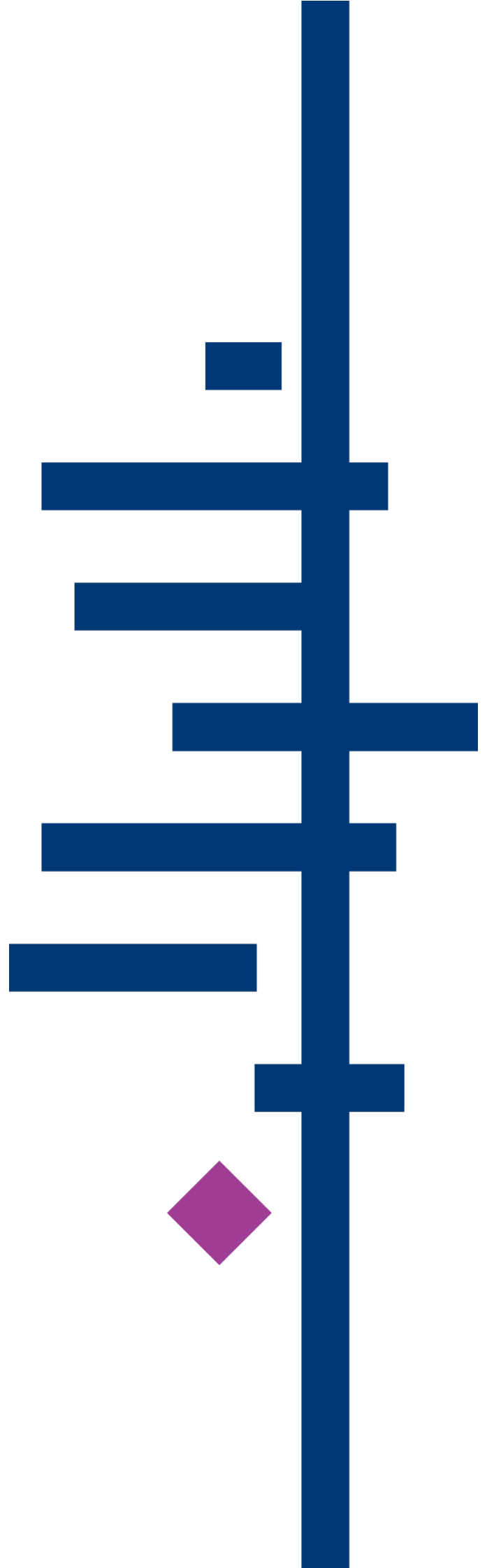


Living Evidence Network

Governance Structure

Adopted July 2018



Contents

Background	3
About the Living Evidence Network	3
Goal of our governance structure	3
Governance framework	4
Steering Group	4
Interest Groups, and Interest Group Leads	5
Working Groups, and Working Group Leads	6
Secretariat	6

Background

About the Living Evidence 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 (LSRs), 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

The Network is run by a 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 Network does not sit within the formal Cochrane structure, but enjoys strong support from Cochrane.

Goal of our governance structure

The goal of our governance structure to enable the Living Evidence Network to make inclusive and transparent decisions, and facilitate communication and collaboration between members. 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 (until July 2020), at which point it will be reviewed.

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 Living Evidence 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 are not 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 includes approximately 12 Living Evidence Network members. Steering Group members should include:

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

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

Nominations

Steering Group members representing each of the Living Evidence 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 are ex-officio Steering Group members and therefore do 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 is headed by an Interest Group Lead (or Co-Leads) who has considerable expertise and interest in their particular area. They are appointed for up to two years and are able to stand again for re-nomination.

The role of the Interest Group Lead is 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 is via email listservs on an ad hoc basis. Interest Group Leads should 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 are 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 a Living Evidence Network Working Group must be submitted to the Secretariat for subsequent 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 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 Living Evidence Network, including managing the email list, internal communication and sign ups, organising Network meetings and webinars, and coordinating dissemination and promotion of the Network's activities.

Processes

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

Membership

The Secretariat consists of the team employed at Cochrane Australia.