Centre Directors’ Executive - Steering Group Report

**1. PRELMINARY INFORMATION**

* **Entity Executive:** CDs Executive
* **Meeting:** Auckland Colloquium, October 2012
* **Report period:** April 2012-September 2012
* **Members of the Executive for this period:**

Tamara Kredo

Steve McDonald

Mary Ellen Schaafsma

Rob Scholten

Maria Regina Torloni

Gerard Urrutia

* **Report prepared by:** Steve McDonald on behalf of CDs Executive
* **Report prepared on:** 13th September 2012
* **Purpose of report:** Scheduled update

**2. WORKPLAN UPDATE**

**i) For this reporting period:**

|  |  |  |
| --- | --- | --- |
| **Objective/planned activity** | **Planned output** | **Timeline and comments** |
| To review the requirement of Centres to have an Advisory Board | Updated policy | Completed. Approved by CDs in Paris and added to the Policy Manual. Approval of MaRC sought. |
| To clarify role of CDs Exec in relation to approving new Branches | Defined role of CDs Exec in approving new Branches | Completed. CDs Exec to review applications to register Branches. |
| To draft the criteria and checklist for registering new Branches | New criteria and checklist for Branches | Ongoing. Paper drafted for discussion at CDs meeting in Auckland. |
| To review the implementation of the Key Performance Indicators framework introduced for the 2010-2011 monitoring period | Summary document prepared and issues highlighted | Ongoing. Summary to be discussed at CDs meeting in Auckland. |
| To revise the KPI framework (Part A Monitoring form) for 2012-2013 in response to feedback from CDs | Revised KPI framework (Part A Monitoring Form) | Ongoing. Suggested amendments to be discussed at CDs meeting in Auckland |
| To clarify the eligibility criteria for the Centre Staff position in CCSG elections | Agreed criteria for the two Centre positions | Ongoing. Paper drafted for discussion at CDs meeting in Auckland. |
| To rewrite and revise as necessary the Centres’ section of the Cochrane Policy Manual | Cochrane Policy Manual reflects current policy in relation to governance and functions of Centres | Ongoing. Sections revised as governance documents are signed off by Centre Directors |

**ii) Full breakdown of expenditure:**

|  |  |
| --- | --- |
| **Activity** | **Amount allocated** |
| Shared meeting expenses from Paris | £721 |
| Expenses for CD Exec member to attend Paris meetings | £1258 |
| **TOTAL** | **£1979** |

**iii) Meetings, teleconferences and other communication:**

The Centre Directors’ Executive met face-to-face in Paris and held teleconferences in June, July, August and September. In-between time we communicated by email and shared documents through Dropbox.

**iv) Descriptive summary – other activities and actions to note:**

* CDs Exec responded to feedback from Centre Directors on the implementation of the marketing and communications strategy, and the criteria for electing the Centre Staff member on the Steering Group
* at our Paris meeting, the idea was raised of remembering Alessandro Liberati by taking up his challenge of having a research agenda that is more closely aligned with the needs of patients, clinicians and policy makers; in response, several Centre Directors and members of the Italian Cochrane Network have drafted a proposal for the Liberati Initiative which will be discussed in Auckland
* with MaRC winding up, we are in a transition phase while new arrangements for monitoring Centres and Branches are worked out; Mary Ellen Schaafsma has agreed to continue to represent the CDs Exec on the newly formed Monitoring Advisory Committee
* we are looking forward to meeting the new CEO in Auckland, and to Centres and Branches having a key role to play in informing strategy and achieving organisational objectives (sustainability, capacity building, participation, partnerships, etc.); we will also be seeking Mark’s input into our overarching governance arrangements, including performance monitoring of CDs

**3. OBJECTIVE PLANNING**

**i) For the next reporting period and beyond:**

|  |  |  |
| --- | --- | --- |
| **Objective/activity** | **Planned output** | **Timeline and comments** |
| To develop new accountability mechanisms for Centres following adoption of new executive structure and functions of the Collaboration | Agreed overarching governance arrangements for Centres. Updated ‘changes to entities’ requirements. | March/October 2013. To be discussed in partnership with CEO. |
| To introduce performance review process of Centre Directors | System of regular performance review of Centre Directors | October 2013. To be discussed in partnership with CEO. |
| To develop an induction checklist for new directors | Induction checklist; clarity around expectations; consideration of mentoring role | March 2013 |
| To contribute to relevant Cochrane Innovations projects (e.g. Cochrane Response) | Contribution to papers and working groups as required | Ongoing |
| To support the implementation of the Marketing and Communications (M&C) Strategy at the regional level | As directed/required | Ongoing |
| To contribute to activities surrounding the Collaboration’s 20th anniversary celebrations | Contributions to the 20th Anniversary Task Force as required | Ongoing |

**4. FUNDING AND/OR POLICY DECISION REQUESTS**

Are members of your entities submitting any proposals to the Steering Group for decision at its next meeting? If so, how do these fit with the wider goals of your entities?

[NOT APPLICABLE]

**5. ANNEXES TO THIS REPORT**

[NOT APPLICABLE]