

Cochrane Library Oversight Committee

Terms of Reference

Purpose	<p>The Cochrane Library Oversight Committee (CLOC) is an independent body that supports the editorial independence of Cochrane's Editor in Chief's within the organization by providing a mechanism for avoiding or resolving disputes that may arise about the content of the Cochrane Library or any editorial positions taken by the Editor in Chief in respect to the Cochrane Library.</p>
Membership	<ul style="list-style-type: none">• <u>Chair: Virginia Barbour, Australia</u> Professor and Advisor, Office of Research Ethics and Integrity and Library, Queensland University of Technology and Director, Australasian Open Access Strategy Group <p><i>Appointed February 2018</i></p>
	<ul style="list-style-type: none">• <u>Deputy Chair: Tracey Pérez Koehlmoos, USA</u>• Associate Professor & Director HSA Division, Uniformed Services University of the Health Science <p><i>Appointed November 2010: term of office was extended at the Chair's discretion in November 2018.</i></p>
	<ul style="list-style-type: none">• Saeed Farooq, UK Visiting Professor and Consultant Psychiatrist, Centre for Ageing and Mental Health, Staffordshire University & Black Country Social Partnership NHS Foundation Trust <p><i>Appointed July 2014</i></p>
	<ul style="list-style-type: none">• David Moher Senior Scientist, Clinical Epidemiology Program, Ottawa Hospital Research Institute, Associate Professor, School of Epidemiology, Public Health and Preventive Medicine, University of Ottawa, University Research Chair, University of Ottawa <p><i>Appointed November 2010: term of office was extended at the Chair's discretion in November 2018</i></p>
	<ul style="list-style-type: none">• Lijing L Yan, China Head of NCD Research, Global Health Research Centre, Duke Kunshan University, Jiangsu

	<i>Appointed July 2014</i>
	<ul style="list-style-type: none"> • Manu Easow Mathew, India Medical Consultant, WHO-RNTCP Technical Support Network, Health Services, Dehradun, Uttarakhand <i>Appointed July 2014</i>
	<ul style="list-style-type: none"> • Charles Young, UK Senior Medical Officer Capita, plc., London <i>Appointed July 2014</i>
Remit	<p>The remit of the Committee is to:</p> <ul style="list-style-type: none"> • Consider, and where appropriate seek to mediate on, matters of tension between the Governing Board and the Editor in Chief, at the request of either party, that relate to the editorial process or published content of or in <i>The Cochrane Library</i>. • To provide independent, impartial advice to the Governing Board and/or Chief Executive Officer (CEO) or the Editor in Chief on issues regarding performance management for the Editor in Chief, including: <ul style="list-style-type: none"> ○ Providing feedback to the CEO and Governing Board on the performance measures for the Editor in Chief; ○ Discussing with the Editor in Chief, if requested, any issues in her/his performance; ○ Providing feedback to the Editor in Chief or the Governing Board on possible measures to enhance the effectiveness of the role of the Editor in Chief if requested; • To advise the Editor in Chief on any matters of editorial independence that (s)he may wish to seek their opinion on.
Quorum	Quorum will be a minimum of three members.
Meetings	<ul style="list-style-type: none"> • The Committee will typically meet twice per year by teleconference and be available to correspond regularly by email between meetings and/or attend ad-hoc meetings should an urgent matter arise. • Members will be expected to make a contribution to meetings in order to ensure the best decisions can be made, and to allow the Committee to fulfil its role and responsibilities. • Members will be expected to provide pertinent and professional challenge where appropriate, albeit demonstrating clear respect for colleagues and their views. • Members must declare relevant conflicts of interest at the time of application to join the board and must update them if any change occurs either between meetings or at a meeting. A written record of CoIs will be kept and published if requested. • Members will be expected to maintain confidentiality in respect of all discussed issues where this is so required. • All decisions will be voted on by a simple majority of those present. In the case of equality, the Chair will have a casting vote.

Terms of appointment and membership	<ul style="list-style-type: none"> • The Committee shall be comprised of a Chair, Deputy Chair, up to six additional members. The Editor in Chief may attend Committee meetings at the invitation of the Chair but is not a voting member of the Committee. • These are unpaid, voluntary positions. • New members will be proposed and approved by current members of the Committee¹. The Chair and Deputy Chair must be proposed and approved by the members from within its existing membership (the initial Chair was appointed by the Cochrane Steering Group). The Governing Board and the Editor in Chief have, in exceptional circumstances and with an explanation given to the Committee in writing, the power of veto for any individual proposed. • Members of the Committee should have experience in scientific publication or editorial policy, be capable of independence of thought, and be prepared to act in the best interests of <i>The Cochrane Library</i>. In addition, and as far as its practicable: <ul style="list-style-type: none"> ○ Not more than half of its members should be Cochrane Members as defined by the Membership Terms & Conditions; ○ Not more than half of its members should be based in the UK and/or North America; ○ At least a third of its members should be from Low- or Middle-Income Countries; ○ Not more than half of its members should be medically qualified; ○ There should be at least one health consumer advocate; ○ There should be at least one former journal editor; ○ There should be some members with legal, ethical, statistical experience; ○ There should be roughly equal numbers of men and women. • The Committee may co-opt ex-officio members who in the opinion of the Committee will bring additional relevant skills to the Committee, but appointed members shall always form the majority. • Members may serve a single term of three years, ordinarily with extension for a further three years at the discretion of the Chair.
Reporting and Assurance Arrangements	<ul style="list-style-type: none"> • The Chair will decide whether any given issue is relevant for the Committee and in doing so may consult with the Deputy Chair, the Editor in Chief and/or the Chief Executive Officer (CEO). • In the event of a dispute between the Editor in Chief and Governing Board, the Committee will convene by email and/or teleconference at the next available opportunity and take a view and offer advice to the Editor in Chief and the Board in writing. If the Board disagrees with the advice of the Committee, it will explain why in writing as soon as

¹ Expression of interests (addressing the Terms of Reference) for membership will be sought by the Committee via personal contacts and with support from the Senior Advisor to the CEO (Governance & Management) from Cochrane's Central Executive Team, who will publicise advertisements on the Cochrane and Cochrane Community Websites and news channels. The Committee will inform Cochrane via the Senior Advisor to the CEO of the name(s) of the proposed new member(s), together with a short biography or CV, and any conflicts of interest, and the proposal will be put forward to the Editor in Chief, followed by the Governing Board via its Governance Sub-Committee for ratification. The Editor in Chief and Governing Board will both have the power of veto with an explanation given to the Committee in writing, no reason need be given to the unsuccessful candidate.

	<p>possible and always within two months of receipt of the original advice. Should the Committee be unconvinced by the counterargument of the Board, it may choose to express its opinion publicly. The Committee's primary responsibility is the editorial independence of the Editor in Chief.</p> <ul style="list-style-type: none"> • All complaints about the Editor in Chief's performance will be handled in the first instance by the CEO as his/her line manager. At request of the Editor in Chief, the CEO or the Board the Committee may consider such complaints by convening as above. • In addition to reports arising from the situations outlined above, the Committee, through its Chair, will provide annual written reports on its activities to the Governing Board for the March/April Cochrane Governance Meetings. • The Chair will conduct an informal review of the effectiveness of the Committee on an annual basis with the support of the Board's Governance Committee and the Committee's Secretary. This will include a review of the membership and any proposed changes will be recommended to the Editor in Chief and Governing Board.
Secretary	<ul style="list-style-type: none"> • The Senior Advisor to the CEO (Governance & Management) will ensure that secretariat services are provided to the Committee, including the taking of minutes, record of attendance and distribution of papers. • Approved minutes will be issued by the Secretary, normally within 10 working days of the meeting and will list the topics discussed, actions agreed, and all individuals responsible for undertaking these actions. These minutes will be taken to the Committee for approval, and if requested, made available to the full Governing Board, provided that the Chair agrees. The Chair reserves the right in exceptional circumstances to redact part of the minutes
Review	These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Governing Board for approval.
First prepared	26 July 2018
Last updated	1 December 2018
Governing Board approved	2 April 2019