



Council Meeting Minutes

Tuesday 21st April, Teleconference

APPROVED

Council Members present:

Agustin Ciapponi	Authors
Vanessa Jordan	Authors
Maria-Inti Metzendorf	Information Specialists (CISs)
Rene Spijker	Information Specialists (CISs)
Erik von Elm	Geographic Group Directors
Rachel Plachcinski	Consumers
Helen Bulbeck	Consumers
Craig Lockwood	Fields & Co-Chair
Stefano Negrini	Fields
Liz Dooley	Managing Editors (MEs)
Gail Quinn	Managing Editors (MEs)
Miranda Langendam	Methods & Co-Chair
Sarah Nevitt	Methods
Robert Dellavalle	Co-ordinating Editors
Jo Morrison	Co-ordinating Editors

Central Executive Team present:

Lucie Binder	Head of Governance and Strategy
Chris Champion	Head of People Services
Veronica Bonfigli	Governance Officer (Minute-taker)

Apologies:

None

Absent:

Lotty Hooft	Geographic Group Directors
--------------------	----------------------------

Summary of Actions requested during the meeting

Agenda Item	Action	Date Added	Date Completed
2.	Lucie to get in touch with Toby Lasserson, Deputy Editor-in-Chief, to assess how best to reach the Co-Eds on editorial matters.	4 December 2019	Pending
3.	Veronica to include the Authors Forum as an agenda time in the June Teleconference Agenda.	21 April 2020	

3.	Chris Champion to put together a one-page paper on the Authors' Forum for the Council's consideration at the next meeting.	21 April 2020
3.	Vanessa and Agustin to gauge the level of interest and effectiveness of an Authors' forum among Authors.	21 April 2020
4.	Veronica to add the Council paper on Climate Change to the website, in the <i>Documents and Reports</i> section of the Council web page.	21 April 2020
4.	Council Co-Chairs to discuss with the Board Co-Chairs the hypothetical establishment of a Council working group (possibly with external people joining) focusing on climate change.	21 April 2020
4.	Veronica to publish the approved paper in the <i>Documents and Reports</i> section of the Council web page.	21 April 2020
4.	Veronica to include <i>Communication Strategy</i> as an agenda item at the next Council teleconference in June and to invite Muriah Umoquit, Communication Officer, to the meeting.	21 April 2020
4.	Craig to make sure people have access to the mailing lists of their constituencies.	21 April 2020
4.	Council to clarify which social media platforms could be used to circulate communication of the Council as a body.	21 April 2020
4.	Council members to provide feedback on the Consumer Strategy paper in the next two weeks.	21 April 2020
5.	Veronica to include COVID-19 as an agenda item at the next Council teleconference.	21 April 2020

1. Welcome. Apologies. Absent. Approval of Agenda. Welcome to Vanessa Jordan, Sarah Nevitt and Jo Morrison

Council Co-Chairs Craig Lockwood and Miranda Langendam opened the meeting and welcomed everyone. No apologies were received, nobody was absent. Craig gave an overview of the agenda which was approved. He explained that for agenda item 3 (*Update from the Groups*), the Co-Chairs would welcome a discussion on issues of concern rather than a report on activity. The Minutes from the December teleconference were approved.

The newly elected members of the Council were welcomed to the team. These were: Vanessa Jordan, representing the Authors, Sarah Nevitt, representing the Methods and Jo Morrison, representing the Co-ordinating Editors.

2. Review of the action items from the previous teleconference

Action items from the previous teleconference (4th December 2019) were reviewed:

- KT dissemination checklist: Craig welcomed members to provide Jo Anthony with a feedback of their perceptions and experiences of the KT dissemination checklist;
- **Lucie to get in touch with Toby Lasserson, Deputy Editor-in-Chief, to assess how best to reach the Co-Eds on editorial matters**
This action item was still pending. Lucie suggested that if there were any concerns around COVID-19, the best way to reach Toby or the Co-Eds would be through the channel set up for COVID-19 rather than contacting them individually.
- Council Communication Strategy document: Craig hoped the document would be ratified at the current meeting;
- Conflict of Interest Policy paper: Craig had had a call with the Conflict of Interest working group (for the COI implementation now planned for October 2020). The extended timeframe had been approved by the Governing Board.
- There would be a patient-included theme at the Toronto 2020 Colloquium.
- Authors' survey- it was agreed that this item would be included as an agenda item for discussion at the June Council meeting.

3. Updates from the Groups

Authors

Agustin Ciapponi reported that there were no specific updates. The information channels used by the Authors were still not functioning properly and authors were voicing their concern especially around access to evidence-based medicine.

Miranda asked Agustin if he wanted to bring the topic forward for inclusion as an item in the June meeting agenda. Agustin agreed to the proposal.

As a way forward, Lucie reiterated the suggestion of re-establishing the authors' forum and she asked if Authors' reps Vanessa and Agustin could contribute to that piece of work. She explained that joining the forum would be on a voluntary basis. Agustin acknowledged the importance of promoting and empowering the forum as a channel.

Chris Champion pointed out that "forum" might be a misleading word as it had nothing to do with forum@cochrane.org or any technology tool, but a word used to indicate a collection of authors who wanted to join a community and be a more engaged sub-set of the Cochrane Authors, being also able to receive more frequent communications; he volunteered to put together a proposal on the Authors' forum for the Council's consideration at the next meeting.

ACTION: Veronica to include the Authors Forum as an agenda item in the June Teleconference Agenda.

ACTION: Chris Champion to put together a one-page paper on the Authors' Forum for the Council's consideration at the next meeting.

ACTION: Vanessa and Agustin to gauge the level of interest and effectiveness of an Authors' forum among Authors.

Geographic Groups

Erik von Elm provided an update on the Geographic Groups Directors' work:

- There had been two successful virtual meetings on April 1st at different times, replacing the face-to-face meeting that would have occurred in Manchester. During the virtual meeting, attendants had broken out in different break-out rooms and the overall feedback on the meeting format had been very positive.
- COI – Directors voiced a need to complement the Conflict of Interest Policy, that would soon be in place, with a Cochrane Library content specific policy. This came out considering the number of new applications received by the Geographic Groups Executive, where different type of funding had come up concerning key people involved in the establishing of a Centre. The question would be around what type of funding could be considered acceptable and what should be clearly declared. On this topic the current policy (dated 2014) was very strict. He questioned whether this topic could be applicable also to other groups. Lucie confirmed that the data gathering exercise around the conflict of interest had started with the geographic-groups executive because that was where all the non-Library content related issues were coming up, but the exercise would be carried out by other groups too. The implementation of the new Library content policy had been delayed until at least October 2020, but the CET would come back to the Council anyhow for a view on the matter (to be received in writing); individual execs would be asked to consult with their constituencies.

Fields

There were no updates from the Fields' representatives.

Managing Editors

There were no updates from the Managing Editors' representatives.

Information Specialists

Rene Spijker reported on behalf of the Information Specialists constituency:

- Information specialists (ISs) were providing studies for systematic reviews but were lacking methods and had been trying to develop a way to communicate with methods groups directly; through the Information Retrieval Methods Group for intervention reviews and through other groups for qualitative, DGA and Prognosis reviews. Information Specialists found it difficult to be able to retrieve information or ask for it as a body.
- ISs were not being appointed as researchers within their institute for them to have the background to receive funding. Help on this would be appreciated.
- COVID-19 – Information Specialists were using their skills on the PICO annotation to complete the COVID-19 Register of Studies.

Coordinating Editors

Bob Dellavalle welcomed fellow Co-Eds representative Jo Morrison. He reported that in terms of gathering information, the Board had reached out and had requested two calls with the Co-Eds directly.

He also expressed the Co-Eds' enthusiasm for the work carried out with the climate change paper especially the suggestion that the Council would not meet in person more often than once a year.

Methods

Sarah Nevitt reported that the Methods Executive had met on two different calls to summarize the findings of interviews with Methods Groups convenors carried out in 2019; these interviews had the aim to discuss how the groups functioned and if they did require additional help or had further suggestions for changing methods. Improving effective communication with other constituencies had also been discussed.

4. Papers discussion

Three papers had been circulated for discussion:

- Climate Change paper
- Council Communication Strategy paper
- Consumer Strategy paper (audit of Cochrane's support for consumers)

Climate Change paper

The paper had been sent to the Senior Management Team (SMT) in the first instance and then discussed by the Board at its teleconference.

Erik von Elm made two remarks:

- He requested the paper to be published in the Council section of the website;
- He wished to find an agreement on the name of the paper (i.e this was being referred to as “climate change paper” and “environmental paper” indistinctly).

A discussion followed. Members seems to agree that the use of “Climate and Environmental crisis” was more appropriate because it entailed a broader discussion.

Erik referred to the SMT response to the Council. He clarified that:

- the second point made by the SMT “*Environmental impact of healthcare research and interventions and Cochrane’s potential role in developing a methodology*” had not been considered in the paper.
- The first point “*environmental determinants of health*” would potentially be material for the task force to focus on.
- The third point “*Reducing the ecological footprint of Cochrane’s operations*” was what Cochrane should really focus on with regards to face-to-face meetings especially.

Lucie reported on the outcome of the Board’s discussion on the paper. She said the Board had been very complimentary and grateful for the work done by the Council and it saw that as an example of the ideal working relationship between the Board and the Council. She explained that the reason why the SMT response had broadened the remit of the potential task force was because of other discussions happening in various areas of the organisation. The Board’s intention was to consider the first two bullet points when developing the next Strategy.

She suggested that with regards to the third bullet point the Council either set up a sub-group of the Council or consider the issue in between Council meetings and feeding their point of view back to the Colloquia, Meetings and Events Board’s subcommittee, providing their perspective on how to deal with all of the aforementioned bullet points from an organisational point of view and identifying what else should be considered to reduce the carbon footprint, in addition to reducing the frequency of face-to-face meetings. The Council could provide a perspective on how to include all three bullet points in the next Strategy.

Initially, the Board Co-Chairs’ intention was for the Colloquia sub-group to deal with this issue, since they were mindful that at this moment of time, due to the outbreak of COVID-19, they wouldn’t want to set up any additional infrastructure.

Lucie clarified that all upcoming meetings and the actual frequency of face-to-face meetings were being considered carefully by the Board and decisions would be taken soon.

ACTION: Veronica to add the Council paper on Climate Change to the website, in the *Documents and Reports* section of the Council web page.

ACTION: Council Co-Chairs to discuss with the Board Co-Chairs the hypothetical establishment of a Council working group (possibly with external people joining) focussing on climate change.

Communication paper:

Craig had put together and circulated this paper ahead of the teleconference. He gave an overview of how the paper originated; he explained that it was important to clarify Council members’ responsibilities in terms of communication between constituencies and the Council itself. The purpose of the paper was in fact to facilitate consistency in facilitation and communication and to generally increase transparency. He had received good feedback on it and asked members to formally approve the paper. The paper was approved unanimously.

ACTION: Veronica to publish the approved paper in the *Documents and Reports* section of the Council web page.

ACTION: Veronica to include *Communication Strategy* as an agenda item at the next Council teleconference in June and to invite Muriah Umoquit, Communication Officer, to the meeting.

ACTION: Craig to make sure people have access to the mailing lists of their constituencies.

ACTION: Council to clarify which social media platforms could be used to circulate communication of the Council as a body.

Consumer Strategy paper

Rachel Plachcinski gave an overview on the paper. She explained that it was new for the Consumer to have a Strategy and that the purpose of the paper was to allow consumers in being strategic when dealing with queries and to clarify responsibilities. Rachel also explained that the paper was a starting point that through a robust evaluation activity would lead to advocacy.

ACTION: Council members to provide feedback on the Consumer Strategy paper in the next two weeks.

5. COVID-19 discussion

The meeting had overrun, and members agreed to bring the COVID-19 item forward to the next meeting. Chris Champion quickly touched upon this agenda item by stating that Cochrane had responded to the outbreak in a very quick way providing studies to inform decision-making bodies.

ACTION: Veronica to include COVID-19 as an agenda item at the next Council teleconference.

6. AOB

There were no items to be considered under AOB.

7. Council Only Time

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**-----