



Council Meeting Minutes

Tuesday 23rd June Teleconference

Approved by the Co-Chairs – Approved with the requested edits in red

Council Members present:

Vanessa Jordan
Maria-Inti Metzendorf
Rene Spijker
Rachel Plachcinski
Craig Lockwood
Stefano Negrini
Liz Dooley
Gail Quinn
Sarah Nevitt
Robert Dellavalle
Jo Morrison

Representing:

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

Central Executive Team present:

Chris Champion Head of People Services
Veronica Bonfigli Governance Officer (Minute-taker)
Muriah Umoquit Communications and Analytics Officer

Apologies:

Lucie Binder Head of Governance and Strategy
Miranda Langendam Methods & **Co-Chair**
Lotty Hooft Geographic Group Directors
Erik von Elm Geographic Group Directors

Absent:

Agustin Ciapponi Authors

Summary of Actions requested during the meeting

Agenda Item	Action	Date Added	Date Completed
	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
	Council to clarify which social media platforms could be used to circulate	21 April 2020	Pending

	communication of the Council as a body.		
	Craig to make sure people have access to the mailing lists of their constituencies.	21 April 2020	Pending
3.	Council to provide feedback to Chris Champion on the new Conflict of Interest Policy for Chris to report back to Karla.	23 June 2020	
3.	Jo Morrison to forward the emails about the concerns around the new COI Strategy to Chris Champion. Chris Champion to follow up with Karla on the points raised by Jo Morrison (3.2 and 3.3 “Appeals” of the Policy) and/or any other comments made by the Council and to provide an official answer to the Council.	23 June 2020	
4.	Rachel to draft a response to identify the missing link between the Consumer Strategy and the Organisational Strategy.	23 June 2020	

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

Council Co-Chair Craig Lockwood opened the meeting and welcomed everyone. He explained why Miranda Langendam was a late apology. All other apologies received were noted.

Craig updated Council members with the news that Helen Bulbeck had stepped down from her role as Council member representing the Consumers and had become a member of the Central Executive Team (CET) taking on the role of Support Officer for Mark Wilson. He thanked Helen for her work on behalf of the Council and he congratulated her on her new position. Craig also gave an overview of the agenda which was approved.

2. Review of the action items from the previous teleconference and approval of the Minutes from the 21st April teleconference

The Minutes from the 21st April teleconference were approved with no comments or edits.

Action items from the previous teleconference (21st April 2020) were reviewed. Craig noted the pending action items (as per table above).

3. Updates from the Groups

Authors

Vanessa Jordan reported that there were no specific updates. The Authors Forum would be discussed as a separate agenda item later on the call.

Fields

Stefano Negrini reported that there was no news since the last Council meeting; a Fields meeting was scheduled in the next fifteen days. Fields had organised shorter and more frequent meetings to connect with each other during lockdowns.

Methods

Sarah Nevitt reported that the Methods had been busy understanding how to go forward with methods' training and webinars following the cancellation of the Toronto Colloquium.

Information Specialists

Rene Spijker reported that there were no items for the Council's consideration from the Information Specialists.

Managing Editors (MEs)

Liz Dooley reported that the MEs' reps had been in touch with various groups to check how they were coping with the pandemic and the working from home arrangements. A questionnaire had been put together and circulated among groups and 76 answers had been collected for them to develop new ways to support groups during the pandemic. Regional virtual coffee catchups had been organised regularly. A questionnaire on the Editorial management system had also been circulated.

Co-ordinating Editors

The Co-Eds were planning to work with Chris Champion on ways to support the career development and advancement of editorial staff.

Jo Morrison tabled a discussion item raised by the Co-Ed's, regarding the decision-making and appeals process for the new COI policy. The concern was that the TOR, as written could be interpreted as that reviews with potential COI could be rejected after review by the research Integrity editor, senior research integrity editor and EIC, without recourse to the COI panel. Co-Eds were concerned that a collaborative approach to reach consensus was needed for some complex cases with independent review by the panel being more clearly articulated.

Chris Champion commented that the concept of a panel would still exist in the new Strategy but with a different name. Members agreed that points 3.2 and 3.3 of the policy looked discretionary and that the difference between the role of the Research Integrity Team and the panel was not clear.

ACTION: Council to provide feedback to Chris Champion on the new Conflict of Interest Policy for Chris to report back to Karla.

ACTION: Jo Morrison to forward the emails about the concerns around the new COI Strategy to Chris Champion. Chris Champion to follow up with Karla on the points raised by Jo Morrison (3.2 and 3.3 "Appeals" of the Policy) and/or any other comments made by the Council and to provide an official answer to the Council.

Geographic Groups

Both Geographic-groups Reps had sent apologies for this meeting therefore there were no updates.

Consumers

Rachel thanked everyone for the feedback on the Consumers Strategy draft paper. She updated the Council on her work with Richard Morley, Consumers Engagement Officer, to make sure the Executive aligned with the new Strategy as well as on the plans to revisit the governance arrangements. She gave an update on the Consumers Executive now down to 4 members and on the discussions around the need for an election or a co-option of members.

4. Papers discussion: Authors Forum, Council Communication Strategy with Muriah Umoquit and Consumers Strategy paper

Three papers had been included for discussion:

- One page on Authors Forum
- Council Communication Strategy paper (Analytics document)
- Consumer Strategy paper (audit of Cochrane's support for consumers)

Authors Forum

Chris Champion provided some context to the paper. A one pager had been sent to the Authors' reps for consideration. The Authors constituency was very large and asking for feedback was generally very difficult, so it was agreed to create a small voluntary sub-group of authors to interact with the Authors' representatives directly. Authors would be made aware of such group and they would have a chance to join to get the communications from the authors' reps and to feedback to them in preparation of the meetings. Chris and his team were in the process of setting this whole process up from a technical point of view prior to being announced to the Authors' community. One of the positive implications would be that many authors that didn't have any additional role in Cochrane, would get involved and felt more engaged in the organisation.

It was also agreed that "Authors Forum" was not a good name for it and Chris welcomed name suggestions from members.

Chris clarified that geographical diversity in the sub-group would be also ensured as well as making sure authors involved in the editorial process would also be part of it.

Council Communication Strategy Paper (Analytics of the website)

A Council Communication Strategy Paper had been put together, approved and published on the Council page website. The aim of the paper was to clarify the pathways and the expectations for standard communication to the constituencies as members of the Council.

Muriah Umoquit joined the call to discuss the analytics of the Council page on the website. Craig explained that Muriah was the primary contact for support in communication and that she has sent him the analytics of the visits to the Council page of the website. The Council web page attracted a fair number of visitors who spent a good amount of time reading the documents, the minutes and the reports. This was a good sign that the work of the Council as an advisory body was considered important and the work produced was taken seriously by the Community.

Consumer Strategy paper

Craig praised the very good feedback on the Consumers Strategy Draft Paper and the item was considered discussed and closed.

Rachel Plachcinski added that a second document put together had been an audit of the commitments that Cochrane had taken with the Consumers. Jo Morrison commented that it was unclear at this stage how to measure if the expectations were being met and who would be responsible for this evaluation.

Chris Champion commented that the Consumer Engagement Officer had a role in evaluating the data and in checking on the processes and that with high-level elements such as the Principles, consumers' involvement was key. The Consumer Strategy could not sit on the website without any link to the Organisational Strategic Framework and not being monitored reported on and evaluated.

Having the Council a duty to provide feedback and to help identify areas of concerns, Craig proposed to Rachel to draft a response in order to identify the missing piece in the link between the Consumer Strategy and the Organisational Strategy.

Members agreed that it was important to clarify how the work done would be measured and whether this was something to feed back to the Board. It was difficult to frame principles as being met rather than actions.

ACTION: Rachel to draft a response to identify the missing link between the Consumer Strategy and the Organisational Strategy.

5. COVID-19 discussion

Craig recognised and praised the huge amount of work done by the CET Editorial Department led by Karla Soares-Weiser and the Knowledge Translation (KT) team, as well as the CET as a whole. He invited members to provide an update on the work related to COVID-19 in their constituencies.

- Information Specialists: work on the special COVID-19 Registry to catch all COVID-related research and PICO annotation work.
- Fields: user-related area, distribution and dissemination of KT products and identifying topics of concerns from clinical practice. Topic prioritization for Cochrane's rapid reviews.
- *[Chris Champion reported on the work done by the Geo-graphic Groups]:* Geographic Groups had contributed to the production of rapid reviews on the COVID-19 response.
- Consumers: a group formed by 100 consumers had been developed for a rapid response consumers group.
- Senior Management Team (SMT) Update from Chris Champion: the Crowd COVID-quest was launched, the Crowd team was screening data (10,000 records), DTA reviews (e.g. antibody DTA test review); the SMT had been learning from partners such as WHO and it received praises for the responsiveness and the quality of the work done with the type of evidence provided. Important to meet the stakeholders' needs and having seen directly the impact from working with government agencies on policy decisions.

Craig informed members of the initiative of Mac Masters University to set up a Network called COVID-END of which steering group he was a member; this was a model comprised of seven working groups on: 1. scoping 2. engaging 3. digitalising 3. synthesizing 4. developing recommendations, 5. packaging and 6. sustaining implantation arising from evidence sources; this aligned with the KT Strategy in thinking about different stakeholders.

An evaluation plan was on the agenda.

Upon Rene's suggestion, Council members requested to formally put in writing the Council's praise for the Central Executive Team as a whole for the work done and the support provided on COVID-19.

6. AOB and Council Only time

CET members Chris Champion, Veronica Bonfigli and Muriah Umoquit 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-----