Entity Executive Steering Group Report

**1. PRELMINARY INFORMATION**

* **Entity Executive:** TSCs’ Executive
* **Meeting:** Auckland Colloquium 30 Sept – 4 Oct 2012
* **Report period:** April 2012 - Sept 2012
* **Members of the Executive for this period:**
  + Michelle Fiander (EPOC)
  + Lynn Hampson (Pregnancy & Childbirth Group
  + Gail Higgins (Renal Group)
  + Sarah Louise Klingenberg (Hepato-Biliary Group)
    - Joined the Executive in June 2012
  + Carol Levebfre (UK Cochrane Centre)
    - Resigned from Executive June 2012
  + Anna Noel-Storr (Dementia & Cognitive Improvement Group)
  + Doug Salwedel (Hypertension Group)
  + Marian Showell (Menstrual Disorders & Subfertility Group)
  + Rene Spijker (Dutch Cochrane Centre)
* **Report prepared by:** Gail Higgins
* **Report prepared on:** 5 September 2012
* **Purpose of report:**
* **Scheduled update**
* **Mission statement**

**2. WORKPLAN UPDATE**

**i) For this reporting period:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective/planned activity** | **Planned and/or achieved output** | **Timeline and comments** | **Allocated budget** |
| To develop an Induction & Mentoring program for new TSCs | Documentation for this project completed & ready to be added to Cochrane training; 3 mentors appointed on a regional basis to undertake the piloting of the program; pilot of this program begun | Development of this program began in June 2011; the pilot of this program has begun; there are 4 new TSCs in 2012 & each will take part in this pilot; by the 2013 Mid-Year meeting it is hoped to be able to evaluate the pilot & provide recommendations for the future program | 1500 GBP was allocated for the Induction & mentoring working party to prepare documentation & set-up the program; menotrors participating in the pilot will be reimbursed for their expenses. |

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| Develop a TSC Portal on the Intranet on Cochrane .org | Resources relevant to TSCs identified; all resources checked for currency; gaps noted for future development; structure of the portal developed. | **Oct 2012--**Phase 1: The top level “entry page” with broad topic areas and associated links, will be launched at the Auckland Colloquium.  **April 2013--**Phase 2: Expanded content development is in progress (e.g. updated TSC Guide); launch anticipated for April 2013. |  |
| Identify workflows relevant to TSCs role in the editorial process that are not currently represented in the current workflows. | A wish-list of items for ARCHIE workflows for TSCs | Ongoing; workshop on ARCHIE for TScs at Colloquium where feedback on workflows will be gathered. |  |
| Ensure the Cochrane Register of Studies (CRS) is implemented across CRGs and monitored to meet the needs of TSCs | The Cochrane Register of Studies is implemented & functionality meets the needs of TSCs. | Ongoing; 2 members of the TSC Executive are part of Support team for implementation of CRS |  |
| Support the implementation of the MECIR Project (Methodological Expectations of Cochrane Intervention Reviews) particularly in relation to Searching for Studies | MECIR recommendations implemented. Feedback provided on reporting standards; | Ongoing |  |
| Identify TSC representatives on various committees as required | 2 new members joined TSC Executive this year; Anna Noel Storr & sarah Louise Klingenberg to replace 2 outgoing members. |  |  |

**ii) Full breakdown of expenditure:**

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| --- | --- | --- |
| **Activity** | **Amount allocated** | **Amount spent** |
| Mid year Meeting Paris 16-20 April 2012 | 10.000GBP | 7781.32 GBP |
| Auckland Colloquium 30 Sept-4 Oct 2012 | Remaining budget from 10.000 GBP (2218.68 GBP) to be used to support 2 TSC Executive members to attend the Auckland Colloquium | |
|  |  |  |

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

* Mid-year meeting & strategic session Mon 16 - Friday 20 April 2012 Paris
* Teleconference Monday 23/Tuesday24 January 2012
* Teleconference Thursday 21/ Friday 22 June 2012
* Teleconference Thursday 6 /Friday 7 Sept 2012
* Skype teleconference Friday May 26
* Email communication via the TSC Executive email list to discuss feedback on various papers

**iv) Descriptive summary:**

The main priorities of the TSC Executive for 2011-2012 were to complete the development of the Induction & Mentoring Program & to pilot the TSC Portal. Both of these were achieved.Our main activities were in relation to these 2 projects*.* ). Another priority is to ensure that the current way that information retrieval/management services are delivered and implemented across the Collaboration supports & enhances the role of the TSCs within the review production process and that we continue to build on the current framework. This will be a ‘project’ with a number of aspects and stages and will require participation from the entire TSC community and other Cochrane stakeholders over a number of months.

The TSC Executive also provided comments & feedback:

* to the CEU on the EMBASE project & identified a member of the Executive (Rene Spijker) to assist in developing the proposal.
* To Sonja Henderson on the Guidelines for preparing information about CRGs for publication on entity websites.

**3. OBJECTIVE PLANNING**

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

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| --- | --- | --- |
| **Objective/activity** | **Planned output** | **Timeline and comments** |
| Review the delivery of information retrieval & management across the Collaboration | Report & recommendations | 2012-2013 |
| Continuation of other projects as listed in workplan 2011-2012 |  |  |

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

No, we are not aware of any proposals being submitted to the Steering Group.

**5. ANNEXES TO THIS REPORT**