

## Council Communications Paper

The purpose of this document is to establish benchmarks for communication between Council and the constituents Council represents in order to:

- Facilitate representation and two-way communication across Cochrane, and
- To create transparency in expectations for communication between the Council, the Senior Management Team, Governing Board, and groups and individuals across Cochrane.

### **The position of Council Secretariat:**

Supports Council in its communications, including agendas, minutes, meeting scheduling and with uploading of content to the Council webpages.

### **The position of Council Communications Officer:**

Supports Council in its engagement across Cochrane, in particular via social media, bulletins and other modes which raise the profile of council activity and assists to communicate the activities and promote the decisions reached by council in representing the Cochrane Community.

### Council Meetings

Prior to all face to face and online Council meetings, members of Council are expected to:

- Notify the groups they represent of the date of the meeting via email,
- Two weeks prior to the date of the meeting, request agenda items from the groups they represent,
- Evaluate agenda items received and indicate to the Co-Chairs preference for either a formal agenda item, a paper for noting (taken as read), or an item for 'any other business'.
- Outstanding action points allocated to individuals from previous minutes are addressed in writing before the meeting as attachments to the agenda prior to its circulation.
- Confirmation of attendance in advance of the meeting is required, or a proxy must be nominated; if neither is confirmed, non-attendance will be recorded. Post-hoc apologies will not be recorded.

Following Council meetings, minutes are to be completed, within two weeks (Secretariat). Following which they are confirmed by circulation within one week and uploaded to the Council webpage within four weeks of Council meetings, this does not require a quorum or majority. Members of Council are expected to:

- Circulate the minutes or a precis thereof to their constituent groups, along with the URL to the uploaded minutes
- Where action items relate to specific groups, the conclusions of such items are communicated to the relevant groups.

### Outcomes:

- Council will have an auditable track record of communications between its members and their respective constituent groups.
- Agenda items for Council meetings will demonstrably represent the needs of constituent groups.
- Council will have a presence on Cochrane social media platforms.
- Cochrane groups, members and contributors will be given rapid access to Council minutes
- Council meeting minutes (including ongoing projects and completed actions) will be online by week four following Council meetings
- Council Members will email/communicate with their constituent groups, circulating or linking to uploaded copy of each meetings minutes.
- Individuals or constituent groups represented by Council will have opportunity to participate in Cochrane Council Projects

**Trusted evidence.**

**Informed decisions.**

**Better health.**

[cochrane.org](http://cochrane.org)

- The Council Communications Officer will work with the Council Co-Chairs to identify appropriate items for social media messaging, facilitate and arrange the messaging.
- Social Media messages will go out under the banner '**Cochrane Council**'

## Co-Chair Meetings

### Attendance:

1. Council Co-Chairs
2. Senior Management Team
3. Board Co-Chairs

### The Council Co-Chairs will (via the Council Secretariat):

- Ask Council for agenda items two weeks prior to every meeting,
- Release a precis of the meeting within two weeks which can be circulated via all group lists
- Work with the Council Communications Officer to identify potential social media topics which are released under the banner '**Cochrane Council**'

## Communication Channels

Council Co-chairs and members will work with the Council Communications Officer to identify potential social media topics which are released under the banner '**Cochrane Council**'

1. Lists for Cochrane entities:  
for formal communications to groups pre and post meetings, and for discretionary updates on Council issues or projects.
2. Council Website:  
Formal communication of agendas, minutes, project reports
3. Social Media:  
Instagram, Twitter, LinkedIn, Facebook, Blog shots, etc  
Council Communications Officer to coordinate social media posts by Council.

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**Approved unanimously by the Council at its teleconference on 21<sup>st</sup> April 2020**