



Council Meeting Minutes

Thursday 8 May 2019, Teleconference

Approved on 29th May 2019

Council Members present:

	Authors
Agustin Ciapponi	
Maria-Inti Metzendorf	Information Specialists (CISs)
Graziella Filippini	Co-ordinating Editors (Co-Eds)
Robert Dellavalle	Co-ordinating Editors (Co-Eds)
Craig Lockwood	Fields & Co-Chair
Gail Quinn	Managing Editors (MEs)
Miranda Langendam	Methods & Co-Chair
Yemisi Takwoingi	Methods

Central Executive Team present:

Lucie Binder	Senior Advisor to the CEO (Governance & Management)
Veronica Bonfigli	Governance Officer
Chris Champion	Head of Membership, Learning & Support Services

Apologies:

Sara Yaron	Consumers
Liz Dooley	Managing Editors (MEs)
Rene Spijker	Information Specialists (CISs)
Lotty Hooft	Geographically-orientated Groups
Erik von Elm	Geographically-orientated Groups
María Ximena Rojas Reyes	Authors

1. Welcome. Apologies. Approval of agenda

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

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

Lucie Binder informed members that the Council was scheduled to meet at the Colloquium in Santiago de Chile on 25th October (PM)- 26th October (AM).

She explained that this was the first time the Council would officially meet at a Colloquium and these dates had been chosen so that the Board and the Council would meet on different days; this would facilitate the attendance of the Senior Management Team members to both Council and Board meetings. Members agreed this was the right approach. She reminded members that they would be expected to contribute to the presentations and that the Colloquium would focus on diversity.

She also reminded members about the Council's policy for travel: the accommodation and the flights (economy only) would be covered.

ACTION: Lucie to check if the Colloquium registration would be covered by the budget set aside for the Council.

ACTION: Veronica Bonfigli to circulate an email to members providing info on the logistics for the Colloquium; Veronica to also send out outlook calendar invites for the Council's meeting at the Colloquium.

3. Approval of the Minutes from the Krakow meeting on 4th April 2019

The Co-Chairs asked members whether there were any comments on the Minutes from the Krakow meeting. The following edits were required:

1. To better specify that the Council discussed at length the difficulty to contact authors and ways to reinforce the communication. Forums, whose use needed implementation, were only one of the possible options, but Council was open to suggestions.
2. To clarify that the suggestion to set up a technical advisory group for the implementation of RevMan web came from the Methods Exec.

The minutes were approved, provided the suggested edits.

ACTION: Veronica to edit the minutes and publish them on the website.

ACTION: The Council Co-Chairs to prepare a community summary of the Krakow meeting and send it to Veronica and Lucie to publish on the website.

4. Review of the status of the actions arising from the Krakow meeting

4.1 Cochrane Affiliation

Erik von Elm and Lotty Hooft were not present at the meeting, therefore this agenda item was not discussed.

Lucie Binder explained that Sylvia de Haan and Jo Anthony were awaiting edits and comments from the Centre Directors on how the best way was to show and use their affiliation(s) as part of work to make clarifications to the Spokesperson Policy.

Members agreed to continue this discussion via email.

ACTION: Miranda to check with Erik and Lotty if they wanted to keep the Cochrane affiliation topic as an agenda item for the Council to discuss at the next teleconference and as a topic for the Council's future work.

4.2 Plain Language Summaries (PLS)

The Co-Chairs spoke to the business discussed at their regular teleconferences with Senior Management Team (SMT) members Lucie Binder, Chris Champion, David Tovey and Mark Wilson.

Work on Plain Language Summaries (PLS) would be a key item for the SMT; there was a plan to work on a new format with different infographics. An advisory board would be established to inform the new format and one person from the Council would be invited to attend the meetings; more information would follow.

There were exchanges of views on whether it was important to keep the PLS as an agenda item for future meetings. In this regard, Chris Champion assured members that the PLS was a priority for Cochrane and a lot of work still needed to be done. It was important that the Council kept it on the radar to check whether the Central Executive Team (CET) was delivering and making sure the Community was aware that its voice was heard.

There were suggestions to have a consultation in the community once a first draft of the new PLS was finalized; this would provide an opportunity for authors to provide feedback. Members also commented on the possibility of having different PLS templates tailored according to the group.

Members agreed PLS should be kept as an agenda item for further discussions.

ACTION: Chris Champion and the Council Co-Chairs to put together a summary of what was discussed during the Council Co-Chairs/SMT catch up in terms of future steps for the PLS to make people aware of the work that had been done and was planned to be done in the future.

4.3 Code of conduct session: follow-up

Feedback on the session had been very positive.

Craig updated members on the work he was carrying out with the feedback from the session. He was currently analyzing this feedback and would be working on next steps in the coming weeks.

ACTION: The Co-Chairs to circulate a summary of the results from the Code of Conduct session in Krakow along with a plan for next steps

4.4 Recruiting and retaining authors: next steps

Chris Champion explained that, since the last authors' survey had taken place eleven years before, it would be sensible to circulate a new survey so that the Council could work with new data to add to the paper already submitted to the SMT.

Miranda asked Chris to consider the problem of contacting authors when putting together the questions.

ACTION: Chris Champion to circulate to the Council the survey questions to authors which will be published by the end of the month.

In terms of recruiting and retaining authors, members had agreed in Krakow to take a two-step approach and Rene Spijker volunteered to put together a paper.

Rene Spijker was not present at the meeting, therefore progress on the paper was not discussed.

ACTION: Miranda to send Rene an email to check the status of the paper and check with him his plan of action to present to Council first and then to the Board. The plan would need to specify the members' involvement.

ACTION: Council to review the recommendations that the Senior Management Team had outlined in their paper in response to the Council's authors paper.

4.5 Council's terms of reference: update

Miranda Langendam gave an update on her work on the terms of reference. She would circulate a revised draft of the paper in the next months for feedback, so that the terms could be discussed as an agenda item in Santiago.

ACTION: Miranda to circulate a revised draft of the terms of reference to Council for feedback.

4.6 Examples of funding in organisations like Cochrane: update

At the Krakow meeting members had discussed the various types of funding to the organizations and Maria-Inti had volunteered to put together a paper that would analyze examples of funding in organizations like Cochrane. The work was in progress and she would present the paper to members at the August teleconference. Bob Dellavalle volunteered to help her.

ACTION: Maria-Inti to put together a paper that analyses examples of funding in organizations like Cochrane.

ACTION: Miranda to ask Rene Spijker to clarify what he meant with the term “governance plan”.

ACTION: Rene’ Spijker to send members a publicly available governance plan.

5. Any Other Business

Craig informed members that there were planned elections to appoint the second Council representative for the Fields via an online poll. Results would be announced at the end of May.

Members were also informed that the new Consumers Executive had convened; a new Consumer representative would join the Council in the next weeks.

The Co-Chairs thanked everyone for their participation and closed the teleconference.

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Summary of Actions requested during the meeting

Agenda Item	Action
2.	Lucie to check if the Colloquium registration would be covered by the budget set aside for the Council.
2.	Veronica Bonfigli to circulate an email to members providing info on the logistics for the Colloquium; Veronica to also send out outlook calendar invites for the Council’s meeting at the Colloquium.
3.	Veronica to edit the minutes and publish them on the website.
3.	The Council Co-Chairs to prepare a summary of the Krakow meeting and send it to Veronica and Lucie to publish on the website.
4.1.	Miranda to check with Erik and Lotty if they wanted to keep the Cochrane affiliation topic as an agenda item for the Council to discuss at the next teleconference and as a topic for the Council’s future work.
4.2.	Chris Champion and the Council Co-Chairs to put together a summary of what was discussed during the Council Co-Chairs/SMT catch up in terms of future steps for the PLS to make people aware of the work that had been done and was planned to be done in the future.
4.3.	The Co-Chairs to circulate a summary of the results conducted using the feedback from the Code of Conduct session in Krakow.
4.4.	Chris Champion to circulate to the Council the survey questions to authors which will be published by the end of the month.
4.4.	Miranda to send Rene an email to check the status of the paper and check with him his plan of action to present to Council first and then to the Board. The plan would need to specify the members’ involvement.
4.4.	Council to review the recommendations that the SMT had outlined in their paper in response to the Council’s authors paper.
4.5.	Miranda to circulate a revised draft of the terms of reference to Council for feedback.
4.6.	Maria-Inti to put together a paper that analyses examples of funding in organizations like Cochrane.

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