

Campbell Collaboration: application for the formation of a new substantive Coordinating Group

Background

The Campbell Collaboration is an international research network that produces systematic reviews of the effects of social interventions. We seek to bring about positive social change, and to improve the quality of public and private services around the world. We prepare, maintain and disseminate systematic reviews of research of social and economic policies, programmes and practice.

Coordinating Groups (CG) are the primary entities that produce, maintain, and disseminate Campbell Collaboration systematic reviews. These groups support the development and use of Campbell Collaboration reviews, provide editorial services and support to authors of Campbell Collaboration reviews, and organize constituents.

Coordinating Groups have two co-Chairs responsible for strategic oversight and efficient functioning of the CG, one or more Editors to ensure the quality of reviews registered with the CG, and a Managing Editor to manage the review production workflow. These individuals, especially the Editor(s), are expected to have prior experience of systematic reviews. See Campbell Collaboration's Plan of Governance describing these roles more fully (Annex 1), and the required competencies for Editors (Annex 2).

Proposing new groups

We welcome proposals to form new groups at any time. Proposed groups, their governance plan and the proposed Editor(s) have to be approved by the Campbell Steering Group (SG). The governance plan can be developed once the group has been approved by the SG.

Applications should be submitted on the attached form to the Campbell CEO, Howard White, on hwhite@campbellcollaboration.org, to whom any queries regarding setting up a new group should also be addressed.

Application for the formation of a new substantive Coordinating Group of the Campbell Collaboration

Name of Coordinating Group

Brief description of substantive subject area

List 3-4 examples of review titles which may be registered with this group

Name and affiliation of proposed co-Chairs (note: co-Chairs have to be formally elected within six months after the CG is approved by the Campbell Collaboration SG)

Briefly outline proposed co-Chair experience of systematic reviews and the skills / experience they bring to the group (e.g. policy experience, fundraising etc.). Co-Chairs should be people with a high international profile in their field. Indicate any previous involvement with the Cochrane or Campbell Collaborations.

Proposed co-Chair 1

Proposed co-Chair 2

Name and affiliation of proposed Editor or Editors. (Note: editors have to be approved by the SG)

Briefly outline the experience of the proposed Editor(s) in relation to working with authors and systematic reviews. Indicate any previous involvement with Cochrane or Campbell.

Proposed Editor 1

Proposed Editor 2

Proposed Editor 3

Name and affiliation of proposed Managing Editor

Name and affiliation of proposed advisory board members. Briefly outline the skills / experience of each (no more than 50 words each)

Name	Affiliation	Skills / experience

Other documents to be attached with the application

- Draft CG governance plan
- CVs of proposed co-Chairs and Editor(s)
- Brief workplan indicating any funding or institutional support and planned number of reviews (new groups are expected to register at least five titles in the first 12 months)

Annex 1 Excerpt from Campbell Collaboration Governance Plan

ARTICLE V. COORDINATING GROUPS

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

Section 2: Organization. Three types of Campbell Collaboration Coordinating Groups are recognized: (a) A Methods Coordinating Group with primary responsibility for providing a Methods Editor for Campbell Collaboration reviews, organizing persons interested in methods of systematic reviewing, contributing to Campbell Collaboration policy on methodological issues, and generally supporting high quality Campbell Collaboration 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 Campbell Collaboration 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 Campbell Collaboration reviews, organize persons interested in the topic area, contribute to Campbell Collaboration policy, and generally support high quality reviews. (c) Supportive Coordinating Groups responsible for supporting functions related to the production, dissemination, and use of Campbell Collaboration reviews (e.g., a Users Group supporting dissemination of findings from Campbell Collaboration reviews to policymakers, practitioners, and other consumers). These Coordinating Groups will organize persons interested in the respective Group functions, contribute to Campbell Collaboration policy, and generally support the Campbell Collaboration mission. With approval of the Campbell Collaboration 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 Campbell Collaboration systematic reviews on particular topics.

Section 3: Creation of new Coordinating Groups. **A new Coordinating Group may be proposed to the Campbell Collaboration 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 Campbell Collaboration 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 Campbell Collaboration Steering Group.

Section 4: Governance. Each Coordinating Group must have a governance plan that is approved by vote of the Campbell Collaboration 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 Campbell Collaboration 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 Campbell Collaboration entities; (c) Disseminate information about the CG and Campbell Collaboration; (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 f. (g) Convene CG meetings; (h) Responsible for ensuring the quality of content on the CG's Campbell Collaboration webpages; (i) Serving as representatives to the Campbell Collaboration 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 Campbell Collaboration 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 Campbell Collaboration 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 Campbell Collaboration; (c) Contribute to the work of the Campbell Collaboration 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 Campbell Collaboration 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 Campbell Collaboration Secretariat, which will maintain a central database of Campbell Collaboration contacts that distinguishes those with voting rights from those who do not have voting rights.