



Council Meeting Minutes

Thursday 27 June 2019, Teleconference

APPROVED by the Co-Chairs

Council Members present:

Agustin Ciapponi
Maria-Inti Metzendorf
Lotty Hooft
Rene Spijker
Sara Yaron
Craig Lockwood
Gail Quinn
Miranda Langendam
Stefano Negrini

Representing:

Authors
Information Specialists (CISs)
Geographically-orientated Groups
Information Specialists (CISs)
Consumers
Fields & **Co-Chair**
Managing Editors (MEs)
Methods & **Co-Chair**
Fields

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:

Liz Dooley Managing Editors (MEs)
Yemisi Takwoingi Methods
Robert Dellavalle Co-ordinating Editors (Co-Eds)
Erik von Elm Geographically-orientated Groups
María Ximena Rojas Reyes Authors
Graziella Filippini Co-ordinating Editors (Co-Eds)

1. Welcome. Apologies. Approval of agenda. Welcome to Stefano Negrini

Council Co-Chair Craig Lockwood opened the meeting and welcomed everyone. Apologies were received as listed above. The Agenda for the meeting was approved.

Stefano Negrini, Director of Cochrane Rehabilitation Field and newly elected Fields rep within the Council was welcomed to the Council. Stefano gave a brief introduction about himself.

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

The action below was still pending and re-confirmed as a future action item.

ACTION: Council Co-Chairs to send Veronica a summary of both the Krakow meeting and the June teleconference.

3. Approval of the Minutes from the teleconference on 8th May 2019

The Co-Chairs asked members whether there were any comments on the Minutes from the last teleconference on the 8th May 2019.

The following edits were required:

1. Maria-Inti requested that the Minutes be amended to specify that the paper assigned to her would be an evaluation paper (one page) and not a scientific paper.

Craig Lockwood then proposed the Minutes be approved. There were no objections. The Minutes were approved pending the changes requested.

ACTION: Veronica Bonfigli to amend the Minutes from 8 May 2019 as specified by the Council.

4. Review of the status of the actions arising from the May teleconference

The status of pending actions from the previous teleconference was reviewed:

- [ACTION] *Chris Champion and the Council Co-Chairs to put together a summary of what was discussed during the Council Co-Chairs/Senior Management Team catch up in terms of future steps for the Plain Language Summaries to make people aware of the work that had been done and was planned to be done in the future.*

Chris Champion explained that work to improve the consistency and quality of Plain Language Summaries would be a key priority for the Knowledge Translation (KT) Department – and KT teams working worldwide – from 2019 to 2020.

Chris added that a ‘KT Products’ working group had been set up to work on the visual representation and animation of Plain Language Summaries; the group was focusing on evaluating different templates which would then be shared with the Community. Council members would be welcome to provide input.

ACTION: Craig Lockwood to ask Karen Head (Knowledge Translation Department) for a brief update on current work on Plain Language Summaries and to circulate the evaluation proposal for infographics to the Council.

- *Council to review the recommendations that the SMT had outlined in their paper in response to the Council’s authors paper.*

The Council members discussed and agreed that the Council, as an advisory body, should be providing advice and community feedback to the Governing Board and Central Executive Team on the issues around author involvement in Cochrane’s work.

The members agreed to wait for the results of the Authors’ survey to put together a paper (one page) that would analyze and comment on the results of the survey from a Council’s point of view; the Board would decide what steps to take next.

ACTION: Council to put together a one page to propose the next steps for the authors’ paper based on the survey’s feedback; the paper would go to the Senior Management Team and Board.

- *Miranda to circulate a revised draft of the terms of reference to Council for feedback.*

The revision of the Terms of Reference was still a work in progress.

- *Maria-Inti to put together a paper that analyses examples of funding in organizations like Cochrane.*

Maria-Inti volunteered in Krakow to put together a paper, a practical evaluation and not a scientific paper, looking at how other organisations like Cochrane differentiate between paid and non-paid employees and how their work relations were set-up.

She confirmed that she would present the paper at the next Council teleconference in August.

Lucie Binder asked what the rationale for this paper was and Miranda clarified that the discussion started at the Krakow meeting when discussing staff relationships in relation to the Code of Conduct.

ACTION: Lucie to contact Maria-Inti offline to discuss the topic of her paper and to investigate ways for her to provide an input to the discussions on the Code of Conduct.

- *Miranda to ask Rene Spijker to clarify what he meant with the term “governance plan”.*
- *Rene’ Spijker to send members a publicly available governance plan.*

Rene Spijker informed members that he would circulate publicly available governance plans to share a few good examples of governance in other organizations. He thought the governance status at Cochrane was healthy, but information was not always easy to access.

ACTION: Rene Spijker to circulate to members a few examples of governance plan with some accompanying text.

5. Code of Conduct Update

Ahead of the teleconference, Craig Lockwood had shared with Council members the results of the analysis conducted on the feedback from the Code of Conduct strategic session In Krakow, on which he had undertaken a qualitative analysis.

Lucie Binder commented that people’s interest laid in how the Code would be implemented; it would be important to clarify management accountabilities within particularly given that most people Cochrane worked with were employed by other institutions.

Lucie also clarified that two additional papers were in progress and would sit alongside the Code of Conduct:

1. Complaints Resolution Procedure
2. Cochrane Management Accountabilities

ACTION: Council members to provide feedback to Miranda and Craig on the updated version of the Code of Conduct within two weeks from the teleconference.

6. Chile Colloquium Update: Meet and Greet session

Lucie reminded members of the registration deadline and rules.

The Council was expected to play a big part in the organisation of the Annual General Meeting (AGM) hosting a session on the Code of Conduct.

The Council would run the ‘Meet the Council; session, an opportunity for the Community to raise issues and ask questions.

ACTION: Council to decide how to run the Meet the Council session at the Colloquium.

7. Authors' survey update

Chris Champion reported that the response on the authors' survey was positive; over 500 responses had been received and the survey would be open for other two weeks. A second round of communications as a reminder was also scheduled to take place in the next week.

ACTION: Once the survey was closed, Chris Champion and Council Co-Chairs to draft a summary of the responses collected.

ACTION: Chris Champion to discuss feedback from the survey with Rene Spijker and plan the next steps; Chris and Rene to prepare a summary of the responses received before the Colloquium.

8. Cochrane affiliation update

- *Miranda to check with Erik and Lotty if they wanted to keep the Cochrane affiliation topic as an agenda item for the Council to discuss at the next teleconference and as a topic for the Council's future work.*

Lotty reported that the subject of the Cochrane's affiliation had been brought up at the Centre Directors Execs meeting. She clarified that the action was for the Community to provide feedback on the topic through the Council.

ACTION: Council to provide feedback on the topic of Cochrane affiliation and to share best practices examples.

[POST MEETING UPDATE: Lotty reported on an email to Council that Sylvia De Haan planned to circulate a survey on the topic of Cochrane affiliation among the Centres Directors].

9. Any Other Business – Council Only

CET members Chris Champion, Lucie Binder and Veronica Bonfigli were thanked for their support and invited to leave the call for the Council to convene in Council Only time.

Council Only time was not minuted.

-----MEETING END-----

Summary of Actions requested during the meeting

Agenda Item	Action
2.	Council Co-Chairs to send Veronica a summary of both the Krakow meeting and the June teleconference.
3.	Veronica Bonfigli to amend the Minutes from 8 May 2019 as specified by the Council.
4.	Craig Lockwood to ask Karen Head (Knowledge Translation Department) for a brief update on current work on Plain Language Summaries and to circulate the evaluation proposal for infographics to the Council.

4. **Council to put together a one page to propose the next steps for the authors' paper based on the survey's feedback; the paper would go to the Senior Management Team and Board.**
 4. **Lucie to contact Maria-Inti offline to discuss the topic of her paper and to investigate ways for her to provide an input to the discussions on the Code of Conduct.**
 4. **Rene Spijker to circulate to members a few examples of governance plan with some accompanying text.**
 5. **Council members to provide feedback to Miranda and Craig on the updated version of the Code of Conduct within two weeks from the teleconference.**
 6. **Council to decide how to run the Meet the Council session at the Colloquium.**
 7. **Once the survey was closed, Chris Champion and Council Co-Chairs to draft a summary of the responses collected.**
 7. **Chris Champion to discuss feedback from the survey with Rene Spijker and plan the next steps; Chris and Rene to prepare a summary of the responses received before the Colloquium.**
 8. **Council to provide feedback on the topic of Cochrane affiliation and to share best practices examples.**
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APPROVED