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Target group: The membership of the Campbell Collaboration Users Group

Status: Draft presented to the C2 steering group in March 2008 meeting in Oslo. This paper will guide the establishment of a C2UG membership base. When this membership base has been established this policy paper will be put to a vote. Future changes to this paper will also be put to a vote among C2UG membership.

This paper is part of the portfolio of papers governing C2UG activities. They are currently: **C2UG Policy Brief** (17 January 2005), **Options for a C2 Impact Strategy through user interaction** (4 November 2007), **C2 Users Group Working Paper 2007-1** (4 November 2007), **Policy guiding the production of Campbell Collaboration User Abstracts** (29 February 2008), and **User involvement in the systematic review process** (29 February 2008).

Campbell Collaboration Users Group (C2UG) Governance and Membership Policy Paper

1. C2UG activities

The success of The Campbell Collaboration (C2) ultimately depends on the impact of C2 reviews on policy and practice. Successful translation from research knowledge to impact requires many different types of highly specialised communication- and people-skills to come together. In the case of C2, the process is further challenged by C2's broad scope within public policy (education, crime & justice, and social welfare) and by its international focus. This means that potential end-users of C2 reviews are a huge and very heterogeneous constituency.

The aim for all C2 reviews is to involve potential users in the review production process (cf. *User involvement in the systematic review process*). Although user involvement is crucial to the review process, it is unlikely to secure actual changes in practice or policy across different countries. It is necessary for C2 to engage with organisations that have specific expertise in knowledge translation.¹ These could be knowledge & dissemination organisations, organisation working with professional development, educational organisations, consultancies, not-for-profit organisations, etc. Therefore, the C2 Users Group (C2UG) will act as the central entry point for these organisations and other parties with an interest in utilizing review knowledge. These organisations have the necessary clout, scope, and expertise to contextualise the results of Campbell reviews and bring the knowledge to bear on actual policy and practise in their specific fields and countries.

C2UG aims to be a “hub & spokes”-network, where the C2UG co-chairs and the secretariat act as the hub; supporting and coordinating activities of the spokes: the C2UG members. The members develop C2 user abstracts, bring C2 review knowledge to bear on policy and practice, and engage in other C2 dissemination related activities.

¹ These organisations translate research evidence into improved outcomes of professional practice. While translation may appear similar to dissemination or diffusion, it can be differentiated by its emphasis on the quality of research prior to dissemination and implementation of research evidence within a system. Unlike simple dissemination activities, translation requires coordination and process improvement amongst a complex system to influence behavior change and people outcomes, cf. Canadian Institutes of Health Research.

Decisions on major policy issues are made at the yearly meeting of the C2UG at the Campbell Colloquium. The two C2UG-co-chairs supported by the secretariat manage the day-to-day activities. There are two levels of attachment to the C2UG: affiliate and member. Differences will be outlined below.

2. C2 strategy and C2UG

The C2 vision...

... is to bring about positive social change, and to improve the quality of public and private services across the world, ...

by the following C2 mission...

... preparing, maintaining and disseminating systematic reviews of existing social science evidence.

Presently, the Campbell Collaboration's Strategy is not finalised. Therefore, the section below – where activities specifically relating to the C2UG are outlined – is copy-pasted from a paper-in-progress and liable to change:

“Promoting access, by wide dissemination of the outputs of the Collaboration, engaging potential users of evidence, taking advantage of strategic alliances, and by promoting appropriate prices, content and media to meet the needs of users worldwide”

3. C2UG Meeting

C2UG governing body is the yearly meeting of the C2UG at the Campbell Colloquium. At the meeting new policies and substantial changes to existing policies are discussed and can be put to a vote. An agenda will be circulated two weeks before the meeting, and members and affiliates can submit agenda items three weeks before the meeting.

Elections for co-chairs are to be held at the annual Campbell Colloquium. Nominations for the upcoming co-chair election should also be reported to the C2UG-secretariat three weeks before the C2UG-meeting at the Colloquium.

4. How to become a C2UG-affiliate

Anyone interested in C2-dissemination activities – individuals or organisations – can become a C2UG affiliate through completion of a form available on the C2 website (www.campbellcollaboration.org/xxx) or at the C2UG meeting at the annual Campbell Colloquium. The form will ask for permission to share contact information with other C2UG affiliates and members as a part of the C2-secretariat's network creating activities.

Affiliates have the right to:

- Participate in the yearly C2UG meeting at the Campbell Colloquium
- Nominate candidates for co-chair elections. Candidates need to be C2UG-members
- Submit agenda items, policy changes etc. for consideration at the yearly C2UG meeting at the Campbell Colloquium

Affiliates are strongly encouraged to take the following initiatives:

- Take the lead – in the C2UG network – on user and dissemination related activities at the yearly Campbell Colloquium and between – e.g. engage in reviews-in-progress through the C2 Coordinating Groups.

- Disseminate C2 User Abstracts in their own local professional network – possibly in different contextualized formats
- Act as ambassadors for the Campbell Collaboration and its reviews in their local professional network
- Become C2UG members if possible

5. How to become a C2UG member

Organisations engaged in the translation of research knowledge into practice (or policy) are eligible to become C2UG members. The requirements for membership are:

- A C2UG liaison person has been appointed and the C2UG-secretariat is notified. The organisation is responsible for replacing the liaison person in case of job change and for notifying the C2UG-secretariat.
- This person (or someone working for this person) has participated in the C2UG training workshop on writing C2 User Abstracts at the annual Campbell Colloquium.²

The liaison person (hence the organisation) is then a member of the C2UG with voting rights.

Membership is maintained as long as the liaison person (or someone working for this person) produces a minimum of one C2 User Abstract per year on a newly approved C2 review following the standard set out by C2UG (cf. *Policy guiding the production of Campbell Collaboration User Abstracts*). The C2UG-secretariat will strive to match reviews and organisations thematically.

Being a member of C2UG gives the following rights:

- To participate in the yearly C2UG meeting at the Campbell Colloquium
- To nominate candidates for the co-chair elections. Candidates need to be C2UG-members
- To submit agenda items, policy changes etc. for consideration at the yearly C2UG meeting at the Campbell Colloquium
- To run in the co-chair election
- To vote; one vote per organisation.

Members of the C2UG are even more strongly encouraged to take the initiatives mentioned above under affiliates.

6. How to become a C2UG co-chair and the user representative in the C2 steering group

C2UG-members will elect two co-chairs from among the C2UG-membership.

Presently, there is neither central Campbell nor external funding available for C2UG activities. If any type of C2UG activity is to be possible, there is a need for – in the short run – the two co-chairs to be involved at two different levels. Co-chair 1 must be able to host (i.e. fund) a C2UG-secretariat. This interim requirement will be abandoned when funding has been secured.

C2UG-members are eligible to run for a position as C2UG co-chair with the exception that to run for co-chair 1 the liaison person must hold a managerial position in his/hers organisation.

² If a wish for training and hence membership occurs between Campbell Colloquia, then the secretariat will be as helpful as possible in meeting these needs.

Co-chairs are elected for a three-year period at the C2UG-meeting at the Campbell Colloquium among the C2UG-membership. Following the general membership policy in the Campbell Collaboration (cf. *Proposal for Membership in the Campbell Collaboration*, 18 October 2007) an elected co-chair can maintain his or her position for a maximum of two periods, i.e. six years.

The election of co-chairs is staggered in order to secure continuity in C2UG activities. In 2008 an election for co-chair 2 (presently Amanda Sowden of CRD, York University) will be held. In 2009 co-chair 1 (presently Merete Konnerup, Nordic Campbell Centre) will be up for election. In 2010 there will be no elections in C2UG. In 2011 co-chair 2 is up for election; in 2012 co-chair 1 and so forth.

Both co-chairs represent C2UG in the C2 Steering group.

7. Duties of the two co-chairs and the C2UG-Secretariat

The C2UG co-chairs supported by the C2UG-secretariat have the following duties:

- Supply the platform for people and organisations who are interested in taking the lead on or participate in user and dissemination oriented activities within C2
- Organise and run the yearly C2UG-meeting at the Campbell Colloquium (notification of meeting, call for agenda items, distribute agenda, prepare and circulate papers, running of meeting, minute taking and circulation etc)
- Represent user, knowledge broker, and dissemination perspectives in the C2 Steering Group
- Develop and maintain guidelines – aimed at users, reviewers and C2 Coordinating Groups – for how user involvement can become central to the review production process (*User involvement in the systematic review process*)
- Develop and maintain C2UG policies and standards incl. a standard for C2 user abstracts (*Policy guiding the production of Campbell Collaboration User Abstracts*, *Guidelines for writing a Campbell Collaboration User Abstract*, and *C2 Users Group Working Paper 2007-1*)
- Facilitate the production of C2 User Abstracts including arranging training workshop at the Colloquium
- Produce a minimum of four C2 User Abstracts per year³
- Manage contact information on affiliates and members vis-a-vis the centralised C2 contact database
- Send out C2UG-newsletters to affiliates and members
- Develop and facilitate other C2UG activities

In order to sustain this level of activity, co-chair 1 (i.e. his or her organisation) should – as a minimum – be able to commit at least ¼ man-year from an employee with a university degree and professional experience in dissemination and one month of full-time work a year for the co-chair. Co-chair 2 has to commit individual resources to the work in C2UG at the same magnitude as co-chair 1.

³ From start to finish, a C2 User Abstract – following the C2UG standard set out in *Guidelines for writing a Campbell Collaboration User Abstract* – requires approx. ½ month measured in gross-time (i.e. incl. lunch, vacation, absence due to illness etc).