



Cochrane Council

Meeting by videoconference

31 January 2023, 20:00-21:30 UK

19:45 start for those who would like to attend the coffee catch-up prior to the meeting.

AGENDA

<https://community.cochrane.org/organizational-info/people/cochrane-council/agendas-and-minutes>

MEMBERS ATTENDING:

1. Robert Dellavalle (Co-ordinating Editors & **Co-Chair**)
2. Jo Morrison (Co-ordinating Editors)
3. Santiago Castiello de Obeso (Early Career Professionals Network)
4. Ahmad Sofi-Mahmudi (Early Career Professionals Network)
5. Montserrat Conde (Fields)
6. Stefano Negrini (Fields & **Co-Chair**)
7. Vanessa Jordan (Authors)
8. Nai Ming Lai (Authors)
9. Luis Garegnani (Geographic Groups Directors)
10. Erik von Elm (**outgoing** Geographic Groups Directors)
11. Irena Zakarija-Grkovic (**in-coming** Geographic Groups Directors)
12. Valerie Wells (Information Specialists)
13. René Spijker (Information Specialists)
14. Silvia Minozzi (Methods Groups)
15. Cinzia Del Giovane (Methods Groups)
16. Gail Quinn (Managing Editors)
17. Liz Dooley (Managing Editors)
18. Jack Nunn (Consumer Network)
19. Ndi Euphrasia Ebai-atuh (Consumer Network)

NON-VOTING ATTENDEES:

20. Catherine Marshall, Governing Board Co-Chair
21. Catherine Spencer, Chief Executive Officer
22. Roma Grant, Interim Head of Governance
23. Chris Champion, Head of Engagement, Learning & Support
24. Tracey Howe, Governing Board Co-Chair
25. Veronica Bonfigli, Administrative Officer

APOLOGIES RECEIVED:

1. Karla Soares-Weiser, Editor in Chief

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. Not all agendas will have Consent Agendas – it depends on the papers under discussion.

Use of Live Captions on Zoom

Once the meeting has started, you can turn on the Live Captions by clicking on **CC Live Transcript** and then on **Enable Auto-Transcription** on the main Zoom toolbar at the bottom of the screen.

Estimated time (mins)	AGENDA:		
	ITEM	INTRODUCED BY:	PURPOSE:
15'	COFFEE (OPTIONAL)		

5'				
OPENING BUSINESS:				
	1.	Welcome, Apologies, Declarations of Interest for this meeting. <i>Welcome to Irena Zakarija-Grkovic, Geographic Groups representative.</i>	Council Co-Chairs	For information
	2.	Approval of the Agenda		For approval
	3.	Conflicts of Interest Agenda Item 5, the annual report and Council priorities for 2023 has a proposal about the Co-chairs. The Council should decide whether they wish the Co-chairs to: <ul style="list-style-type: none"> i) leave for that part of the discussion, ii) contribute to the discussion and leave whilst Council discuss their recommendation to the Board iii) remain throughout discussion and decision 		
	4.	Approval of the minutes from 7th December 2022 meeting		For approval
SUBSTANTIVE BUSINESS:				
15'	5.	Draft annual report to the Board and 2023 priorities [PAPER 31012023-01] Please note the Co-Chairs' conflict of interest above.	Council Co-Chairs	For information
45'	6.	Future of Council: A discussion regarding the future to feed into the Board's Governance Review. Key questions: Casting forward to 3 years' time: <ul style="list-style-type: none"> • What is the purpose of the Council? • Who does it represent? • What is the membership? Size and composition. How do we find members? • How does it engage with stakeholders, CET, Board? What questions does a consultant need to ask/issue they need to be aware of ? (other than the history of Council which they will be given) And if we get that far – practical questions: <ul style="list-style-type: none"> • How much time do Council members have to devote to Council matters? Meetings, talking to the Community, representation etc • What would help with that engagement? • Should stakeholders other than Community members have a place on Council? [PAPER 31012023-02]	Roma Grant Using the Miro Board	For discussion

10'	7.	Thanks and farewell to people leaving this year	Roma Grant and the Council Co-Chairs	For information
5'	RECURRING BUSINESS:			
	8.	Any Other Business	Council Co-Chairs	For discussion
	9.	Date of next meeting: 7 March 2023 (informal)	Council Co-Chairs	For information
10'	COUNCIL ONLY TIME			