



Council Meeting Minutes

Monday 17 September 2018, Edinburgh Colloquium 2018

Approved by Council Co-Chairs, 25th October 2018

Council Members present:

María Ximena Rojas Reyes	Authors
Elizabeth Stovold	Information Specialists (CISs)
Graziella Filippini	Co-ordinating Editors (Co-Eds)
Fergus Macbeth	Co-ordinating Editors (Co-Eds) & Co-Chair
Craig Lockwood	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 & Co-Chair
Rene Spijker	Information Specialists (CISs)
Yemisi Takwoingi	Methods
Joy Oliver	Consumers

Central Executive Team present:

Lucie Binder	Senior Advisor to the CEO (Governance & Management)
Veronica Bonfigli	Governance Officer
Chris Champion	Head of Membership, Learning & Support Services

Apologies:

Celeste Naude	Fields
Anne Lyddiatt	Consumers

1. Welcome. Apologies. Approval of agenda

Council Co-Chairs Miranda Langendam and Fergus Macbeth opened the meeting and welcomed everyone. Apologies from Celeste Naude and Anne Lyddiatt were received. The Council best wishes were sent to Anne, who was not attending due to illness. The Agenda for the meeting was approved.

2. Outcome of the authors survey and authors paper

The survey that had been sent to the Managing Editors (MEs) on Cochrane review authors teams was discussed with the MEs representatives, Jordi Pardo Pardo and Gail Quinn.

The survey had included 81 responses (See Annex below) from full-time authors (a very low proportion actually paid) and mostly 'volunteer' authors, not paid directly for their work on Cochrane Reviews.

The complexities detected by the survey included:

- The challenges for most volunteers to stay up-to-date with the standards of complex reviews.
- A major skills deficit among the authors.
- No clear strategy to address the issues concerning the authors.

It was agreed that the issues around authors should be brought to the attention of the Editorial Board, since each CRG dealt with the problem in a different way.

The members agreed that authors teams are not always well equipped for the task of writing a review. Information on what authors need in order to raise the professional quality of their work is however limited. This is a topic to be covered in the Author's paper.

ACTION: The Council to feedback Fergus on the author paper to plan next steps.

ACTION: Maria Ximena Rojas to send the results of the authors survey to Fergus Macbeth.

ACTION: Fergus to incorporate the paper with Maria's results and the Council's feedback and then to re-circulate the survey's results among Council members, David Tovey, Chris Champion, the Senior Editors and the Co-Eds.

ACTION: Council members to circulate the results within their constituencies.

3. Questions for the Governing Board and Co-Chairs/Topics for future discussion

Item 3 and 4 of the Agenda were discussed jointly.

Lucie Binder reminded Council members that one of the topics for future discussion was the planned review of the Council's Terms of Reference.

Additional suggested topics for discussion included:

- Open Access Data Policy
- ECMGI Criteria
- The role of the Council and its perception among members
- The Methodology Register
- Council AGM session 2018
- Code of conduct for members
- Authors paper
- Consumer involvement

Co-chair Miranda Langendam called for volunteers to work on recommendation papers. Papers were assigned on a voluntary basis as per the below list:

Paper on the Cochrane Methodology Register (CMR) – Erik von Elm, Jordi Pardo Pardo, Agustin Ciapponi

Paper on Data sharing – Jordi Pardo Pardo, Agustin Ciapponi

Review of the Terms of reference – Miranda Langendam and Fergus Macbeth

Consumer involvement – Jordi Pardo Pardo and Joy Oliver

ACTION: Council members to work on the papers they were assigned to and share them with Council members for discussion.

The Methodology Register

Members agreed it was important to identify whether the register still constituted a useful and relevant tool, how to promote a more frequent update exercise of it and how to seek funding for it.

4. New Governance Meetings format

Lucie Binder talked members through the new Governance Meetings format to be implemented starting from Krakow 2019, which would now include a full day cross-group session(s) and therefore reduced time available for the Execs to meet face-to-face.

She requested that the Council help lead the cross-group session and start planning how and what should be discussed, working with her and other members of the Central Executive Team.

ACTION: Council members to support planning for the cross-group session at the Krakow meeting.

5. AOB

Co-Chair Fergus Macbeth announced members his intention to resign as Council Co-Chair and Co-Eds Representative after the Krakow Governance Meetings in April 2019.

Co-Chair Miranda Langendam thanked him for his work and invited members to put their names forward to be elected as new Co-Chair.

At this point of the meeting, Veronica Bonfigli, Lucie Binder and Chris Champion left the meeting and the Council members continued in a restricted session (not minuted here).

---MEETING END---

Summary of Actions requested during the meeting

Agenda Item	Action
2	The Council to feedback Fergus on the author paper to plan next steps
2	Maria Ximena Rojas to send the results of the authors survey to Fergus Macbeth
2	Fergus to incorporate the paper with Maria's results and the Council's feedback and then to re-circulate the survey's results among Council members, David Tovey, Chris Champion, the Senior Editors and the Co-Eds.
2	Council members to circulate the results within their constituencies.
3	Council members to work on the documents they were assigned to and share them with Council members for discussion.
3	Erik von Elm, Jordi Pardo Pardo and Agustin Ciapponi to undertake a scoping exercise in relation to the Methodology Register to understand whether it is still a useful tool and how it could be updated in the future
4	Council members to support planning for the cross-group session at the Krakow meeting.
5	Council members to put their names forward to be elected as new Co-Chair