

Official Blog(Cochrane News) and CCInfo

Advisory Committee Terms of Reference

Introduction:

The following terms of reference have been developed to guide the selection and operation of the Advisory Committee of Cochrane News and CCInfo.

Responsibilities:

The Advisory Committee is responsible for guiding the publication and distribution of Cochrane News and CCInfo.

The specific responsibilities of the Advisory Committee are:

- To advise the Editor(s) of Cochrane News on policy and procedure decisions.
- To contribute to the proofreading of the final draft of each issue.
- To provide input into the preparation of Cochrane News from different perspectives throughout the Collaboration.
- To advise the publisher of CCInfo on policy and procedure decisions regarding the publication and distribution of CCInfo.

Term:

Minimum of two years and renewable to a maximum of four years.

Membership:

The members of the Advisory Committee must be members of one or more entities within The Cochrane Collaboration. The members will include:

- The Chair(s) of the Steering Group
- The Administrator of The Cochrane Collaboration Secretariat
- The Canadian Cochrane Centre Director
- The Canadian Cochrane Centre Executive Director
- The Editor(s)
- One Coordinating Editor Representative
- One Managing Editor (ME) Representative
- One Trials Search Coordinator (TSC) Representative
- One Centre Representative
- One Consumer Representative
- One Methods Group Representative
- One Field/Network Representative

Representation from different continents is to be encouraged.

Selection Process:

The Representatives will be selected by their “constituency” peers in a manner determined by the constituency, i.e., by volunteering, by appointment, or by election.

The Representatives will be selected on alternating years to ensure continuity.

- On the even years, the ME Representative, Consumer Representative, the Field/Network Representative, and the Centre Representative will be selected.
- On the odd years, the Coordinating Editor Representative, the TSC Representative and the Methods Group Representative will be selected.

Meetings and Communication:

Members of the Advisory Committee are expected to participate via an email discussion list and respond to communication in a timely manner.

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