

Cochrane Council

Agenda

Teleconference 8 May 2019

13:00-14:30 UK time

MEMBERS:

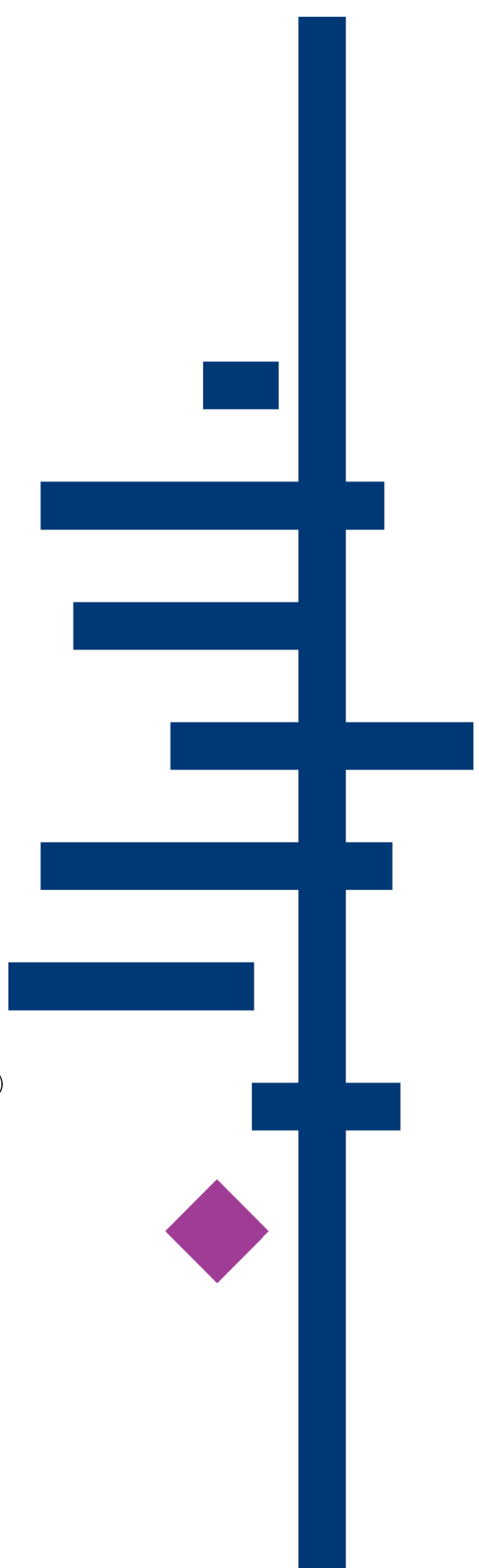
Agustin Ciapponi (Authors)
Lotty Hooft (Centres/Associates)
Erik von Elm (Centres/Associates)
René Spijker (Cochrane Information Specialists)
Maria-Inti Metzendorf (Cochrane Information Specialists)
Graziella Filippini (Co-ordinating Editors)
Robert Dellavalle (Co-ordinating Editors)
Craig Lockwood (Fields: **Co-Chair**)
Liz Dooley (Managing Editors)
Miranda Langendam (Methods Groups: **Co-Chair**)
Yemisi Takwoingi (Methods Groups)
Gail Quinn (Managing Editors)

APOLOGIES

Sara Yaron (Consumer Network)
María Ximena Rojas Reyes (Authors)

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: 8 May 2019

	ITEM	INTRODUCED BY:	PURPOSE:
1.	Welcome, Apologies and Approval of Agenda	Council Co-Chairs	For information
2.	Matters and Actions Arising not otherwise covered by the Agenda	Co-Chairs	For information and discussion
3.	Approval of the Minutes from the Krakow meeting on 4 th April 2019	Members	For approval
4.	Review of the status of the actions arising from the Krakow meeting	Co-Chairs	For information
4.1	Cochrane Affiliation	Geo-groups reps	For discussion
4.2	Plain Language Summaries (PLS)	Miranda Langendam	For discussion
4.3	Code of conduct session: follow-up	Craig Lockwood	For information
4.4	Recruiting and retaining authors: next steps	Rene Spijker	For discussion
4.5	Council's terms of reference: update	Miranda Langendam	For information
4.6	Examples of funding in organisations like Cochrane: update	Maria-Inti Metzendorf	For information
5.	Any Other Business – Council Only	All members	For discussion

Action Items from the 4th April meeting in Krakow

Summary of Actions requested during the meeting

Agenda Item	Action
5.	Fergus Macbeth to flag the issue of the quality of PLS to David Tovey and to inquiry on: what current mechanisms there were for quality assuring the PLS, why these seem not to be working well and what plans there were to improve them in the short and long term.
5.	Veronica Bonfigli to re-circulate the Methodology Register paper.
5.	The Geo-groups to work on the affiliation issue and report back to the Council on the decisions taken.
6.	Craig Lockwood to pull together the core concepts of the Code of Conduct sessions feedback via a frequency analysis of the groupwork sessions, share those with Miranda Langendam and pass them on to Board members working on the draft for them to consider what to integrate with the current draft of the Code.
7.	Council to present the Board the issue of retaining and training authors as a future topic for the Council to work on.
7.	Council to review the recommendations provided by the Senior Management Team (SMT) on the authors paper and to set up a working group to analyse the paper and to take further action with the Board.
7.	Miranda Langendam to prepare revision of the Council's terms of reference for the Council's consideration.
7.	Co-chairs to inquiry the Board whether there was a governance plan in place for a future implementation.
7.	Maria-Inti Metzendorf to prepare a paper to address the mismatch of different sources of funding at Cochrane especially comparing it to other organisations in similar situations and to address the governance issue by analysing the governance plan of other organisations.