AGENDA

MEMBERS ATTENDING:
1. Vanessa Jordan (Authors)
2. Agustin Ciapponi (Authors)
3. Robert Dellavalle (Co-ordinating Editors: Co-Chair)
4. Jo Morrison (Co-ordinating Editors)
5. Jack Nunn (Consumer Network)
6. Ndi Euphrasia Ebai-atuh (Consumer Network)
7. Stefano Negrini (Fields: Co-Chair)
8. Lotty Hooft (Geographic Groups Directors)
9. Erik von Elm (Geographic Groups Directors)
10. René Spijker (Information Specialists)
11. Maria-Inti Metzendorf (Information Specialists)
12. Liz Dooley (Managing Editors)
13. Gail Quinn (Managing Editors)
14. Silvia Minozzi (Methods Groups)
15. Santiago Castiello de Obeso (Early Career Professionals Network)
16. Ahmad Sofi-Mahmudi (Early Career Professionals Network)

NON-VOTING ATTENDEES:

CENTRAL EXECUTIVE TEAM ATTENDING:
17. Lucie Binder (Head of Governance and Strategy)
18. Chris Champion (Head of People Services)
19. Veronica Bonfigli (Governance Officer and Minute-taker)
20. Karla Soares-Weiser, Editor in Chief The Cochrane Library
21. Judith Brodie, Interim CEO
22. Tracey Howe, Governing Board Co-Chair
23. Catherine Marshall, Governing Board Co-Chair

Editorial Management System Team
24. Rachel Marshall, Editorial Lead
25. Ursula Gonthier, Membership and Support Manager
26. Obi Onuora, Publishing Technology Manager
27. Dave Allen from Origin Editorial

Cochrane Library Team
28. Rachel Craven, Product Lead Cochrane Library

APOLOGIES:
29. Sarah Nevitt (Methods Groups)
The Council aims to ensure that Cochrane Groups retain an effective voice in Cochrane's leadership and strategic decision-making. The purpose of the Council is to provide:

- A forum for Cochrane Groups to consider high-level matters affecting Cochrane as a whole;
- A mechanism to raise matters and provide input to the Governing Board on behalf of Cochrane Groups and members; and
- A forum to consider matters at the request of the Board and inform Board deliberations.

The following constituencies are represented by two seats each on the Council:

- Author Forum
- Co-ordinating Editors board
- Consumers Executive
- Early Career Professionals Network
- Fields Executive
- Geographic Group Directors Executive
- Information Specialists Executive
- Managing Editors Executive
- Methods Executive

Declarations of Interest:

Council members must declare conflicts of interest related to their role on the Council, which are published on the Cochrane Community website and are updated annually or when circumstances change: https://community.cochrane.org/organizational-info/people/conflict-interest/council. Participants at Council meetings are also required to declare any possible material interests that could give rise to conflict in relation to any item under discussion at the start of each meeting. All interests so disclosed are recorded in the minutes. Conflicted members may be required to absent themselves from all or part of the discussion of the matter at the discretion of the chair of the meeting.

Use of a Consent Agenda:

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the Council in a single item, allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

Consent agendas are used because they help streamline meetings and allow the focus to be on substantive issues.
## AGENDA:

### OPENING BUSINESS:

<table>
<thead>
<tr>
<th>Item</th>
<th>INTRODUCED BY:</th>
<th>PURPOSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome, Apologies, Declarations of Interest for this meeting</td>
<td>Council Co-Chairs</td>
<td>For information</td>
</tr>
</tbody>
</table>
| 2. Council Co-Chair Report [VERBAL REPORT]  
Inclucling:  
2.1 Board and Council Co-Chair matters.  
2.2 Priorities for the Council in 2022.  
2.3 Feedback on the Cochrane Connects Community event.  
2.4 Feedback on the Consultation on the future of evidence synthesis in Cochrane.  
2.5 Timings of Council calls in 2022. | Council Co-Chairs | For information and discussion [PAPERS 011221-5 and 011221-6] |
| 3. Approval of the Agenda, including the papers and decisions in the Consent Agenda | Council Co-Chairs | For approval |

### SUBSTANTIVE BUSINESS:

<table>
<thead>
<tr>
<th>Item</th>
<th>INTRODUCED BY:</th>
<th>PURPOSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Issues on the implementation of a new Editorial Management System</td>
<td>Karla Soares-Weiser and Editorial Management System team</td>
<td>For discussion [PAPER 011221-1 and Annex 1]</td>
</tr>
<tr>
<td>5. Plan for drafting a Cochrane Statement of Values</td>
<td>Jack Nunn</td>
<td>For discussion [PAPER 011221-2]</td>
</tr>
<tr>
<td>6. Cochrane Library product development</td>
<td>Rachel Craven</td>
<td></td>
</tr>
</tbody>
</table>

### RECURRING BUSINESS:

<table>
<thead>
<tr>
<th>Item</th>
<th>INTRODUCED BY:</th>
<th>PURPOSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Council Constituency and Working Groups Reports [WRITTEN REPORTS; ISSUES TO BE DISCUSSED BY EXCEPTION]</td>
<td>All members</td>
<td>For information and discussion</td>
</tr>
<tr>
<td>8. Any Other Business</td>
<td>Council Co-Chairs</td>
<td>For discussion</td>
</tr>
</tbody>
</table>
| 9. Date of next meeting:  
2 February, timing TBC | Council Co-Chairs | For information |

### COUNCIL ONLY TIME

**Consent Agenda:**
- Council Minutes 6 October 2021
- Constituency Reports:  
  - Council papers: 011221-3 and 011221-4
Items planned for consideration not covered in this Agenda:

- What Cochrane can do more ‘simply’
- Council Terms of Reference
- Council response to the Review of the Executives
- Role of Council in supporting Group monitoring

Questions to the Council Secretary inbox:

Responding to climate change as an organization: question raised by Cochrane member in October (rolled over from October agenda)

- How Cochrane as an organisation will be engaging in the build up to COP26 in November, and its broader strategy in relation to climate change and environmental sustainability, as a matter of urgency?
## Actions Arising 2021:

<table>
<thead>
<tr>
<th>Meeting and Agenda Item</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. 14 April 2021</td>
<td>Council Co-chairs to consider with the Board Co-Chairs how to improve engagement between the Board and the Council.</td>
<td>Standing</td>
</tr>
<tr>
<td>4. 14 April 2021</td>
<td>Council Co-Chairs to circulate to Council the key issues discussed at the Board and Council Co-Chairs’ catch-ups in a bullet-point format.</td>
<td>Standing</td>
</tr>
<tr>
<td>4. 14 April 2021</td>
<td>Council to continue discussions with the Editor in Chief and Board Co-Chairs on the Editorial Independence and Efficiency Project at the Governance Meetings in May.</td>
<td>Completed 24 June 2021</td>
</tr>
<tr>
<td>5. 14 April 2021</td>
<td>Lucie Binder to share with Council via email the summary of the Senior Management Team response on the review of the Executives.</td>
<td>Completed 16 April 2021</td>
</tr>
<tr>
<td>7. 14 April 2021</td>
<td>Two seats on the Council to be ring-fenced for representatives of the Early Career Professionals Network (ECP). Council Co-Chairs to get in touch with the key contact of the ECP to communicate the Council’s decision.</td>
<td>Completed 3 May 2021</td>
</tr>
<tr>
<td>7. 14 April 2021</td>
<td>A joint sub-committee made up of Board and Council members to be established to consider the nominations/awards of the new membership types.</td>
<td>In progress</td>
</tr>
<tr>
<td>11. 14 April 2021</td>
<td>Erikvon Elm to draft and circulate to a thank you and farewell message for Mark Wilson on behalf of the Council.</td>
<td>Completed 16 April 2021</td>
</tr>
<tr>
<td>4.1 June 2021</td>
<td>Members to contact the Co-Chairs if interested in joining a working group.</td>
<td>Standing</td>
</tr>
<tr>
<td>6. 1 June 2021</td>
<td>Council Co-Chairs to complete the Council’s response on the preparation for the 2021 strategic sessions and circulate to the Council email list for sign-off before submitting it to the Senior Management Team.</td>
<td>Completed 10 June 2021</td>
</tr>
<tr>
<td>5.15 July 2021</td>
<td>Bob (Robert) Dellavalle to poll members to decide whether the Council should continue meeting on a single meeting or on two sessions at different times of the same day.</td>
<td>For discussion at the 1st December meeting [PAPER 011221-6]</td>
</tr>
<tr>
<td>5.15 July 2021</td>
<td>Veronica Bonfigli to add the Review Groups' Networks and what can Cochrane do more simply as agenda items for the next Council meeting.</td>
<td>Completed 29 September 2021</td>
</tr>
<tr>
<td>Date</td>
<td>Item</td>
<td>Status</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>4.1-6 October 2021</td>
<td>Council members to let the Co-Chairs know whether they wanted to bespeakers at the last two workshops on the future of evidence synthesis</td>
<td>Completed</td>
</tr>
<tr>
<td>5.6 October 2021</td>
<td>Consumers Executive to share a plan for the development of an organizational 'Values Statement' by the end of 2021</td>
<td>To discuss at the 1st December meeting</td>
</tr>
<tr>
<td>6.6 October 2021</td>
<td>Constituency and Working Group representatives to provide short written reports of activities and issues for the Council to consider at each formal meeting.</td>
<td>Standing</td>
</tr>
</tbody>
</table>