). Post hoc note: Lotty Hooft also volunteered following the meeting</p>
16.	<p>Council Co-Chairs to consider KT Strategy and the Review of the role of Execs for future agendas.</p> <p>Ongoing: Discussed at the June telecon and will also be carried forward to future meetings</p>
17.	<p>CET to provide a list of reasons for restriction of Board papers and make this available via the Cochrane website</p>

Done: It is on the Cochrane Community website and the link was provided in the agenda for the June telecon

Gail Quinn noted that some Council members are unable to access Dropbox from some locations, and requested that Archie be used to share documents in addition.

ACTION 2: Elaine Carman to check if it is possible to use Archie for Council papers and the logistics

The Council asked to be made aware of when the Board would be meeting and updates on any meetings. All [Board Meetings](#) and papers are on the Cochrane Community website.

ACTION 3: CET to ensure Council members are kept up to date of forthcoming Board meetings

3.

3.1 Managing review titles that fall between the scope of existing CRGs

There was a discussion about the paper provided by Fergus Macbeth. Gail Quinn and Jordi Pardo Pardo have contacted Managing Editors but have not yet received any feedback. Julie Brown and Maria Reyes have emailed all authors and received several responses.

Two main issues were discussed. One related to reviews for which more than one CRG is jointly responsible, for which policies are in place and CRGs are able to collaborate. It was noted that Archie and the Cochrane Library do not currently support joint recognition of the editorial role of two CRGs, but this is on the development agenda for the next upgrade of the Cochrane Library.

The second issue arises when a proposed review falls outside the scope of the existing CRGs, which can cause difficulties in registering titles (noted by authors and Fields), and can be a barrier to publication of important topics. The Council noted that the current Structure & Function changes, leading to the establishment of CRG Networks, may alter the way that the scope of individual CRGs operates, and that the Council should wait for the implementation of these changes. The Council would be willing to provide their input and feedback, if required.

ACTION 4: Miranda to convey the interest of the Council in the issue of review scope to the CEU, which is managing the CRG Structure & Function project

ACTION 5: ME and Field representatives to try to estimate the scale of the problem of orphaned reviews outside the scope of any CRG

3.2 Clarifying the requirements in skills and experience for new author teams, to support equitable decision-making and clear expectations

There was a discussion about the paper provided by Julie Brown and the existing policies regarding expectations of the skills and knowledge of Cochrane author teams. This has cross-cutting implications for authors as well as CRGs and Centres/Geographic Groups in their training role.

Jordi Pardo Pardo noted that most CRGs now have clear policies on the experience required for author teams, and that there are higher barriers now to the acceptance of new proposals, in line with Cochrane's direction of producing fewer, better reviews. There is some concern among the MEs to ensure that new routes of getting involved, such as the review proposal form on Cochrane.org and Task Exchange, address these issues cautiously. There is a growing consensus that basic knowledge is no longer sufficient to successfully complete a Cochrane review, and that activities such as training as well as Cochrane's public statements about author expectations will need to shift in response.

The Council agreed that there needs to be clear and explicit expectations on who can do Cochrane reviews, but that the Council's discussions must be informed by other conversations/projects currently in progress on this topic across Cochrane.

The Council expressed an interest in being involved and providing input and feedback on these documents, from the different groups represented on the Council, if required. In the interim it was felt useful for Council members to seek opinions from across all the areas, on author expectations and levels of experience, knowledge and training.

ACTION 6: Julie Brown to start a draft paper on author expectations, to then be circulated to Council members for their input

ACTION 7: Miranda Cumpston to identify relevant projects and documentation to inform the consideration of author expectations

3.3. Vision of the Council

The Council discussed its vision, and how it can bring the most value to the organisation. The Council brings together all the different constituencies and topics, so any cross-cutting issues can be identified. The Council is then able, in its advisory capacity, to discuss and help clarify problems, solutions and priorities and feedback to the various communities.

ACTION 8: Council members to actively canvass their communities and ask what they would like the Council to look at and offer input and feedback on

ACTION 9: Fergus Macbeth to review the transcript of the meeting and formalise the role and vision of the Council

ACTION 10: Once the vision is confirmed, CET and the Co-Chairs to consider profile building options for the Council to help confirm its role to the communities

4. Governing Board suggested strategic items for the Council to consider

- **Knowledge Translation Strategy**

Miranda Cumpston advised the Council that there are 2 webinars taking place week commencing 3rd July and Council members were encouraged to take part and help contribute to the KT implementation plan.

Julie Wood would like to attend the Council's next telecon on 22 August to seek Council feedback. A verbal update on the Council's feedback would then be provided by Julie to the Board at the GES in Cape Town.

ACTION 11: CET to circulate the link to the KT webinars following this meeting

5. Identify Council members to volunteer to be involved in the Board Governance Reform Group review of Group Execs

The Governance Reform Group had previously confirmed that it would like to draw on input from the Council about their review of the role of Cochrane's Executives Groups and would welcome interest from Council members who would like to be involved in the working group.

Gail Quinn, Liz Stovold and Miranda Langendam volunteered. [Post hoc note: Lotty Hooft also volunteered following the meeting].

Members discussed whether it would be appropriate for current members of the Exec to participate in the review of Execs, both as participants in the review and in their role representing the Council in the review, as this could constitute a conflict of interest.

ACTION 12: Miranda Cumpston to advise the Board Working Group of the volunteers, and clarify whether current Exec members are eligible to volunteer for this working group

6. Any Other Business

Additional items proposed but not discussed due to lack of time:

- Review of future possible agenda items
- Methods Groups collaboration across the Cochrane community

- Author experience.

---MEETING END---

Summary of Actions requested during the telecon

Agenda Item	Action
1	1. Elaine Carman to upload the recordings following each meeting (Done: Emailed 30th June)
2	2. Elaine Carman to check if it is possible to use Archie for Council papers and the logistics (Done: 4 July)
2	3. CET to ensure Council members are kept up to date of forthcoming Board meetings
3.1	4. Miranda to convey the interest of the Council in the issue of review scope to the CEU, which is managing the CRG Structure & Function project
3.1	5. ME and Field representatives to try to estimate the scale of the problem of orphaned reviews outside the scope of any CRG
3.2	6. Julie Brown to start a draft paper on author expectations, to then be circulated to Council members for their input
3.2	7. Miranda Cumpston to identify relevant projects and documentation to inform the consideration of author expectations
3.3	8. Council members to actively canvass their communities and ask what they would like the Council to look at and offer input and feedback on
3.3	9. Fergus Macbeth to review the transcript of the meeting and formalise the role and vision of the Council
3.3	10. Once the vision is confirmed, CET and the Co-Chairs to consider profile building options for the Council to help confirm its role to the communities
4	11. CET to circulate the link to the KT webinars following this meeting (Done: Emailed 30th June)
5	12. Miranda Cumpston to advise the Board Working Group of the volunteers, and clarify whether current Exec members are eligible to volunteer for this working group