Geographic Group Monitoring and Evaluation
FAQs

1. **What is the purpose of the M&E platform?**
   a. To collect information from all of Cochrane's geographic groups to:
      i. Highlight the work being done locally, nationally, and globally
      ii. Serve as a meaningful way to show Cochrane impact through GeoGroup work
      iii. To foster transparency and facilitate collaboration
      iv. To reduce research waste

2. **Who is responsible for uploading GeoGroup activities?**
   a. Anyone with a director or staff role in your group has access and can upload activities and edit submissions
   b. Directors should ensure that sufficient activities are uploaded annually to demonstrate completion of your center activities

3. **Are there varying responsibilities among affiliate, associate, and full centers?**
   a. The director of each group is responsible for their own center
   b. Associate Centers that oversee affiliate centers should ensure those groups have completed their submissions
   c. Full centers should ensure that all of their groups have completed their annual submissions

4. **What are the responsibilities for Networks?**
   a. The Network Director or Chair should ensure that all groups in that Network have completed their submissions
   b. Directors of each Network affiliate are still responsible for ensuring that the submissions meet their objectives and yearly activities

5. **How many activities should each GeoGroup upload yearly?**
   a. There is no required number of submissions, but 4-6 submissions yearly should be adequate to demonstrate that you have completed your required center activities
   b. Choose activities that you would like highlighted and shared with other GeoGroups and the CET

6. **What are the submission deadlines?**
   a. The platform will be open July through November 2023; submissions must be completed by 30 November 2023
   b. Starting in 2024, the platform will be open February through November

7. **Who can view the submissions?**
   a. The submissions are viewable by anyone with a Cochrane login and access to the link, except for a few questions that will be hidden from public view
   b. Do not upload sensitive or confidential data or information

8. **What will happen with the submissions?**
   a. A CET M&E team will review submissions to ensure at minimum that all groups have uploaded activities
   b. The M&E team will pull data and metrics as needed for year 2023
   c. In subsequent years, a full M&E protocol will be implemented

9. **What if a group does not adequately comply with activity submissions?**
   a. The M&E Team, GeoGroup Senior Officer and/or GeoGroup Exec will contact those groups to understand what is going on and why, and how they can be supported

10. **How can I view the other GeoGroup submissions to learn about their projects and activities?**
    a. Anyone with the link can view all submissions
    b. Contact information will be provided for each activity uploaded for any questions
    c. The database will become searchable by various filters in 2024 (i.e., by type of activity, by country, and by group name)

11. **Why can I only select one choice per Tier and 3 activity types?**
    a. Please select the answers that best fit your activity being uploaded even if there are various selections that could work
    b. This will facilitate meaningful evaluation within and across groups, and provide more precise data to the CET

For additional information about the M&E platform, please contact Tiffany Duque at tduque@cochrane.org.