



Council Teleconference Minutes

Thursday 29th November 2018

Approved by Council Co-Chairs, 16 January 2019

Council Members present:

María Ximena Rojas Reyes	Authors
Elizabeth Stovold	Information Specialists (CISs)
Graziella Filippini	Co-ordinating Editors (Co-Eds)
Fergus Macbeth	Co-ordinating Editors (Co-Eds) & Co-Chair
Craig Lockwood	Fields
Lotty Hooft	Geographically-orientated Groups
Erik von Elm	Geographically-orientated Groups
Gail Quinn	Managing Editors (MEs)
Jordi Pardo Pardo	Managing Editors (MEs)
Miranda Langendam	Methods & Co-Chair
Rene Spijker	Information Specialists (CISs)
Yemisi Takwoingi	Methods

Central Executive Team present:

Veronica Bonfigli	Governance Officer (Cochrane CET)
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Apologies:

Celeste Naude	Fields
Joy Oliver	Consumers
Anne Lyddiatt	Consumers
Lucie Binder	Senior Advisor to the CEO (Cochrane CET)

1. Welcome. Apologies. Approval of agenda

Co-Chairs Miranda Langendam and Fergus Macbeth opened the meeting and welcomed everyone. Apologies from Joy Oliver, Celeste Naude, Anne Lyddiatt and Lucie Binder were noted. The Agenda for the meeting was approved.

2. Review of the actions from the Edinburgh Meeting

The status of the actions from the Edinburgh meeting was reviewed:

Action Item 2: **The Council to feedback Fergus on the author paper to plan next steps**

Feedback on the paper had been received from most members but not all of them. Fergus invited members who had not already done so, to provide feedback asap.

ACTION: Maria Ximena Rojas Reyes to send Fergus the results of the authors' survey.

ACTION: Fergus to review the authors' paper and circulate the new version to members.

ACTION: The Council to provide feedback on the new version of the paper.

Action Item 3: **Council members to work on the documents that had been assigned to them and share them with Council members for discussion**

Paper on Data sharing

Agustin and Jordi, who had volunteered to work on the data sharing paper had had an informal meeting and an informal discussion with Chris Mavergames (Head of IT) but no action had been taken yet. A paper mapping a few potential options had been sent to the Board, but the final version of the paper would not be ready before February 2019.

Terms of Reference

ACTION: Fergus and Miranda to share a draft of the amended Terms of Reference with Council members in the next two weeks.

Consumers involvement

Jordi had liaised with Richard Morley (Consumers Engagement Officer) to convey different action points from the Colloquium in Edinburgh. Feedback on the paper was awaited from the Consumers' Exec to plan the next steps.

Methodology register

Erik, Augustin and Jordi reported that the work on the afore-mentioned paper had not started yet.

It was suggested to investigate the constituencies' interest in the Methodology Register before the Krakow Governance Meetings.

ACTION: Council members to investigate the constituencies' interest in the Methodology Register before the Krakow Governance Meetings.

ACTION: Council members to involve the Editorial Unit, Wiley and the Methods groups to make a final decision on the Register.

The business case study around the Register was discussed and there were suggestions that this could be carried out by the methods group itself rather than the Council. Members agreed that it was important to first assess the importance of the Register and after that to seek funding to keep it working.

ACTION: Miranda to check with the Methods' Exec what work had already been done on the Register and to feedback the Council to plan the next steps.

3. Board elections brief and planning of the Council elections

The Co-Chairs reminded members that there had been a call to put the name forward to become Co-Chair. Lucie Binder and Veronica Bonfigli would need to be informed about members willing to serve as Co-Chair alongside Miranda Langendam and the elections process would be managed by the CET.

There were discussions around Council members' terms of reference, particularly the 3-year term (following the Council's meeting in Lisbon) of office and there were questions around its approval by the Governing Board.

ACTION: Fergus to check with Lucie whether the formal approval of the new length of the term had been received by the Governing Board and Fergus and Miranda to talk to Mark Wilson to ensure the continuity of the appointments.

4. Governance Meetings: feedback and planning

There had been different responses from Council members to the suggestion to give the Council a bigger role at the strategic session in Krakow.

Members agreed that more clarity was needed on the topics to be discussed at the session since the general feeling was that the Council had not been properly briefed at its Edinburgh meeting.

More specifically, the Council shared the opinion that it would be ideal if the Governing Board gave a list of priority topics to be covered by the Council, bearing in mind its advisory role. This way, the Council would be working in a more focussed way and in a structured manner.

Fergus informed members that Martin Burton, Co-Chair of the Governing Board, had suggested the Council would focus on four pieces of work:

- Develop a forum for members to discuss general issues.
- Develop a code of conduct for consideration.
- Work with the Board (in the form of its joint working groups) on a policy for managing complaints and breaches of the code of conduct.
- Replacement of Council members.

Members agreed that the Council should not be the place to address individual complaints, but the voice of the community that would feedback on topics relevant to the constituencies. This would mean being responsive and taking action on specific issues only.

A suggestion was made that the Council could draft some guidelines or a procedure to deal with complaints, so it would be clear for which nature of complaints the Council was responsible for and what was the process in place to deal with them.

The line of management should be clearer, when a complaint arises; the CET should be the first receiver and the Council would be responding in its advisory capacity only if CET could not address the issue.

ACTION: Miranda to draw up a decision tree and circulate to the Council for feedback

5. Review of Groups' Executive: call for volunteers

The Co-Chairs agreed to address items 3,4 and 5 of the Agenda more thoroughly in a separate phone call with Lucie Binder and report back to members the outcome of the call.

Council Only

Not minuted.

---MEETING END---

Summary of Actions requested during the meeting

Agenda Item	Action
2	-Maria Ximena Rojas Reyes to send Fergus the results of the authors' survey.
	-Fergus to review the authors' paper and circulate the new version to members.

-The Council to provide feedback on the new version of the paper.

-Fergus and Miranda to share a draft of the amended Terms of Reference with Council members in the next two weeks.

-Council members to investigate the constituencies' interest in the Methodology Register before the Krakow Governance Meetings.

-Council members to involve the Editorial Unit, Wiley and the Methods groups to make a final decision on the Register.

-Miranda to check with the Methods' Exec what work had already been done on the Register and to feedback the Council to plan the next steps.

3 Fergus to check with Lucie whether the formal approval of the new length of the term had been received by the Governing Board and Fergus and Miranda to talk to Mark Wilson to ensure the continuity of the appointments.

4 Miranda to draw up a decision tree and circulate to the Council for feedback
