**Agenda for the**

**Cochrane Collaboration Steering Group meeting**

**Auckland, 24, 26 and 27 March 2010**

1. Welcomes, introductions and apologies for absence.
2. Declarations of interest [paper].
3. Co-Chairs’ introduction to the meeting: approval of the agenda, verbal report.
4. Strategic Review: Executive summary [paper].
5. Chief Executive Officer’s report **RESTRICTED** and **COMMERCIAL IN CONFIDENCE** [paper].
6. Key Performance Indicators (KPIs) [paper].
7. Cash Flow Forecast; Charity and Trading Company Profit and Loss statements and Balance Sheets [**RESTRICTED**] [CFF; P&Ls; balance sheets]

**Products**

*Portfolio leads: Gail Higgins, Sonja Henderson, Roger Soll*

1. Wiley report, subscription analysis and usage report [**COMMERCIAL IN CONFIDENCE**] [papers]. (*Deborah Pentesco-Gilbert attending for this item*.)
2. Editor in Chief’s report [paper].

.1 Cochrane Editorial Unit budget for 2010-11 [**RESTRICTED**] [paper].

1. Evidence Aid: sustainability and development [paper].

**Knowledge infrastructure***Portfolio leads: Julian Higgins, Sophie Hill, Steve McDonald, Rob Scholten*

1. Training Working Group status report (Strategic Review) [paper].
2. Proposal for funds to support ‘Cochrane Methods’ [paper].
3. Collaboration website progress report [paper].

.1 Budget request for 2011-2014 [**RESTRICTED**] [paper].

Consent agenda:

1. Information Management System (IMS) status report [paper].
2. Developing the Cochrane Register of Studies [paper].
3. Continental Europe Support Unit (CESU): Fifth progress report [paper].
4. Register of Diagnostic Test Accuracy Studies: Progress report [paper].

**External partnerships***Portfolio leads: Lisa Bero, Mary Ellen Schaafsma, Liz Whamond, Mingming Zhang*

1. Marketing and Communication (Strategic Review) [verbal update].
2. Developing a partnership strategy (Strategic Review) [paper].

**Organisation and administration***Portfolio leads: Katrina Williams, Hans van der Wouden*

1. CCSG issues - membership and committees (Strategic Review) [paper].
2. Monitoring and Registration Group: Redefining composition and process [paper].
3. Selection of a new Co-Chair of the Steering Group [paper].
4. Oversight committee for *The Cochrane Library* [paper].
5. Secretariat budget for 2010-11 [**RESTRICTED**] [paper].
6. Employer contribution to stakeholder pension scheme for Cochrane employees   
   [**CONFIDENTIAL**] [paper].
7. Sub- and Advisory Group budget requests; IMSG budget request [papers].
8. Opportunities Fund: ratification of 2009-10 round [*paper to be circulated separately*].
9. Outcomes from strategic discussion on consumer involvement.
10. Reports from entity representatives:

.1 Cochrane Review Group (CRG) issues:

.1 Co-ordinating Editors’ Executive report.

.2 Managing Editors' Executive report [paper].

.3 Trials Search Co-ordinators’ Executive report [paper].

.2 Centre issues:

.1 Ensuring better geographical participation in The Cochrane Collaboration [paper].

.2 Representation of people from non-English-speaking backgrounds [paper].

.3 Fields Executive issues.

.4 Methods issues [paper] (*see also* item 12).

Consent agenda:

1. CCNet detailed business and operational plan (Strategic Review) [paper].
2. Trading Company Directors’ report [paper; *key dates in 2010].*
3. Reports from:

.1 The Ombudsmen [**CONFIDENTIAL**] [paper].

.2 The Funding Arbiter [**RESTRICTED**] [paper].

.3 The Publication Arbiters [**RESTRICTED**] [paper].

1. Future Steering Group meetings:

.1 Denver (17 October 2010); Keystone (23 October 2010).

.2 Split (28 March to 3 April 2011) [paper].

1. Future Cochrane Colloquia:

.1 Madrid, Spain, 19-22 October 2011 [paper].

.2 Nanning, China, October 2012 (dates not yet known).

**Finance and sustainability***Portfolio leads: Donna Gillies, Zbys Fedorowicz*

1. Core funding programmes: update [paper].
2. Opportunities Fund: the future [paper].
3. Proposal to allocate a proportion of the Collaboration’s royalties to CRGs [paper].

Consent agenda:

1. Discretionary Fund [paper].

**Final actions**

1. Allocation of funds to specific proposals.
2. Decisions made at this meeting to be communicated:

.1 To all entities immediately after this meeting.

.2 In the next Steering Group Bulletin.

1. Matters arising from the minutes of the previous face-to-face meeting,   
   not already dealt with [paper].
2. Environmental sustainability [standing item].
3. Outstanding action items [paper].
4. Any other business.
5. Thanks to the hosts and organisers of the meeting, and the Secretariat team.

*Explanation of the ‘Consent agenda’*

The aim of a consent agenda is to free up Steering Group time for important discussions by grouping items together that the Group would normally approve with little comment (e.g. information items and reports on issues that have happened in the past). All items on a consent agenda are considered and approved together. However, questions and answers on any item are permitted before being approved, although members are encouraged to seek answers to their questions before the meeting wherever possible. Any Steering Group member may request additional discussion of any item on the consent agenda.