# Cochrane’s Early Career Professionals Steering Group

# Terms of Reference

# 1 Purpose

Cochrane’s Early Career Professionals Steering Group aims to provide its members opportunities to enhance their knowledge, skills, and expertise by providing a platform for international networking with Early Career Professionals and other members in the Cochrane community. Active involvement of the Early Career Professionals Steering Group is encouraged in shaping Cochrane’s future.

# 2 Objectives

The three ‘core objectives’ of the Early Career Professionals Steering Group are:

* International networking by exchanging knowledge, experiences, and ideas between the members, and creating opportunities for peer interaction and research collaborations.
* Representing trainees by facilitating close collaboration with the Cochrane community, allowing active involvement of Early Career Professional Cochrane members in shaping the mission and vision of the Cochrane community.
* Active consumer involvement by exploring how we, as a scientific community, can better facilitate the engagement of younger consumers in all of Cochrane’s work.

# 3 Accountability and reporting

There are no formal reporting requirements, however the Steering Group agrees to:

* Hold monthly teleconferences to stay updated on the plan of action and output of our group. The decision and action points will be reported in monthly meeting minutes.
* The Early Career Professionals Steering Group is accountable to the Head of People Services in the Cochrane Central Executive Team.

# 4 Membership

**Steering Group composition**

The Steering Group will be composed of up to 15 members and the roles and responsibilities can be set by the sitting chair and Steering Group. The current roles consist of the following representation:

* Chair
* Co-chair / secretary
* Other Steering Group, from whom the roles and responsibilities can be shaped based on the priority setting of the Steering Group, but might consist of:
  + Communications and social media lead
  + Online event organisation
  + Consumer involvement lead
* Specific emphasis on diversity, e.g. geographical (e.g. low- and middle-income countries), professional positions (e.g. academia, patient organisation, teaching).

**Terms of service**

* Chair(s): two years; not renewable.
  + Previous chair stays on as long as needed to ensure smooth transition to new chair.
* Members: two years, renewable once.
* Selection: new members and chair-elect are proposed and confirmed by the existing Steering Group.

# 5 Decision-making

* The Steering Group provides strategic and technical guidance to any activities of the Early Career Professionals network.
* The Steering Group aims to make decisions by consensus. If no consensus is reached a vote will be made in the monthly meetings when 50% of the Steering Group is present. If less than 50% of the Steering Group is available, the decisions and possibilities will be communicated by the meeting minutes and a decision will be made next meeting.
* The Steering Group may call upon additional technical expertise when needed.

# 6 Meetings and communication

The Steering Group aims to meet by teleconference every month.

# 7 Responsibilities of Steering Group members

* Attend at least half of the meetings per year.
* Be responsive to email requests for advice and input.
* If responsibilities by a Steering Group member are neglected, a decision on terminating the Steering Group membership preliminary might be made.
* Scout for new opportunities of expanding Early Career Professional activities.
* Maintain a vision for overall aims & objectives of our group.
* Be willing to take on responsibility for and engage in activities, e.g. take a turn on supporting work of/contributing with content to social media feed and monthly newsletter, running journal clubs or supporting online meetups.

# Expression of Interest Form

The Cochrane Early Career Professionals group seeks to appoint five (5) new members to its Steering Committee.

Please submit completed Expression of Interest Forms to [ecp@cochrane.org](mailto:ecp@cochrane.org) by Tuesday 20th July 23:59 BST.

All applicants will be informed of the status of their application by Friday 30th July.

Demographic questions:

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Twitter handle (if applicable)** |  |
| **Job title** |  |
| **Department** |  |
| **Organisation** |  |
| **Country** |  |
| **Are you an early career professional (ECP)?** (broadly defined as someone within the first seven years of their research activity, PhD students and post-docs, or an early-stage health professional) | Yes  No |
| **Do you have any accessibility requirements?** (your response will not be factored into the application decision) | Yes  No  If yes, please describe: |
| **How did you hear about this opportunity?** |  |

Short answer questions:

1) Why do you want to join Cochrane’s Early Career Professionals Steering Group and what are your main motivations for getting involved? (max 200 words)

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2) Please describe your existing skills, experience and knowledge that will enable you to contribute to the Steering Group. (max 200 words)

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