THE CAMPBELL COLLABORATION

Campbell Steering Group Meeting Minutes
Venue: CES, Dublin, Ireland
Date: 24-25 May 2015

Attending:	**Voting members**: Julia Littell (Co-chair), Howard White (Co-chair), Ariel Aloe, Mairead Furlong, Martin Killias, Brandy Maynard, Robyn Mildon, Gary Ritter, Ian Shemilt, Peter Tugwell, Hugh Waddington, David Wilson Online (non-voting) participants: Jane Dennis **Non-voting members**: Arild Bjørndal (up to 13:00, Monday 25 May), Eamonn Noonan **Other participants**: Sandra Wilson, Terri Pigott, Aron Shlonsky, Birte Snilstveit (3ie), Karianne Hammerstrøm (RBUP), Gro Jamtvedt (Kunnskapssenteret), Simon Goudie (Campbell Secretariat)
Apologies:	**Voting members**: John Westbrook, Paul Connolly, Jane Barlow
Minutes:	Eamonn Noonan, Simon Goudie

01. Adoption of agenda

Decision
The agenda was adopted.

02. Apologies

Noted in Attendance and Apologies above.

03. Minutes of the previous meeting

03a. Adoption of the Minutes of the previous meeting

The Minutes of the previous Steering Group Meeting were approved.

03b. Matters arising from minutes of last meeting

The Co-Chairs noted that the Agenda addressed all matters arising from the October 2014 SG minutes.

04. Revision to Governance Plan

04a. Role and Composition of the Steering Group (SG), representation of funders on SG

Background
- Campbell needs to engage more stakeholders, evaluate its governance structures, and increase its attractiveness to funders

Suggestions proposed by HWh
- Establish an ad hoc governance working group (GWG), consisting of: 1 external person, 2-3 people from the CGs, & 1 from the Secretariat) to evaluate
  1. The *alignment of* Campbell's governance structures, including the Steering Group and the 501c3 Board
  2. *Changes to the current composition* of the Campbell SG, with a view to:
     – Evaluating CG representation on the SG
     – Identifying new participants & the processes for selection and nomination
  3. The r*ationalisation of the activities & decision making functions of C2's governing bodies*
- Draft an GWG Terms of Reference, including an evaluation of the governance structures of similar agencies
- Submit an GWG report to the SG in October 2015

Decision point: Approved resolution
Establish an ad hoc working group to review the governance structure of C2 and other relevant institutions with a view to making recommendations about possible changes to the C2 governance structure.

Action points arising
- RM, BM, JL, PT, IS volunteered to join the GWG
- SW to invite Sarah Miller (SM) to join the GWG
- Updates will be sent by the GWG to DW
- The GWG will present its preliminary findings to the SG in October

04b. Other revisions

Background
- Following discussions on revisions to the agreement between Campbell and the Norwegian Knowledge Centre (hereafter K Centre), an amendment to the Plan of Governance was proposed.

- The amendment reads: The Norwegian Knowledge Centre will nominate a voting member of the Campbell Steering Group.

Decision point: Approved resolution (HW, seconded by PT):
The amendment was approved.

Matters arising
- The Secretariat will revise the Plan of Governance accordingly

05. Reorganisation

05a. Revised agreement with K Centre

Background
- JL noted that the latest draft agreement included a revised start date: either when a new CEO is appointed, or not later than 1 December 2015

Discussion
- The revised draft agreement does not represent an increase in funding. Point 4 (funding) reflects the current funding arrangements only
- Point 6 (budget planning) will be discussed further in Oslo as well the SG's role in funding allocation and prioritisation
- JL noted comments by IS that further discussions should take place related to the section titled 'Expectations', including the accountability of the funding, the monitoring of outputs against expectations, and the core functions & expenditure covered in the agreement

Action items/follow-up
- Decisions about further changes to the document will take place, if needed, only after the C2/K Centre discussions in June
- The Secretariat will send an updated version of the Agreement to the SG for approval

05b. CEO Position – report from Search Committee

Background
- The Search Committee (RM, DW, PT, JL) received 150 applications; 16 were short-listed
- Information about the 4 final candidates will be sent to voting members of the SG for feedback

Discussion
- By July 1 voting members will receive EITHER a short list of more than one final candidate OR recommendations on a final candidate OR notification that no suitable candidate has been found
- The final appointment will be made by a vote of the SG, not by the Search Committee

Decision point: Approved resolution
- DW's proposal that the appointment of the new Campbell CEO will require the support of two-thirds or more of the voting members of the Steering Group was accepted

06. Strategic priorities

06a. Fundraising strategy and activities (presented by HWh)

Background
- Campbell is fundable, relevant and viable, but needs more funding to increase capacity, and to cover operating and infrastructure costs
- C2 must be seen and marketed as the best source of research evidence synthesis and expertise

Available funding
- The Hewlett Foundation has donated $100k to support HWh's time, travel and related expenses in C2 in 2015
- More funding ($100k) is likely in June or July for website development, communication activities, new materials (such as PLS)

Fund raising challenges
- C2 is seen as insufficiently responsive to policy timelines and needs
- Campbell needs to be more successful in networking with foundations
- C2's structure makes it difficult for funders to understand the organisation

Possible future activities/strategies
- Focus on financial and organisational potential of fast track review process
- Give better guidance on commissioning C2 reviews (including a breakdown of skills, services, time frames, costs for SRs)
- Increase project-based funding
- Follow-up on existing financial sources and contacts
- Explore new fundraising models, including:
  – Raising funds on a CG rather than central-level only
  – Establishing a fund raising committee
  – Making changes to the SG's funding roles and responsibilities
  – Partnering with host institutes on research applications
- Explore new C2 services options, including
  – Assisting knowledge brokers with commissioning, framing questions, conducting reviews, providing infrastructure
  – Providing a coordinated global evidence base for decision making

Action point/matters arising
- IS proposed that HWh liaise with IS and Cochrane (Mark Wilson) to build on previous C1-What Works Centre discussions.

06b.   Review of technical systems
06b1. Software for project management

Background
Gabriel Rada (GR), Director of Epistemonikos, presented a review of Campbell's technical systems.

Presentation content
- A proposed, integrated upgrade of the website, the Library, Editorial Management Systems (the Toolbox, OMP & Archie), C2's communication database, newsletter system
- The presentation focused on Archie & OMP, but also included information about upgrading and integrate new communication and contact systems across all C2's technical systems
- GR estimated that the time needed to revise C2's technical systems was 3-4 months

Issues arising
- The following issues arose from the presentation and will need to be evaluated:

- Campbell can request changes in Archie, but the scheduling and implementation of changes is dependent on the agreement and the workload of Cochrane's IT team
- The time and resource costings for changes to Archie
- The viability and suitability of both systems for produces and users (include technical and organisational implications)
- Single system access for Methods Editors
- An overarching database can be created to integrate C2's Library and communication systems
- Improvements to the functionality of C2's technical systems
- An interface can be created to handle the publication phase, following approval of reviews whether in Archie or OMP

Action items
- HWh to speak to MW about the issues above
- HWh will share feedback from these talks with DW, IS, JL, TP and the Secretariat by the end of July

06b2. Co-publishing with Cochrane

Background
- A C2/C1 working group (KH, JL, DT – SGe to be added) is examining
  - Issue 1: The publication of The Campbell Library of Systematic Reviews as an open access database within The Cochrane Library; and
  - Issue 2: The streamlining editorial and production processes for cross-registered systematic reviews

Issue 1
Three options have been identified:
- 1) Uni-directional federated searches (preferred option) would allow discovery of Campbell reviews via searches of Cochrane library)
- 2) The C2 Library as a freestanding database within Cochrane Library
- 3) The C2 Library as a freestanding database on Cochrane.org

Core issues to consider
- The importance of more visibility and maintaining open access to systematic reviews
- Integrate data with other organisations while maintaining C2's brand identity, reputation
- Keeping traffic to the C2 website (and thereby exposure to other C2 information & tools)
- Vetting the content quality

Discussion: Issue 1
- The suitability of the choices presented was discussed. AB and IS suggested that Options 2 and 3 remain under consideration; DW wanted Options 2 and 3 rejected
- HWh noted that other options could include a manually collated database, such as that used by 3ie
- IS proposed exploring inclusion of Campbell reviews in the Database of Abstracts of Reviews of Effects [Note: We have an agreement with DARE, managed by KTH, under which they include selected Campbell reviews]
- Questions arose about whether the federated search could be bi-directional

Action items/issues arising: Issue 1
- The Co-chair (JL) noted the disagreement about options 2 and 3 and indicated that more information was needed about all options before decisions could be taken

Issue 2: Editorial and Production Processes for Cross-Registered Systematic Reviews

Background: Issue 2
- C2/C1 require a joint policy and clear strategies on issues of duplication and replication, in particular related to the distinction between deliberate replication (or partial replication) and unintentional duplication of effort.

Discussion: Issue 2
There is a need for a formal joint C1/C2 policy on duplication and replication

Action items/issues arising: Issue 2
- JL, KH, SGe to meet with DT in Oslo to discuss the options outlined in Document [Note: This meeting was later cancelled. JL and HW met with DT & MW instead]
- PT to update JL about C1 discussions on this topic with David Tovey, John Ioannidis & Jeremy Grimshaw, & planned debates about replication and duplication
- JL to follow up with DT about:
  - Allowing C2 search access to C1-registered titles
  - Providing author access to Archie
  - How to manage overlapping reviews (C1/C2; across groups) (JL proposed that C2 should support a policy of 'authors decide' but noted that the C1 support is uncertain)
- EN noted that the Keystone SG minutes and meeting documents provide valuable background for discussions about coregistration with Cochrane. The Keystone documents

refer to agreements developed between the C2 SW group and C1 Public Health group (only); there are no organization-level agreements yet

06b. Review of technical systems
06b3. Website

Background
A wireframe has been developed for the new C2 website.

Action items
- HWh and SGe to set timetable for final website iterations, bidding, and launch
- The wireframe will be sent to SG members and Editors for comments
- Content to be generated by SGe from June to September

07. Oslo Report, including financial summary

Background information (Presented by EN)

General
- Campbell passed the 100 review milestone in 2014
- MK brokered $300k from the Jacobs Foundation; further funding is possible
- KH will continue as Managing Editor of the C2 Library
- SGe was thanked for strengthening Campbell's profile and communications, and building a new website wireframe

Financial
- EN noted the distinction between C2's personnel expenditure, which includes overheads, and operational expenditure. The Secretariat has no control over the overheads charged by the K Centre.
- The operational expenditure for 2015 has been affected by the fall in value of the NOK, and by a 20% funding cut decided by the K Centre's senior management.

Discussion
- GJ noted that:
  - The K Centre's finances have been impacted by fall in the value of the NOK

- The K Centre will be incorporated into the Institute of Public Health
- The K Centre will hold further discussions with the C2 SG about financial reporting

- AB will continue to lobby the Norwegian Department of Health for continued financial support for C2

08.   Report from the Editors' Meeting

08a.   Proposal on competencies and training for Editors (presented by JL)

Background
- The development of the Editor role needs to include agreement on core competencies, training, and succession planning
- The first training workshop for Editors is scheduled for Vienna in October 2015. Input will be from JL, TP, Miranda Cumpston (Cochrane) and an outside facilitator
- Participants will include Editors & Associate Editors (see below), but not Managing Editors

Discussion
- At the Editors Meeting, it was agreed that the term 'Associate Editor' will be used instead of 'Editor in Training'
- DW proposed that the AE role should be used during a test phase. If workable, the role should be formally recognised and approved in the C2 Plan of Governance

Action items/issues arising
- The reference to PhDs being a prerequisite competence for Editors will be removed from the document 'Proposed Competencies for Campbell Editors'

Approved proposal
- The creation of the role of Associate Editor (AE) was approved; the appointment is made at CG level. This does not require changes to the Plan of Governance at present. The role of Associate Editor carries no official status at present and nominations as AE do not require approval by the SG

08b. Plain language summaries (PLS)

Background
- A draft C2 PLS template was developed by EN, SGe, Claire Glenton (Cochrane) and Marita Fønhus (K Centre); comments were received from JW, RM, HWh, JL, SGe, EN

- The Secretariat has produced the first PLS, and RM will coordinate PRC production of further 4-5 PLSs in a pilot testing pages

Discussion
- All PLSs will be sent to Editors and SG Co-Chairs for comment
- All new reviews will have PLSs, published as part of the review and as stand-alone products
- PLSs will be retrofitted into prioritised reviews
- IS noted that a resolution from the Belfast SG was that Campbell should investigate developing a standardised methodology & tabular approach to summarising the key findings, building on the GRADE system and Cochrane's summary of findings format. C2 therefore needs to find the resources to make this work happen, as this format would be useful to the PLS development

Action items/issues arising
- SGe will coordinate an update of the C2's product portfolio to clarify the form and function of the following review components:
  – Structured abstracts
  – Structured technical abstracts
  – Plain language summaries
- Following IS's suggestions, SGe will coordinate with KTI to discuss further how the methodology & tabular approach to summarising key findings, might be used in the next stage of the PLS template and design

08c. Reviews of reviews

Background
- Each CG is producing a narrative summaries of multiple reviews; the SWCG summary is complete
- The production process is as follows: initial editing by JL, then input from HWh and JW (for the KTI team)

Action items/issues arising
- SGe will coordinate with JL & KTI to finalise a suitable name (options include 'Topical summaries); update Product Portfolio
- EN's article on C2's intellectual background and origins will be added to the website

08d. C2 Methods policy briefs (MPBs)

Background

- IS noted that Campbell required both methods policies (known as Methods Policy Briefing Notes – or MPBNs) *and* methods 'how-to' guides (known as Methods Policy Briefs – or MPBs)
- IS sought guidance from the SG on the process of adopting MPBNs, the timelines for the MPBNs in production, and future subject material. He noted that a 'light touch' review process had been recommended at the Editors Meeting
- Current work:
  – 3 of the planned 6 MPBNs have been prepared & IS extended thanks to those involved.
  – 2 MPBs (a longer format) remain on the Campbell website (information retrieval methods & economics methods policy brief). Two further MPBs - on Statistical Methods and Research Design – are archived, having been posted on the C2 website from 2004-2014 and then removed at Steering Group request because they were judged to be out-of-date. An update of the information retrieval MPB is currently in process

Discussion

Proposed approval considerations/steps for MPBs & MPBNs
- DW proposed that the development of the MPBs should be the responsibility of the Methods CG. Once the product is finalised, this should be presented to the SG for review & adoption; IS concurred
- HWh suggested that the MPBN be subject only to *internal reviews*, & that the how-to documents (the MPBs) be subject to an *external review*. He suggest the following process for the MPBNs, starting with the Methods Group Co-Chairs and then to:
  a) The Methods Editors for evaluation,
  b) The CGs for consultation,
  c) The Methods Co-Chairs for internal sign-off, and then
  d) The SG for final approval.

Considerations for making changes to MEC2IR
- Following an enquiry about how changes to MEC2IR are managed, IS circulated the 11 recommendations formally adopted by the C2 Steering Group in Belfast 2014, and noted particularly recommendations 8, 9, and 10.
  – 8. At least every three years from the date of implementation of MEC2IR, a nominated representative of the C2MG will convene an ad hoc working group to review current conduct and reporting standards and

produce updated versions of these documents. This working group will comprise representatives of each CCG.

– 9. Proposals for revisions to MEC2IR conduct or reporting standards may be submitted on behalf of a CCG by a CCG Co-chair at any time. Proposals for revisions should be specific, supported by a clear rationale and submitted to the Co-chairs of the C2MG.

– 10. Major revisions to conduct or reporting standards will require recommendation for approval by the C2MG and approval by the C2SG. Minor revisions will require approval by the C2MG Co-chairs, in consultation with the C2MG Methods Editor(s) and/or other members of the C2 Methods Editorial Board. Classification of revisions as major or minor will be based on collective judgment of the C2MG Co-chairs, formed in consultation with the C2MG Methods Editor(s) and/or other members of the C2 Methods Editorial Board.

Additional factors to consider

- BM noted that C2's MPBNs and MPBs need to be consistent with C2's policies. Consideration will therefore need to be given to
  – How changes will be incorporated and aligned with C2's Policies and Guidelines document
  – How the Methods CG Co-Chairs will coordinate this
  – The resources required

Action items/matters arising

- SGe forwarded the MPBNs prepared so far to GJ (K Centre) for information, with the approval of the SG
- SGe will contact IS to discuss further the selection of final product names and to clarify functions of the MPBNs and the MPB
- PT recommended that the Methods CG contact the CGs to identify key issues, needs and priority for both the MPBs and the MPBNs
- HW recommend that the Methods CG liaise with other CGs to finalise a suitable name, such as the Methods Tools Series. DW recommended not using the terms 'briefs' or 'briefing'

09. Coordinating Group Updates

09a. Results of elections (presented by EN)

- Sarah Miller elected as new ECG Co-Chair; replaces Paul Connolly on 1 June
- Mairead Furlong elected as new Co-Chair of SWCG; replaced Jane Barlow on 15 May
- HWh extended thanks on behalf of the SG to Paul and Jane for their service

09b. Approval of editor appointment, confirmation of ME and AE appointments

- IS noted that Associate Editors (AEs) are appointed by the co-chairs of the CGs, and that Ryan Williams has been appointed accordingly as a Methods CG AE
- Cathy Bennett has been appointed as an SWCG AE
- Amy Dent has been appointed by the methods Group as the new Methods Managing Editor
- IDCG: Through an oversight, the nomination of Hugh Waddington as IDCG Editor had not been formally approved by the SG; this should be rectified

Approved proposal

- The nomination of HWa as Editor of the IDCG was approved

09c. Reporting from CG Co-Chairs

Social Welfare (Presented by BM)

- 10 reviews published, 4 in progress; 4 protocols published, 3 in progress; 2 titles
- BM has published study of the impact of SW Reviews, and presented this at a recent Conference

Crime & Justice (Presented by DW)

- 0 reviews published, but 38 already published
- Funding received from Jacobs Foundation for 2 CJCG reviews
- Presentations given at the American Society of Criminology Conference (5 full panels of C2 reviews), & at the Stockholm Symposium (2 full panels)
- 6 reviews are in final stages but not will be completed in the near term; 18 projects are in the pipeline

Education (Presented by GR)

- Smith Richardson Foundation (SRF) funding ($7-15k) is increasing productivity but the projects are small and slow. ECG had 12 reviews funded via SRF prior to Jacobs funding. 70% are nearing completion
- Funding from Jacobs is $20k-$50k per project, 3 grants are going to ECG-led projects
- GR working on PLS material and the ECG Review of Reviews
- 2015 production estimate: 5 reviews

International Development (Presented by HWa)

- 5 reviews published in the last year; 41 projects ongoing
- 12 protocols published, 2 projects discontinued
- The fast track initiative has been led by BS; 2 studies by the end of 2015 are likely to be completed in under 18 months
- Dissemination work: encouraging authors to present at conferences & workshops; working with Advisory Group to decide how to integrate published reviews into practice world
- Funders appear to be reluctant to engage/publish with Campbell

KTI (Presented by RM)

- Working with Secretariat on PLSs and communications development issues & building community of intermediaries around Campbell
- HW, JL giving talk at GIC Conference which is strategic activity to promote Campbell
- Currently identifying 'hot topics' for possible Campbell reviews on subject of KTI evidence, especially related to impacts on policy and best practice

Methods (Presented by IS)

- IS has included indicators in the Methods report about progress through the editorial cycle. This is the first time this has been tracked and will identify potential system improvements
- IS extended thanks to Josh Polanin who steps down as a Managing Editor on June 1

09d. Questions/suggestions about report or related issues

- *Outreach*
  - EN noted the need to improve involvement in John Westbrook's KTDDR podcast series
  - SGe noted that the time investment is minimal and that formats that are not time intensive should be the focus of C2's short-term efforts. C1 guidelines can be used
- *Uptake*
  - HWh noted importance of tracking all reviews and studies via citation tracking, evaluation of study traction. This is done by 3ie
- *Training*
  - HWh queried whether C2 was addressing the demand for training, both for producers and consumers
  - MF noted the high demand for training and that events could be self-funding
- *Competencies*
  - To assure quality, C2 training should only be done by people certified by the C2 Methods Group's Training Subgroup

– IS suggested that this be done within the context of the C1-C2 partnership agreement & that the impact of the training should be monitored

- *Best practice*
  – 3ie blogs were noted by RM as good examples of best practice. C2 should identify other relevant potential sources and formats

Action items/issues arising

- AA invited the CGs to submit lists of internal training needs to the Methods Group
- SGe to contact the Methods Group to discuss content and architecture of the Resource Centre
- HWh to explore potential topic and geographical demand for training
  – At colloquiums
  – At other events and workshops
  – And the involvement of potential funders for this
- JL to ask Jeff Valentine to identify people in Europe who can be certified C2 trainers

10. Communications

Background information

- SGe outlined key activities planned for June-December 2015, including:
  – Further website final iterations, including functionality feedback from CGs
  – Input from an information designer re mobile platform functionality
  – Content development of revised C2 website, including publicity and blog materials
  – Scheduled release dates for C2 newsletter
  – Greater involvement of CGs in production and dissemination
  – The Toolbox will be shut down on final migration to OMP and/or Archie, but the communication functionality will need to be exported to another database system
  – The Co-Chairs and the CEO will need to discuss the prioritisation of projects for the development of C2's technical systems, particularly for the communication systems
  – Closer dialogue is needed between CGs and the Secretariat for social media content

Discussion

- RM and SGe agreed that the Plain Language Summary work would be a key output priority

Action items

- HWh, JL, SG and EN will prioritise key activities from the portfolio, create a schedule of activities (including the finalisation of the website), and a timetable for CG involvement

11. Colloquium and networking

11a. Colloquium and other international conferences (presented by HWh)

Background:
- The C2 Colloquium has been focused towards the needs of the C2 organisation/network
- A broader range of stakeholders could be attracted by, for example, partnerships with other institutions such as Cochrane every 2-3 years
- C2 therefore needs to identify relevant evidence groups e.g. EPPI, Cochrane, What Works

Proposal
- To form an ad hoc colloquium working group to identify and contact potential partners for potential conferences.

Action items/issues arising
- IS to contact Organising C1 Committee to confirm partnership options for 2018 & 2020. The contact will be referred to JL or HW
- The working group will consist of RM, HWh, TP, SGe
- The proposed timetable is:
    – 2016: Campbell partnership with UK or US partner
    – 2017: Campbell only Colloquium
    – 2018: Campbell & Cochrane Colloquium OR Colloquium organised in Melbourne by RM
    – 2019: Campbell only Colloquium
    – 2020: Campbell/Cochrane Colloquium or partnership with other organisation

11b. Partnership Agreement with Cochrane

Background

- The Secretariat presented list of teams and project managers to the SG and requested confirmation of Project Manager and details of team members
- No updates or changes were proposed

Discussion

- IS asked for clarification about the high level goals of the joint C1/C2 methods group
- JL confirmed the SG that the working groups have a consultative role only. The Project Managers must lead the initiative and define potential areas of cooperation. These should be reported to the SG

Action items/issues arising

- HWh to contact with Julie Wood (Cochrane) to discuss future advocacy work

11c. Jacobs Foundation

Background

- MK proposed that C2 representatives on the JF selection board of the Program on Better Evidence for Children and Youth, should be changed every 2 years. A new member will be elected in the next term [date not stated]
- The funding from the JF programme will be given directly to the project teams; 5% of the project value will be allocated to 501c3 for C2's editorial work
- The final selection is made by the Board of JF and not by C2

11d. Campbell awards

Background

- The prosed deadline for nominations has been extended to 24 July
- The vetting panel for the awards is ML, AB, Jeff Valentine
- The 2015 winners will be announced at the C2 Vienna SG meeting

Action items/issues arising

- The Secretariat will post an announcement once Mark Lipsey (ML) has confirmed that he will be the contact for the 2015 awards nominations
- The nominations will be vetted by the SG for a vote ahead of the Vienna meeting
- All CG will be asked to send at least 1 nomination for each of the 2 prizes

12. Future SG meetings – place and date

12a. 2016 meetings

October: 1-2 October, Vienna

- IS will be unable to attend of the next Steering Group because the dates clash with the pre-Cochrane Colloquium meetings

Action items/issues arising

- Future date selection by the Co-Chairs will take the following issues into
  - No overlap between C1 and C2 events, and avoid public holidays where possible
  - At least 1 SG meeting per year is to be held in Norway
  - Comments and feedback will be sought prior to the final selection
- All dates will continue to be polled
- JL will explore option of holding a Steering Group meeting at Bryn Mawr College

12b. SG Meeting timetable 2016-2018

Proposed date/venue cycle

- October 2015: Vienna
- May 2016: Oslo – a poll will be sent out by the Secretariat for time/date avoiding public holidays (Cochrane meeting April 1-4)
- October 2016: UK or US, to coincide with joint international conference of the C2 Collaboration.
- Spring 2017: Oslo
- Autumn 2017: Bryn Mawr College or other venue
- Spring 2018: Oslo
- Autumn 2018: C1 venue – probably CT

Action items/matters arising

- A 3-4 year cycle calendar will be developed by Ad Hoc Working Group from Agenda Item 11a (RM, HWh, TP, SGe)
- SGe to send out time/date polls

13. Any other business

13a. ProQuest

Background

- ProQuest asked for non-exclusive rights to C2's online materials and to share these via the ProQuest website.
- The agreement will not impact on the open access status of C2's outputs

Action item

- EN noted that two amendments are needed to the agreement before it is signed
  – An obligation on the part of ProQuest to provide C2 with usage data. This is important given that the listing will divert traffic from the C2 site
  – A clause indicating that the agreement excludes Cochrane co-registered reviews. The rights to the co-registered reviews are held by Wiley

Proposal accepted

- The CEO was authorised to conclude an agreement with ProQuest subject to the addition of the two provisions specified above

13b. Chinese back translation

Background (presented by EN)

- Zhenggang Bai of Lanzhou University has translated the C2 Policies & Guidelines document into Chinese. JL raised concerns about the back translation.
- BM suggested that the translation of P&G document is critical and has to be correct

Discussion

- Concerns were raised about the process of back translation and its reliability
- DW noted that problems with the result can indicate either that there are issues with the translation or with the back translation, or both; we do know which.
- DW noted that many of the C&J reviews have been translated into Japanese

Action items/issues arising

- EN will contact Zhenggang Bai to seek to resolve the problems that have been identified

13c. C2 publications in Norway:

- EN reported that the Campbell Monograph Series is now recognised as a Level 1 publication in Norway. This is the same status as C1 reviews. This is the result of a proposal by the Norwegian author of a Campbell review, supported by a submission from the CEO.

13d. Statement from Eamonn Noonan, CEO of Campbell

Referring to the present reorganisation of the Collaboration. EN suggested that it is better to first seek to work out the implications of change, and then make changes, than to do the opposite – to first implement changes and then try to work out their implications.

14. Evaluation of meeting

Issues raised

- BM and BS noted that there was overlap in content and debate in the Editors Meeting and the Steering Group meeting
- JL noted that the Editors Meeting tended to be more productive if Managing Editors attended
- SGe noted that tighter and stricter deadlines would be needed for document submissions for future meetings
- PT registered his support for meeting face-to-face
- Thanks were extended to SGe from BM, PT and the SG in general

Date of next meeting

- Will be 1-2 Oct 2015 in Vienna