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**COLLABORATION AGREEMENT**

**BETWEEN**

**The Cochrane Collaboration**

**AND**

**Xxxxxx Xxxxxx**

[Cochrane Geographic Group Host Institution)

**ON BEHALF OF**

**Cochrane XXXXX (Name of Cochrane Geographic Group; a Cochrane Centre/ Associate Centre/ Affiliate/Network)**

**day/month/year**

**(1)** [FULL COMPANY NAME] incorporated and registered in [JURISDICTION] with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] **(Host Institution)**

**(2)** The Cochrane Collaboration, a charity registered in the United Kingdom with registration number 1045921 whose registered office is at St Albans House, 57-59 Haymarket, London SW1Y 4QX, UK **(Cochrane)**

# **Preamble**

The Cochrane Collaboration (hereafter referred to as Cochrane, [www.cochrane.org](http://www.cochrane.org) ) is an independent non-governmental, international network of researchers, health practitioners, patient advocates and patients responding to the challenge of making the vast amounts of evidence generated through health care research more useful for informed decisions about available treatments and diagnostic methods.

Cochrane believes that a world of improved health is possible when decisions about health and health care are routinely based on high quality, relevant and up-to-date synthesized research evidence, which it publishes in the *Cochrane Library* ([www.cochranelibrary.com](http://www.cochranelibrary.com)). The *Cochrane* *Library* is an internationally recognized and unique source of reliable, independent information on the effects of interventions in health care. Its principal component is the Cochrane Database of Systematic Reviews (CDSR), containing over 8,000 Cochrane Reviews, which are accepted globally as representing the gold standard in high quality, trusted health information. As well as disseminating this evidence, Cochrane is the custodian of the methodologies, processes and tools integral to producing a Cochrane Review.

Cochrane does not accept commercial or conflicted funding. This is vital for Cochrane to generate authoritative and reliable information, working freely, unconstrained by commercial and financial interests. To this end, Cochrane requires that Cochrane Reviews and its other synthesized evidence are produced free from commercial bias and interference.

Under the leadership and guidance of Cochrane’s Central Executive Team, over 150 Cochrane Groups around the world work to implement the goals and objectives of Cochrane’s [*Strategy to 2020*](https://community.cochrane.org/organizational-info/resources/strategy-2020), in order to achieve its mission to ‘promote evidence-informed health decision making by producing high quality, relevant, accessible systematic reviews and other synthesized evidence’. Cochrane “Centres”, “Networks”, “Associate Centres” and “Affiliates” are Cochrane Groups whose roles are to support, promote and represent the work of the organization within a defined geographical area, and which are bound to fulfill the core fucntions of Geographical Groups as described by Cochrane (see: [Functions of geographically-oriented groups](https://community.cochrane.org/sites/default/files/uploads/inline-files/Functions%20of%20geographic%20oriented%20Groups_April2019_0.pdf)).

Cochrane Groups are resourced by their host institutions and/or national governments or agencies and other funders through the efforts of their Director(s) and other Cochrane Group staff who attract core and project funding for their Cochrane activities.

Cochrane Xxxxxx (www.xxxxx) was established in XXXX, based at the **Host Institution** in Xxxxx, Xxxxx, and shall operate under the leadership of its Director/s, Xxxxxx Xxxxxx.

By way of this Collaboration Agreement, the Parties seek formally to establish Cochrane Xxxx on the basis of mutual consent, to strengthen their existing cooperation by defining their mutual responsibilities with the purpose of sustaining and developing the activities and impact of Cochrane Xxxxxx in contributing to Cochrane’s mission and strategic goals.

**The parties agree as follows:**

1. “Agreement” shall mean this document, including the Preamble and its Schedules, as amended for time to time in accordance with Clause 17.
2. “Cochrane activities”, those activities which Cochrane Xxxx committed to undertake as part of their application to become a Cochrane Group, and/or were included in subsequent strategic or activity plans.
3. This Agreement shall commence on the date when it has been signed by all the parties and shall be valid until terminated in accordance with Clause 17. The Agreement will be reviewed by both parties after three years, and not later than XX Xxxx 20XX.
4. Cochrane Xxxx is bound to:
   1. undertake its Cochrane activites diligently, with all skill and care;
   2. support Cochrane’s mission, principles, organizational strategies and goals as described in Cochrane’s [*Strategy to 2020*](https://community.cochrane.org/organizational-info/resources/strategy-2020), or any document which supercedes or replaces the *Strategy to 2020*, as ratified by Cochrane’s Governing Board (“**Governing Board**”);
   3. fulfil the core functions of a Cochrane Geographic Groups as described on the [Cochrane Geographic Groups Portal](https://community.cochrane.org/organizational-info/resources/resources-groups/centres-portal/establishing-geographic-group/roles-centres-associates-affiliates-and-networks).
5. Cochrane Xxxx, and its Director, shall adhere to Cochrane’s managerial and performance accountability structures; Cochrane’s Code of Conduct; and adopt and be bound by all Cochrane’s policies and procedures (including its Data Protection, and Trademark licence requirements) in respect of their Cochrane work. The Director is accountable to Cochrane through Cochrane’s Chief Executive Officer (“**CEO**”) for the Cochrane Geographic Group’s activities and for the work of any Associate Centres and Affiliates reporting to them. For all Associate Centres and Affiliates reporting to Cochrane Xxx and its Director, the accountabilty to the CEO will be through the Cochrane Centre (or Associate Centre). The Associate Centres and Affiliates will also be bound by Cochrane’s policies and procedures in respect of their Cochrane work.
6. Cochrane, through its Central Executive Team and recognised Cochrane Groups, is bound to support the activities of Cochrane Xxxx [and its Associate Centres and Affiliates, where applicable] according to its available resources
7. The Host Institution will host Cochrane Xxxx and support the activities of Cochrane Xxxx [according to its available resources] **OR** [through the provision of an annual budget/inkind support of [$/£/€] XXX,XXX to cover staff, non-personnel and other infrastructure and core costs. Changes in this annual budget may, in future, be linked to the annual official funding secured by the Host Institutution on behalf of Cochrane Xxxx].
8. In the event of a change in the Director of Cochrane Xxxx, the appointment of the new Director must be approved by both Cochrane through the CEO and the Host Institution. The new Director must have extensive experience of working with Cochrane and/or of authoring or contributing to Cochrane Reviews or other evidence products. In the event the parties cannot agree on the appointment of a new Director, either party may terminate this Agreement ‘with cause’ in accordance with Clause 17.

**Cochrane’s Central Executive**

1. **Cochrane, its Chief Executive Officer (CEO) and its Central Executive will:**
2. Recognize Cochrane Xxxx as (one of )the leader(s) and co-ordinator(s) of Cochrane activities and (one of) the principal representative of Cochrane in Xxxx, and so consult with its Director(s) on major issues affecting Cochrane’s work in Xxxx.
3. Acknowledge in its Annual Review, website and other organizational materials the support of the Host Institution as the host of Cochrane Xxxx and the support of other funders to its Cochrane’s activities.
4. Establish, develop, manage and maintain clear organizational strategies, policies, plans and structures in which the roles of Cochrane Xxxx, other Cochrane Groups, Cochrane’s governance and advisory bodies and the Central Executive Team are clear.
5. Provide support to the Director and the Cochrane Geographic Group in line with activities, objectives and annual targets of Cochrane’s *Strategy to 2020.*
6. Provide, at the request of the Director, all forms of support to Cochrane Xxxx - and its Associate Centres and Affiliates, where applicable - that is due to Cochrane Xxxx.
7. Engage with, advise and support the Cochrane Xxxx Director and his/her staff in their work including addressing problems or complaints, and helping with conflict resolution. This support will include:
8. Responding to requests in a timely, efficient and effective manner;
9. Arranging at least one Geographic Group Directors’ meeting per year;
10. Maintain collegial, respectful communications and relationships with all Geographic Groups staff and voulnteers in accordance with the principles of Cochrane’s [*Charter of Good Management*](https://community.cochrane.org/organizational-info/resources/policies/charter-good-management-practice) *Practice*.
11. Behave in an open, transparent and professional manner with the Cochrane Xxxx staff, volunteers and the public to maintain Cochrane’s reputation of integrity, respect and honesty with its stakeholders.
12. Provide to Cochrane Xxxx for the term of this Agreement:
    1. One free full access subscription to the Cochrane Library (via Cochrane’s publisher, John Wiley & Sons, Ltd);
    2. Free access and support to all Cochrane’s core portfolio of IT tools (including Archie, RevMan, Covidence, Task Exchange and others to be developed and offered to all Cochrane Groups without charge);
    3. Access to Cochrane Training resources and support, including Cochrane’s Online Learning Modules
    4. One free registration to Cochrane’s annual Colloquium.
13. Lead and manage the monitoring and reporting processes of Cochrane Groups. The Central Executive will, wherever possible, minimize the effort required by Cochrane Groups to fulfil monitoring and reporting activities, and use the reporting and monitoring data it receives and analyses to provide feedback to Cochrane Groups to assist their work.
14. Support Cochrane Xxxx in discussions with external stakeholders, and assist fundraising efforts if required.
15. **The Director of Cochrane Xxxx will:**
16. Support the implementation of Cochrane’s *Strategy to 2020* by agreeing with the CEO an annual or multi-year plan of activities for Cochrane Xxxx, including how Cochrane Xxxx will deliver its core functions.
17. Try to secure sufficient funding and in-kind support to allow Cochrane Xxxx to deliver the functions set out set out in its strategic plan (e.g., staff costs, computers, internet access, travel).
18. Provide effective leadership, support, monitoring and management of Cochrane Xxxx and any Associate Centre/Affiliate where applicable.
19. Comply with Cochrane’s annual reporting and monitoring (including financial) requirements.
20. Maintain collegial, respectful communications and relationships with Cochrane Xxxx staff and volunteers, other Cochrane Group staff and volunteers, and the Central Executive Team in accordance with the principles of Cochrane’s [*Charter of Good Management Practice*](https://community.cochrane.org/organizational-info/resources/policies/charter-good-management-practice).
21. Behave in an open, transparent and professional manner with peers, researchers and the public to maintain Cochrane’s reputation of integrity, respect and honesty with its stakeholders.
22. Attend a minimum of two Geographic Group Directors’ meetings in every three-year cycle.
23. Inform the Central Executive before signing agreements with third parties (including funders) if there is a risk that these agreements will infringe Cochrane’s publishing partnerships, licensing, or general copyright arrangements of Cochrane Reviews or other Cochrane content, or agreements that Cochrane has in place.
24. **The Director of Cochrane Xxxx may:**
25. Call on the CEO and the Central Executive Team for all forms of support that are due to Cochrane Xxxx.
26. Establish an Advisory Board and/or independent Foundation to advise and support its work (including to attract external third party funding for its activities). The powers of any Foundation will be agreed by the Parties. The powers of any Advisory Board will be decided by the Cochrane Xxxx Director giving due consideration to applicable Cochrane policies.

### **Dispute Resolution and Performance Management**

In the event of a dispute between the CEO and the Cochrane Xxxx Director on Cochrane-related business or issues, both will make every good faith effort to resolve it amicably within six weeks. The CEO and/or the Cochrane Xxxx Director may call upon the Geographic Group Directors’ Executive to advise on the resolution of the dispute.

If, following attempts at a resolution of the dispute, the Cochrane Xxxx Director remains opposed to the decision of the CEO, he/she may appeal it to the Cochrane Governing Board. The decision of the Governing Board will be final.

In the event that the performance or activities of the Director or his/her Cochrane Geographic Group in relation to Cochrane activities falls outside the expectations, functions and policies for Cochrane Geographic Groups - and continues to do so following a period of management and support to the Director and the Cochrane Group - Cochrane, through the CEO, may introduce a series of provisions or other support to help them reach the required standards or implement the required actions.

If the Director refuses to accept this support, or accepts it but the matters remain unresolved, Cochrane, through the CEO, may impose additional measures, including:

provision of further training and support;

suspension or removal of the Director;

dissolution or transfer of the Cochrane Group to another location or organisation, and terminate this Agreement ‘with cause’ in accordance with Clause 17; or

deregistration of Cochrane Xxxx as a Cochrane Group, and terminate this Agreement ‘with cause’ in accordance with Clause 17.

The Director or the Host Institution may appeal a decision in accordance with Clause 13.

### **General Provisions**

1. Without affecting any other right or remedy available to it, either party may terminate this Agreement without cause on giving not less than six months' written notice to the other party. Furthermore, either party may terminate this Agreement immediately on written notice to the other party in the event of a breach of these terms by the other party (‘with cause’).
2. No variation of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives). Both parties shall, at all times, remain willing to discuss possible contractual variations that have been prompted by technical or other factors, although neither party shall have any obligation to agree to any such variation proposed.
3. Neither party shall assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with any of its rights and obligations under this Agreement, without the express consent of the other party, not to be unreasonably withheld or delayed.
4. Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.
5. If any provision of this Agreement is deemed to be, or becomes, invalid or ineffective, the remaining provisions will remain in full force and effect. The parties undertake to replace such invalid or ineffective provision by a provision that is valid in law and which best reflects the intention of the parties if they had been aware of the invalidity/ineffectiveness of the provision. The same shall apply to any omissions herein.
6. With the exception of Cochrane Innovations, this Agreement does not give rise to any rights to third parties, under the Contracts (Rights of Third Parties) Act 1999 or equivalent legislation, to enforce any term of this Agreement.
7. Except where expressly provided otherwise in this Agreement (including its schedules), in case of any dispute over the interpretation or the execution of this Agreement, the parties undertake to make every effort to settle their dispute by amicable agreement. If the parties are unable to settle a dispute arising out of or in connection with this Agreement, the territorially competent court shall be that of the place where the plaintiff resides. The applicable law will be the national or state law of the plaintiff court.

This Agreement has been entered into on the date stated at the beginning of it.

Signed by

…………………………………………………………………..

Mark G. Wilson

Chief Executive Officer, Cochrane

Date:

Signed by

…………………………………………………………………..

Xxxxxxxx Xxxxxxxx

Xxxxxx Xxxxxx Xxxxxx **Host Institution**

Date:

Read and understood by

…………………………………………………………………..

Xxxxxxxx Xxxxxxxx

Director, Cochrane Xxxx

Date: