

# Advisory Group Expressions of interest

## Diversity and inclusion in Cochrane: Listening and Learning

We are seeking members of the Cochrane Community with an interest in diversity and inclusion to put themselves forward for this Advisory Group which will support and advise on this important area of work.

### Background

Being global and diverse has always been an important part of Cochrane. Our [Principles](#) highlight the importance of diversity and inclusion within the organization through the objectives *Enabling Wide Participation Promoting Access* and *Striving for Relevance*. These principles were also picked up in Cochrane's [Strategy to 2020](#) with a stated objective to '*become a truly global organization by establishing a Cochrane organizational presence in all regions, building capacity in low- and middle-income countries; promoting gender, linguistic and geographic diversity; and enabling generational change*' (Goal 4, Global and Diverse).

The 2019 Colloquium in Santiago was scheduled to be an event centred around diversity and inclusion in Cochrane and there were many important sessions scheduled to explore the challenges that Cochrane faces in this area. Unfortunately, that Colloquium was unable to go ahead, and we lost an important opportunity to have open conversations about diversity and inclusion in Cochrane as a community.

Despite this setback, diversity and inclusion has continued to be a priority for the Governing Board and the whole Cochrane leadership. Following discussions about how we can make progress in this area, we have decided that the first step is to undertake a process of reflection to understand the current state of diversity and inclusion in Cochrane.

We hope that this process will generate the information we require to make decisions on where we can learn, improve, and develop as an organisation. Ultimately, it will help us set out our ambition for what it means for Cochrane to be more diverse and inclusive.

We refer to diversity and inclusion throughout this document, as we believe that diversity without inclusion is not meaningful; we want to have a diverse community of people who feel included and able to fully participate.

For the purposes of this exercise, we understand diversity to be a very broad term that includes, but is not limited to, consideration of: gender, age, disability, ethnicity, religion, sexual orientation, socioeconomic status, language, and place of residence or origin.

This initial project is the first step in a broader programme of work around diversity and inclusion that will be defined following completion of this project.

## Initial Project Proposal

We propose to undertake a ‘listening and learning’ exercise to capture Cochrane members and supporters’ experiences, thoughts, and recommendations for future action on expanding diversity and inclusion in the organization. This exercise will involve:

- A data gathering exercise that builds a picture of the state of diversity and inclusion as well as gathering personal experiences using surveys, interviews, and data we hold in our systems.
- Gathering suggestions and ideas on how we can make Cochrane more diverse and inclusive in our activities, management and governance structures and personnel, and the language we use.
- Exploring and discussing what our specific ambitions should be for diversity within Cochrane. What data and evidence do we have on diversity in the organization and what associated metrics could be tracked in future.

## Establishing an advisory group

We want to establish an advisory group of members of the Cochrane Community to advise the team leading this work. We aspire to establish an advisory group that is itself a diverse group of people.

This advisory group will provide valuable feedback and guidance throughout the process.

We expect to receive more expressions of interest than we have space for on the advisory group, so there will need to be a selection process. We want to create a diverse advisory group that brings as broad a range of perspectives as possible.

The Programme Board will make the decisions on who is selected for the advisory group.

## Process for applying

If you would like to apply to be a member of the advisory group then please email Chris Champion ([cchampion@cochrane.org](mailto:cchampion@cochrane.org)) with your answers to the following questions (up to 200 words per question) by March 15, 2021.

1. What is your motivation for getting involved in this advisory group?
2. What specific skills and expertise would you bring to the advisory group?
3. Do you have any specific diversity interests, e.g., an interest in linguistic diversity?

# Appendix A: Terms of Reference for the Advisory Group

## 1 Scope & Role

To provide advice and guidance to the project team and Programme board to ensure that the initiative is undertaken appropriately, and that community input is present at all stages of the initiative.

## 2 General

### a. Membership

The Advisory Group shall be comprised of approximately 12 members. Meetings of the advisory group will be attended by members of the project team and Programme board as appropriate.

### b. Convenor/Chair

One member of the advisory group will be invited to chair the group and become part of the Programme Board. The chair of the meeting will be supported by Chris Champion and project team members in the organisation and running of meetings.

### c. Agenda Items

All members are entitled to raise agenda items at any point. However, where there is a scheduled meeting, agenda items should be submitted to the Chair at least 5 days before the meeting.

### d. Minutes & Meeting Papers

The notes of each Advisory Group meeting will be prepared by a Central Executive Team member.

Full copies of the Notes, including attachments, shall be provided to all Group members no later than 5 working days following each meeting.

The Notes of each meeting will be filed in an accessible location for all members.

### e. Frequency of Meetings

The Advisory Group will meet as required at key milestones where there is content to discuss or feedback required. We would anticipate between 4 and 6 meetings for the advisory group during the initial project, which will extend throughout 2021.

### f. Decision making authority

This Group will have an advisory role and so will not have authority to take decisions. Decisions will be taken by the Programme Board following advice from this group.

# Appendix B: Context of the Advisory group: ways of working

## Programme Board

This initiative will be led by a Programme Board who will have decision-making authority. This Board will consist of representatives from the Governing Board, Cochrane Council, and Senior Management Team, in order that the three key leadership groups in Cochrane all have a role in this. The chair of the advisory group will also be included as a member of the Programme Board.

The Programme Board members are:

- Tracey Howe, Co-Chair, Governing Board
- Juan Franco, Member, Governing Board
- Miranda Langendam, Co-Chair, Council
- Chris Champion, Senior Management Team
- TBC, Chair of Advisory Group

## Project team

The Project Team will be the group undertaking the consultation work.

Sponsor: Mark Wilson, CEO

Project lead: Chris Champion, Head of People Services

Subject matter experts: [TBC]

Additional support/engagement: [TBC]

This exercise will require qualitative analysis skills and an understanding of Cochrane as an organization, so our preference will be to work with a community group who have such skills to conduct this exercise. This Group along with relevant Central Executive Team members will make up the project team working on this initiative.