

Cochrane Brain, Nerves and Mind Network

Two-year Strategic Workplan
2018-2020



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1 Introduction

Cochrane Review Networks have been formed to help overcome the challenges that Cochrane faces in review production, thereby ensuring high quality reviews that are produced through timely editorial publication processes and guided by a prioritisation of topics of interest to stakeholders. This strategic plan outlines planned activities of the Cochrane Brain, Nerves and Mind Network to support the work of Cochrane Review Groups that produce reviews on many topics related to brain, nerve, and mind conditions. These activities are planned for the period of two years covering September 2018 through August 2020.

1.1 Background on Cochrane Brain, Nerves and Mind Network

The Cochrane Brain, Nerves and Mind Network consists of nine Cochrane Review Groups:

Group	Scope
Common Mental Disorders	Prevention and management of a range of mental disorders, including depression, anxiety, eating disorders, somatoform disorders and suicide.
Dementia and Cognitive Improvement	Prevention, treatment, and management of acute or chronic acquired cognitive impairments, their manifestations and complications, and the care of people affected
Developmental, Psychosocial and Learning Problems	Range of medical, social, educational and socio-legal problems, such as developmental and psychosocial problems of childhood and adolescence, learning problems across the lifespan, and personality disorders and adult offending. Includes social and policy interventions impacting the development of children and adolescents.
Drugs and Alcohol	Active interventions (prevention, treatment and rehabilitation) aimed at reducing actual or potential for harm directly related to the use of different dependence-producing substances
Epilepsy	Prevention and management of childhood and adulthood seizures and epilepsy
Movement Disorders	Focus on conditions such as idiopathic Parkinson's disease, progressive supranuclear palsy, multiple system atrophy and other akinetic-rigid syndromes, Huntington's disease, dystonia, tremor, and tic disorders
Multiple Sclerosis and Rare Diseases of the CNS	Prevention, treatment, rehabilitation and palliative care of multiple sclerosis and interventions related to rare diseases of the central nervous system
Neuromuscular	Interventions covering the range of neuromuscular diseases and tests of diagnostic accuracy for neuromuscular disease, including amyotrophic lateral sclerosis/motor neuron disease, peripheral nerve disorders, myasthenia gravis and neuromuscular function disorders, and muscle disease
Schizophrenia	Prevention, treatment and rehabilitation of people with non-affective, functional, psychotic illnesses

1.2 Network leadership and support

The Cochrane Brain Nerves and Mind Network is led by a Senior Editor, Professor Christopher Eccleston, professor of psychology, based at the Department for Health Centre for Pain Research, University of Bath, UK. In his role as Senior Editor, Professor Eccleston takes primary responsibility in relation to strategic and operational activities to ensure the Objectives and Activities as outlined within this plan are addressed. He also serves as a member of the Editorial Board and contributes to developing the strategy and monitoring of the Cochrane Library. He liaises between the Network and the Editor in Chief, the Cochrane Executive Team, the Cochrane

Council, and Centres in relation to training, technology, knowledge translation, and innovations in Cochrane reviews.

The Associate Editor, Nuala Livingstone, Cochrane Editorial and Methods Department, serves in an operational role to support Review Groups as relates to the Objectives and Activities as outlined within, such as identifying quality issues in reviews, providing editorial support, identifying and supporting implementation of mechanisms to ensure high quality review standards and editorial processes, and fostering communication within Network and between the Network and other Cochrane groups, such as the Cochrane Executive Team.

Additional support for the production of priority reviews within the Network will be provided by The National Institute for Health Research (NIHR) Network Support Fellows. Support might take a variety of forms, including leading the author team in at least one network wide PICO (e.g., a cannaboids review), providing support for CRGs who wish to undertake more 'innovative' methods, assisting CRGs with completing high priority or problematic reviews, developing guidance documents for the network, and providing support for al CRGs during the development of their prioritisation process.

All members of the network will have the opportunity to draw on support from the Methods Support Unit, a new unit which will be initiated in 2019. This unit will provide hands on support for all CRGs and all Networks for a range of complex methodological issues and will be staffed with ± 2.0 FTE methodologists and statisticians. Further organisation details regarding this new unit will be shared with all CRGs once available

1.3 Governance and management

The Senior Editor is accountable to the Editor in Chief of the Cochrane Library, while the Associate Editor is accountable to the Senior Editor. Review Groups are accountable to the Editor in Chief via the Senior Editor. Senior Editors, with the Editor in Chief, are responsible for ensuring that each Review Group has a five-year accreditation process and any accountabilities of Review Groups to funding agencies are met. Parent institutions of Network leadership personnel hold no governance position in relation to Network activity.

2 Objectives and Workplan

2.1 Preamble

Five main objectives have been identified to guide the work of the Brain Nerves and Mind Network in supporting the member Cochrane Review Groups (CRGs):

1. Supporting review production and capacity
2. Evaluating Network scope and prioritisation of topics
3. Fostering collaboration within the Network and with the wider Cochrane community
4. Supporting knowledge translation to increase the impact of Cochrane reviews
5. Ensuring accountability and sustainability of the Network

Activities outlined below represent the key items that the Network will focus on over the next two years.

2.1.1 Objective 1. Support Review Production and Capacity

<p>The focus of this objective is to put processes and activities in place to ensure the development of high quality reviews in a timely manner, consistent and improved editorial processes, and to identify capacity-building needs and opportunities to accomplish those tasks.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
<p>Maintaining a high quality of reviews and continuing to build capacity cross the network.</p>	<ol style="list-style-type: none"> a. Develop standard network editorial process and quality standards/guidance document for use by editors and review authors. b. Schedule 60-minute voluntary Editorial web clinics for CRG members who wish to attend, led by Associate Editor, and to recur every 2 months. c. Associate Editor will be available 2.5 days a week for consultation, guidance and assistance. For example; 	<ol style="list-style-type: none"> i. Contact all network CRGs and ask to share current editorial practices (including how they use Archie, peer review, and existing quality standards/checklists used). ii. Associate Editor/network Fellow will collate existing documents to identify inconsistencies and create a single network standards/guidance document which will be available to all from a central repository (e.g., dropbox). iii. All CRGs will be encouraged to consider to recommended editorial processes outlined in this

	<ul style="list-style-type: none"> - Screening of high priority/problematic reviews when requested by the CRG - Consulting on individual editorial and methodological issues and concerns via email, or teleconference 	<p>document to streamline processes.</p> <ul style="list-style-type: none"> iv. Research all available Cochrane Resources, and create summary document that can point to the location of all resources. v. Poll CRGs to find preferred day & time for web clinic, and preferred list of potential topics of interest (by November 2018). vi. Each web clinic may adhere to the following agenda; <ul style="list-style-type: none"> - 10 min presentation from AE or invited guest (including members of the network, members of the Methods Support Unit, or Members of the Cochrane Training team) on a chosen topic of interest (e.g., SoF tables, drafting implications for practice/research, etc) - 10 min Q+A on topic - 20 min sharing good practice on any aspect of review - 20 min 'drop-in' issues that are urgent and need consultation vii. Issues discussed in the web clinic in each session will be summarised and made available to all (e.g., as a living Google document). viii. AE to outline which 2.5 days they will be available to work for the network each week. ix. When a request for screening is sent to the AE, CRGs should include a preferred date of return. Associate Editor will acknowledge receipt of request within one week.
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<p>Support the promotion of more innovative methods across the network.</p>	<p>a. Create a resource that allows CRGs to identify where they can seek help for innovative methods and potential collaborations across the network, and specifically which individuals may be appropriate to contact.</p>	<p>i. Poll CRGs to research;</p> <ul style="list-style-type: none"> - the different methods being used across the network in each CRG - the available methodological and content expertise available within each CRG - the desired innovative methods in which each CRG would like to become more involved <p>ii. Associate Editor will use this information to create a summary document, including a list of named experts in each area, and make this resource available to all, (e.g., as a living Google document).</p> <p>iii. Network team will consult with CET to identify ways in which they could support this activity, e.g., through guidance or training sessions.</p> <p>iv. Network team to collaborate with Method Support Unit and Methods Group in addressing this objective.</p>

<p>Develop Network consensus for author team skills and experience.</p>	<p>a. There is a need to reach network consensus on what is an appropriate balance between finding authors teams with the appropriate skills and experience, and the volunteer nature of the majority of Cochrane authors.</p>	<p>i. Network to share methodological and technical solutions to identify and support authors teams.</p>
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2.1.2 Objective 2. Evaluate Network scope and prioritisation of topics

<p>The focus of this objective is two-fold: (1) for Networks to evaluate scope, coverage, and potential gaps of the Network as a whole and (2) to specify what high priority questions/themes will be undertaken to produce reviews that cross-cut CRGs (including CRGs outside of Network) and are completed in a short time period, with support from the Fast Track Service and the time of the NIHR Network Fellows.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Assist CRGs in developing own prioritisation processes.	<p>a. Create resource that summarises different prioritisation processes undertaken by each CRG and the extent to which each CRG currently completing mandatory and desirable items from the guidance for priority setting document.</p>	<p>i. Consult with all CRGs and request any documentation they have on their own prioritisation process. Also consult with Knowledge Translation team for any similar documentation.</p> <p>ii. CRGs will also be asked to review the 'Cochrane Guidance on Priority Setting' document and inform the network team the extent to which they feel they as a CRG are completing 'mandatory' and 'desirable' items.</p> <p>iii. Based on these responses, Network Support Fellow will collate these responses and create a document which outlines examples of Best Practice across the network, which areas are being fulfilled, and by whom, as well as which areas are not being fulfilled and are required.</p> <p>iv. Network team will consult with the network and agree a plan for who will be addressing the missing items.</p>
Assist CRGs in publishing individual high priority reviews.	<p>a. Network team (Senior Editor/Associate Editor/Network Fellow) will provide aid, support and guidance when necessary to help CRGs</p>	<p>i. Each CRG will be asked to submit to the Network team all review titles within their CRG that are 'priority'.</p> <p>ii. CRGs should ensure their priorities also reflect the</p>

	<p>complete reviews that are high priority.</p> <p>b. The Network Support Fellow will be Involved In all reviews that are part of the Network Priority List.</p> <p>c. Network team will provide aid, support and guidance when necessary to help CRGs disseminate the results from their high priority reviews, with the assistance and support of the Knowledge Translation Working Group on priority settings.</p>	<p>priorities of relevant Cochrane Fields, and Stakeholders, such as WHO and NHS.</p> <p>iii. CRGs to be encouraged to alert the Senior Editor/Associate Editor/Network fellow if the priority reviews are facing difficulties.</p> <p>iv. Network team will explore options available that could help the CRG complete this review (including use of the Network Fellow, the Fast Track Service, other network members who may be in a position to help, etc).</p> <p>v. Network team to collaborate with and seek support from the Knowledge Translation team were appropriate.</p> <p>vi. CRGs who receive titles that are not priority for their own group but could be priority for the network are to alert the Network Team and seek assistance from them in finding a place for this topic.</p>
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2.1.3 Objective 3: Foster collaboration with Network and wider Cochrane community

The focus of this objective is implement regular communication with CRGs to ensure group cohesion and to address, in a timely fashion, the needs and priorities of member CRGs . Connection with the wider Cochrane community is also needed.		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Maintain clear and open communication with Network CRGs.	<ul style="list-style-type: none"> a. Face to face Network meetings will be planned for all upcoming Cochrane Colloquium and Governance Meetings. b. Additional, self-funded meetings will be organised if possible. c. Network Senior Editor to circulate monthly email newsletter. d. Network Senior Editor to Quarterly touch-base with each individual CRG via teleconference. e. CRGs will be encouraged to maintain existing links between CRGs both within the network, and outside the network. f. CRGs will be encouraged to share examples of Good Practice throughout the network. 	<ul style="list-style-type: none"> i. Cochrane Colloquium and Governance Meetings will likely always include a formal network meeting. In addition to this, we will also aim to plan an informal social meeting for all available network members during the meeting (e.g., 'Brain Nerves and Mind Network Dinner', etc). ii. Possible funding options for additional 'Brain Nerves and Mind' face to face meetings to be explored (including CRGs willingness to fund themselves). iii. Monthly email will summarise all the activities of the network in the last month and highlight any outstanding action points. iv. This quarterly meeting may take place during the CRGs monthly editorial meeting, or as a separate meeting, depending on attendee's availability. v. All members will be invited to provide additional feedback at any time throughout the year on the Networks in general by email or phone. This will help determine CRG satisfaction with Network support.

		vi. Network Team will support any new or existing relationships between CRGs. For example, If Information specialists wish to meet, or CRG methodologists, network team will provide support, and could host meetings using the Network GoToMeeting account.
Attendance at Network meetings for Senior and Associate Editors; Editorial Board meetings for Senior Editors.	a. Scheduled through CET.	<p>i. Notify CET if attendance not possible.</p> <p>ii. All relevant information received by Network team during these meetings to be disseminated to all CRGs within one week.</p>

2.1.4 Objective 4: Support knowledge translation to increase the impact of reviews

The focus of this objective is to outline a plan to increase the profile, use, and impact of Cochrane reviews produced by Networks by determining integrated knowledge translation and dissemination activities and ensuring access in appropriate formats for key stakeholders.		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Develop relationships with key stakeholder organizations.	<p>a. Develop prioritised list of key stakeholders.</p> <p>b. Consult with key stakeholders/guideline developers once a year.</p>	<p>i. Consult with CRGs to develop list of all key stakeholders (including existing relationships, and sought-after relationships).</p> <p>ii. For key stakeholders/guideline developers, solicit information on their production schedules and determine aspects of use/integration of Cochrane reviews to sort; coordination activities with Fast Track Service.</p>
Develop one Cochrane Network PICO across Network (starting 2019).	a. Choose one common health priority topic to prioritise and pilot as a	i. Consult with CRGs to develop list of potential topics.

	<p>'network' topic (for example 'cannabinoids-based medicines',) based on consultation with CRGs and key stakeholders.</p> <p>b. Develop reviews based on this 'network' topic.</p>	<p>ii. Network team to provide assistance for any existing reviews on this topic.</p> <p>iii. Any review titles that are not in existence, but which fit this priority will be developed in a team led by the Network Fellow.</p> <p>iv. All reviews relevant to this topic will be disseminated together (for example, as a webpage within the Network Website).</p>
<p>Agree and Develop Network Brand and Identity.</p>	<p>a. Agree on new name for network.</p> <p>b. Update network website to reflect identify.</p>	<p>i. Must ensure name reflects all CRGs and uses terminology that has currency outside of Cochrane and reflects Global Mission of Cochrane.</p> <p>ii. Draft list of potential options and circulate to CRGs for their comments. (Current alternatives include 'Mental Health and Nervous System', Neurology and Mental Health and 'Neuroscience and mental health').</p> <p>iii. The website can be updated once the name is agreed upon, as this will provide a clearer indicator of our network identity.</p> <p>iv. Additional online network presence could be developed and utilised (for example, Network Twitter Account, Network Facebook Page, etc.) to promote and disseminate the work of the network.</p>

		v. Network team to collaborate with and draw support from the Knowledge Translation team.
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2.1.5 Objective 5: Ensure accountability and sustainability of the Network

The focus of this objective is to outline information related to accountability to Cochrane and funders over the next two years and determinations of sustainability for future consideration .		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Set work plan for Network Support Fellow.	a. Tasks that the Network support fellow may be involved in include; <ul style="list-style-type: none"> - providing support for reviews that are part of the Network Priority List. - Providing Support for reviews that are developed as part of the Network PICO topic. - Providing support to Senior Editor and Associate editor in compiling summary documents as outlined in previous objectives 	i. Network fellow unlikely to be in post until after January.
Monitoring and submitting activity reports to Cochrane.	a. Use Cochrane template.	i. Complete as required. ii. Solicit request for information from among members CRGs to input into report. iii. Circulate draft for review 3 weeks before submission.
Ensure all network CRGs complete the re-accreditation process.	a. Provide Support for CRG during the accreditation process.	i. Ensure CRGs are aware that the Network Team are available for support and guidance during the reaccreditation process, including; <ul style="list-style-type: none"> - ensuring all CRGs have signed the Agreement

		<ul style="list-style-type: none"> - helping with their strategic plans - identifying key support needed per CRG in order to achieve the vision of priority, high quality, timely reviews (e.g., editors/authors training, policies and processes, etc)
Support CRG in their own plans for sustainability.	<ol style="list-style-type: none"> a. Provide guidance on sustainability plans. 	<ol style="list-style-type: none"> i. Poll CRGs to research different plans and existing guidance using for planning sustainability and succession. ii. Associate Editor/Network Fellow will use this information to create a summary document, and make this resource available to all, (e.g., as a living Google document).
Assist CRGs with funder opportunities and accountabilities.	<ol style="list-style-type: none"> a. Develop list of relevant websites to monitor. b. Feedback and input on accountability structures, where needed or strategic to do so. 	<ol style="list-style-type: none"> i. Determine plan with relevant CRG(s), as applicable. ii. CRG input; revisit list annually. iii. Track opportunities centrally. iv. One option to consider also would be to apply to the EU next year. This could fund a group of priority reviews to non-UK Groups also.
Report on Network sustainability		

3 Output Tracking

3.1 Preamble

This section summarises the activities undertaken and subsequent evaluation of those activities for the period of September 2018 through August 2020.

3.1.1 Objective 1. Support Review Production and Capacity

Activity	Purpose	Anticipated outputs	Year 1/2: Actuals	Qualitative evaluation of activities: Senior & Associate Editors / CRGs
Develop standard network quality standards/guidance document.	Maintaining a high quality of reviews and maintaining consistency across CRGs.	Collection of all CRG quality standard/checklists to be completed by February 2019. First draft of document created by May 2019 and circulated to CRGs for comment. Final version of document created September 2019.		
Bimonthly web clinics.	Methodological, editorial, production, technological aspects of CRG work. Address sharing of good practices, addressing issues, inconsistencies, new developments, tailored training.	Six sessions per year (one every two months) running at 90 minutes or less. First session to occur before the end of December 2018.		
Ad hoc consultations to CRG editorial bases.	Address ad hoc issues not addressed in monthly clinic.	As needed. Senior Editor available for 1 day per week. Associate Editor available for 2.5 days per		

		week. Network Fellow available for 5 days per week.		
Develop resource to assist CRGS with innovative new methods.	Help CRGs to identify where they can seek help for innovative methods and potential collaborations across the network, and how to transfer methods from Methods Groups to CRGs.	Associate Editor to develop template information gathering document and circulate to CRGs by October 2018. All CRGs to complete and return this document by December 2018. First draft of document created by January 2019 and circulated to CRGs.		

3.1.2 Objective 2. Evaluate Network scope and prioritization of topics

Activity	Purpose	Anticipated outputs	Year 1/2: Actuals	Qualitative evaluation of activities: Senior & Associate Editors / CRGs
Produce High Priority Reviews.	To ensure stakeholders needs are being met and provide assistance to CRGs were necessary.	<p>CRGs to submit their (current) list of priority reviews to Senior Editor by November 2018.</p> <p>Senior Editor to use these responses to develop a preliminary 'Network Priority Review List' by December 2018.</p> <p>A minimum of one to two priority reviews to be published within the network per year.</p>		
Disseminate High Priority reviews.	To ensure stakeholders are made aware of these reviews and provide assistance to CRGs were necessary.	Network Team to disseminate all high priority reviews in all available locations (including network website, network social media pages, etc) within one-week of publication of review in the Cochrane Library.		
Create resource that summarises different prioritisation processes undertaken by each CRG.	Assist CRGs in developing own prioritisation processes.	<p>Collection of all CRG prioritisation processes to be completed by March 2019.</p> <p>First draft of document created by June 2019 and</p>		

		circulated to CRGs for comment. Final version of document created September 2019.		
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3.1.3 Objective 3. Foster collaboration with Network and wider Cochrane community

Activity	Purpose	Anticipated outputs	Year 1/2: Actuals	Qualitative evaluation of activities: Senior & Associate Editors / CRGs
Network face-to-face meeting.	Opportunity to address Network priorities face-to-face.	<p>One event per year, duration 1-2 days.</p> <p>First event to take place in Edinburgh at September 2018 Cochrane Colloquium.</p> <p>Date and Location of second meeting to be agreed by Senior Editor by December 2018.</p> <p>Face-to-face meeting to take place in April 2019 as part of the Cochrane Governance Meetings in Krakow, Poland.</p>		
Monthly Network Email from the Senior Editor.	To summarise all the activities of the network in the last month and highlight any outstanding action points.	<p>Twelve emails per year (one per month).</p> <p>First email sent June 2018.</p>		
Quarterly webinar meeting between Network Senior Editor and CRGs.	To discuss ongoing network issues and determine CRGs satisfaction.	<p>Four meetings per year.</p> <p>First Meeting to take place November 2018.</p> <p>This quarterly meeting may take during the CRGs monthly editorial</p>		

		meeting, or as a separate meeting, depending on attendee's availability.		
Network meetings for Senior and Associate Editors.	Sharing and consistency across Networks; idea generation.	Monthly SE meetings; weekly AE meetings. All relevant information to be circulated to CRGs within one week of meeting.		

3.1.4 Objective 4. Support knowledge translation to increase the impact of reviews

Activity	Purpose	Anticipated outputs	Year 1/2: Actuals	Qualitative evaluation of activities: Senior & Associate Editors / CRGs
Develop prioritised list of key stakeholders and consult with top 5.	Foster collaboration; determine stakeholder priorities; potential partnerships.	List of key stakeholders to be complete by June 2019. Individual meetings with 5 organizations per year.		
Develop Cochrane PICO products.	Find a common topic and encourage collaboration across the whole network.	Choose one topics/PICOs by March 2019. Have draft plan for how they will be taken forward (e.g., existing reviews, and new reviews led by network fellow) by May 2019. Preliminary webpage describing this group of reviews to be live by September 2019.		
Agree and Develop the Network Brand.	To ensure all members of the network, and users of the network, have a clear and agreed sense of the network identity and scope.	Associate Editor to develop poll of potential names by October 2018. Senior Editor to circulate poll to all CRGs by November 2018. New name to be agreed by December 2018.		

		Website to be updated by March 2019.		
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3.1.5 Objective 5: Ensure accountability and sustainability of the Network

Activity	Purpose	Anticipated outputs	Year 1/2: Actuals	Qualitative evaluation of activities: Senior & Associate Editors / CRGs
Cochrane monitoring and activity reports.	Accountability to Cochrane for productivity.	Annual report (when required).		
Support CRG in their own plans for sustainability.	Provide support for CRG during the accreditation process and provide guidance on sustainability plans.	Complete poll of CRGs succession plans by July 2019. First draft of summary document created and circulated to CRGs for comment by September 2019.		
Assist CRGs with funder opportunities and accountabilities.	Provide support for CRG to adhere to ongoing funding requirements, and identify new opportunities, thus assisting their sustainability.	Develop list of relevant websites to monitor by October 2019.		