



Council Meeting Minutes

Wednesday 11 September 2019, Teleconference

Approved by the Co-Chairs

Council Members present:	Representing:
Agustin Ciapponi	Authors
María Ximena Rojas Reyes	Authors
Maria-Inti Metzendorf	Information Specialists (CISs)
Rene Spijker	Information Specialists (CISs)
Lotty Hooft	Geographic Group Directors
Erik von Elm	Geographic Group Directors
Rachel Plachcinski	Consumers
Helen Bulbeck	Consumers
Craig Lockwood	Fields & Co-Chair
Stefano Negrini	Fields
Gail Quinn	Managing Editors (MEs)
Miranda Langendam	Methods & Co-Chair
Yemisi Takwoingi	Methods
Robert Dellavalle	Co-ordinating Editors (Co-Eds)
Central Executive Team present:	
Lucie Binder	Senior Advisor to the CEO (Governance & Management)
Veronica Bonfigli	Governance Officer
Chris Champion	Head of Membership, Learning & Support Services
Apologies:	
Liz Dooley	Managing Editors (MEs)
Absent:	
Graziella Filippini	Co-ordinating Editors (Co-Eds)

1. Welcome. Apologies. Absent. Approval of Agenda

Council Co-Chair Craig Lockwood opened the meeting and welcomed everyone. Apologies were received as listed above.

He explained the concept of “Absent”: someone who does not decline the meeting invite, send an apology or notify CET support staff that would not be able to attend the meeting. He kindly reminded everyone of their commitment to attend teleconferences or send apologies.

The Agenda for the meeting was approved.

2. Matters and Actions Arising not otherwise covered by the Agenda

Erik Von Elm, Stefano Negrini and Robert Dellavalle flagged items for the AOB time. Miranda Langendam for Council Only time.

3. Approval of the Minutes from the teleconference on 27TH June 2019

There were no comments; the Minutes were approved.

4. Council Membership Constituency changes

Miranda Langendam welcomed Rachel Plachcinski and Helen Bulbeck, who had joined the Council as new Consumer representatives after Sara Yaron had stepped down. A thank you email on behalf of the Council had been sent to Sara.

The Council discussed the end of term of most its members by the Governance Meetings in March 2020 in Manchester. Each constituency had its own election rules unless the Council at this time. Lucie Binder offered CET staff support to run each election.

Miranda Langendam asked members to consider whether they wanted to stay on the Council and serve for another term; this would have to be part of a wider discussion to be had with each constituency to define how they wanted to run the election.

Lucie Binder noted that it was important to come up with a best practice with regards to electoral procedures to be included in the Terms of Reference of the Council.

5. Status of 2019 Council Activities

Council Terms of Reference (scope and status)

Members agreed to discuss the Terms of Reference at the Council meeting in Santiago.

Council visibility across Cochrane Community

It was important to maintain the Council's visibility and to have an easy mechanism to facilitate the communication with Council members, such a formalised pathway to provide the Community with helpful guidance on how to raise issues on behalf of a group. It was also important to inform the Community when the next Council meeting was scheduled and to receive feedback from the Community.

There were suggestions to:

- have standing items on the Council agenda
- increase the visibility of the Council on the website by showing the Council's activities
- have a formal mechanism in place to receive feedback and/or questions from the Board

The Co-Chairs agreed to have standing items for their monthly catch-ups with the Board Co-Chairs.

It was noted that it is important to clarify the role of the Council as body which filters issues from the Community to the Board.

Review of Group Execs

Lucie gave the update that the self-assessment exercise of the Group Executives would be released by the end of the week.

Principles of Collaboration project

The Principles of Collaboration (Code of Conduct) had been completed by Craig and the Council and sent to the Board for approval. Craig thanked the Council members for their input.

Induction of Consumer Reps

Craig Lockwood explained that there had been a few technical issues that prevented him to have an induction call with Rachel Plachcinski, but he would schedule a call with her.

Authors survey update

Chris Champion gave an update on this item. He envisaged a report would be ready to be circulated before the Council's meeting in Chile for members to discuss the paper at their face-to-face meeting. The overall response to the survey had been very positive with 1,000 responses received and a satisfaction level of 3-4/5 in most areas.

Chris suggested not to develop a paper before the Santiago meeting but to wait until after the report to then focus on the feedback received from authors.

Methodology Register Update

This item had not been discussed at the last Methods Exec meeting. The Methods Exec was preparing a paper for the Council's consideration.

KT Working Group status

Members were informed that questions regarding KT strategies could be forwarded to Jo Anthony and Karen Head and that a new staff member had joined the KT team to work on the KT 'packaging and push' programme.

A series of sessions to raise awareness on this project would be ran at the Colloquium; the purpose of this programme was to create a network of trainers who would be tasked to train other people. Support would be done through webinars. The programme would run for six more months and an evaluation and impact process would be run by an external company at the end of the programme.

Members were asked to promote and encourage people to join KT working groups, especially the Monitoring and Evaluation one.

ACTION: Council members to promote the KT working groups and encourage people to join.

ACTION: Craig to share the link of the mentorship programme with Council members.

AGM presentation on Diversity

The Council would be presenting at the AGM on the topic of diversity and the Principles of Collaboration.

The Co-Chairs would work on the presentation and members were asked for input.

ACTION: Council to send their input on the AGM presentation by email.

Meet and Greet with Council members

Council members were expected to keep their diaries free to be available for questions by the Community during the Meet and Greet session on Tuesday 22 October 13:00-13.45 at the Colloquium. The structure of the session was to be outlined by members.

ACTION: Council to provide Lucie and Chris with feedback on how they wanted to run the Meet and Greet session at the Colloquium.

Invitees/Topics to Council's face-to-face meeting

The Council agreed that it would be more beneficial to have the Board Co-Chairs and Mark Wilson and Karla Soares-Weiser attending the Council's meeting at the same time. This was agreed to be on 25th October at 16:00-17:00.

Maria Inti-Metzendorf informed members she could not attend the Colloquium in person and requested to join the meeting remotely.

ACTION: Council to check with each constituency if there were items for the Council's consideration at the Chile meeting.

Call for papers prior to the Santiago meeting

Not discussed.

6. Open Discussion Item: Council Business for 2020

As there was not enough time for this item to be discussed, members agreed to keep it as an agenda item for the Council's meeting in Chile.

7. AOB

Robert DellaValle voiced the concerns of the Co-Eds about the issue of reviews having to go through too many rounds of edits according to the CET. Members agreed to discuss this issue and the next teleconference.

Stefano Negrini put a proposal forward about the role of clinicians and their involvement in the review production at Cochrane. He had shared the proposal with a few colleagues that would co-sign it and he would submit a paper for discussion in Santiago. Members agreed to discuss this item at the Santiago meeting on the Friday afternoon slot, but Stefano was first asked to provide more context.

Miranda Langendam asked for an update on the affiliation topic and the Spokesperson Policy. Lucie Binder informed members that the Spokesperson policy was under review and Sylvia De Haan was consulting with the Geographic Groups Directors and others on the topic of affiliation also to come up with a draft version to be presented at the Manchester Governance meetings in 2020.

It was clarified that the Spokesperson policy would concern the entire community and wouldn't be limited to the Geographic Directors only.

8. Any Other Business – Council Only

CET members Chris Champion, Lucie Binder and Veronica Bonfigli were thanked for their support and invited to leave the call for the Council to convene in Council Only time.

Council Only time was not minuted.

-----MEETING END-----

Summary of Actions requested during the meeting

Agenda Item	Action	Date Added	Date Completed
5.	Council members to promote the KT working groups and encourage people to join.	11 September 2019	

5.	Craig to share the link of the mentorship programme with Council members.	11 September 2019
5.	Council to send their input on the AGM presentation by email.	11 September 2019
5.	Council to provide Lucie and Chris with feedback on how they want to run the Meet and Greet session at the Colloquium.	11 September 2019
5.	Council to check with each constituency if there were items for the Council's consideration at the Chile meeting.	11 September 2019

APPROVED