

Board Sub-Committee and Working Group Terms of Reference

Cochrane’s Articles of Association provide the Governing Board with the power to appoint Board Sub-Committees, and to delegate to these Sub-Committees authority to undertake its duties or functions as required. People who are not Members of the Governing Board may be invited to participate accordance with the role and remit of the relevant Sub-Committee (Articles of Association Clause 19.6).

Working Group	COLLOQUIA, MEETINGS AND EVENTS WORKING GROUP	
Purpose	The Colloquia and Events Working Group is responsible for investigating and making recommendations to the Governing Board on strategic issues associated with Cochrane Colloquia, business and regional meetings and other Cochrane events. This Group will address their work particularly in response to the COVID-19’ global pandemic during 2020 when all in-person organizational events were cancelled.	
Membership	Trustees: <ul style="list-style-type: none"> • Catherine Marshall (Co-Chair) • Jordi Pardo • Sally Green • Tamara Kredo 	Community members: <ul style="list-style-type: none"> • Robert Dellavalle • Adrienne Stevens • Maureen Smith • Stefano Negrini • Jan Clarkson Central Executive Team: <ul style="list-style-type: none"> • Chris Champion • Jo Anthony (Co-Chair) • Casey Early • Sabrina Khamissa • Veronica Bonfigli
Remit	<p>The remit of the Working Group is to:</p> <ol style="list-style-type: none"> 1. Review the impact and outcome of recommendations made in the 2015 Cochrane Events Review; 2. Consider whether further action is required to assess strategic risks and opportunities – including financial/health and safety/environmental - associated with holding Colloquia and other events in locations around the world, and in response to the impact of the COVID19 pandemic; 3. By its meeting in Manchester in March 2021, provide the Governing Board with a report with key learning and recommendations to inform a future event strategy for Governance Meetings 2022, Colloquia 2023 and beyond. <p>Strategic issues to be considered:</p>	

1. Purpose of Cochrane events (aligned with the development of Cochrane's new organizational Framework.)

- What is Cochrane seeking to achieve by holding Colloquia and other events? Who are the key audiences Cochrane wishes to reach with which event?
- If Cochrane wishes to invest in promoting its activities around the globe, what are the best ways and platforms to do this, as in-person and virtual events?
- Is having solely Cochrane branded events the best solution – or would working more closely and regularly with partner organizations promote a stronger platform for Cochrane to build its strategic goals in the areas of:
 - building membership, skills and capacity especially in under-represented global regions;
 - expanding knowledge translation activities;
 - advocacy for evidence-based healthcare;
 - building partnerships;
 - increasing the Cochrane's global profile;
 - Strengthening Cochrane's commitment to inclusion and diversity?
- How does Cochrane uphold and promote its Principles of Collaboration when holding events?

2. Financial

- Is Cochrane getting value for money for its investment in colloquia and other meetings?
- Should all colloquia be expected to operate at a surplus each year – or over a sequence of years?
- Should colloquia in LMICs be expected to achieve a surplus?
- Is it possible to seek financial support for global and regional events from other sources/ partners?
- Are there better ways Cochrane payments for colloquia attendees could be structured to enhance the viability of colloquia and other meetings?
- Is the human capital required to organize colloquia and other meetings a worthwhile investment?
- Are there other Cochrane activities that should be supported that would give a better outcome for Cochrane's investment?

3. Diversity and Inclusion

- How does Cochrane's future events strategy support the organization's commitment to our Principles and reflect our Goal 4 of being 'global and diverse'?
- How can events assist Cochrane to increase involvement from LMICs?
- Does Cochrane have the infrastructure and processes to deliver existing events – or new event formats – in-person and virtually?
- What options can Cochrane consider for meeting virtually and how can Cochrane support regional Groups hosting these types of events?

4. Health and safety /Environmental impact

- How does Cochrane address its health and safety responsibilities when holding events?
- How does Cochrane address its environmental responsibilities when holding events?
- How has COVID-19 impacted the way we view Cochrane events in the future? What have we learnt, and how can we support a sustainable organizational 'events' strategy?

	<p>To inform our discussion we will:</p> <ul style="list-style-type: none"> • not ‘re-invent the wheel’ – but will build on work that has been undertaken previously; • review financial outturns and attendance numbers for several recent Colloquia; • talk to the people who know most about these issues including: <ul style="list-style-type: none"> ○ liaising with the Council; ○ interviewing and /or surveying Cochrane colleagues who have hosted colloquia: (Adrienne Stevens from Toronto’s Local Organizing Committee, Operations Director from Cochrane Canada will join the Working Group); ○ the CET team members; ○ Cochrane partners. e.g. WHO/ GES 2 Organizing partners; ○ Cochrane colleagues and contributors from regions/ countries where English is not the first language.
Quorum	Quorum will be a minimum of 4 members.
Meetings	<ul style="list-style-type: none"> • The Cochrane Events Working Group will meet monthly from July 2020, or as required, and it is expected to submit its findings and recommendations to the Governing Board in Manchester, March 2021. • All meetings will be by teleconference. • Members will be expected to make a contribution to meetings in order to ensure the best decisions can be made, and to allow the Working Group 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 will be expected to maintain confidentiality in respect of all discussed issues where this is so required. • All decisions will be agreed by consensus. In the unlikely event that consensus is not possible, the decision will be voted on by a simple majority of those present. In the case of equality, the Co-Chairs will have a casting vote.
Membership, Reporting and Assurance Arrangements	<ul style="list-style-type: none"> • All members of the Working Group are appointed by the Board. • The Working Group shall consist of not less than two Trustees appointed by the Board in addition to the Co-Chairs. • At least one of the Co-Chairs will be a member of the Governing Board. • The Working Group may co-opt ex-officio members who in the opinion of the Working Group will bring additional relevant skills to the Working Group, but appointed members shall always form the majority. • The Working Group, through its Co-Chairs, will provide routine written or verbal reports on its activities to the Governing Board and will seek a steer on any matters that require the decision of the Governing Board and/or their attention. • If the Working Group operates for more than 12 months, the Co-Chairs will conduct an informal review of the effectiveness of the Working Group on an annual basis with the support of the Governance Committee and the Committee’s Secretary. This will include a review of the membership and any proposed changes will be recommended to the Governing Board.

	<ul style="list-style-type: none"> • If the Working Group operates for more than 12 months, the Working Group will provide an annual workplan and report to the Governing Board so as to provide clarity and assurance over anticipated future activities and performance against activities undertaken. • An action log will be maintained that will identify individuals and appropriate timelines for specific tasks, progress against which will be actively monitored at subsequent meetings.
Secretary	<ul style="list-style-type: none"> • Veronica Bonfigli, Governance Officer, will provide secretariat services to the Working Group, including the taking of minutes, record of attendance and distribution of papers. Sabrina Khamissa, Cochrane's Event Support Officer, will be responsible for the coordination of the WG's activities. • 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 Working Group for approval, and if requested, made available to the full Governing Board.
Review	Any changes that are considered necessary will be recommended to the Governing Board for approval.
First prepared	24 July 2019
Last updated	25 June 2020
Governing Board approved	