



# Council Informal Meeting Notes

Tuesday 22 October 2019, Hyatt Vitacura Hotel

*Due to the civil unrest in Santiago, the Colloquium was cancelled. Council members physically present in Santiago agreed to meet for a 1.5h face-to-face meeting at the Hyatt Vitacura Hotel. Below is a record of what was informally discussed.*

## Council Members present at the meeting in Santiago:

<b>Craig Lockwood</b>	<b>Fields</b>
<b>Stefano Negrini</b>	Fields
<b>Gail Quinn</b>	Managing Editors (MEs)
<b>Liz Dooley</b>	Managing Editors (MEs)
<b>Miranda Langendam</b>	Methods & <b>Co-Chair</b>
<b>Rene Spijker</b>	Information Specialists (CISs)
<b>Yemisi Takwoingi</b>	Methods
<b>Agustin Ciapponi</b>	Authors

## Central Executive Team present:

<b>Veronica Bonfigli</b>	Governance Officer
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## Absent due to circumstances in Santiago :

<b>María Ximena Rojas Reyes</b>	Authors
<b>Lotty Hooft</b>	Geographically-orientated Groups
<b>Erik von Elm</b>	Geographically-orientated Groups
<b>Helen Bulbeck</b>	Consumers
<b>Rachel Plachcinski</b>	Consumers
<b>Robert Dellavalle</b>	Co-ordinating Editors (Co-Eds)

## Apologies:

<b>Maria-Inti Metzendorf</b>	Information Specialists (CISs)
<b>Graziella Filippini</b>	Co-ordinating Editors (Co-Eds)

### 1. Welcome. Apologies. Approval of agenda

Council Co-Chairs Miranda Langendam and Craig Lockwood opened the meeting and welcomed everyone. The Agenda of the meeting was modified as follows:

- Welcome and introductions
- Action items from Sept 11 and prior meetings
- Update from Groups
- Author survey paper
- Terms of Reference
- Priorities for 2020

This was the first face-to-face Council meeting for Stefano Negrini who was welcomed to the Council. There was a round of presentations of all attendees.

## **2. Action items from Sept 11 and prior meetings**

Action items from the 11th September teleconference and past meetings were reviewed.

*-Action: Council members to promote the KT working groups and encourage people to join.*

**ACTION: Council Co-Chairs to check with Karen if support to KT was still needed.**

Members were involved in a lengthy discussion around the improvement of the Council's communication with their constituencies. It was stressed the importance to understand how to connect effectively with people. Prior to the meeting, Craig Lockwood had shared a document about communication, and he asked members for feedback to finalise it and share it with the Community.

It was reminded that it was important to keep an open communication channel with the constituencies, by informing them of upcoming Council meetings to allow them to flag topics of discussion.

A few issues around communication were raised:

- At present, there was no fluid communication with Cochrane authors.
- Slack and Task Exchange were not considered good platforms for comms.

It was suggested to send authors customized notifications on topics for which their opinion was expected to feed into the conversation. Craig pointed out that one of the outcomes of the authors survey was that people would prefer direct emails and digests, newsletters and notifications with condensed updates rather than general communications.

It was suggested to send authors specific updates and to grant anonymity when asking for feedback.

Craig agreed to liaise with Muriah Umoquit, Internal Communication Officer and member of the CET, to raise the profile of the Council on social media with a focus on:

1. Follow action items and completion.
2. Rethink and restructure the communication strategy to raise the profile of the Council as an advisory body.

**ACTION: Council to provide feedback to Craig Lockwood on the communication document.**

**ACTION: Once the paper was finalised, Craig Lockwood to work with Muriah Umoquit to improve the Council's visibility on social media and to find a feasible solution to involve authors and receive feedback from them.**

## **3. Update from Groups**

### ***Fields (Stefano Negrini and Craig Lockwood)***

The Fields:

- were working very closely with the KT department to increase the visibility of the work done by the them for the Community.
- had also been engaging with the Networks to perform a priority exercise; the intention was to map out what each Field was focusing on to then run a workshop.
- were looking at ways to standardise the similarities and variations across the Fields.

### ***Managing Editors (Gail Quinn and Liz Dooley)***

The MEs were focusing on:

- The Conflict of Interest review;
- High profile reviews;
- The review of the Execs;
- The Editorial Management System (looking at how people used Archie and were considering whether to set up a new system or just fix Archie). The tender for this had gone out;

- Working with the Rev Man Team to improve the system;
- Updating the classification system of reviews (this had been rolled out with Infectious Diseases Review Groups, but there were bugs to be fixed);
- The exiting interviews with MEs leaving;
- Running surveys to identify the training requirements and opportunities (in partnership with Chris Champion);
- Updating the MEs webpage.

It was suggested to add a list of on-going projects for each group to the Council page on the website, to make the Community aware of the Council's on-going work.

**ACTION: Council to work with Muriah Umoquit to improve and update the webpage of the Council on Cochrane.org**

### ***Authors (Agustin Ciapponi)***

Agustin reported that:

- at present the demands to publish reviews were too high. There was a tension between timely evidence and the quality of it; this were causing people to leave because of pressure;
- There were issues around translations for non-native speakers;
- The relation with the editorial team would need improvement in order to make it more transparent;
- The issues of priority were not well understood by authors;
- The prioritization of reviews which was a top priority for Cochrane was not a priority for authors. It was suggested that one of the most urgent tasks for the Council could be to lay out transparent rules for priorities and a clear policy with specific requirements to be part of a review team; it was important to set out some core rules to make people aware of the responsibilities of being involved in a review. The MEs had specific criteria for people to follow but these criteria were applied in a non-consistent way.

**ACTION: Following the authors' survey, MEs and Authors to perform a scoping exercise to identify the issues that affect authors; MEs' and Authors' rep to then establish a working party to address these issues together with the CET and to feedback to Council at the Manchester Governance Meetings.**

### ***Information Specialists (ISs) (Rene Spijker)***

The Info specialists' work was currently focusing on:

- PICO Annotation;
- Tasks in Cochrane Crowd to submit trials to Cochrane CENTRAL;
- Face-to-face training. Rene flagged how hard it was at present to get new technologies in the Southern Hemisphere (Canada, US). He suggested that the CET allocate a part of the budget to send staff to provide training in loco as it would be difficult for people to physically be present at Colloquia every year.
- Answering methodological questions from people struggling to do a prognosis review.

### ***Methods (Miranda Langendam and Yemisi Takwoingi)***

Methods reported on their work on:

- Assessing how the methods groups were structured and functioned and how well they worked together. The interviews had been completed in September 2019 and the analysis of the feedback was still ongoing;
- The new Handbook.

**ACTION: Council Co-Chairs to circulate the new terms of reference for comments.**

**ACTION: Veronica Bonfigli to review the timings of the Council meetings in 2020.**

Veronica Bonfigli received thanks from the members for the on-going support provided.

---MEETING END---

### **Summary of Actions requested during the meeting**

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<b>Agenda Item</b>	<b>Action</b>
<b>2</b>	Council Co-Chairs to check with Karen if support to KT was still needed.
<b>2</b>	Council to provide feedback to Craig Lockwood on the communication document.
<b>2</b>	Once the paper was finalised, Craig Lockwood to work with Muriah Umoquit to improve the Council's visibility on social media and to find a feasible solution to involve authors and receive feedback from them.
<b>3</b>	Council to work with Muriah Umoquit to improve and update the webpage of the Council on Cochrane.org
<b>3</b>	Following the authors' survey, MEs and Authors to perform a scoping exercise to identify the issues that affect authors; MEs' and Authors' rep to then establish a working party to address these issues together with the CET and to feedback to Council at the Manchester Governance Meetings.
<b>3</b>	Council Co-Chairs to circulate the new terms of reference for comments.
<b>3</b>	Veronica Bonfigli to review the timings of the Council meetings in 2020.