

Meeting of the Centre Directors' Board

Seoul, Republic of Korea

Sunday 23rd October 2016

Notes

Full minutes of CDs' Board meetings will no longer be taken. These Notes represent the new format for recording the meeting – with a summary of the decisions, actions, and key information items discussed.

MEETING CHAIRS:

Joerg Meerpohl, Steering Group (now Governing CDs' Board) representative

Mark Wilson, Chief Executive Officer

MEETING PARTICIPANTS:

Continent/ Country	Group name	Group type	Participants:
Africa			
Nigeria	Cochrane Nigeria	Associate Centre	1. Martin Meremikwu
South Africa	Cochrane South Africa	Centre	2. Tamara Kredo
Asia			
Bahrain	Cochrane Bahrain	Associate Centre	No representative
China	Cochrane China	Centre	3. Xin Sun 4. Joey Kwong
Hong Kong	Cochrane Hong Kong	Associate Centre	No representative
India	Cochrane South Asia	Centre	No representative
Japan	Cochrane Japan	Associate Centre	5. Rintaro Mori
Korea	Cochrane Korea	Associate Centre	6. Hyeong Sik Ahn
Malaysia	Cochrane Malaysia	Associate Centre	7. Jacqueline Ho 8. May Loong Tan
Singapore	Cochrane Singapore	Associate Centre	No representative
Taiwan	Cochrane Taiwan	Associate Centre	9. Ken N Kuo 10. Chieh-feng Chen
Thailand	Cochrane Thailand	Associate Centre	No representative
Australasia			
Australia	Cochrane Australia	Centre	11. Sally Green 12. Steve McDonald
New Zealand	Cochrane New Zealand	Associate Centre	13. Cindy Farquhar 14. Vanessa Jordan
Europe			
Austria	Cochrane Austria	Associate Centre	15. Gerald Gartlehner 16. Barbara Nussbaumer-Streit
Belgium	Cochrane Belgium	Associate Centre	No representative
Croatia	Cochrane Croatia	Associate Centre	17. Irena Zakarija-Grković
Denmark	Cochrane Nordic	Centre	18. Peter C. Gøtzsche 19. Karsten Juhl Jørgensen 20. Matteo Bruschetti
Finland	Cochrane Finland	Associate Centre	No representative
France	Cochrane France	Centre	No representative
Germany	Cochrane Germany	Centre	21. Gerd Antes 22. Joerg Meerpohl
Hungary	Cochrane Hungary	Associate Centre	23. Tamás Decsi
Ireland	Cochrane Ireland	Associate Centre	No representative

Italy	Cochrane Italy	Centre	24. Roberto D'Amico
Netherlands	Cochrane Netherlands	Centre	25. Lotty Hooft 26. Rob Scholten
Norway	Cochrane Norway	Associate Centre	27. Claire Glenton
Poland	Cochrane Poland	Associate Centre	28. Malgorzata Bala
Portugal	Cochrane Portugal	Associate Centre	29. António Vaz-Carneiro
Russia	Cochrane Russia	Associate Centre	30. Liliya Eugenevna Ziganshina
Spain	Cochrane Iberoamérica	Centre	31. Xavier Bonfill
Switzerland	Cochrane Switzerland	Associate Centre	32. Erik von Elm
UK	Cochrane UK	Centre	33. Martin Burton 34. Therese Docherty
North America			
Canada	Cochrane Canada	Centre	35. Holger Schünemann 36. Alexis Turgeon
	Canada Francophone	Associate Centre	No representative
USA	Cochrane USA	Centre	37. Kay Dickersin 38. Tianjing Li 39. Jeanne-Marie Guise 40. Roberta Scherer
	USA (West Coast)	Associate Centre	41. Mark Helfand
South America			
Argentina Bolivia Chile Paraguay Uruguay	Red Regional del Cono Sur / Southern American Branch of the Iberoamerican Cochrane Centre	Associate Centre	42. Gabriel Rada 43. Gladys Moreno
Brazil	Cochrane Brazil	Centre	No representative
Colombia Ecuador Perú Venezuela	Red Regional Andina / Andean Branch of the Iberoamerican Cochrane Centre	Associate Centre	No representative
Costa Rica Cuba El Salvador Guatemala Honduras Nicaragua Panamá República Dominicana	Red Regional de América Central y el Caribe / Central American and Spanish Caribbean Branch of the Iberoamerican Cochrane Centre	Associate Centre	No representative
Mexico	Red Mexicana / Mexican Branch of the Iberoamerican Cochrane Centre	Associate Centre	44. Giordano Pérez-Gaxiola
Governing Board and Central Executive Team			
Governing Board, Co-Chair			45. Lisa Bero
Central Executive Team, Chief Executive Officer			46. Mark Wilson
Central Executive Team, Senior Advisor to the CEO			47. Lucie Binder
Central Executive Team, Head of Communications & External Affairs			48. Julie Wood
Central Executive Team, Head of Learning & Support			49. Miranda Cumpston
Central Executive Team, Head of Informatics & Knowledge Management			50. Chris Mavergames
Central Executive Team, IKMD Development Manager			51. Gert van Valkenhoef

Decisions taken by the Centre Directors' Board at the meeting:

1. The minutes from the CDs' Board meeting in London, April 2016, were approved with the addition of Peter Götzsche and Holger Schünemann, who had been omitted from the original participants list.

Future meeting administration and attendance:

2. Full minutes of Board meetings will no longer be taken; instead, key decisions, action items and information items will be recorded.
3. The Centre Directors' (CDs') Board will meet twice a year at the Cochrane Mid-Year business meetings (March/April) and a much shorter meeting at the Colloquium (September/October).
4. The Centre Directors Board will retain its name, but meetings will be open to Centres and Associates (previously known as Branches). There will be no difference between Colloquium and Mid-Year meeting attendance.
5. Each Centre and Associate may send two representatives to each CDs' Board meeting (so, four in total for a Centre + Associate), plus a representative of an Affiliate in a given region at the discretion of Centre Director (bringing the total to five). If numbers get too big, the CDs Exec will make the decision as to whether one of the four Centre + Associate places should be taken by an Affiliate, rather than creating a fifth place. Priority will be given to those providing sole national representation.
6. Sign-up for participants at future CDs' Board meetings will be required to support logistics planning.

Regional Group representation on the new Cochrane Council:

The new Cochrane Council was established in November 2016 at the recommendation of the Governing Board, following a review in which directly elected Group representatives on the Governing Board were replaced with representatives elected by the full Cochrane membership. The intention of establishing the Council is to ensure that Cochrane Groups retain an effective voice in Cochrane's leadership and strategic decision-making.

The Centre Directors' Executive was given the mandate to recommend two members from its membership or the wider regional-Group community. It asked the Centre & Associate Directors to decide on membership eligibility for these positions, and the following was agreed:

7. Of the two positions available, both will be held by: a Director, Co-Director or Deputy Director of a Centre or an Associate Centre. Directors from Affiliates; and other staff members of Centres, Associates, and/or Affiliates, are not eligible.
8. The Council representatives will automatically become members of the Centre Directors' Executive.
9. Voting on candidates standing to fill the positions will be by Centre and Associate Centre; Affiliates are not eligible to vote. Each Centre and Associate Centre will get one vote each per position. The candidate(s) with the most votes will be elected. (In the event of a tie, the Centre Directors' Executive will take the final decision.)
10. The term of membership on the Council will be two years. Members may be re-appointed using the process above, but may not serve longer than six years in total.

Collaboration Agreement between Centres and the Central Executive:

11. The Collaboration Agreement between Centres and the Central Executive (on behalf of the Charity) was approved and will establish mutual accountabilities. The Agreement will not necessarily be legally binding, and the option will be open for either the Centre Director and/or their host institution to sign it depending on local contexts. In exceptional circumstances, where signature would be impossible due to conditions imposed by host institutions, signatures may be omitted.

Associate and Affiliate Centres will not sign Collaboration Agreements – their accountability will be to their respective Centres.

A copy of the Collaboration Agreement template approved by the CDs' Board is available on the [Cochrane Community website](#).

Key information arising from the meeting:

- Alvaro Atallah had resigned as Centre Directors' representative on the Steering Group prior to the meeting in Seoul and was thanked for his service.
- Jimmy Volmink would be standing down as Director of Cochrane South Africa and was thanked for his service.
- No investment of Cochrane reserves has yet been made in CCLA, the Steering Group's chosen investment fund for core funds, following concerns raised at the previous CDs meeting.
- No joint Co-Eds and CD's Executive meeting would be held in Geneva. April 2017. Instead, Execs would come together within the forum of the new Cochrane Council.
- There were 14 Cochrane Centres current at the time of the meeting, but this number was not fixed; the desire is to grow the number of Centres, as well as Associates and Affiliates.

Weblinks to information from the presentations made at the meeting:

- [Development of a Knowledge Translation strategy for Cochrane](#)
- [Governance restructure project – including information on the Cochrane Council](#)
- [Organizational structure and function reform resources](#)
- [Cochrane Review ecosystem reforms](#)

Actions arising from the meeting:

1. The Communications & External Affairs Department should provide examples and training on how to implement the Spokesperson Policy.
2. Mark Wilson to move forward with implementation of the newly approved Collaboration Agreement.