

Extraordinary Board Meeting to discuss Structure & Function project

Seoul, 23rd October

TIME ZONES

Korea	West coast US	East coast US	UK	Europe	Australia	New Zealand
UTC +9	UTC -7 PDT	UTC -4 EDT	UTC +1 BST	UTC +2 CET	UTC +11 AEDT	UTC +13 NZDT
9am	5 pm	8 pm	1 am	2 am	11am	1pm
11am	7 pm	10 pm	3 am	4 am	1 pm	3 pm
1pm	9 pm	Midnight	5 am	6 am	3 pm	5 pm
3pm	11 pm	2 am	7 am	8 am	5 pm	7 pm
5pm	1 am	4 am	9 am	10 am	7 pm	9 pm

Online joining arrangements:

Morning session:

<https://global.gotomeeting.com/join/781089053>

Afternoon session

<https://global.gotomeeting.com/join/930921949>

Alternatively, for both sessions telephone access is via the numbers and codes [here](#)

Online facilitator: John Hilton

Please note that the agenda is flexible and may change depending on feedback received and the Steering Group decisions.

[Morning session:](#)

[Co-Eds only session](#)

Flamingo Room

9.30 Welcome and introductions Chairs: David, Karla

9.45 Outcome of CSG meeting
Chairs: David, Martin

Feedback received on the Structure and Function paper
Chairs: Martin, Karla

Membership of Cochrane Council and relationship with Editorial Board and Scientific Committee

Chair: Martin

Discussion

- What do the CSG decision and feedback mean for the proposals in the paper?
- Reflections on the process and paper
- Where are the biggest implementation challenges?
- What is the additional work needed?
- How can we use this time together most effectively?

10.30 Coffee / Tea

11 Small group discussions 1 (3-4)

Planned groups

- Editorial Board, Cochrane Council and Scientific Committee
- MOU/governance
- Sustainability review – networks
- Sustainability review – vulnerable groups
- Editorial process & pilots
- Metrics and quality

Includes online small group if appropriate

Discussion:

- What would success look like?
- What are the obstacles – risks and issues?
- Who / what can help the process?
- Where is further consultation needed (and where not)?
- What needs to happen next?
 - Who is responsible?
 - Who can help?
 - What is a feasible timeframe?
- Messages to the wider group and those not here

11.30 Small group discussions 2 (3-4)

12

Feedback and summarise

What do we want to share with wider group, and those not able to travel to Seoul?

- Most / least important changes
 - Most / least challenging changes
 - What success will look like
 - Obstacles and risks
 - Where further consultation is needed (and where it is not)
 - What should happen next
-
- Questions
 - Issues for further discussion

12.30 – 1.30 pm

Lunch

Afternoon session

Grand Ballroom C

Joined by MEs and IS, and Methods Exec representatives

1.30 pm	<p>Summary of morning's work</p> <ul style="list-style-type: none">• Messages• Questions• Issues for further discussion <p>Discussion in wider group</p>
2pm	<p>Small group discussions 3 Planned groups</p> <ul style="list-style-type: none">• Methods Support Team• Sustainability review: fewer, larger groups• Publication checklist• Metrics
3pm	<p>Feedback and preparation of summary for people joining at 4pm</p>
3.30 – 4 pm	<p>Tea</p>
4pm	<p>Brief summary for people joining online</p> <p>Moving forwards</p> <ul style="list-style-type: none">• What are the priorities?• How can the community engage and participate?• What does the CEU team need to do to support the programme?• Where can we get to by the time of the mid-year meeting?
5pm	<p>Close</p>

Online or telephone access codes

Morning session:

Access Code: 781-089-053
Audio PIN: Shown after joining the meeting
Meeting ID: 781-089-053

Afternoon session:

Access Code: 930-921-949
Audio PIN: Shown after joining the meeting
Meeting ID: 930-921-949

Call numbers by country

Netherlands: +31 (0) 208 080 759
Argentina (toll-free): 0 800 444 2385
Australia (toll-free): 1 800 191 358
Australia: +61 2 8355 1034
Austria (toll-free): 0 800 080061
Austria: +43 7 2088 0716
Bahrain (toll-free): 800 81 305
Belarus (toll-free): 8 820 0011 0331
Belgium (toll-free): 0 800 78881
Belgium: +32 (0) 28 93 7002
Brazil (toll-free): 0 800 025 8726
Bulgaria (toll-free): 00800 120 4413
Canada (toll-free): 1 877 777 3281
Canada: +1 (647) 497-9372
Chile (toll-free): 800 395 146
China (toll-free): 4007 160008
Colombia (toll-free): 01 800 012 9057
Czech Republic (toll-free): 800 500453
Denmark (toll-free): 8025 0919
Denmark: +45 69 91 84 58
Finland (toll-free): 0 800 94473
Finland: +358 (0) 923 17 0556
France (toll-free): 0 805 541 052
France: +33 (0) 170 950 590
Germany (toll-free): 0 800 723 5274
Germany: +49 (0) 692 5736 7206
Greece (toll-free): 00 800 4414 4282
Hong Kong (toll-free): 30774812
Hungary (toll-free): (06) 80 986 259
Iceland (toll-free): 800 9993

India (toll-free): 000 800 100 8227
Indonesia (toll-free): 001 803 020 2563
Ireland (toll-free): 1 800 818 263
Ireland: +353 (0) 19 030 053
Israel (toll-free): 1 809 453 019
Italy (toll-free): 800 792289
Italy: +39 0 699 26 68 65
Japan (toll-free): 0 120 242 200
Korea (North) (toll-free): 0806180880
Luxembourg (toll-free): 800 81016
Malaysia (toll-free): 1 800 81 6860
Mexico (toll-free): 01 800 112 4376
Netherlands (toll-free): 0 800 023 1954
New Zealand (toll-free): 0 800 47 0051
New Zealand: +64 9 974 9579
Norway (toll-free): 800 69 055
Norway: +47 21 04 30 59
Panama (toll-free): 001 800 507 2789
Peru (toll-free): 0 800 55465
Philippines (toll-free): 1 800 1110 1565
Poland (toll-free): 00 800 1124748
Portugal (toll-free): 800 819 683
Romania (toll-free): 0 800 410 025
Russian Federation (toll-free): 8 800 100 6216
Saudi Arabia (toll-free): 800 844 3636
Singapore (toll-free): 800 101 3000
South Africa (toll-free): 0 800 555 451
Spain (toll-free): 800 900 593
Spain: +34 931 76 1534
Sweden (toll-free): 0 200 330 924
Sweden: +46 (0) 852 500 691
Switzerland (toll-free): 0 800 000 452
Switzerland: +41 (0) 435 0026 89
Taiwan (toll-free): 0 800 666 846
Thailand (toll-free): 001 800 852 2442
Turkey (toll-free): 00 800 4488 29001
Ukraine (toll-free): 0 800 50 1784
United Arab Emirates (toll-free): 800 044 40444
United Kingdom (toll-free): 0 800 031 4727
United Kingdom: +44 (0) 20 3713 5011
United States (toll-free): 1 877 309 2070
United States: +1 (312) 757-3119
Uruguay (toll-free): 0004 019 0670
Viet Nam (toll-free): 122 80 106