



## **Steering Group Meeting Vancouver, 10-14 May 2008**

Minutes, approved on 9. October 2008

1. The minutes of the March meeting in Losby were adopted with a minor revision (p.6 – to specify the reference to the annual general meeting.)
2. Strategic Plan: consideration and adoption

Discussions on the text gave rise to numerous amendments, and it was agreed to circulate a revised draft of the strategic plan in the light of the points made. [The revised draft has now been distributed for comment.]

The Co-chairs were also asked to develop action points on the basis of the SP. Arild circulated a preliminary list of action points.

3. Governance Plan: consideration and adoption

The discussion focused in particular on the composition of the corporate board according to the new governance plan.

Originally, the corporate board was comprised of people who generated resources. When we entered an agreement with AIR, AIR nominated two of the three members of the board. Its role traditionally was to get resources in, in order to cover overheads such as indemnity insurance.

Transition from a small to a large board raised some challenges. It was necessary to revise the byelaws, and this was a matter for the existing board. It was agreed to recommend a two stage approach, involving first a change in the membership as set out in the Governance Plan, and then a broader updating of the byelaws. An ad hoc group would look at this.

The Governance Plan was adopted as amended.

4. Social Welfare CG

The report of the Social Welfare CG was presented.

5. Crime and Justice CG

The report of the Crime and Justice CG was presented. One Review has been completed since the SG meeting in March. The National Centre for Justice will fund 6 reviews next year, following an earlier grant of \$90,000 for 3 reviews which are almost completed. We have made C2 a presence in CJ. The biggest challenge is getting reviews finished.

Following the Japanese language site, a Chinese language site is on the way, through Taiwan. The Users group noted that a Danish parliamentary committee invited Campbell to a hearing on a recent Criminology review.



#### 6. Education CG

The proposed Disability subgroup has now been set up. There are new contacts especially in relation to special education, and language and literacy. One grant has been allocated by the Kauffmann foundation, and another is pending.

It was noted that there is intense competition in the education field, notably through the What Works Clearinghouse, but that WWC has little expertise on disability.

#### 7. Users Group

The report of the Users Group was presented. The Users' Group Subsite on our web pages is now in place.

#### 8. Preparation for the Vancouver Colloquium

Charles Ungerleiter of the Canadian Council of Learning presented an update on behalf of the host committee. There had been various difficulties, including over choice of venue. He suggested that future events be managed in house, or on the basis of a procedural manual. A handout gave a breakdown of participants by sector and country, and also a list of income and expenses. A list of participants was requested. A deficit is projected, of which the hosts will underwrite half. A record level of sponsorship was raised (\$80,000). A media advisory was circulated but has not been picked up.

The host committee was complimented on a very good job in difficult circumstances.

#### 9. Methods CG

The Methods group reported the highest ever activity level. Peter Tugwell has been elected new co-chair, to start November. The question of reviving dormant subgroups on Information Retrieval, Statistics and Quasi-experimental design was raised.

Jeff Valentine agreed to co-chair the training group. Three of a planned eight sets of training material were now complete.

Jeff, Terri and Betsy Becker will conduct a training session in Leiden, the Netherlands, on August 18-20, for 20-30 people. It was agreed not to charge participants a fee; participants will bear their own transport and accommodation costs.

It was agreed to track registrations for the course through Oslo, with a view to establishing a standard procedure for future events. Interest in meta-analysis is high in the Netherlands, and we should work with Peter van der Laan to publicise the course. We also need to consider how to develop those who take part.

The process for overseeing training funds was discussed. \$70,000 was available, some for North America and some for Europe. As well as training sessions, we should work on revising the policy briefs and supplementing the handbook. Specific proposals were needed as soon as possible, with a budget and a timeline.

#### 10. Budget and fundraising overview



Budget and fundraising transparency is important. The CGs need to indicate priorities as regards funding for reviews in progress. An outline budget will be presented annually to the SG for discussion. We will seek funding from other sources for larger applications. If funding is provided from Norway, the reviewers should be willing to do a seminar in Norway.

#### 11. Renewal of C2 website

##### - Standardisation/Toolbox

Bjørn Tommy Tollånes presented an update of the work on the renewal of the website. The plan is to inaugurate the new site on 1 September. It was agreed to further discuss Toolbox specifications at the Standardisation Committee over lunch on Monday.

##### - Online journal

Karianne and Camilla presented their paper on the modalities of the proposed online journal. One goal is a standardised citation format (including a DOI number). Copyright issues and the ability to publish in major journals needed to be taken into account. It was agreed not to use the word Journal in the title and to opt for a title on the lines of the Campbell Library of Systematic Reviews. There was support for registering for a CC licence, with the caveat that we also need to cater for cases where similar content is copyright protected through journal publication.

##### - Web support committee

It was agreed to establish on an ad hoc basis a Web support committee, with Mark Lipsey as chair, Peter Grabosky, Aron Shlonsky and a representative to be named from the Education CG. The focus should be on content rather than design. It was agreed that Eamonn Noonan has an ex officio role in the various ad hoc committees, in order to help coordination and consistency.

#### 12. Preparations for the 2009 Colloquium

The 2009 Annual Colloquium will be held in Oslo in mid May. The theme of the Colloquium will be "Better evidence for a better world." One goal will be to reach out to Lower and Middle income countries and to attract participation from developing countries. Cooperation with the WHO's Committee on the Social Determinants for Health was recommended.

In Oslo we will seek to highlight Campbell Reviews, and especially newly completed reviews.

It was also agreed to schedule the tenth colloquium in parallel with the Cochrane Colloquium in Denver in October 2010.

Eamonn Noonan was appointed chair of the Host committee chair.

Following the meeting, Terri Piggott agreed to be chair of the Scientific Committee.

It was agreed to work with AIR on the logistics of the event.

#### 13. Partnerships

An overview of the current position with regards partnerships was presented. Much is on the basis of gentleman's agreements, little is formalised through written agreements.

Discussion centred on what the purpose of a partnership with Campbell. Our link with the University of Toronto was commended as a good example of what we need.



Partnership should be linked to active cooperation on the production of reviews.

Greater clarity was needed on the goals of partnerships, and on what we expected of partners.

It was suggested that we carefully select good local agents, who can guide us to actors who can contribute to review production and funding.

The need to reach out to users was also discussed. The need to write to potential sponsors was underlined. Empty affiliations were not recommended.

Cochrane is currently looking through its categories – it has a large number of branches and satellites – with a view to restructuring while maintaining goodwill.

There were limits to the usefulness of partnerships with groups which were not interested in Campbell systematic reviews.

The use of a limited number of proforma categories was suggested, for example  
Affiliate, for others that produce SRs, (with arrangements to cross list each other);  
Sponsor (including eventual corporate contributors);  
Outreach partners (to summarise/disseminate reviews and information).

#### 14. Place and date of next SG meeting

The next Steering Group meeting was fixed for 9-10 October 2008, in coordination with the Cochrane Annual Colloquium in Freiburg, Germany, 3-7 October 2008.