ARTICLE I: GENERAL STATEMENT

Section 1: Preamble. The Campbell Collaboration (C2) exists to help people make well-informed decisions about social and behavioral interventions. The vision of C2 is to bring about positive social change, and to improve the quality of public and private services around the world by preparing, maintaining and disseminating systematic reviews of existing social science evidence in education, crime and justice, social welfare, and international development. As a largely voluntary organization, C2 recognizes that it is essential to have transparent, agreed-upon policies that set out roles and responsibilities and also guide the work of the organization. As such, the Plan of Governance is intended to help C2 achieve its mission in accordance with agreed-upon principles that are consistent with that mission, and to insure the long-term stability and vitality of C2 while providing enough flexibility to accommodate growth and change. This Plan of Governance supersedes all previous documents.

Section 2. Principles
(a) General principles. C2 is committed to the following general principles for producing systematic reviews:
1. Collaboration, by internally and externally fostering good communications, open decision-making and teamwork.
2. Building on the enthusiasm of individuals by involving and supporting people of different skills and backgrounds.
3. Avoiding duplication, by good management and co-ordination to maximize economy of the effort.
4. Minimizing bias, through a variety of approaches such as abiding by high standards of scientific evidence, ensuring broad participation, and avoiding conflicts of interest.
5. Keeping up to date, by a commitment to ensure that Campbell Reviews are maintained through identification and incorporation of new evidence.
6. Striving for relevance, by promoting the assessment of policies and practices using outcomes that matter to people.
7. 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 content and media to meet the needs of users worldwide.
8. Ensuring quality, by being open and responsive to criticism, applying advances in methodology, and developing systems for quality improvement.
9. Continuity, by ensuring that responsibility for reviews, editorial processes and key functions are maintained and renewed.
10. Enabling wide participation in the work of the Collaboration by reducing barriers to contributing and by encouraging diversity.
Organizational principles.

1. **Focus.** C2 shall be organized to achieve its mission: to produce and disseminate relevant and valid systematic reviews.

2. **Efficiency.** C2 shall be organized to achieve its mission as effectively and inexpensively as possible. That is, C2 will produce and disseminate as many relevant, high-quality systematic reviews as possible with available resources. C2 will strive to reduce unnecessary effort without sacrificing quality.

3. **Simplicity.** The organizational structure shall be as simple as possible. Simplicity will help people understand C2, its entities, their responsibilities, and how they operate. Simplicity makes it easier to engage people productively and avoid duplication of effort.

4. **Transparency.** The organization’s operating procedures and decision-making processes shall be explicit. Whenever possible, these procedures and processes will also be public. Transparency will help to keep up enthusiasm and reduce confusion among the volunteers, staff, decision-makers, and other consumers that C2 must engage in order to achieve its mission.

5. **Democracy.** Without compromising its commitment to generating and using the best scientific evidence, C2 shall develop organizational structures that are democratic and representative.

6. **Sustainability.** To achieve its mission, C2 shall develop enduring operating procedures and structures.

7. **Shared governance and communication.** Governance and communication in C2 are shared responsibilities. That is, many people have important, often different roles to play. Therefore, it is important that these roles are clearly delineated and well-coordinated.

Section 3. Organizational structure. The Steering Group (SG) is the ultimate authority in C2. Comprised of duly-elected representatives or their delegates (voting members) and non-voting members, the SG is responsible for scientific and organizational policy, organizational structure, and approval of budgets. A Corporate Board holds responsibility for legal and fiscal matters related to the organization’s status as a non-profit (501(c)3) organization registered in the Commonwealth of Pennsylvania in the USA. Most of the work of C2 is carried out by Coordinating Groups which are primarily responsible for the production, scientific merit, and usefulness of C2 systematic reviews. Interested individuals can join the Coordinating Groups as voting members or affiliates. The work of C2 may also be supported by Partner Organizations that enter into formal agreements with C2 to collaborate on an agreed-upon set of activities to further mutual interests. Led by a Chief Executive Officer (CEO), the C2 Secretariat supports the SG and Coordinating Groups, and is responsible for the core functions of fundraising, budgeting, internal communication, website maintenance, information systems, organizing Steering Group meetings, and daily operations.
ARTICLE II. THE STEERING GROUP

Section 1. Authority and responsibility. The Steering Group (SG) determines the policies and operating procedures of the Campbell Collaboration. The SG is responsible for strategic planning, scientific and organizational policy, organizational structure, authorized entities, control over intellectual property rights, and approval of budgets for C2. (This Plan incorporates and supersedes a document titled “Campbell Collaboration Steering Group: Organization and Responsibilities,” adopted by the SG in June 2003).

(a) Strategic planning. The SG is responsible for developing and updating a Strategic Plan that sets out the organization’s long-term and short-term goals and identifies key activities designed to achieve those goals.

(b) Scientific policy. The SG sets guidelines and standards for C2 systematic reviews.

(c) Organizational policy. The SG sets guidelines and standards for editorial and operating procedures.

(d) Organizational structure. The SG determines the organizational structure of C2 and decides whether specific proposals for new Coordinating Groups, and Partner Organizations shall be approved.

(e) Authorized entities. The SG determines which entities may operate under the auspices of C2. The SG may grant to these and other entities responsibilities for carrying out specific functions on behalf of the Campbell Collaboration.

(f) Intellectual property rights. The SG maintains international rights over intellectual property on behalf of C2.

(g) Budgets and accounts. The SG is responsible for approval of budgets for core operations. Budgets and accounts are prepared annually by the CEO in consultation with the SG. The SG votes to approve or change the budget at least once a year.

Section 2. Voting members. Voting members of the SG represent their constituents. Voting members include two duly selected representatives from each Coordinating Group plus two SG Co-chairs elected by the voting members of the SG.

Section 3. Co-chairs. SG Co-chairs provide leadership for the C2 SG, convene SG meetings, and work with the CEO to oversee progress on core activities, including fundraising, communication, and developing relationships with other organization. SG Co-chairs shall be elected by voting members of the SG to three-year terms. If re-elected, a Co-chair may serve up to two consecutive terms (six year maximum for consecutive terms).

Section 4. Co-Chair election procedure. The SG shall create an ad hoc nominating committee that will present a slate of nominations to the SG for consideration. Nominees do not have to be current or former SG members. The slate will be limited to those nominees who are willing to serve. Election of a Co-chair requires approval by the majority of voting members of the SG. To stagger the terms, one SG Co-chair election shall take place every 18 months.
Section 5. **Orderly transition.** To facilitate orderly transitions, the incoming Co-chair shall be elected 6-12 months in advance of taking office. The outgoing Co-chair shall sit on the SG as a nonvoting member for 18 months after his/her term expires.

Section 6. **Non-voting members.** Non-voting members of the SG include the CEO, liaisons from the Cochrane Collaboration, plus the outgoing SG co-chair. Non-voting members also include anyone else the SG invites to attend a SG meeting, for example, representatives of partner organizations.

Section 7. **Ad hoc working groups.** Ad hoc working groups are appointed by the SG, but are not limited to SG members (to ensure wider representation). These groups work on specific issues, prepare policy briefs or recommendations, and report back to the SG. Examples include (but are not limited to) ad hoc nominating committees, groups charged with responsibility for drafting a policy or procedure, Scientific Program Chairs for a C2 Colloquium, and strategic planning groups.

Section 8. **Meetings.** The SG shall meet at least twice a year. Periodically the SG will hold a retreat to revisit the organization’s strategic plan, evaluate its goals and activities, and consider new ideas and initiatives. The dates and location of SG meetings shall be set by the SG Co-chairs and announced at least three months in advance.

Section 9. **Agenda setting process.** The SG Co-chairs shall develop agendas for SG meetings with input from the CEO, SG members, and others. The process for suggesting items for the SG agenda will be clearly explained on the C2 Website under an easily-located heading (e.g., “how to suggest an item for the SG agenda”). This will describe specific steps, timelines, and criteria for agenda items to ensure that all constituents understand and can utilize this process.

Section 10. **Agenda items.** The SG agenda may include brief (no more than 3 page) written statements of a problem or issue, options, pros and cons of different options, recommendations, and required action by the SG. The agenda and any supporting documentation for agenda items must be made available with notification to all SG members at least seven (7) days in advance of SG meetings. Rare exceptions might be made for emergency items or those that involve confidential information.

Section 11. **Decision-making procedures.**
(a) **Quorum.** The presence of at least two-thirds of the voting SG members shall be required in order to adopt a new proposal, resolution, or rule. At least one current SG Co-chair must be present. Members can participate in a vote in person, by telephone, or video conference and, in such cases, are considered present for purposes of establishing a quorum. Voting members not present can be given the opportunity to vote via email at the option of those present.
(b) **Voting.** Each voting member of the SG shall have one vote.
(c) **Voting procedures.** The SG Co-chairs will decide, in consultation with other SG members, whether a vote will be anonymous, held in closed session with only voting members of the SG present, and whether a tally or summary of results will be public. A simple majority of voting members of the SG is needed to approve a proposal, resolution, decision, or rule.
Between SG meetings. When decisions requiring a vote of the SG arise and cannot wait until the next SG meeting, the SG Co-chairs and/or CEO shall organize a briefing of all voting SG members on the issue and a mechanism to obtain each vote on the issue. Briefings can occur through video or teleconferences or by email. There shall be a minimum of one week between the briefing and the close of voting on the issue. Again, a quorum of two-thirds of all voting SG members is required (in this case, 2/3 of the voting members must cast electronic votes) and a simple majority of the voting members of the SG is needed to approve a proposal. The CEO shall make sure that the vote is recorded and tallied.

ARTICLE III. THE CORPORATE BOARD (USA)

Section 1. Composition. The C2 Board of Directors shall be comprised of the voting members of the C2 Steering Group (SG). The Board shall elect its own President, Treasurer, and Secretary.

Section 2. Role and responsibilities. The C2 Board of Directors has legal and fiduciary responsibility for C2 pursuant to its status as a duly recognized nonprofit (501(c)3) organization under the laws of the Commonwealth of Pennsylvania, USA.

(a) Legal status. The C2 Board shall maintain the charter of the C2 nonprofit corporation and its formal recognition by the Commonwealth of Pennsylvania and the U.S. Internal Revenue Service.

(b) Fiduciary responsibility. The Board can accept funds on behalf of C2 and it is responsible for proper disbursement and accounting for those funds. For purposes of efficiency, all central C2 funds and accounts shall be managed by the C2 Secretariat under the oversight of the C2 SG.

(c) Liability and insurance. The Board shall maintain operational and business liability insurance to protect its members against any legal action against them in relation to C2.

(d) Trademark. The C2 Board controls legal rights to use the C2 name and logo.

Section 3. Meetings. The Board will hold an annual meeting, scheduled to coincide with a regular C2 SG meeting. Board meetings will be convened by the SG Co-chairs.
ARTICLE IV. THE SECRETARIAT

Section 1. Authority and responsibility. The C2 Secretariat shall support the SG, facilitate the production of C2 reviews, enhance communication within and about C2, raise funds for C2 infrastructure and C2 reviews, and organize annual colloquia and other events.

(a) Support the Steering Group. The Secretariat will support the SG by producing documents for and about SG meetings, archiving SG documents and C2 policies, and staffing SG meetings.

(b) Facilitate production of C2 reviews. The Secretariat will support the work of C2 Coordinating Groups to produce C2 reviews by developing and maintaining efficient information systems and assisting Groups with communication and problem solving.

(c) Information systems. The Secretariat will develop and maintain efficient information systems for tracking the progress and status of systematic reviews.

(d) Communication. The Secretariat will develop and maintain efficient routes for informing and hearing from all C2 constituents in collaboration with the Coordinating Groups and other C2 entities. This includes responsibility for the following:
   1. Website. Maintain the C2 website, receive and post information from C2 entities.
   2. Documentation. Identify, routinely update, and post on the C2 website all current policies, governing documents, and minutes of SG meetings.
   3. Contacts. Maintain updated contact information for individuals and organizations associated with C2 with input from C2 Coordinating Groups and other entities.

(e) Fundraising. The Secretariat will seek funding for C2 infrastructure and C2 reviews. It will identify possible sources of financial support, initiate and coordinate grant applications (sometimes in collaboration with one or more C2 Groups or other entities), and engage in other fundraising activities.

(f) Budgeting and accounting. The Secretariat will prepare budgets for review and approval by the C2 SG. It will collect, disburse, and account for all funds provided to the C2 organization.

(g) Colloquia and events. The Secretariat will oversee plans and logistics for C2 Colloquia, working with Scientific Program Chairs appointed by the SG. It will organize training sessions in cooperation with the C2 Methods group.

Section 2: Organization. The Secretariat will be led by a Chief Executive Officer (CEO) who will supervise other staff as needed.

Section 3. The Chief Executive Officer. The CEO is responsible for leading the C2 Secretariat, hiring and supervising Secretariat staff, providing support to the Steering Group and to the Coordinating Groups, developing the C2 organization, participating in policy formulation, developing budgets, fundraising, and representing C2 externally. The CEO reports directly to the Co-chairs of the Steering Group.
ARTICLE V. COORDINATING GROUPS

Section 1: Authority and responsibility. Coordinating Groups (CG) are the primary entities that produce, maintain, and disseminate C2 systematic reviews. These groups support the development and use of C2 reviews, provide editorial services and support to authors of C2 reviews, and organize constituents.

Section 2: Organization. Three types of C2 Coordinating Groups are recognized:
(a) A Methods Coordinating Group with primary responsibility for providing a Methods Editor for C2 reviews, organizing persons interested in methods of systematic reviewing, contributing to C2 policy on methodological issues, and generally supporting high quality C2 systematic reviews. The Methods Coordinating Group will also have responsibility for developing and organizing training on the methods appropriate for conducting systematic reviews.
(b) Substantive Coordinating Groups responsible for initiating, producing, and promoting C2 reviews in particular topic areas such as crime and justice, education, social welfare, and international development. Each Substantive Coordinating Group will, in its respective topic area, provide an Editor for C2 reviews, organize persons interested in the topic area, contribute to C2 policy, and generally support high quality reviews.
(c) Supportive Coordinating Groups responsible for supporting functions related to the production, dissemination, and use of C2 reviews (e.g., a Users Group supporting dissemination of findings from C2 reviews to policymakers, practitioners, and other consumers). These Coordinating Groups will organize persons interested in the respective Group functions, contribute to C2 policy, and generally support the C2 mission.

With approval of the C2 SG, Coordinating Groups may create subgroups to handle specific tasks or topics within the group. The Methods Group, for example, may have subgroups on topics such as training, information retrieval, research design, and statistics. Substantive Coordinating Groups may (with the approval of the SG) create or incorporate distinct Review Groups that produce C2 systematic reviews on particular topics.

Section 3: Creation of new Coordinating Groups. A new Coordinating Group may be proposed to the C2 SG by any interested individuals or entities. Such a proposal should consist of a written plan for the organization, governance, and, if appropriate, editorial functions of the Group that addresses the functions described in Sections 4-12 below insofar as they are applicable. It is expected that Coordinating Groups will be international in composition and scope, aim to be inclusive and collaborative, have a clearly defined scope that differentiates its activities from the work of other C2 Coordinating Groups, and have a clear work plan that is likely to deliver the intended products or perform the intended functions within a reasonable timeframe. Adoption of a new Coordinating Group requires approval of the Group’s plan by vote of the C2 Steering Group.

Section 4: Governance. Each Coordinating Group must have a governance plan that is approved by vote of the C2 Steering Group. The governance plan should describe how the CG is organized, procedures for electing Co-Chairs and selecting representatives to the SG, qualifications and voting rights for members and affiliates, procedures for forming and maintaining an Advisory Board, and procedures for forming and maintaining whatever editorial functions are appropriate for
the CG. When CG governance plans are amended, the amended version must also be approved by vote of the C2 Steering Group.

Section 5: Co-Chairs. Each CG shall have at least two duly-elected Co-Chairs whose roles and responsibilities are as follows:
(a) Responsible for internal governance of the CG (make sure key roles are filled and others are doing their jobs);
(b) Establish and maintain collaborative working relationships with other organizations and C2 entities;
(c) Disseminate information about the CG and C2;
(d) Receive all criticisms related to activities of members of the CG;
(e) Make final decisions for the CG regarding policy and implementation;
(f) Recruit volunteers for CG activities and functions.
(g) Convene CG meetings;
(h) Responsible for ensuring the quality of content on the CG’s C2 webpages;
(i) Serving as representatives to the C2 Steering Group or designating such representatives to serve in their place.

For substantive Coordinating Groups responsible for producing reviews, the CG Co-Chairs will have the following additional duties:
(a) Recruiting volunteers to perform the editorial functions associated with producing reviews;
(b) Providing pre-publication comments on proposed titles for new reviews;
(c) Maintaining the quality of protocols and reviews;
(d) Formally approving or rejecting titles, protocols, and reviews after receiving recommendations from the Editor;
(e) Ensuring that approved protocols and reviews are transmitted in a timely fashion to the Editors-in-Chief for their decision about publication.

Section 6: Election of CG Co-Chairs. Groups shall determine their own election procedures. Co-Chairs will be elected for three year staggered terms and may be re-elected for an additional consecutive term (maximum of six years for consecutive terms). In the event that a Coordinating Group is unable to conduct its own election, the C2 Steering Group will conduct the election on its behalf following the procedures established by the Group and/or in consultation with the group to the extent possible.

Section 7: CG representatives to the SG. Each CG shall have exactly two representatives to the C2 SG. These representatives shall be appointed by the Co-Chairs with the advice and consent of the CG Advisory Board. Normally the representatives will be CG Co-Chairs, but a properly appointed alternate may also serve in that role. SG representatives shall be appointed to three-year terms at staggered intervals (to ensure orderly rotation of the SG). Their roles and responsibilities are:
(a) Represent and inform constituents;
(b) Work with other SG members to set policy, plans, and priorities for C2;
(c) Contribute to the work of the C2 SG.
Section 8. **Advisory Board.** Each Coordinating Group shall have an Advisory Board. This group may be called a Steering Committee (but not a Steering Group) or Editorial Board. The Advisory Board shall meet at least once a year. The role of the Board is to support the Editor (if applicable) and advise the Co-Chairs. The Coordinating Groups must have in place explicit mechanisms to ensure that the selection of these individuals is both transparent and inclusive. Coordinating group Advisory Board members should not serve more than two consecutive three-year terms.

Section 9. **Coordinating Group Editors.** Each of the substantive Coordinating Groups, Review Groups within the CGs, if appropriate, and the Methods Group shall have at least one Editor. The Editors are nominated by the Coordinating Group Co-Chairs, the outgoing Editor, and the CG Advisory Board; they are approved by the C2 SG. The functions and responsibilities of the Editors are described below in Article VI.

Section 10. **CG Managing Editors.** It is expected that each CG will have at least one Managing Editor appointed by the CG Editor(s) and Co-Chairs. Managing Editors are responsible for procedural aspects of editorial process and provide assistance to the CG Editor(s). The functions and responsibilities of Managing Editors are described below in Article VI.

Section 11. **Information Retrieval Specialist.** It is expected that each substantive Coordinating Group shall have at least one Information Retrieval Specialist appointed by the CG Editor(s) and Co-Chairs to assist review authors in conducting a comprehensive literature search. The functions and responsibilities of Information Retrieval Specialists are described below in Article VI.

Section 12. **Members and affiliates.** Each Coordinating Group will encourage interested individuals to become affiliated with the Group, and will establish criteria for voting rights within the Group.
(a) **Affiliates.** Affiliate status shall be granted to any individual who is interested in the work of the Group and shall be free of charge.
(b) **Members.** Each Group will determine the necessary qualifications for voting rights within the Group. Usually these qualifications will require participation in the work of the Group and ability and availability to help with that work.
(c) **Contacts.** Each Group will maintain current contact information for affiliates and voting members. This information will be provided to the C2 Secretariat, which will maintain a central database of C2 contacts that distinguishes those with voting rights from those who do not have voting rights.
VI. EDITORS AND EDITORIAL FUNCTIONS

Section 1. Roles and responsibilities. The editorial process for supporting authors during the preparation of Campbell reviews and ensuring the quality of the completed reviews is critical to the mission of the Campbell Collaboration. The associated editorial functions shall be carried out by (a) one or more Editors-in-Chief, (b) Coordinating Group Editors from the substantive CGs, (c) one or more Methods Editors from the Methods Coordinating Group, and (d) CG Managing Editors, Information Retrieval Specialists, and other such support persons as needed and appropriate.

Section 2. Editors-in-Chief. The Co-Chairs of the Steering Group will serve as the Editors-in-Chief of Campbell systematic reviews, but someone else may be appointed in place of either or both with the advice and consent of the SG. Their responsibilities are as follows;
(a) Ensure that all the reviews produced through the Coordinating Groups meet uniformly high standards of quality.
(b) Support the Coordinating Group Editors in the exercise of their judgment during the editorial process, mediate disputes with authors, and provide consultation to the CG Editors on the application of C2 policy and procedures to the editorial functions.
(c) Support the Methods Coordinating Group Editor in the exercise of their judgment during the editorial process, mediate disagreements between the Coordinating Group Editors and the Methods CG Editor about feedback to authors and what is required of them for approval of protocols and final reviews, and provide consultation to the Method Editor on the application of C2 policy and procedures to the editorial functions.
(d) Give final approval for publication in the Campbell monograph series and/or Campbell Library for review protocols and completed reviews that have been approved by the respective Coordinating Group Co-Chairs and Editors. If disapproved, the Editors-in-Chief will coordinate with the CG Co-Chairs and Editors to identify the revisions needed to make the document acceptable and assist in providing the corresponding feedback to the authors.
(e) Periodically review the C2 editorial process, practices, and policies to identify issues of timeliness, quality, efficiency, appropriate functions, and the like that need to be addressed by the SG to maintain or improve the C2 editorial system.

Section 3. Editors for the Substantive Coordinating Groups. Substantive CG Editors are responsible for providing substantive and methodological feedback to authors preparing a review under the auspices of the respective CG, consolidating feedback from external peer reviewers and the C2 Methods Editor, and suggesting how authors can effectively respond to the feedback they have received. Their responsibilities are as follows:
(a) Provide substantive comments and suggest changes as deemed appropriate for titles, protocols, and completed reviews as they are submitted by authors.
(b) Select external peer reviewers in coordination with the Managing Editor and with input consultation as needed from the CG Co-Chairs and Advisory Board.
(c) In coordination with the Managing Editor, transmit submitted protocols and reviews for assessment by the C2 Methods Editor.
(d) Integrate comments from external peer reviewers and methods reviewers into a clear set of changes that need to be addressed by the authors (i.e., write “action letters”).
(e) Evaluate authors’ revisions to protocols and reviews and determine if they adequately address the concerns of the external peer reviewers and methods reviewers.

(f) Submit completed title registrations, protocols, and systematic reviews, with recommendations for approval or rejection, to the CG Co-Chairs for their approval prior to review by the Editors-in-Chief.

Section 4. **Editor(s) for the Methods Coordinating Group.** The Methods CG Editor is responsible for ensuring that the methods used in C2 systematic reviews are appropriate, technically correct, and held to a consistent high standard across the substantive CGs. This is to be achieved primarily by reviewing and/or arranging for external peer review of the methods proposed in each protocol and used in each systematic review that is submitted through each CG. The responsibilities of the Methods Editor are as follows:

(a) Determine the nature of the methods review required for every protocol and review submitted through any of the CGs.

(b) Arrange for appropriate peer reviewers for the methods in each protocol and review. The respective CG Editor is an acceptable option at the discretion of the Methods Editor.

(c) Communicate feedback from methods reviewers and requirements for revision related to methodology to the respective CG Editor.

Section 5. **CG Managing Editors.** Managing Editors provide assistance to the CG Editors and Method Editors to whom they are assigned by coordinating and managing the procedural aspects of the editorial process. The primary responsibilities of the Managing Editors will be determined by the respective Editors and CG Co-Chairs, but will typically be as follows:

(a) Assist reviewers in understanding and applying C2 guidelines and policies when preparing titles, protocols, and reviews.

(b) Assist Editors and Co-chairs in determining whether new titles are appropriate to the Group’s scope and avoid duplicating other work in the Campbell or Cochrane Libraries.

(c) Assist Editors in maintaining a mailing list and database of contacts, including members and affiliates of the CG, members of review teams, peer reviewers, and others who can provide expertise as needed.

(d) Coordinate the editorial base: facilitate communication between Co-chairs, Editors, authors, Information Retrieval Specialists, and others.

(e) Track and prepare periodic reports on the procedural status of the Group’s titles, protocols, and reviews.

(f) Route approved documents to the managing editor of the online monograph series and/or Campbell Library for posting on the C2 website.

(g) Support the Editor’s efforts to ensure that titles, protocols, and reviews meet the high standards of C2.

Section 6. **Information Retrieval Specialist.** Information Retrieval Specialists assist authors with designing search strategies and may run electronic searchers or coordinate hand searches for authors if needed. They may also assist the CG Editor with the review and critique of the search strategies in protocols and descriptions of searches in completed reviews.
VII. PARTNER ORGANIZATIONS

Section 1: Role and Responsibilities. Partner Organizations are entities that are affiliated with C2 for the purpose of pursuing common objectives that further C2 goals and the promotion of evidence-based decision making. Partner Organizations are not C2 entities but, rather, are independent organizations that have agreed to work together with C2 on joint initiatives and activities related to the production, maintenance, dissemination, and/or use of C2 systematic reviews. In collaboration with C2 entities a Partner Organization may, for example:
(a) Produce and update C2 systematic reviews;
(b) Disseminate C2 systematic reviews;
(c) Organize and/host C2-approved training sessions;
(d) Provide financial or other resources to support C2 or one or more of the Coordinating Groups;
(e) Work with the C2 Secretariat to perform core functions or special projects.

Section 2: Memorandum of Understanding. A Partner Organization relationship with C2 is established through a written Memorandum of Understanding (MOU) that must be formally approved by the C2 Steering Group. The MOU should be published on the C2 website and include:
(a) Specification of the respective roles and responsibilities of the Partner Organization and C2 or the relevant C2 entities;
(b) Describe the main activities and agreed upon projects that constitute the basis for the partnership;
(c) Identification of a senior level representative of the Partner Organization to serve as the key contact point between the two organizations;
(d) An expiration date of no more than two years after the MOU is approved by the SG on which the Partnership relationship will lapse unless extended by another approved MOU;
(e) Recognition that either party has the right to terminate the partnership for any reason with sufficient advance notice to the other party to allow for an orderly transition.

Section 3: Representation on the Steering Group. The key contact persons for Partner Organizations will be notified of SG meetings and each Partner Organization may send a representative to those meetings, but such representatives will not have voting rights. If there are six or more C2 Partner Organizations under active MOUs at any time, they may, at their initiative, collectively designate an individual who will represent them on the SG with voting rights, subject to approval by the SG. If the number of active MOUs subsequently falls under six, those voting rights will terminate. At its discretion, the Steering Group may also grant voting rights to any one Partner Organization to be exercised during the period the MOU is active. This privilege will normally be reserved for Partner Organizations that regularly produce C2 systematic reviews at a level comparable to a C2 substantive Coordinating Group.
ARTICLE VIII: AMENDMENTS AND GOVERNING DOCUMENTS

Section 1. Amendment. This Plan may be amended, supplemented, or repealed or a new Plan of Governance may be adopted by a vote of the majority of the Steering Group provided that: notice of intention to amend, supplement, repeal or adopt is provided to all voting members of the C2 SG and to all voting members of C2 Coordinating Groups at least 30 days in advance of the meeting at which action is to be taken.

Section 2. Governing Document. This Plan supersedes all previous documents concerning the C2 organization, structure, and procedures. It is the foundation from which procedures shall be derived for the operation of all C2 functions. If there is any conflict or inconsistency between other documents or procedures and this Plan, this Plan will control.