



# Cochrane Public Health and Health Systems 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 Public Health and Health Systems Network to support the work of Cochrane Review Groups that produce reviews related to:

- Interventions that affect the way people interact with healthcare professionals, services, services and researchers (Cochrane Consumers and Communication Group).
- Educational, behavioural, financial, regulatory and organisational interventions designed to improve health professional practice and the organisation of health care services (Cochrane Effective Practice and Organisation of Care Group).
- Effects of interventions on the prevention or treatment infectious diseases of relevance to the United Nations Sustainable Development Goals, particularly malaria, tuberculosis, HIV/AIDS, and neglected tropical diseases (Cochrane Infectious Diseases Group).
- Topics that address health and other outcomes at the population level, helping government and non-government agencies achieve health, wellbeing, learning and social outcomes (Cochrane Public Health Group).
- Interventions relevant to tobacco control (Cochrane Tobacco Addiction Group).
- Topics that relates to the effectiveness of occupational health interventions (Cochrane Work Group).

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

## 1.1 Background on Cochrane Public Health and Health Systems Network

The Cochrane Public Health and Health Systems Network consists of six Cochrane Review Groups:

Review Group name	Summary of scope	Number of reviews (protocols) <sup>a</sup>	Coordinating Editor(s)	Editorial base location
Cochrane Consumers and Communication Group	Systematic reviews of interventions that affect the way people interact with healthcare professionals, services and researchers.	62 (17)	Sophie Hill Rebecca Ryan	La Trobe University, Australia
Cochrane Effective Practice and Organisation of Care Group	Systematic reviews of educational, behavioural, financial, regulatory and organisational interventions designed to improve health professional practice and the	130 (55)	Sasha Shepperd Simon Lewin	University of Oxford, United Kingdom  Norwegian Institute of Public Health, Norway

	organisation of health care services.			
Cochrane Infectious Diseases Group	Interventions on the prevention or treatment infectious diseases of relevance to the United Nations Sustainable Development Goals, particularly malaria, tuberculosis, HIV/AIDS, and neglected tropical diseases.	152 (32) HIV/AIDS: 103 (2)	Paul Garner	Liverpool School of Tropical Medicine, United Kingdom
Cochrane Public Health Group	Topics that address health and other outcomes at the population level, helping government and non-government agencies achieve health, wellbeing, learning and social outcomes.	23 (36)	Luke Wolfenden Hilary Thomson	University of Newcastle, Australia  University of Glasgow, United Kingdom
Cochrane Tobacco Addiction Group	Systematic reviews of interventions relevant to tobacco control.	79 (9)	Paul Aveyard	University of Oxford
Cochrane Work Group	Topics that relates to the effectiveness of occupational health interventions.	35 (20)	Jos Verbeek	Finnish Institute of Occupational Health, Finland

<sup>a</sup>Cochrane Library (02 July 2018)

## 1.2 Network leadership and support

The Cochrane Public Health and Health Systems Network is led by a Senior Editor, Professor Lisa Bero, The University of Sydney. In her role as Senior Editor, Lisa will take primary responsibility in relation to strategic and operational activities to ensure the Objectives and Activities as outlined within this plan are accomplished. She will also serve as a member of the Editorial Board and contribute to developing the strategy and monitoring of the Cochrane Library. She will also 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. She will have opportunity to draw on support from the Methods Support Unit that will be created next year (2019).

The Associate Editor, Dr. Newton Opiyo, Cochrane Central Executive, 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. Dr. Lee Yee Chong joined us as Network Support Fellow in October 2018. Lee Yee has more than 5 years of experience in conducting reviews and providing methodological support for Cochrane CRGs (particularly Cochrane ENT), such as

introducing scoping into the review process and standardising/structuring reviews and implementation of GRADE. Prior to that, she was a senior research fellow in NICE guideline development and one of those involved in early pilots of GRADE.

### **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.

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 Public Health and Health System Network. To date, four Review Groups in the Public Health and Health Systems Network have signed Collaboration Agreements.

## 2 Objectives and Workplan

### 2.1 Preamble

The vision of the Public Health and Health Systems Network is to produce uniformly high quality Cochrane reviews that answer high impact public health questions.

Five main objectives have been identified to guide the work of the Public Health and Health Systems 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

The development of this strategic plan has been informed by one-to-one phone calls between the Senior Network Editor and each Coordinating Editor and review of each CRG's sustainability report. CRGs in the Network will have opportunity to comment on the plan by email, during a phone teleconference, and at a face-to-face meeting in September 2018.

### Main Priorities for the Network

1. Maintain and improve the quality of our reviews
  - By supporting systemic changes to improve quality (obtaining additional or specialized support needed, establishing and sharing best practices across the network).
2. Advance and contribute to methodological developments in Cochrane
  - Particularly related to qualitative evidence synthesis and use of non-randomised studies in reviews (e.g., assessing risk of bias, GRADE).
3. Develop and pilot a plan for bringing a high priority review to completion in a timely manner
  - To serve as a model across CRGs and Networks.
4. Strengthen our relationship with WHO as one of our key stakeholders.
5. Our priority topic areas include nutrition reviews (additional topics will be identified through targeted consultations with key stakeholders).

Activities outlined below represent the key items that the Network will focus on during the period September 2018 to August 2020.

### 2.1.1 Objective 1. Support Review Production and Capacity

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.

Although the Network editors are willing to provide some additional screening of reviews, we agreed with the CRGs that the solution to quality problems is not to add an additional layer of screening, but to focus on fixing systemic problems. We identified a number of potential solutions for supporting review production and capacity. These were discussed and prioritized at our first Network meeting and will be reassessed on an annual basis. CRGs were interested in sharing best practices including editorial practices and developing author guidance. Statistical support was identified as a need across the Network (except for the Tobacco Addiction group).

The Public Health and Health Systems Network is keen to innovate and pilot new methods in the Network. Many reviews from this Network (particularly those from EPOC, Consumers and Communication, Public Health, and Work), are complex and present a number of new methodological challenges for Cochrane. We are ideally positioned to push the boundaries on methods for Cochrane reviews. Advancing methods for these types of reviews is an important Network activity that will enable the network to demonstrate innovation.

Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Share good practices (e.g. exemplar methods in reviews) and discuss solutions for common problems (e.g., difficult author teams, “CRG shopping”, republishing protocols, lack of responsiveness to editorial and peer review feedback).	<p>Schedule go-to-meeting conference for every 6-8 weeks.</p> <p>Focus on two issues per conference. Each issue discussion led by one CRG and Associate Editor, with guests as needed.</p>	<p>GTM accounts established.</p> <p>Survey CRGs to find common day &amp; time to schedule.</p> <p>Generate, extend, and prioritize topic list at each meeting.</p> <p>CRG to send brief synopsis of issue and any relevant materials one week prior to scheduled meeting.</p> <p>Determine session leaders for next meeting at each session.</p> <p>Record session and circulate or internally post link for future reference (circulated/posted within 1 week of session).</p> <p>Create on-line repository of all material collected at each meeting.</p>

		Revisit / evaluate meetings after 1 year.
Identify good practices and CRG resource documents within the Network.	<p>Disseminate good practices via Network meetings (above).</p> <p>Collect and house resource documents centrally.</p> <p>Update and create new resources as needed, particularly in relation to new methodological developments.</p>	<p>Identify and index resources.</p> <p>Identify gaps in resources.</p> <p>Upload documents to internal Network online repository (e.g. Dropbox, Archie).</p> <p>Based on identification of gaps and outdated resources, prioritize development of new resources or updating of existing resources. Led by Associate editor working with selected CRGs for each resource.</p> <p>Network editors use this information to contribute ideas for development of Cochrane video resources.</p>
Identify additional statistical support, or other support (e.g. complex reviews, for implementation of new methodological standards)	<p>Discuss options for additional statistical support with Cochrane Central Executive Team (CET), Cochrane statisticians, Methods Support Unit from 2019, and external sources.</p> <p>Contact complex review support unit.</p>	<p>Seek a Network support fellow that can provide statistical support.</p> <p>Develop a contract with Andy Anglemyer (University of Otago, New Zealand) for statistical support on demand.</p> <p>Test use of NIHR Complex Reviews Support Unit – timeliness of response, usefulness of help, etc.</p>
Participate in pilots of novel methods of interest to the Network.	<p>Network editors and CRG editors identify opportunities for participation in development / piloting of novel methods.</p> <p><b>**An example is ongoing work testing different formats for presentation of Cochrane reviews (led by EPOC) or review templates (led by WORK group). Methods to synthesize data for observational studies (including of exposures) and qualitative evidence synthesis</b></p>	<p>Network editors assess proposals for relevance to network.</p> <p>Proposals are presented to Network CRGs and discussed.</p> <p>CRGs participate as they see fit.</p> <p>Network contribution to methods development documented by Network Associate Editor.</p>



	have been identified as topics for future work.	
Identify need for policy changes that could improve the quality and relevance of reviews produced by the Public Health and Health Systems Network.	<p>Develop and / or contribute to policy proposals for submission to the Editorial Board or other relevant committees in Cochrane.</p> <p><b>** For example, the Network prepared and submitted to the Cochrane Editorial Board a proposed policy change regarding publication of qualitative evidence syntheses (QES) in the Cochrane Library.</b></p> <p><b>**Network members have had an update on and are willing to contribute to the policy on protocols for review updates.</b></p>	<p>Network editors assess policy proposals for relevance to network.</p> <p>Network editors gather relevant information on policy to present to CRGs (via email, meeting presentation, etc.).</p> <p>Proposals are developed by one or more CRGs working with the Senior Network editor.</p> <p>Proposal are presented to network CRGs and discussed.</p> <p>Senior Network Editor presents proposal to relevant Cochrane committee.</p> <p>If adopted, evaluate implementation and impact of policy changes.</p>

## Objective 2. Evaluate Network scope and prioritisation of topics

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 NIHR Network Fellows.

We have collected information on the prioritization processes used by each CRG in the Network. The CRGs within this Network are very diverse and some already have established priorities informed by their funders or other stakeholders. Although the CRGs have priorities, they may need to make some hard decisions based on available resources. Some CRGs are interested in developing a more formal prioritization process and/or revisiting or updating their priorities. There is an interest in coordinating with the Cochrane Knowledge Translation (KT) strategy.<sup>1</sup> We plan to see how the Network can take advantage of Cochrane's KT strategy and partnership plan to help with prioritization.

WHO was identified as one of the key stakeholders for the Network. All of the CRGs in the Public Health and Health Systems Network work with WHO to produce reviews, although some of these reviews are not published in the Cochrane Library.

Groups in the Network are interested in not only prioritizing review topics, but in discussing what review types we should be preparing (e.g. qualitative evidence, observational studies of exposures).

Among our top priorities will be nutrition reviews (we will conduct further consultations with key stakeholders to identify additional priority topics).

Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Develop plan for identifying and producing two high-impact nutrition reviews.	<p>Identify two high impact, high priority review questions.</p> <p>Work with Adrienne Stevens (Ottawa Hospital Research Institute and Co-convenor, Cochrane Rapid Reviews Methods Group, Canada) to develop detailed plan with timelines and resources.</p>	<p>Collate input from relevant documents and stakeholders (Public Health Nutrition Field, WHO, CRGs).</p> <p>Identify a CRG within the Public Health Network to take the lead on the editorial process.</p> <p>Involve at least 3 other Networks.</p> <p>Have plan reviewed by Cochrane Nutrition, KT Priority Setting Working Group, other stakeholders.</p> <p>Identify the support needed to conduct/update reviews, e.g.,</p>

<sup>1</sup> Available at: <https://community.cochrane.org/sites/default/files/uploads/inline-files/Cochrane%20Knowledge%20Translation%20Strategy%20FINAL%20for%20website.pdf>

		<p>NIHR Network Support Fellow for scoping, Fast-Track Services.</p> <p>Work with KT Department on packaging key information for dissemination.</p> <p>Organise a meeting in the end of 2019 with stakeholders.</p>
<p>Strengthen relationship with WHO to set priorities for reviews and bring them to completion in a timely manner.</p>	<p>Improve forecasting of WHO's need for reviews.</p> <p>Reduce barriers to publishing reviews produced for WHO in The Cochrane Library.</p>	<p>To supplement CRGs' individual knowledge of WHO's review needs, circulate monthly the list of guideline protocols approved by the WHO guideline review committee (GRC).</p> <p>Senior Network editor to circulate relevant information from WHO-Cochrane working group.</p> <p>Associate Network Editor to provide specific support on GRADE, Summary of findings tables and Evidence profiles.</p> <p>Use fast track service for reviews not started as Cochrane reviews.</p> <p>Support CRGs in exploring options for publishing high impact reviews that are not RCT intervention reviews (e.g., policy change regarding publication of qualitative evidence syntheses (QES)).</p>
<p>For CRGs interested in developing more formal prioritization processes, assist in CRG priority setting.</p>	<p>Share KT Strategy tools for priority setting and developing partnerships.</p>	<p>Pilot use of the tools in one to two CRGs.</p> <p>Share results across the Network.</p> <p>Report back to KT Strategy group.</p>
<p>Reduce duplication and number of reviews with unnecessarily narrow or</p>	<p>Facilitate communications among CRGs in Network, across Networks, with Cochrane knowledge</p>	<p>Collate and update monthly: registered titles, and published protocols and reviews to identify potential</p>

<p>illogical scopes (which are potentially low impact).</p> <p><b>**For example, WASH review series, 3 reviews on taxation of different food components.</b></p>	<p>translation hubs (i.e. fields) and The Campbell Collaboration.</p>	<p>duplication or excessive splitting of reviews.</p> <p>Explore piloting above process for other Networks.</p> <p>Initiate conversations among the relevant CRGs, Field, or others to discuss scope and reduce duplication or excessive splitting.</p> <p>Assist in developing plans for reorganization of protocols and reviews.</p>
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### 2.1.2 Objective 3. Foster collaboration with Network and wider Cochrane community

<p>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.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
<p>Facilitate email communication.</p>	<p>Establish email lists.</p>	<p>2 lists established: 1 for Network editors, Coeds and MEs; another for Network editors and all CRG staff.</p>
<p>Intake requests from CRGs</p> <p><b>** For example, screening specific reviews, methodological issues, suggestion for peer review.</b></p>	<p>Request queries be sent by email.</p>	<p>Respond to emails within two business days.</p> <p>For requests requiring a longer time period to address, acknowledgement of the email to be sent within 1 business day and a response within two weeks.</p>
<p>Face-to-face time with CRGs.</p>	<p>Scheduled during Colloquium and Governance meeting.</p>	<p>Target date is 18 September 2018 (Colloquium, Edinburgh), April 2019 (Governance meeting, Poland).</p> <p>Determine CRG availability &amp; book date(s) and meeting room.</p>
<p>Record of meetings and action items (whether Network-wide or CRG-specific).</p>	<p>Written documentation.</p>	<p>Associate Editor to circulate record of meetings within 1 week.</p>

Attendance at Network meetings for Senior and Associate Editors; Editorial Board meetings for Senior Editors.	Scheduled through CET.	Will attend first face-to-face meeting: 18 <sup>th</sup> September - 7:30-8:45, Ochil 1 room  Notify CET if attendance not possible.
Facilitate communication with other relevant Cochrane groups.	Determine groups of most relevance to Network.	During regular meetings, ask CRGs what groups they are interested in.  Screen and distribute through email lists relevant communications from these groups.  **For example, WHO Working Group, KT Strategy Working Group.
Determine CRG satisfaction with Network support.	Informal discussion with CRGs.	Quarterly touch-base during the Network GTM meeting; invite additional feedback by email or phone.

### 2.1.3 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>As noted above (Objective 2), WHO has been identified as a key stakeholder for the Public Health and Health Systems Network. We plan to strengthen this relationship and expand to additional stakeholders.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Identify additional key stakeholders for the Network.	Work with CRGs to identify additional stakeholders that are relevant to most or all CRGs in the Network.	Associate editor to review existing lists of stakeholders for each CRG to identify common stakeholders or types of stakeholders (e.g. guideline developers, professional societies).  Discuss above list with CRGs and ask for additional suggestions to develop a list of stakeholders relevant to the Network.  Work with KT Strategy group and Cochrane Consumer and Communication (CCC) to

		develop a plan for building relationships with the identified stakeholders.
Capacity building with one key organization per year: WHO, with an emphasis on WHO regional offices.	<p>Work with WHO working group to identify training needs at WHO Geneva and in regional offices.</p> <p>Plan for next steps with stakeholder (e.g., KT products).</p>	<p>Send links to existing, open-access, introductory Cochrane training modules.</p> <p>Poll CRGs regarding upcoming visits to WHO offices; contact relevant WHO staff to assess interest in a seminar / other presentation from the Network CRG or Editors.</p> <p>Assemble slide deck (compile from existing CRG resource materials) – Senior/Associate Editor to compile draft for presenters to use to present information on the Network.</p> <p>Plan a 1-hour webinar to provide tailored information on the Network and how to use the findings.</p> <p>Set target date for webinar with interested stakeholders.</p> <p>Record list of potential next step activities with stakeholder.</p>
Share resources from KT Strategy group.	Maintain regular contact with KT strategy working groups.	Regular contact with KT strategy working groups e.g. by email.

#### 2.1.4 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> <p>Review of the sustainability reports and initial meeting between the Senior Editor and CRG CoEds identified a number of sustainability challenges, include a need for new editors, groups in transition, insufficient funding, and workload.</p>		
Identified tasks to address	Planned approach(es)	Implementation plan and other considerations
Monitoring and activity reports to Cochrane.	Use Cochrane template.	<p>Complete as required.</p> <p>Solicit request for information from among members CRGs to input into report.</p>

		Circulate draft for review 3 weeks before submission.
Develop CRG accreditation process; ensure CRGs sign Collaboration Agreement.	Liaise with CET for development.	As informed by CET.
Support development of CRG succession plans.	Work with CRGs to forecast editorial team changes (retirements, etc.) and assist in transitions.	Discuss timing and extent of desired involvement/next steps with CRGs. Assist CRGs in identifying applicants for editorial positions. Provide mentoring support for new editors.
Environmental scan for funding opportunities.	The Senior Editor is a member of the Cochrane Development Committee and receives information of potential relevant funding opportunities.	Senior Editor to screen for relevance and pass along to CRGs as necessary. Ask CRGs for input regarding websites to screen for funding opportunities. Consider current (to 2020) versus future opportunities (beyond 2020). Provide letters of support for funding opportunities as requested by CRGs.
<p><b>Report on Network sustainability</b></p> <p>Soon after forming the Network, some urgent restructuring was required. The STI group transitioned to a satellite in the Families and Children Network. The Tobacco Addiction Group was added to the Public Health and Health Systems Network. Paul Aveyard became the coordinating editor for Tobacco Addiction at the end of 2017. A coordinating editor for the Public Health group retired and was thanked for her contributions. A new editor for the Public Health Group (Luke Wolfenden) started in May 2018. The Network is now stable and positioned to implement the plan as outlined above.</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
Network meetings to share good practices (e.g. exemplar methods in reviews) and discuss solutions for common problems.	Development of high quality reviews in a timely manner, consistent and improved editorial processes, and to identify capacity-building needs and opportunities.	6-8 meetings per year.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.  CRGs to provide feedback on continuation of meetings.
Identify good practices and CRG resource documents within the Network.	To support development of high quality reviews and capacity building.	Collated, centralised repository of best practice resources, via online repository e.g. Dropbox or Archie.  Dissemination of best practice resources to CRGs via Network meetings.  1-2 new or updated resources as needed.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.  CRGs to provide feedback on resources.
Identify additional statistical support, or other support (e.g. for complex reviews).	To support development of high quality reviews.	Recruitment of statistician to provide part-time support.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.



		Support from NIHR Complex Reviews Support unit.  Recruitment of Network Support Fellow.		CRGs to provide feedback on access to and utility of additional support.
Participate in pilots of novel methods of interest to the Network.	To support development of new review methods.	CRG participation in development or piloting of 1 – 3 new review methods.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.  Participating CRGs to provide feedback on pilot(s).
Identify need for policy changes that could improve the quality and relevance of reviews produced by the Network.	To support development of high quality reviews, improve editorial processes and relevance of reviews to decision makers.	As needed, new editorial policies for submission to Editorial Board or other relevant committees in Cochrane.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.  CRGs to report on implementation of policy changes.

### 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
Develop plan for identifying and producing two high-impact nutrition reviews.	To support development of priority reviews.	Plan for development of two priority nutrition reviews: <ul style="list-style-type: none"> <li>• Timelines, resource needs prepared by Adrienne Stevens.</li> <li>• Plan reviewed by Cochrane Nutrition.</li> </ul>		Associate and Senior Editor to document, evaluate and report performance on an annual basis.

		<ul style="list-style-type: none"> <li>• Involvement of Network Support fellow.</li> </ul>		
Strengthen relationship with WHO to set priorities for reviews and bring them to completion in a timely manner.	To support scoping, prioritisation and timely publication of reviews intended to support WHO guidelines.	<p>Distribute monthly list of guideline protocols approved by WHO.</p> <p>As needed, support provided on use of GRADE, Summary of Findings Tables, and Evidence profiles (by Associate Editor) for reviews for WHO guidelines.</p> <p>Support CRGs in exploring options for publishing high impact reviews that are not RCT intervention reviews (e.g., policy change regarding publication of qualitative evidence syntheses (QES)).</p>		<p>Associate and Senior Editor to document, evaluate and report performance on an annual basis.</p> <p>CRGs to provide feedback on any changes in working relationship with WHO.</p>
Assist in CRG priority setting.	To support identification and prioritization of review topics.	3 groups in Network to use Cochrane KT strategy tools for priority setting, including development of partnerships.		<p>Associate and Senior Editor to document, evaluate and report performance on an annual basis.</p> <p>CRGs to provide feedback on tools.</p>
Reduce duplication and number of reviews with unnecessarily narrow or	To reduce duplication of reviews and increase “fit for purpose” reviews.	Database of registered titles, published protocols		Associate and Senior Editor to document, evaluate and report performance on an annual basis.

illogical scopes (which are potentially low impact).		and reviews (updated monthly).  Coordination of review production with other groups (e.g. CRGs, Fields) to discuss scope and avoid duplication/excessive splitting.		CRGs to provide feedback on discussion about duplication / excessive splitting.
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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
Facilitate email communication with CRGs.	To ensure regular communication with CRGs to address their needs and priorities.	Establishment of 2 email lists: 1. Network editors, Coeds and MEs. 2. All CRG staff.		Associate and Senior Editor to document, evaluate and report performance on an annual basis.  CRGs to report back on frequency and usefulness of emails.
Intake requests from CRGs.  ** For example, screening specific reviews, methodological issues, suggestion for peer review.	To address CRG priorities and needs in a timely way.	Responses to specific email queries within two business days.  Responses to specific requests requiring longer time period (e.g. additional consultation) within two weeks.		Associate and Senior Editor to document, evaluate workload, and report performance on an annual basis.
Face-to-face time with CRGs.	To discuss Network priorities and needs and	Minutes of face-to-face meetings:		Annual report by Associate Editor and Senior Editor.

	connect with member CRGs.	<ul style="list-style-type: none"> <li>• 2018 Colloquium (Edinburgh)</li> <li>• 2019 Governance meeting (Poland)</li> </ul>		
Record of meetings and action items (whether Network-wide or CRG-specific).	To keep a record of discussion and action points of Network meetings.	Record of all Network meetings.		Annual report by Associate Editor and Senior Editor.
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.		Annual report by Associate Editor and Senior Editor.
Facilitation of communication with other relevant groups.  **For example, WHO Working Group, KT Strategy Working Group	To coordinate work and connect with other members of Cochrane.	Participation in relevant activities (e.g. WHO Working Group, KT Strategy Working Group) by CRG members.		Annual report by Associate Editor and Senior Editor.  CRGs to report on usefulness of these communications.
Determine CRG satisfaction with Network support.	To determine CRG experiences and views on Network support activities.	Record as part of meeting minutes or email communication		Annual report by Associate Editor 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
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Identify additional key stakeholders for the Network.	To increase awareness, use and impact of Network reviews.	Two new stakeholders involved in knowledge translation.		Annual report by Associate Editor and Senior Editor.
Outreach to five key stakeholders.	To increase awareness, use and impact of Network reviews.	1-2 meetings with stakeholders (e.g. to determine reviews for integrated KT activities, fast track priorities, etc).		Annual report by Associate Editor and Senior Editor.
Capacity building with one key organization per year.	To increase awareness, use and impact of Network reviews.	Webinar to provide tailored information on the Network and how to use review findings.  Slide deck of existing CRG review resources.		Annual report by Associate Editor and Senior Editor.
Share resources from KT Strategy group.	To increase awareness of strategies to support knowledge translation.	KT strategies disseminated.		Annual report by Associate Editor and Senior Editor.

### 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
Put new CoEd for Public Health Group in place.	To provide leadership, guide editorial policy and strategic direction for Public Health Group.	New CoEd appointed.		Annual report by Associate Editor and Senior Editor.
Forecast editorial team changes (retirements, etc.) Support development of CRG succession plans.	To minimise interruption of CRG activities e.g. due to staff retirements, resignations, etc.).	CRG to develop draft succession plan with assistance from Network editors.		Annual report by Associate Editor and Senior Editor.

		Assistance to CRGs provided as needed.		CRG to provide feedback on succession planning.
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.
Develop CRG accreditation process; ensure CRGs sign Collaboration Agreement.	To provide information on CRG sustainability (availability of resources and leadership to deliver high quality reviews).	Signed Collaboration Agreements between CRGs, Editor-in-Chief and host institutions.		Annual report by Associate Editor and Senior Editor.
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.