



# Council Meeting Minutes

Tuesday 8<sup>th</sup> December Teleconference

Approved on 14<sup>th</sup> April 2021

<b>Council Members present:</b>	<b>Representing:</b>
Vanessa Jordan	Authors
Agustin Ciapponi	Authors
Miranda Langendam	Methods & <b>Co-Chair</b>
Rachel Plachcinski	Consumers
Craig Lockwood	Fields & <b>Co-Chair</b>
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
Maria-Inti Metzendorf	Information Specialists (CISs)
Rene Spijker	Information Specialists (CISs)

<b>Central Executive Team present:</b>	
Lucie Binder	Head of Governance and Strategy
Chris Champion	Head of People Services
Veronica Bonfigli	Governance Officer (Minute-taker)

**Apologies:**

<b>Absent:</b>	
Lotty Hooft	Geographic Group Directors

## Summary of Actions requested during the meeting

<b>Agenda Item</b>	<b>Action</b>	<b>Date Added</b>	<b>Date Completed</b>
3.	Gail Quinn to liaise with Veronica Bonfigli to add the working groups missing from the list on the website.	8 <sup>th</sup> December 2020	
3.	Chris Champion to include a page with a list of working groups when reviewing Cochrane's websites.	8 <sup>th</sup> December 2020	
3.	Liz Dooley to share the main action points of the Monitoring and	8 <sup>th</sup> December 2020	

	<b>Evaluation working group with Council members.</b>	
4.	<b>Craig to extract the comments received on the <i>Mission and Vision</i> section of the Strategic Framework to share them with Council for information.</b>	<b>8th December 2020</b>
4.	<b>Council members to continue to provide comments on the Strategic Framework to Council Chairs.</b>	<b>8th December 2020</b>
5.	<b>Lucie to circulate to Council the SMT's initial response on the Review of the Execs item.</b>	<b>8th December 2020</b>
6.	<b>Veronica to amend the <i>Council work in 2020</i> document and send it back to the Chairs for their review.</b>	<b>8th December 2020</b>
6.	<b>Council to send any additional comments on the Review of the Council work in 2020 document to the Chairs.</b>	<b>8th December 2020</b>
6.	<b>Craig and Miranda to write a forward to the paper for it to be published on the website.</b>	<b>8th December 2020</b>
7.	<b>Council to send recommendations on the Council's role in tackling the climate change issue.</b>	<b>8th December 2020</b>
7.	<b>Council Chairs to circulate to Council the agenda of topics discussed during the Board and Council Co-Chairs catch-ups in a bullet-point format.</b>	<b>8th December 2020</b>

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

Council Co-Chair Miranda Langedam opened the meeting and welcomed everyone. No apologies were received. Miranda gave an overview of the agenda which was approved.

### **2. Review of action points and approval of the Minutes from the 8<sup>th</sup> October Teleconference**

All action points from the 8<sup>th</sup> October 2020 had been completed. The Minutes from the 8<sup>th</sup> October 2020 teleconference were approved.

### **3. Members of the Council on working groups updates**

#### *Conflict of Interest working group*

Craig Lockwood reported that the biggest item discussed by the working group had been around IT systems and how the Conflict of Interest would integrate with them. The group had also focused on creating the resources that would help key groups, looking at opportunities for pre-exposure to the systems and developing and delivering a number of education modules over the course of the year. The group had had the last meeting and then formally closed itself on 7<sup>th</sup> December 2020.

#### *Diversity working group*

Chris Champion provided an update on the work of the group. The name of the group had changed to Diversity and Inclusion Programme and it had started planning the work for 2021 through a listening and learning exercise, working

with the groups of the Community which had expressed an interest in being involved. Chris explained that a partner to work with would be selected and an advisory group would be set-up in January with members of the Community joining. Miranda Langendam invited Council members to get involved, if interested, by contacting Chris Champion.

It was flagged that a few groups were missing from the list of working groups and she suggested to make them more visible.

**ACTION: Gail Quinn to liaise with Veronica Bonfigli to add the working groups missing from the list on the website.**

**ACTION: Chris Champion to include a page with a list of working groups when reviewing Cochrane's websites.**

#### *Monitoring and Evaluation working group*

Liz Dooley provided an update. Jualiane had been chairing the meetings of the group. The group would continue its work in 2021.

**ACTION: Liz Dooley to share the main action points of the Monitoring and Evaluation working group with Council members.**

#### *Colloquia, Meetings and Events working group*

Stefano Negrini reported that the group had been looking at ways to perform meetings in 2021 following the suspension of both the Governance Meetings and the Colloquium.

The group was working to identify new ways to meet that could potentially also continue after the pandemic. The general agreement was that meetings would remain virtual for all of 2021.

#### **4. Contribution to the new Strategy framework**

Miranda thanked members for contributing to the draft of the new Strategic framework by providing feedback collected from their constituencies. She also thanked Craig for working on putting together the feedback in one consolidated document. She opened the floor for red flags or comments.

Comments raised are listed below:

- Knowledge translation should be considered a goal;
  - Funding could be a problem not only for review groups but for all groups; it was noted that this point had also been strong on the Geo groups meeting agenda since many groups were struggling to sustain their activities.
  - The definition of "stakeholders" was mainly around consumers; practitioners should also be included.
  - There had been no consensus about changes to the *Mission and Vision* section;
  - ion the draft document*] it was not clear if the boxes at the end of each paragraph were quotes or essential points.
- Craig clarified the boxes had been used to emphasize the points that had been consistent and to make the document easier to read.

It was also noted that it was preferable for future requests for feedback to circulate a word document rather than a pdf as to make it easier to track comments.

It was also requested to clarify how the feedback provided would be used and what the next steps would be before a final Strategic Framework would be launched.

**ACTION: Craig to extract the comments received on the *Mission and Vision* section of the Strategic Framework to share them with Council for information.**

**ACTION: Council members to continue to provide comments on the Strategic Framework to Council Chairs.**

Miranda confirmed the final document would be published on the website.

Lucie Binder provided an update on future steps concerning the new Strategic framework launch. She thanked members for providing feedback and for informing the view of Cochrane groups. Open feedback was closed and the Senior Management Team was working on the revision of the Strategy taking into account the feedback collected. The Board sub-groups would receive a final draft before the end of the year for the Board to look at a final draft

which included all comments and revisions at the January 2021 Board meeting. The plan was not to have an additional open consultation unless the Council thought this to be advisable. Lucie invited members to share their thoughts on whether a further open consultation would be preferable. The final draft would be published at the virtual Governance Meetings in March 2021.

Members asked whether there would be an opportunity for a discussion on the Strategy at groups level during the Governance Meetings or just to provide a window for groups to raise concerns or make comments. Lucie confirmed there was no plan as such as the discussion would mainly be around implementation and achievement of the objectives rather than discussing the objectives themselves, but there could be room for groups' input and discussion at the Governance Meetings. The plan was also to review the status of the Strategy two years after the launch. Lucie added that the Monitoring and Evaluation framework would also play a key part, as it would identify the kind of matrix and the signs of success on impact and outcomes and also what type of data should be collected at groups' level to inform future decisions. The Council would be involved in the practical implementation of the Strategy.

#### **5. Review of the Execs update**

Lucie provided an update on this item. The Senior Management Team (SMT) had met after this piece of work had been delayed for a few months, to discuss the feedback provided by the Council.

The plan was for the SMT to write up an initial response for Council's consideration. SMT would raise issues for the Council to take a joint approach in finding solutions on issues, mainly related to organisational structure and the Council's role in improving the communication between groups and the Central Executive Team.

This item would be on the Council agenda for 2021.

**ACTION: Lucie to circulate to Council the SMT's initial response on the Review of the Execs item.**

#### **6. Review of the Council work in 2020**

Craig opened the floor for comments on the review of the *Council work in 2020* document.

A correction was requested on the wording of the Authors forum (Authors Panel) and also on the wording of the Climate Change paper.

**ACTION: Veronica to amend the Council work in 2020 document and send it back to the Chairs for their review.**

**ACTION: Council to send any additional comments on the Review of the Council work in 2020 document to the Chairs.**

**ACTION: Craig and Miranda to write a forward to the paper for it to be published on the website.**

#### **7. Council work in 2021**

Craig gave an overview of the Council work in 2021 based on the discussions which took place during the call. Items to be brought forward on the Council agenda for 2021 would include: the Review of the Execs, the Strategic framework consultation, the Review of the Council's terms of reference; the work of the working groups would also continue.

Following the submission of a paper on climate change, Maria-Inti enquired whether there had been any follow-up on that and whether Council should consider establishing a working group or raise the issue again or else include it in the development of the Strategy.

Maria-Inti explained that a working group led by Denise Thompson, the Environmental Health Programme, and based in Canada was looking at different aspects of climate change from different points of view. The group was concerned with the methodology of establishing reviews that would evaluate the impact of climate change on different health topics, so their area of concern did not include the organisational aspect.

Erik confirmed that the topic had also been raised at a Geographic group meeting and that, after submitting the paper to the Board, the decision had been against establishing a working group made of Council members only, but the membership would be wider including at least one Board member. The pandemic had paused the discussions and he agreed that it would be advisable to keep the item on the agenda.

Council was advised to keep the climate change as an item on the agenda and to raise the issue at Board level, if necessary.

Craig invited members to send their suggestions on how strategically the Council could engage on the topic of climate change in a productive way and going forward and which recommendations to put forward with the Board. He asked whether Council should consider a joint project with the Board or with other constituencies and which channels could be provided to continue to make sure the discussion would continue.

Council agreed to keep climate change as an agenda item for 2021.

**ACTION: Council to send recommendations on the Council's role in tackling the climate change issue.**

There was discussion around the role of the Council on Board issues and whether the Council was expected to provide feedback on all issues considered by the Board.

Miranda confirmed that the Board and Council linkage was ensured by the frequent catch-up calls between the Board and Council Chairs.

**ACTION: Council Chairs to circulate to Council the agenda of topics discussed during the Board and Council Co-Chairs catch-ups in a bullet-point format.**

## **8. Council Only Time**

On behalf of the Council, Miranda and Craig thanked Chris, Lucie and Veronica for their support to the work of the Council in 2020 and they extended their season greetings.

Council convened in Council only time which was not minuted.

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