**The Cochrane Collaboration Organisational Chart**

Chief Executive Officer

The Cochrane Collaboration

External Advisory/Governance Board

The Cochrane Collaboration

Steering Group

5

Editor in Chief,

The Cochrane Library

4

Company Secretary

Administrative and Secretarial Support

3

Manager for Financial and Operational Performance

2

Manager for Policy, Strategy & Partnerships Development and Project Supervision

1

Manager for Marketing

Communications Ext/Int

Media Relations

**4. Company Secretary**

Provides legal advice

Provides advice surrounding effective Governance arrangements

Maintains HR systems surrounding , job descriptions, appraisals, salary bands, appointments, annual leave and travel etc.

Supervises the core administrative and secretarial team in support of COU and Steering Group activities

**5. Editorial Unit**

Undertakes review production and the editorial process

Strategic development of review groups, methods groups and fields

Consumer network (if not moving to partnership and development)

I.T. systems

Training and Education

Methods Development

Publisher Liaison

**2. Partnerships Development & Project Supervision**

Support the CEO to:

Form new and maintain old strategic partnerships

Researches and develops new partnerships to enable new and diversified funding sources to be pursued.

Develop policy and strategy options for presentation to the Steering Group

Promote Cochrane in areas where there is a lack or underdeveloped exposure

Ensures a functioning consumer network through the Consumer Co-ordinator (if agreed as part of this portfolio)

**1. Marketing, Communications, Media Relations**

External communications

Internal communications

Special Events

Creative services

Public relations

Media Relations

Web operations

Liaison with communication staff across the Collaboration

**3. Financial and Operational performance**

Develops current and effective financial and management accounting systems

Provides regular, relevant and up to date financial and budgeting reports

Develops and maintains a key performance indicator matrix designed to demonstrate to the Steering Group current operational performance and performance against key strategic objectives

Provides appropriate financial information surrounding the activities of the Collaborative’s Trading Companies