Terms of Reference for the Cochrane and G-I-N Partnership Advisory Group

February 2017

Purpose

The Cochrane and G-I-N Partnership Advisory Group provides strategic guidance to further the relationship and collaboration between Cochrane and G-I-N.

Objectives

The objectives of the Partnership Advisory Group are to:

* Provide guidance on strategies to strengthen the relationships and timely interactions between guideline and systematic review developers;
* Inform Cochrane and G-I-N on key developments in evidence synthesis that may impact the partnership;
* Act as advocate for the partnership within the Cochrane and G-I-N communities;
* Communicate about the partnership in relevant fora, meetings, and other public opportunities.

Accountability and reporting

* Produce semi-annual written reports for the Cochrane and the G-I-N Boards;
* Agree on an annual work plan for the Cochrane/G-I-N partnership;
* Hold a yearly face-to-face meeting at a Cochrane Colloquium or G-I-N conference.

Membership

**Composition**

Six members, three from each organization, with the following representation:

* Two co-chairs (1 G-I-N member, 1 Cochrane appointment);
* G-I-N Trustee: at least 1, who will act as Board Liaison, may be a co-chair;
* Additional members: up to 2 G-I-N representatives (G-I-N organizational or individual members) and up to 2 Cochrane representatives.

**Terms of service**

* Chair: 2 years, renewable up to twice;
* Members: 2 years, renewable once;
* Selection: new members and chair-elect proposed by existing partnership advisory group and confirmed by the G-I-N Board of Trustees and Cochrane.

The Cochrane Advocacy and Partnerships Officer will act as secretary to the Partnership Advisory Group.

Decision-making

* The Partnership Advisory Group provides strategic and technical guidance to the Cochrane Partnerships Coordinator and G-I-N Executive Officer for any issues arising from delivering the activities as specified in the MoU.
* The Cochrane Partnerships Coordinator and G-I-N Executive Officer decide jointly on more operational level decisions within the defined work plan. If required, they can take decisions that are more strategic in nature to the Partnership Advisory Group to obtain their advice.
* The Partnership Advisory Group aims to take decisions by consensus.
* The Partnership Advisory Group may call upon additional technical expertise from the Cochrane and G-I-N networks when needed.
* If the Partnership Advisory Group does not manage to reach consensus on an issue, or considers a decision to be made too important for decision at Partnership Advisory Group level, the co-chairs of the Partnership Advisory Group will bring the issue to the attention of Cochrane’s senior management – and if necessary, the Cochrane Board – and the G-I-N Board who will take a final decision. In addition, the Partnership Advisory Group will update the Cochrane and G-I-N Boards regularly on any issues arising from the partnership that are of strategic importance to the organizations.

Meetings and communication

* The Partnership Advisory Group aims to meet four times a year:
  + One face-to-face meeting during a Cochrane Colloquium or G-I-N conference.
  + Three telephone conferences.
* Regular partnerships news and updates will be posted on the Cochrane and G-I-N websites.

Responsibilities of Partnership Advisory Group members

* Attend at least two out of the four meetings per year.
* Be responsive to email requests for advice and input.
* Comment and approve the written reports and the annual plan of work of the Partnership Advisory Group.
* Scout for new opportunities of expanding the partnership activities, and could include joint research and funding opportunities
* Maintain a vision for overall aims & objectives of Cochrane/ G-I-N partnership.