



Council Meeting Minutes

Telecon - Wednesday 14th February 2018

Apologies:

Yemisi Takwoingi, Liz Stovold, Anne Lyddiatt, Gail Quinn

Guests:

Karla Soares-Weiser	Deputy Editor-in-Chief
David Tovey	Editor-in-Chief
Lucie Binder	Senior Advisor to the CEO

1. Welcome, Apologies and Approval of the Agenda

Welcome by Fergus Macbeth and Julie Brown.

- Apologies noted
- The agenda for the meeting was approved. No other items were raised for inclusion in AOB.

2. Brief update on the meeting with Mark and Martin

The meeting started with a verbal report from Fergus Macbeth (FM, Co-Chair of the Council) on his meeting with Martin Burton (MB, Co-Chair of the Governing Board) and Mark Wilson (MW, Cochrane CEO), whose content was summarised in an email sent to the Council ahead of the Teleconference. The outcome had been reassuring, especially given the widespread concern around the role of the Council within Cochrane's wider community; Fergus reassured the members that its role as a representative body will develop as time goes by to become a more important source of advice and consultation. He welcomed questions from the members.

Erik von Elm raised the issue of consensus around the Council's role as an advisory body and enquired whether it does need to consult with the constituencies represented, before providing its view on specific matters or not and whether there will be a definite mechanism in place to clarify when and how the Council would need to do that ahead of consultation.

FM responded that, despite the lack of a definitive answer as this is still a grey area not discussed in detail during his meeting with MB and MW, responding quickly or thoroughly, usually involves a trade-off between the time it takes for due process in consultation and the need to respond promptly; this all depends mainly on the type of consultation requested. He then requested the issue to be addressed thoroughly in future meetings, especially when reviewing the functions of the Execs within the broader Governance structure.

Chris Champion, Head of Membership, Learning and Support, commented that the review of the Execs' functions, in consideration of the new Governance structure, is currently being discussed and worked up in the CEO's Office. This ongoing project is being implemented because the traditional link between the Execs role and the Governing Board is now broken and therefore it needs a new assessment.

It was agreed that the Council members should see how things pan out once the Execs role is distinctly clarified and that the Council will continue to be the intermediary body for the Execs to consult as issues arise.

Chris addressed these concerns by assuring that a report focusing on all these issues will be put together for clarity and completeness, so that the Council can function better in its advisory role.

ACTION 1: Lucie Binder to provide the Council with a report defining its role as an advisory body.

3. Content Development Strategy

Chris Champion presented a draft version of the Content Development Strategy, a paper that focuses on implementing new methods. Consultation with and feedback from the Council members was requested from him and David Tovey, especially on how this Strategy can be introduced to the Governing Board and put into practice in the Community. He outlined the rationale for the Council's engagement in its respect: it should advice on putting together strategic initiatives in the Cochrane Community to raise awareness on the 2018 issues.

Specifically, the Council should:

- Advise on how the CET can strategically hit the Community.
- Advise on how the Content Strategy is going to have an impact on the Community.

David Tovey, joined the meeting and he reiterated the importance of the role of the Council, as a senior authority, in outlining any holes, errors, mistakes or any insufficient pieces of information contained, since the decisions around the Content Development Strategy affect people who use evidence-based data daily.

The Council members were asked to provide feedback to him directly, as the paper had been circulated among the Execs only. He clarified that the priorities outlined were current ones, but that the framework set was a living one, therefore methods can change in time according to the issues faced in the community.

Furthermore, it was agreed that, Cochrane being a global and comprehensive network that needs to think globally, it is important for the organization to pinpoint the areas of interest and to scope out the global priorities, as well as to understand how broad the community audience is.

Several issues were raised from the Council members, mainly around the role of Cochrane Authors: their personal challenges and the difficulty in recruiting them, encourage them and the need to raise their profile.

Specific concern was voiced around access to funding: authors find this burdensome and this may turn into a discouraging factor, as they would need to approach research funding bodies to conclude their research.

Lack of references to training and learning initiatives was also brought to the attention of the Council and it was urged to invest in learning resources for users and stakeholders.

David Tovey responded that there had been more important key areas that had to be considered in the budget, such as changes to the technology platform, capacity building, changes to the Cochrane Handbook and Guidance.

The members agreed that a thorough discussion around Cochrane's authors and the importance of raising their profile strategically should be had at the Council's Meeting in Lisbon.

David Tovey agreed that there is indeed a need to improve the environment for authors and make Cochrane more attractive at their eyes.

ACTION 2: Fergus Macbeth to put together a paper about Cochrane's Authors to be discussed in Lisbon.

ACTION 3: The Council members to provide feedback to David Tovey on the Content Development Strategy paper.

4. Lisbon strategic session CRG Transformation Programme

Lucie Binder (Senior Advisor to the CEO) and Karla Soares-Weiser (Acting-Editor-in-Chief) joined the meeting.

Karla explained her work, alongside Lucie, in the organization of a Strategic Session: a 3-hour session at the Governance Meetings, where all Cochrane Groups, the Community and SMT come together to discuss a topic of strategic importance for Cochrane.

This is particularly relevant after the establishment of the Cochrane CRGs Networks and it could provide a realistic feedback on how the CRGs can be better supported.

The session would entail five panels of discussions, facilitated by Council members together with CET staff and would focus on how CRGs can work better with the Cochrane Community. These panels would address networking topics that are relevant to more than one Cochrane group.

Karla asked the Council to be involved by helping run these sessions. She then explained that the Strategic session would mainly focus on: prioritization, ideas for projects to be implemented in the Network, support to training and mentoring, working on a proposal to implement the Fast Track Service after the pilot to better engage the community, with a specific focus on the implementation of production reviews.

During the Strategic Session, Cochrane's newly appointed Senior Editors will be introduced.

Lucie added further information about the sessions: these would be practical sessions and they would entail a full group presentation, an introduction about the Network, its newly appointed Senior Editors. Furthermore, they will be on an interactive basis around tables of small groups and the feedback of these discussions will influence the plan of the CRGs Networks in their first year.

The content of each meeting will be given beforehand, the panels would be constituted according to the Council's feedback and thoughts, offline and on a voluntary basis. She reinstated the important role of the Council as a cross group perspective body.

The Council agreed that it will happily be part of the team leading the discussion and would participate to the Strategic Session once the priorities and the expectations from the facilitators were clearly laid down, especially how the KT implementation package was going to be operationalized and going to fit in the workflow of production.

ACTION 4: Karla and Lucie to circulate a paper on the Strategic session for the Council's input.

5. Items for Council Agenda Lisbon Meeting

Julie Brown enquired whether any Council member had any item to add to the Agenda and anticipated her intention to circulate a paper on skills and experience for the author teams, welcoming comments from the representatives of the groups.

ACTION 5: Julie to circulate a paper on skills and experience for author teams by the end of the week.

Further agenda items were discussed such as the participation of Jo Anthony and Sylvia De Haan for the KT Implementation Agenda item and Mark Wilson, CEO, to seek thoughts on how he sees the best way for the Council to work.

It was agreed that it would be helpful to have Mark at the meeting even if briefly.

Maria Ximena Rojas voiced the discomfort of authors, not feeling confident about the structural changes and their implementation in the Collaboration, in addition to the difficulty in getting engaged because of the new structures of the networks.

Everyone agreed that the Council can help capture the issues and problems and suggest good practice and that a discussion about this specific issue concerning the authors needed to happen in Lisbon.

Lastly, Lucie added that a discussion on the Board and Council's new roles will take place in Lisbon to help define the roles of both bodies.

6. AOB

No items were raised.

7. Next meeting: 22 March 2018, Lisbon, Portugal

Fergus and Julie thanked everyone for the input.

---MEETING END---

Summary of Actions requested during this teleconference

Agenda Item	Action
2	1. Lucie to provide the Council with a report defining its role as an advisory body.
3	2. Fergus to put together a paper about Cochrane's Authors to be discussed in Lisbon. (Done) 3. The Council members to provide feedback to David Tovey on the Content Development Strategy paper. (Done)
4	4. Karla and Lucie to circulate a paper on the Strategic session for the Council's input. (Done) 5. Julie to circulate a paper on skills and experience for author teams by the end of the week
