



# Council Teleconference Minutes

Wednesday 20<sup>th</sup> February 2019

Approved by Council

## Council Members present:

<b>María Ximena Rojas Reyes</b>	Authors
<b>Agustin Ciapponi</b>	Authors
<b>Graziella Filippini</b>	Co-ordinating Editors (Co-Eds)
<b>Fergus Macbeth</b>	Co-ordinating Editors (Co-Eds) & <b>Co-Chair</b>
<b>Craig Lockwood</b>	Fields
<b>Erik von Elm</b>	Geographic Groups
<b>Liz Dooley</b>	Managing Editors (MEs)
<b>Miranda Langendam</b>	Methods & <b>Co-Chair</b>
<b>Rene Spijker</b>	Information Specialists (CISs)
<b>Yemisi Takwoingi</b>	Methods
<b>Sara Yaron</b>	Consumer Executive

## Central Executive Team present:

<b>Veronica Bonfigli</b>	Governance Officer
<b>Lucie Binder</b>	Senior Advisor to the CEO (Governance and Management)

## Apologies:

<b>Joy Oliver</b>	Consumers
<b>Gail Quinn</b>	Managing Editors (MEs)
<b>Lotty Hooft</b>	Geographic Groups

## 1. Welcome. Apologies. Approval of agenda

Co-Chairs Miranda Langendam and Fergus Macbeth opened the meeting and welcomed everyone, especially newly appointed Council members Sara Yaron and Liz Dooley. Apologies from Gail Quinn, Joy Oliver, Lotty Hooft were noted. The Agenda for the meeting was approved.

## 2. Matters and Actions Arising not otherwise covered by the Agenda

The status of Matters and Actions Arising were reviewed:

Action Item 2: *Fergus to review the authors' paper and circulate the new version to members.*

Fergus confirmed that he had reviewed the paper and had sent it to Martin Burton and Marguerite Koster, Board Co-Chairs, and to Mark Wilson and David Tovey. A discussion was currently taking place as to whether the authors paper should have been sent to the Board with an additional paper with comments and suggestions from the Central Executive Team. The Council noted the importance of retaining independence in the papers it produced.

Action Item 2: *Council members to investigate the constituencies' interest in the Methodology Register before the Krakow Governance Meetings.*

Yemisi reported there was some confusion around the Methodology Register and the new Methods Section in the CDSR that needed to be clarified. She was working with Ella Flemming, new Methods Coordinator in the Central

Executive Team, on an explanatory paper and would report back to the Council. This would replace the action item for Council members to consult their constituencies on the topic.

**ACTION: Yemisi to write a short note on the status of discussions around the Methodology Register for the Council's information.**

Action Item 2: *Fergus and Miranda to share a draft of the amended Terms of Reference with Council members in the next two weeks.*

The Council members agreed that, given the approved change in the term (now increased to three years and applicable to new people as well as people in post already) the best approach to review the Terms of Reference would be to review and update the document in one go and send it to the Governing Board for approval, rather than asking the Board to approve individual items.

**ACTION: Council to review the Council's Terms of Reference as an agenda item for its meeting in Krakow.**

### **3. Approval of the Minutes from the 29th November 2018 teleconference**

Miranda called for a vote. The Minutes from the 29<sup>th</sup> November 2018 were unanimously approved.

### **4. Council Membership:**

#### **4.1 Members stepping down**

Council members who had stepped down were acknowledged and thanked for their work. They were:

- Celeste Naude – Fields representative
- Anne Lyddiatt – Consumer Executive representative
- Jordi Pardo Pardo – Managing Editor representative

Fergus Macbeth would be stepping down as Council Co-Chair and Co-ordinating Editor representative in Krakow.

#### **4.2 Newly appointed members**

Newly appointed members were introduced and welcomed to the Council:

- Liz Dooley- replacing Jordi Pardo Pardo as Managing Editor representative
- Sara Yaron- replacing Anne Lyddiatt as Consumer Executive representative

#### **4.3 Appointments yet to make**

Updates were given on the ongoing elections of a Fields representative to replace Celeste Naude; the Information Specialists election to replace Elizabeth Stovold; and the Co-Ed election to replace Fergus Macbeth.

Both the IS and the Co-Ed elections were constituency elections being led by Lucie Binder. Celeste Naude's replacement was being undertaken as an appointments process by the Fields Executive.

#### **4.4 Ratification of Craig Lockwood's appointment as Co-Chair**

The Co-Chairs informed members that Craig Lockwood was the only person to have put his name forward to take Fergus' place as Co-Chair; Craig was invited to leave the meeting, so that a vote to approve his appointment could take place.

All members expressed their full support for his candidacy.

The appointment of Craig as new Co-Chair from the Krakow Meetings onwards was approved, and Craig was called back in the meeting. All members congratulated him.

## **5. Development of ‘Principles of Collaboration’/Code of Conduct for Cochrane Members**

At the Governing Board’s request, Fergus, with support from Liz Dooley, had developed the first draft of a ‘Code of Conduct’ for all Cochrane Members and Supporters. He invited comments from the Council. They agreed that the audience for the Code needed to be clarified, accessible language should be used, and the context in which it should be applied should be set-out.

Lucie Binder confirmed that this Code of Conduct – or ‘Principles of Collaboration’ – would be implemented through various mechanisms, including a new Dispute Resolution Procedure, which the Board was developing. It would also have implications for Membership Terms & Conditions, and possibly editorial commenting. She confirmed that the Ombudsman no longer existed as role in Cochrane.

It was agreed that Council members should provide further comments in writing before the first draft was submitted by Fergus to the Board.

**ACTION: Council members to send Fergus any comment or feedback on the draft Code of Conduct.**

**ACTION: Lucie to flag the suggestion of re-establishing an independent role such as an ombudsman to the Board’s Dispute Resolution Working Group.**

## **6. Governance Meetings and the Council’s involvement**

Lucie presented the draft plans and these were discussed by the Council. The members agreed that:

- The Council members did not feel that short presentations on the *Strategy’s to 2020’s* Targets by individual members would be an effective way of presenting information to the participants in Krakow. However, a comment on the Targets could be included in the Council Co-Chairs’ report.
- The Council Co-Chairs would give a report from the Council at the strategic session on the Tuesday.
- A possible Council-led session on the Code of Conduct would be scheduled.

**ACTION: Lucie to review and finalize plans for the Council’s involvement in Krakow based on its feedback.**

## **7. Matters related to the Council’s role:**

### **7.1 Review of the Council’s Terms of Reference**

It was agreed that members would review its Terms of Reference as an agenda item for its meeting in Krakow.

### **7.2 Review of the Group Executives**

Craig was invited to give a brief update on the status of the review of Group Executives, which had been in the plans for some time.

He reported that the process was still at an early stage and that the working group had had an initial discussion and had shared a few thoughts.

A few aspects had been considered such as representation, scoping, methods, accountabilities and engagement between the CET and the Council reps.

Being at a formative stage, the timeline had not been finalised, but the group was hoping to have a document ready by the Santiago Colloquium.

Erik asked whether a review of the Centre Directors (Geo group) Executive should wait until the review of Group Executives has been finished. Lucie invited the representatives of the Geo-groups to start the review of the CDs Executive as they see fit.

### **7.3 Dispute Resolution Procedures Working Group: call for volunteers**

This Board-led Working Group was looking for one to two volunteers from the Council and Lucie invited applications.

**ACTION: Council members to send an email to Lucie Binder, if interested in joining the Dispute Resolution Procedures Working Group.**

### **8. Introduction to Study-centric data structures in RevMan Web – how the Council can help**

Due to lack of time, this item was not discussed, and it was suggested that the RevMan team could email the presentation to members and Veronica would organise a separate call to specifically discuss this item.

**ACTION: Veronica to organise a call for a Revman web presentation after Krakow.**

### **9. Any Other Business**

Erik raised a concern around the Council's visibility in the community.

He explained that the Council would often ask the Execs or their constituencies to provide input or pieces of information, but never feed back to them how this information was being used; this was particularly true for Council papers. He suggested that all papers finalised by the Council be added to the Council's pages on the Cochrane Community website, so that Council members and others can refer to it. Council members agreed that this would be useful to increase the transparency of the Council's work.

Lucie suggested that after each teleconference, Council Co-Chairs could prepare a short summary of what had been discussed and agreed. She also informed members that the new Cochrane Forums would be publicized within the next week, and these could be a useful place where papers could be published to receive a feedback from the Community.

### **Council Only time**

Miranda and Fergus thanked Lucie and Veronica for their contributions and they left the meeting. The Council-only time was not formally minuted.

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

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### **Summary of Actions requested during the meeting**

<b>Agenda Item</b>	<b>Action</b>
<b>2</b>	Yemisi to write a short note on the status of discussions around the Methodology Register for the Council's information.
<b>2</b>	Council to review the Council's Terms of Reference as an agenda item for its meeting in Krakow.
<b>5</b>	Council members to send Fergus any comment or feedback on the draft Code of Conduct.
<b>5</b>	Lucie to flag the suggestion of re-establishing an independent role such as an ombudsman to the Board's Dispute Resolution Working Group.
<b>6</b>	Lucie to review and finalize plans for the Council's involvement in Krakow based on its feedback.
<b>7.3</b>	Council members to send an email to Lucie Binder, if interested in joining the Dispute Resolution Procedures Working Group.
<b>8</b>	Veronica to organise a call for a Revman web presentation after Krakow.