



Cochrane Children and Families Network

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 Children and Families Network to support the work of its Cochrane Review Groups that produce reviews related to:

1. Preventing, diagnosis, and treatment of sexually transmitted infections and genital tract infections (Cochrane Sexually Transmitted Infections).
2. Management and treatment of menstrual disorders and subfertility (Cochrane Gynaecology and Fertility)
3. Regulation of fertility, family size and spacing of births (Cochrane Fertility Regulation)
4. Interventions involving the baby during the first month after birth (Cochrane Neonatal)
5. Interventions involving the mother or baby during and after pregnancy and childbirth (Cochrane Pregnancy and Childbirth)
6. Incontinence, including prevention, treatment and rehabilitation (Cochrane Incontinence)
7. Treating cystic fibrosis and other genetic disorders (Cochrane Cystic Fibrosis and Genetic Disorders)

These activities are planned for the period of two years covering September 2018 through August 2020.

1.1 Background on Cochrane Children and Families Network

The Cochrane Children and Families Network consists of seven Cochrane Review Groups: Cystic Fibrosis & Genetic Disorders, Fertility Regulation, Gynaecology and Fertility, Incontinence, Neonatal, Pregnancy and Childbirth, and Sexually Transmitted Infections. The groups vary in terms of size and maturity: large and well-established groups are in the same network as smaller groups, and two CRGs have newly established editorial leadership in place.

1.2 Network leadership and support

The Cochrane Children and Families Network is led by a Senior Editor, Bob Boyle who is also Joint Co-ordinating Editor of Cochrane Skin, appointed in October 2018. In his role as Senior Editor, Bob will take primary responsibility to the strategic and operational activities to ensure the Objectives and Activities as outlined within this plan can be overseen. Bob serves as a member of the Editorial Board and will contribute to developing the strategy and monitoring of the Cochrane Library, and will liaise between the Network and the Editor in Chief, the Cochrane Executive Team, and Centres in relation to training,

technology, knowledge translation, and innovations in Cochrane reviews. The Network Senior editor will have opportunity to draw on support from the Methods Support Unit.

The Associate Editor, Newton Opiyo from the Cochrane Editorial and Methods Department, will serve 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 Fellow, once they have been appointed. The NIHR Network Support Fellow will be employed for a period of two calendar years from their date of appointment, and will be based at an institution within England or Wales. Support from the Fellow might take a variety of forms, such as topic refinement, training, or other assistance during review conduct.

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 in place and identifying whether there are any barriers preventing Review Groups from meeting their responsibilities to funding agencies. Parent institutions of Network leadership personnel hold no governance position in relation to Network activity.

Each Cochrane Review Group in the network is guided by a Collaboration Agreement that defines the responsibilities of Cochrane and the Cochrane Review Group, its Co-ordinating Editor(s) (“Co-Ed”). The Co-Ed is responsible for the management of the CRG, and reports to the Editor in Chief (“EiC”) via the Senior Editor (SE) of the appropriate network. By signing this Agreement, the CRGs renew their membership with Cochrane as part of the Children and families Network.

2 Objectives and Workplan

2.1 Preamble

Activities outlined below represent the key items that the Network will focus on. In consulting with the CRGs from the Children and Families Network on what they wanted to see embedded in the objectives, two overarching themes were continually emphasized: support and learning. The tasks that we have committed to undertake for the different objectives in this plan draw heavily on these themes.

Five main objectives have been identified to guide the work of the Children and Families 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

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> <p>We intend to continue to provide tailored support for individual reviews that the groups feel will be helpful for them. More than one group indicated that extending training for editors from outside the immediate editorial office would be useful as they stand to benefit from learning about common errors and good practices.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Drop in clinics	Schedule sessions to enable CRG teams to present complex cases and other ongoing challenges in implementing editorial policies.	Referral of reviews or issues related to reviews no later than 1 week ahead of time & confirmation of agenda between 2-3 days before clinic. This would enable AE and SE to agree on cases for presentation & CRG teams to decide whether they wish to join. Restrict focus to 2 or 3 cases per session
Promoting good practices in reviews	Schedule clinics to highlight good practices around: <ul style="list-style-type: none"> • Structure, length and readability of reviews • GRADE & SoF tables • Incorporating information about 	Ensure availability of group editors and AE/SE Offer attendance to CRG editors beyond CRG editorial

	<p>ongoing studies in to reviews</p> <ul style="list-style-type: none"> • Good reporting practices in abstracts/PLS, Implications for research & Discussion sections • Involving consumers in the review process 	office team members (content/contact editors)
Support CRG editorial teams with individual reviews and novel methodologies	1 to 1 sessions via GoToMeeting with groups when needed.	<p>Ensure availability of group editors and AE/SE</p> <p>Record the sessions and make them available to the CRG afterwards if desired.</p>

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> <p>We have learnt about some of the formal prioritisation exercises that have happened in the Network already, as well as the close links with national funders and international guideline development groups that some have made and actively maintain. Stability of funding varies across the groups in the Network and where infrastructure funding has been tied to production of specific reviews, there is already a keen awareness of which reviews a CRG may be expected to produce and that this might reduce the capacity to take on additional titles without support.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Summarise existing formal prioritisation exercises undertaken by the CRGs	Ask for outputs (such as reports or materials that the groups have produced)	Share the information internally in first instance during Network calls.
Map out tasks for Network Support Fellow	Ask for CRGs to identify high priority reviews & identify where Network Fellow can focus effort	<p>Agree fair distribution of tasks with CRGs</p> <p>Remain responsive and alert to priorities of key stakeholders, especially where funding may be provided to expedite an update or new review</p>

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.

Maintaining effective communication within the Network and externally with other parts of the Cochrane community is a key way of sharing information and learning. The CRGs have stressed the importance of engaging with the methods community in particular as they seek to improve the quality of their reviews.

The CRG editorial offices of the Network are spread over timezones that total 20 hours (West Coast USA to New Zealand). An overarching consideration is how to find timeslots that are mutually acceptable to all groups.

Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Maintain regular meetings with Network CRG editorial teams	Establish regular Network calls (every 2 months)	Agree timeslots that enable as many people as possible to attend – likely 2 separate time slots due to time zone differences Circulate agenda in advance of meeting & invite CRGs to present on specific items
Improve awareness & understanding of complex review methods, and identify routes to peer review	Highlight relevant Cochrane-wide training resources, and where necessary invite methods groups to deliver training webinars for complex review methods e.g. <ul style="list-style-type: none"> • Network Meta-Analysis • When & how to incorporate non-randomised studies in reviews • Diagnostic Test Accuracy Review Methods • Prognosis review methods • Health economics 	Record webinars & share internally for those who cannot attend Support face to face meetings where feasible (possibly with interested local groups from other Networks)
Develop guidance in response to FAQs across Networks	Assess frequently asked questions and other common issues identified within other Networks to highlight areas where developing guidance is needed (e.g. searching in reviews with complex	Share FAQs with other AEs to determine degree of overlap and identify where solutions have been trialled or where work is ongoing Maintain regular meetings between Associates

	methods such as NMAs, Prognosis reviews)	
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2.1.4 Objective 4. Support knowledge translation to increase the impact of reviews

<p>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.</p> <p>The Network produces many reviews that generate a lot of attention on social media. Whilst a number of these reviews present settled implications for practice, reviews that change research also merit recognition as contributions to improving evidence across the respective clinical areas of the Network. Knowledge translation products that could be considered are podcasts, editorials, features and author blogs, but alternative products and ways to promote them could be considered.</p> <p>Children and Family CRGs are keen to explore different approaches to KT and to learn from each other in terms of what is already happening across the Network. There is interest in visual and instantly shareable visual ways of disseminating reviews, but CRGs may not be well resourced to support production of visual material. Careful selection of reviews that will be disseminated in this way will help to ensure that workload is proportionate.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Identify potentially high-impact reviews prior to publication. This means reviews that have clear and novel implications for clinical practice, commercial activity or research, and reviews that are likely to generate significant interest from the media or other interested parties	Update the dissemination brief & encourage CRGs to involve SE/AE and KT team in planning knowledge translation activities for high impact reviews	Highlight and share good practices in knowledge translation Use existing formats for dissemination (podcast, editorial, feature pieces, blogs, author Q&A)
Explore different visual formats for disseminating reviews	Work with CRGs to identify reviews that are particularly conducive to visual formats of dissemination	Maintain good communication channels with CRGs to ensure appropriate selection of reviews & burden of work

2.1.5 Objective 5. Ensure accountability and sustainability of the Network

<p>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.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Monitor and report on network activity to Cochrane	To provide information to Cochrane regarding objectives outlined in the strategic plan	Completed report using Cochrane template

Support development of CRG succession plans	Work with CRGs to forecast editorial team changes (retirements, etc.) and assist in transitions where appropriate	Discuss timing and extent of desired involvement/next steps with CRGs
Environmental scan for funding opportunities	Work with CRGs to identify funding opportunities	
<p>Report on Network sustainability</p> <p>The Network saw two transitions shortly after being established. The Cochrane Developmental, Psychosocial and Learning Problems Group moved to the Brain, Nerves and Mind Network, and the Cochrane Sexually Transmitted Infections Group came in to Children and Families from the Public Health Systems Network.</p> <p>The Fertility Regulation editorial base was formerly located in the Netherlands. Following the retirement of its previous Co-ordinating Editor, Frans Hjelmershort, the group moved to Portland Oregon. It is now led by Jeanne-Marie Guise.</p>		

3 Output Tracking

3.1 Preamble

This section summarises the activities undertaken 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
Drop-in clinics	Share methodological, production & other challenges	6 sessions per year		Associate and Senior Editor to document, evaluate and report performance on an annual basis, through Annual Report. CRGs to provide feedback on continuation of meetings.
Promoting good practices in reviews	Focus on improving quality	3 sessions per year		Associate and Senior Editor to document, evaluate and report performance on an annual basis, through Annual Report. CRGs to provide feedback on continuation of meetings.
Support CRG editorial teams with individual reviews. Intake requests from CRGs (e.g. screening specific reviews, methodological issues).	To improve quality of reviews	Targeted support provided as needed. Responses to specific email queries within two business days. Responses to specific requests requiring longer time period (e.g.		Associate and Senior Editor to document, evaluate and report performance on an annual basis, through Annual Report.

		additional consultation) within two weeks.		
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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
Summarise existing formal prioritisation exercises undertaken by the CRGs	To collate and share CRG prioritisation exercises	Collated reports of CRG prioritisation exercises		Annual Report by Associate and Senior Editor.
Map out tasks for Network Support Fellow	To support preparation of priority reviews	Specification of tasks and reviews for Network fellow support.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.

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
Facilitate email communication with CRGs.	To ensure regular communication with CRGs to address their needs and priorities.	Establishment of email lists: Network editors, Coeds and MEs.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.
Maintain regular meetings with Network CRG editorial teams	To share information and provide opportunities for learning	Relevant information disseminated/issues discussed		Associate and Senior Editor to document, evaluate and report performance on an annual basis.

Attendance at Network meetings for Senior and Associate Editors; Editorial Board meetings for Senior Editors.	To report on progress with Network activities and address emerging issues.	Meeting minutes.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.
Improve awareness & understanding of complex review methods	To share information and provide opportunities for learning	Record of webinars on complex review methods.		Associate and Senior Editor to document, evaluate and report performance on an annual basis. CRGs to provide feedback on webinars.
Develop guidance in response to FAQs across Networks	To provide short targeted solutions to FAQs across Networks	Targeted guidance on FAQs		Annual report by Associate and Senior Editor.

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
Identify high impact reviews	To address high impact reviews produced by Network, so that knowledge translation activities can be planned	Documentation of best practices in planning KT activities Engagement with KT team for targeted dissemination of reviews		Annual report by Associate and Senior Editor.
Explore different visual formats for disseminating reviews	To improve accessibility and usability of review findings	Draft alternative visual review formats		Annual report by Associate and Senior Editor. CRGs to provide feedback on visual formats.

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
Monitoring and activity reports to Cochrane.	To provide information to Cochrane regarding activities outlined in the strategic plan	Completed report using Cochrane template.		Annual report by Associate Editor and Senior Editor, with input from CRGs.
Environmental scan for funding opportunities.	To create awareness of relevant funding opportunities for CRG activities.	Compiled list of relevant funding opportunities.		Annual report by Associate Editor and Senior Editor.