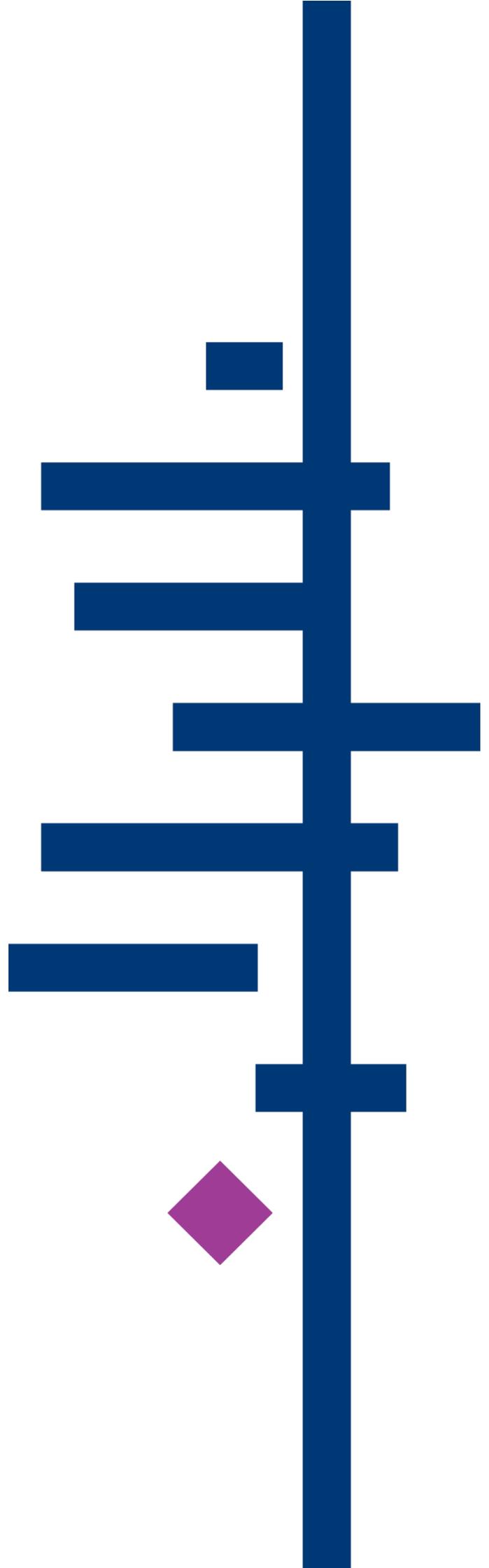


Living Evidence Network

Governance Structure



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Background

About the LSR Network

The Living Evidence Network is an informal network that was launched in February 2016 and now has over 200 members, including Cochrane and non-Cochrane researchers, policymakers and guideline developers. Network members have an interest, or expertise in living systematic reviews, living guidelines, or living evidence more broadly. Membership is open to anyone who wishes to join.

The Living Evidence Network aims to:

- Share experiences, information and resources
- Further the thinking on the living evidence concept and methods
- Develop approaches for testing living evidence methods

Current governance structure

The Living Evidence Network has not had a formal governance structure to date.

The Living Evidence Network is run by the LSR team at Cochrane Australia as part of [Project Transform](#), a project funded by Cochrane and Australia's National Health and Medical Research Council that aims to make Cochrane Reviews quicker and easier by piloting, refining, and scaling up innovations in systematic review production. The Living Evidence Network does not sit within the formal Cochrane structure, but enjoys strong support from Cochrane.

The LSR team is responsible for the day-to-day running of the Network. We seek Living Evidence Network members' views on the direction of the Network, and key Network outputs (such as publications and our LSR guidance document). Final approval of major Living Evidence Network decisions currently rests with the [Project Transform Executive](#).

When the Network first commenced, we invited members with an interest in specific areas relevant to LSRs to lead one or more Interest Groups. These groups include: Search, Technology/machine/crowd; Methods and statistics; Authors and production; Publication; and Intersections with guidelines and policy. Some of these Interest Groups have been more active than others. We consult with Interest Group leads on an ad hoc basis on issues relevant to their area of expertise.

Rationale and goal of the new governance structure

Given our growing Living Evidence Network membership, combined with burgeoning interest and opportunities in living evidence internationally, it seems timely to formalise our structure. The goal of a more formalised governance arrangement is that it enables us to make inclusive and transparent decisions, and facilitates communication and collaboration within the Network. It should also allow us to remain flexible and dynamic, to make the most of the opportunities presented in this fast-moving field.

The governance structure will remain in place for two years, at which point it will be reviewed.

New Governance framework

The Living Evidence Network governance framework includes the following groups:

- Steering Group
- Interest Groups
- Working Groups
- Living Evidence Network members
- Secretariat

Steering Group

Roles and responsibilities

The Steering Group is responsible for developing and agreeing on the strategic direction and operational activities of the LSR Network, in consultation with the broader Network, as needed.

Work processes

Steering Group members are expected to attend six-monthly meetings (in person or by teleconference), and provide ad hoc input over email. Costs for travel to face-to-face meetings will not be covered, however we will seek to hold meetings at the same time and location as major relevant conferences at which most members will be attending.

Membership

The Steering Group will include approximately 12 Living Evidence Network members. Steering Group members will include:

- Three members of the LSR Secretariat
- One representative from each of the LSR Interest Groups (usually the Interest Group Lead, see below)
- Five additional Living Evidence Network members

All Steering Group members will be appointed for a two-year term, with the exception of the Secretariat, who will be ongoing members of the Steering Group. Steering Group members will be eligible to stand for re-nomination at the conclusion of their two-year term.

Nominations

Steering Group members representing each of the LSR Interest Groups will usually be the Interest Group Lead (see below), who will join the Steering Group for the same two-year term as they are the Interest Group Lead. If the Interest Group lead does not want to be a concurrent Steering Group member they can nominate a suitably qualified Interest Group member to represent their Interest Group instead.

Nominations will be open to the entire Living Evidence Network membership for the five remaining Steering Group positions. Applicants will be invited to submit a brief expression of interest. In the interests of balancing the diversity of the Steering Group (in terms of gender, low- and middle-income country status and early career professionals) the Secretariat (and then subsequently the Steering Group, when established) will decide on the successful applicants.

Secretariat members will join the Steering Group as ex-officio members and will therefore not need to nominate for their positions.

Interest Groups, and Interest Group Leads

Roles and responsibilities

Interest Groups are primarily designed to bring together Living Evidence Network members with similar interests, to share information and activities. Interest Groups are designed for information-sharing, primarily to cater for the many Living Evidence Network members who are keen to stay abreast of developments in their field and to facilitate ad hoc discussion on topics relevant to the Interest Group. Interest Group members may be invited to make active contributions, for example to a publication or other program of work, usually as part of a Working Group (see below).

Interest Groups include:

- Search
- Technology
- Methods
- Publication
- Knowledge translation and stakeholder engagement

Each Interest Group will be headed by an Interest Group Lead (or Co-Leads) who has considerable expertise and interest in their particular area. They will be appointed for up to two years and will be able to stand again for re-nomination.

The role of the Interest Group Lead will be to: share information and developments with Interest Group members; engage with Interest Group members regarding Living Evidence Network activities; developments and strategy; and contribute to the governance of the Living Evidence Network through their membership of the Steering Group.

Work processes

Communication between Interest Group members will be via email listservs and will be on an ad hoc basis. Interest Group leads will provide an informal report on activities at the six-monthly Steering Group meetings.

Membership

Interest Group membership is open to all Living Evidence Network members. Network members can join as many Interest Groups as they like.

Nominations

Nominations for Interest Group leads will be sought from the membership of each Interest Group. Applicants will be invited to submit a brief statement to support their nomination, which will be open to a vote by Interest Group members.

Working Groups, and Working Group Leads

Roles and responsibilities

Working Groups are formed as needed to deliver specific programs of work. These could include: developing a funding proposal, undertaking methodological research or pilot work, or working together on a publication, among other things.

Working Groups will be headed by a Working Group Lead, who is responsible for the coordination of the Group's activity, and any communication and coordination with the Secretariat.

Work processes

Working Groups are time-bound and focussed on specific tasks. As such, their form and the way they work together is determined by the task.

Membership

Requests to form an Living Evidence Network Working Group must be submitted to the Secretariat, for approval by the Steering Group. Any Living Evidence Network member can submit a request to form a Working Group, including the nomination of a Working Group Lead.

Nominations

Once a Working Group is established, the Living Evidence Network will be alerted and Living Evidence Network members can nominate to join the Working Group. Final membership will be determined by the Working Group lead.

Secretariat

Roles and responsibilities

The Secretariat is responsible for day-to-day administration and coordination of the LSR Network, including managing the Living Evidence Network email list, internal communication and sign ups, organising Network meetings and webinars, and coordinating dissemination and promotion of the LSR Network's activities.

Processes

The Secretariat manages this work as part of their roles at Cochrane Australia.

Membership

The Secretariat consists of the LSR team employed at Cochrane Australia.