

Cochrane Council

Agenda

Teleconference 11 September 2019

13:00-14:30 UK time

MEMBERS:

Agustin Ciapponi (Authors)
Lotty Hooft (Centres/Associates)
Erik von Elm (Centres/Associates)
René Spijker (Cochrane Information Specialists)
Maria-Inti Metzendorf (Cochrane Information Specialists)
Graziella Filippini (Co-ordinating Editors)
Robert Dellavalle (Co-ordinating Editors)
Craig Lockwood (Fields: **Co-Chair**)
Miranda Langendam (Methods Groups: **Co-Chair**)
Rachel Plachcinski (Consumer Network)
Helen Bulbeck (Consumer Network)
María Ximena Rojas Reyes (Authors)
Gail Quinn (Managing Editors)
Stefano Negrini (Fields)
Yemisi Takwoingi (Methods Groups)

APOLOGIES

Liz Dooley (Managing Editors)

Central Executive Team support

Veronica Bonfigli (Governance Officer)
Lucie Binder (Senior Advisor to the CEO)
Chris Champion (Head of Membership, Learning and Support Services)



Date: 11 September 2019

	ITEM	PURPOSE:
1.	Welcome. Apologies. Absent. Approval of Agenda	For information
2.	Matters and Actions Arising not otherwise covered by the Agenda	For information and discussion
3.	Approval of the Minutes from the 27 th June Teleconference	For approval
4.	Council Membership Constituency changes	For information
5.	Status of 2019 Council Activities	For information and discussion
	<i>Council Terms of Reference (scope and status)</i>	
	<i>Council visibility across Cochrane Community</i>	
	<i>Review of Group Executives</i>	
	<i>Principals of Collaboration project</i>	
	<i>Induction of Consumer Reps</i>	
	<i>Author Survey update</i>	
	<i>Methodology Register update</i>	
	<i>KT working Group status</i>	
	<i>Santiago Colloquium</i>	
	<i>AGM Presentation on Diversity</i>	
	<i>Meet and Greet with Council Members</i>	
	<i>Invitees/Topics to Council's face-to-face meeting</i>	
	<i>Call for papers prior to the Santiago meeting</i>	
6.	Open Discussion Item: Council Business for 2020	For discussion
7.	AOB	For discussion
8.	Council Only Time	For discussion

Action Items from the 27th June Teleconference

Summary of Actions requested during the meeting

Agenda Item	Action
2.	Council Co-Chairs to send Veronica a summary of both the Krakow meeting and the June teleconference.
3.	Veronica Bonfigli to amend the Minutes from 8 May 2019 as specified by the Council.
4.	Craig Lockwood to ask Karen Head (Knowledge Translation Department) for a brief update on current work on Plain Language Summaries and to circulate the evaluation proposal for infographics to the Council.
4.	Council to put together a one page to propose the next steps for the authors' paper based on the survey's feedback; the paper would go to the Senior Management Team and Board.
4.	Lucie to contact Maria-Inti offline to discuss the topic of her paper and to investigate ways for her to provide an input to the discussions on the Code of Conduct.
4.	Rene Spijker to circulate to members a few examples of governance plan with some accompanying text.

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5. **Council members to provide feedback to Miranda and Craig on the updated version of the Code of Conduct within two weeks from the teleconference.**

 6. **Council to decide how to run the Meet the Council session at the Colloquium.**

 7. **Once the survey was closed, Chris Champion and Council Co-Chairs to draft a summary of the responses collected.**

 7. **Chris Champion to discuss feedback from the survey with Rene Spijker and plan the next steps; Chris and Rene to prepare a summary of the responses received before the Colloquium.**

 8. **Council to provide feedback on the topic of Cochrane affiliation and to share best practices examples.**
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