

Governing Board Paper

Agenda number:	12.2 [2018-EDIN-12.2 Consent Agenda Item]
Agenda item:	Future Governance Meetings
Submitted for Governing Board meeting:	Edinburgh 2018
Submitted by:	Holly Millward, hmillward@cochrane.org Jo Anthony, janthony@cochrane.org
Sponsored by:	Mark Wilson, Chief Executive Officer
Access:	Open
Decision or information:	Decision
Resolution for the minutes:	The Governing Board approves: <ol style="list-style-type: none">1. The 2020 and 2021 Governance Meetings will be held in:<ol style="list-style-type: none">a. 2020: Manchester, UKb. 2021: USA, city to be confirmed at the Santiago Governing Board meetings in 20192. The recommended dates for future Governing Board meetings in 2020 to 2025
Executive summary:	The paper provides location recommendations for the 2020 and 2021 Governance Meetings, as well as recommended dates for the 2020-2025 Governing Board meetings, held alongside the Governance Meetings.
Consultation with Cochrane Council:	-
Financial request:	n/a

1 Background:

1. Cochrane's Governance Meetings have in recent years taken place annually in the first week of April (or earlier or later if Easter falls in that week). They are a chance for the Governing Board, Council, Executives and other Committees to meet face-to-face with the Central Executive Team and discuss the organization's strategic and operational plans.

The Governance Meetings are hosted in a different location each year. They are usually held in Europe or within a two-hour distance of an international airport.

Cochrane Groups submit proposals to host the event, based on the 'Governance Meetings Standard Operating Procedures'. Cochrane Poland will be hosting the 2019 Governance Meetings in Krakow between 1-5 April.

Following a call made earlier this year for prospective hosts for Cochrane's 2020 and 2021 Governance Meetings, unfortunately by the deadline of 30 July 2018 no applications had been received.

The Central Executive Team has therefore worked on prospective location recommendations for 2020 and 2021 for the Governing Board to consider.

2. The Governing Board meets twice a year at the Governance Meetings and at the annual Cochrane Colloquium. Initial dates for the Governing Board meetings from 2016-2020 were agreed back in 2015. The Central Executive Team is therefore proposing recommended dates for the period 2020-2025 for Board meetings that happen alongside the Governance Meetings.

The dates for the Governing Board meetings that happen alongside Colloquia are dependent on the Colloquia hosts and venue availability. Colloquia dates have only been confirmed until 2020.

2 Proposal: Summary of options

1. Proposed Governance Meeting locations:

Location	Cochrane Groups based in that location	Detail
London, UK	Central Executive Team Cochrane Airways Cochrane Eyes and Vision Cochrane Heart Cochrane IBD Cochrane Injuries Cochrane IPD Meta-Analysis Methods Group Cochrane Neuromuscular	Suitable venues that can hold up to 200 delegates? Yes, large selection of venue options. Within 2 hours of an international airport? <ul style="list-style-type: none"> • Heathrow • Gatwick • London City • Southend • Luton
Manchester, UK <i>2020 Governance meeting location suggestion</i>	Cochrane Bone, Joint and Muscle Trauma Cochrane Oral Health Cochrane Wounds	Suitable venues that can hold up to 200 delegates? Yes, multiple locations. Manchester was the venue for a UK & Ireland Symposium held at the University of Manchester.

		<ul style="list-style-type: none"> • Friends Meeting House • The Midland Hotel • Town Hall Manchester • Renold Building, University of Manchester (available during holidays only) • Manchester United Football Club • Emirates Old Trafford • Pendulum Hotel and Manchester Conference Centre • Etc.venues Manchester <p>Within 2 hours of an international airport?</p> <ul style="list-style-type: none"> • Manchester Airport • Also, 2.5 hours by train from London
Dublin, Ireland <i>2020 Governance meeting location suggestion</i>	None	<p>Suitable venues that can hold up to 200 delegates?</p> <p>Dublin was the venue for a UK & Ireland Symposium held at the Convention Centre Dublin.</p> <ul style="list-style-type: none"> • Helix & DCU Conference Centre • Aviva Stadium • CityNorth Hotel & Conference Centre • Citywest Hotel, Conference & Event Centre • Clayton Hotel Burlington Road • Convention Centre Dublin • Croke Park Meetings & Events • RDS • Ballsbridge Hotel <p>Within 2 hours of an international airport?</p> <ul style="list-style-type: none"> • Dublin Airport is international with services to multiple European and American cities. • There are also 4 other international airports in Ireland. Find out more.
Birmingham, UK	None	<p>Suitable venues that can hold up to 200 delegates?</p> <p>Birmingham was the venue for a UK & Ireland Symposium held at the thestudiobirmingham.</p> <ul style="list-style-type: none"> • Park Regis • Edgbaston Stadium • Hilton Birmingham Metropole • Jurys Inn • thestudiobirmingham • Conference Aston & Hotel <p>Within 2 hours of an international airport?</p> <ul style="list-style-type: none"> • Birmingham Airport serves national and international routes to Europe, Dubai, Islamabad, Toronto and New York. • Birmingham has some of the busiest railway stations in the UK. Birmingham New Street is the busiest interchange in the UK outside London. Other stations include Birmingham Snow Hill and Birmingham Moor Street. • You can get to Birmingham from Heathrow or Gatwick in under 3 hours by train.

<p>USA</p> <p><i>2021 Governance Meeting location suggestion</i></p> <p><i>Setting up the new Cochrane US Network is key priority for the organization going forward. 2021 is also the start of a new organizational Strategy.</i></p>	<p>Cochrane US West, <i>Portland</i></p> <p>Cochrane Complimentary Medicine, <i>Baltimore</i></p> <p>Cochrane Comparing Multiple Interventions Methods Group, <i>Baltimore</i></p> <p>Cochrane Fertility Regulation, <i>Portland</i></p> <p>Cochrane Neonatal, <i>Burlington</i></p> <p>Cochrane Patient Reported Outcomes Methods Group, <i>Seattle</i></p> <p>Cochrane Eyes and Vision, US Satellite, <i>Baltimore</i></p> <p>Cochrane Urology, <i>Minneapolis</i></p> <p>Cochrane Musculoskeletal, US Satellite</p>	<p>Suggested cities with suitable venues:</p> <p>Online venue finding services suggest the following cities as top locations for conferences:</p> <ul style="list-style-type: none"> • San Antonio • San Diego • Orlando • Chicago • Atlanta • Dallas • New York • Phoenix • Austin • San Francisco • Houston • Seattle • Portland <p>Online venue finding services:</p> <ul style="list-style-type: none"> • https://www.cvent.com/en/marketing/top-50/2017-top-destinations-us.php • https://smartasset.com/mortgage/the-best-cities-for-conferences-2017-edition
<p>France</p>	<p>Cochrane France, <i>Paris</i></p> <p>Cochrane Pre-hospital and Emergency Care, <i>Paris</i></p> <p>Cochrane Lung Cancer, <i>Besancon</i></p>	<p>Suggested cities with suitable venues:</p> <p>Online venue finding services suggest the following cities as top locations for conferences:</p> <ul style="list-style-type: none"> • Paris • Bordeaux • Cannes • Lyon • Marseille • Nantes • Nice
<p>Spain</p>	<p>Cochrane Iberoamerica, <i>Barcelona</i></p> <p>Cochrane Basque Country, <i>Leioa</i></p> <p>Cochrane Madrid, <i>Madrid</i></p> <p>Cochrane Navarra, <i>Navarra</i></p>	<p>Suggested cities with suitable venues:</p> <p>Online venue finding services suggest the following cities as top locations for conferences:</p> <ul style="list-style-type: none"> • Barcelona • Madrid • Mallorca • Marbella • Seville • Valencia

Cochrane's Central Executive is responsible for the organisation and financial management of the annual Governance Meetings. The content programme follows a standard format led by the Central Executive and key community representatives. Due to no registration fees or scientific content submission requirements, the meetings - in contrast with Cochrane Colloquia - are straightforward and far simpler to arrange. Cochrane's Knowledge Translation Department (KTD) lead the organizing of the event usually with the support and engagement of a Cochrane Group based in that particular location. However, this is not essential.

Considering all the options set out above, Cochrane's Central Executive makes the following recommendations for the locations of the 2020 and 2021 Governance Meetings:

- **2020:** Manchester, UK
- **2021:** USA – precise city to be confirmed at the Santiago Governing Board meetings in 2019 following consultations with the members of the ne Cochrane US Network.

2. Recommended dates for the 2020-2025 for the Governing Board meetings that happen alongside the Governance Meetings

These dates have been recommended as they avoid any conflict with major religious holidays including Easter. Finance and Core Services Department request that April is considered as a preferred month to enable Cochrane's statutory accounts to be approved at these meetings; however, this will prove problematic in 2021 and 2022.

Year	Recommended dates for Governing Board meetings
2020 <i>Dates already approved in 2015</i>	<ul style="list-style-type: none"> • 30th March - Governing Board development day • 2nd April - Governing Board meeting • 3rd April - Governing Board meeting
2021	<ul style="list-style-type: none"> • 22nd March - Governing Board development day • 25th March - Governing Board meeting • 26th March - Governing Board meeting
2022	<ul style="list-style-type: none"> • 28th March - Governing Board development day • 31st March - Governing Board meeting • 1st April - Governing Board meeting
2023	<ul style="list-style-type: none"> • 24th April - Governing Board development day • 27th April - Governing Board meeting • 28th April - Governing Board meeting
2024	<ul style="list-style-type: none"> • 15th April - Governing Board development day • 18th April - Governing Board meeting • 19th April - Governing Board meeting
2025	<ul style="list-style-type: none"> • 7th April - Governing Board development day • 10th April - Governing Board meeting • 11th April - Governing Board meeting

NB: It is acknowledged that the Governing Board had previously approved a policy that annual Governance Meetings are held in the first week of April. However, the proposed March dates in 2021 and later dates in 2023 and 2024 are recommended to avoid the dates of Ramadan, Passover and Easter public holidays.
<https://www.timeanddate.com/calendar/?year=2021>

3 Recommendations:

The Governing Board approves:

1. The 2020 and 2021 Governance Meetings will be held in:
 - a. 2020: Manchester, UK
 - b. 2021: USA, city to be confirmed at the Santiago Governing Board meetings in 2019
2. The recommended dates for future Governing Board meetings in 2020 to 2025