



Council Meeting Minutes

Wednesday 4 December 2019, Teleconference (amended as of 20th April 2020)
Approved at the 21st April 2020 Teleconference

Council Members present:	Representing:
Agustin Ciapponi	Authors
María Ximena Rojas Reyes	Authors
Maria-Inti Metzendorf	Information Specialists (CISs)
Rene Spijker	Information Specialists (CISs)
Lotty Hoof	Geographic Group Directors
Erik von Elm	Geographic Group Directors
Rachel Plachcinski	Consumers
Helen Bulbeck	Consumers
Craig Lockwood	Fields & Co-Chair
Liz Dooley	Managing Editors (MEs)
Gail Quinn	Managing Editors (MEs)
Miranda Langendam	Methods & Co-Chair
Graziella Filippini	Co-ordinating Editors (Co-Eds)
Central Executive Team present:	
Lucie Binder	Head of Governance and Strategy
Chris Champion	Head of People Services
Apologies:	
Veronica Bonfigli	Governance Officer
Stefano Negrini	Fields
Yemisi Takwoingi	Methods
Absent:	
Robert Dellavalle	Co-ordinating Editors (Co-Eds) <i>*Robert Dellavalle requested a revision to this draft to include the comment that he did not receive an invite to the meeting and therefore he was not able to attend nor send apologies*</i>

1. Welcome. Apologies. Absent. Approval of Agenda

Council Co-Chairs Craig Lockwood and Miranda Langendam opened the meeting and welcomed everyone. Apologies were received as listed above. The Agenda for the meeting was approved. The Minutes from the September teleconference were approved.

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

The climate change paper put together by Erik von Elm and Maria-Inti Metzendorf and circulated to Council for comments was added as an AOB item.

As most group updates had been presented and discussed at the informal Council meeting in Santiago, Council members agreed to only listen to updates from members who had not been present in Santiago.

ACTION: Veronica to re-circulate the informal notes from the Santiago meeting to Council members.

3. Review of the action items from previous teleconferences and the Santiago informal meeting

The actions from the last meetings were discussed:

001-Council members to promote the KT working groups and encourage people to join.

The Co-Chairs informed members that this piece of work was on-going, and they invited members to assist with the dissemination of the KT checklist.

ACTION: Co-Chairs to disseminate the KT checklist to members for them to assist with its dissemination.

002- Council to provide feedback to Craig Lockwood on the communication document.

Craig informed members that he had received very good feedback to improve the quality of the document. Interesting issues had been raised, especially around how to understand communication, how to define the responsibilities and how to conceptualize the governance frameworks and mechanisms already existing.

There had been strong opinions on who should be responsible for the communication in each group and the intention was to standardise some of the comments for the paper to be ready for discussion at the Manchester meetings.

Council would have to clarify some of the uncertainties and reach a full consensus on the paper, ideally to make it a policy document formally submitted by the Council.

The final draft of the document would be circulated ahead of the Manchester meetings for better identify the areas of concern.

The lack of a Co-Eds' and Authors' Exec raised the issue of how to communicate properly with Co-Eds and Authors and there were discussions around how the Senior Management Team (SMT) could help facilitate this process.

On this topic, Lucie Binder suggested to re-establish the Authors' forum for authors as they were considered an asset for Cochrane. It was agreed that it was essential to improve the communication within each specific review group to make sure that issues were raised at appropriate levels. The Central Executive Team would help set up the right channels and the Council would bring up issues coming from the review groups; these would be a substantive business item to be considered by the Council and by the Board at a higher level.

Miranda suggested to add a bullet point to the Communication document to outline how each group communicate within its constituency.

ACTION: Lucie to get in touch with Toby Lasserson, Deputy Editor-in-Chief, to assess how best to communicate with the Co-Eds on editorial matters.

ACTION: Craig to add a bullet point to the Communication document to outline how each group communicate within its constituency.

003- Council Co-Chairs to circulate the new terms of reference for comments.

The Co-Chairs informed members that the new terms of reference would be ready for discussion at the Manchester meeting.

4. Draft Conflict of Interest Policy

Concerns were raised around consumers not been properly represented in the Conflict of Interest policy document.

ACTION: Council to provide feedback on the draft of the conflict of interest before the end of the week (i.e before Christmas).

5. Communication document

The broad plan was to collect as much feedback as possible to inform the communication in Manchester. The document would be circulated and tabled before the Manchester meetings.

6. Updates from the groups

Only groups who had not presented a report in Santiago contributed to this item.

Consumers

Rachel Plachcinski reported for the Consumers group.

- A meeting with Richard Morley, Consumer Engagement Officer, had been scheduled to help the Consumers' Exec think about strategies and put together a report on cross-cutting issues.
- The wider executive was keeping a focus on expanding the consumer community and exploring various ways the identify areas to focus on. A special need to review the policy of stipends and how to make a better use of them to reward consumers had been identified.
- Consumers were also wondering if there would be a patient included theme at the Toronto Colloquium and they suggested that the patients-included theme could be a recurring one.

ACTION: Co-Chairs to check if there would be a patient-included theme at the Toronto Colloquium.

Geo-geographic Groups

Erik von Elm reported for the Geo-geographic Groups:

- The Geographic-Group Exec has recently appointed new members. These were: Matteo Bruschetti (Cochrane Sweden), Malgorzata Bala (Cochrane Poland) and Juan Franco (Cochrane Argentina). During the call, members had discussed the responses to the self-assessment of the Execs. The Exec was also considering applications from new Affiliates, Associate Centres and Centres.
- A policy discussed by the Geo-geographic group Exec that would soon be relevant to the Council was the spokesperson policy.
- One of the new topics on the next agenda would be sustainable funding.

Information Specialists

Rene Spijker reported for the Information Specialists:

- One of the topics considered by the Exec with the support of Chris Champion was to establish how much time was been allocated to each Information Specialist within each review group.
- The Exec was also focusing on doing more research and they were on an advanced stage of getting a representative as a Co-Convenor on the Information Retrieval Methods Group.
- The Exec was also working on compiling a Methodology Register for Information Specialists.

7. Updates from CET: Review of the Execs and Author survey

Lucie Binder and Chris Champion briefly described their new roles as: Head of Governance and Strategy (Lucie Binder) and Head of People Services (Chris Champion).

They listed the priorities identified for the year ahead and gave updates accordingly:

- 2021 Priority on Governance improvements (Articles of Association and new policies) and the post 2020 Strategy;
- Review of the Execs: the deadline had been extended to the week after next (i.e. before Christmas) and the next steps would be 1. to pull out the data; 2. to schedule a call with the working group made up of Council members; 3. to set the recommendations; 4. To identify how the SMT could support the strategic initiatives of the Execs.
- Authors' survey: there had been no time to discuss the report in Santiago. Chris Champion had envisaged a discussion on the report and was unsure what the best approach moving forward would be: 1. A face-to-face discussion on the report at the Governance Meetings or an hour teleconference to discuss the Authors' survey item only.

ACTION: Lucie and Chris to have a call with Miranda and Craig to discuss the best approach to take the Authors' survey report forward.

8. Council Membership Constituency changes

Having all the execs a different election process, representatives from each Exec had been personally contacted by Veronica Bonfigli to discuss how to run the election process to elect new members to the Council.

The timeline of the election process would ensure that each group would have its new members in place by the Manchester Governance Meetings.

Chris Champion informed members that one of the biggest priorities of his new department would be to focus on the induction process for all members involved in the work for Cochrane.

Induction to newly elected Council members would also be piloted.

9. AOB

The paper on climate change put together by Erik von Elm and Maria-Inti Metzendorf was discussed as an AOB item. Maria-Inti stressed the importance for people to familiarize with climate changes especially with the impacts on public health and health systems and how Cochrane meant to respond to this crisis as an organization operating in the health sector.

The paper stressed out the importance to include climate change as a cross-cutting priority in the post 2020 Strategy and the suggestion made was to create a task force or working group focusing solely on this topic. Members were invited to comment and provide feedback.

Lucie Binder commented that the Events, Meetings and Colloquia Working Group made up by Board members with one voluntary representative from the Council (Robert Dellavalle) was very much focused on the environmental impact of events, having the climate change as an item at the top of their agenda.

Members were invited to provide Maria-Inti and Erik some feedback on the paper as soon as possible to inform the discussion and to plan how to take the issue forward.

ACTION: Members to provide feedback to Erik and Maria-Inti on the climate change paper.

10. Council Only Time

CET members Chris Champion and Lucie Binder 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	Date Added	Date Completed
2.	Veronica to re-circulate the informal notes from the Santiago meeting to Council members.	4 December 2019	
3.	Co-Chairs to disseminate the KT checklist to members for them to assist with its dissemination.	4 December 2019	
3.	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	
3.	Craig to add a bullet point to the Communication document to outline how each group communicate within its constituency.	4 December 2019	
4.	Council to provide feedback on the draft of the conflict of interest before the end of the week.	4 December 2019	
6.	Co-Chairs to check if there would be a patient-included theme at the Toronto Colloquium.	4 December 2019	
7.	Lucie and Chris to have a call with Miranda and Craig to discuss the best approach to take the Authors' survey report forward.	4 December 2019	
9.	Members to provide feedback to Erik and Maria-Inti on the climate change paper.	4 December 2019	