



Global Evidence Summit
Using evidence. Improving lives.

Global Evidence Summit
Terms of Reference
Jan 2019



1. INTRODUCTION

The Global Evidence Summit (GES) is quadrennial event that brings together the world's leading organisations in evidence-based practice to provide a multi-disciplinary and cross-cultural platform to discuss critical issues in health, education, social justice, climate change and clinical care and practice.

The GES was conceptualised by Cochrane, who partnered with Guidelines International Network, Joanna Briggs Institute, The Campbell Collaboration and the International Society for Evidence-based Health Care for the inaugural event hosted by Cochrane South Africa in Cape Town, September 2017.

The spirit of the GES is 'Using evidence. Improving lives' and it aims to:

- advance the use of reliable research evidence in addressing some of the world's most serious health and social challenges;
- bring together multidisciplinary actors from the global evidence community;
- facilitate communication and collaboration between all those working on the synthesis, dissemination and implementation of evidence
- promote evidence-based decision-making worldwide;
- strengthen ties between all partners and supporters within the partnership framework; and
- showcase the work of all partners and supporters with high-quality scientific presentations.

2. PURPOSE

These Terms of Reference set out the roles, responsibilities and structure for all relevant Parties (Organising Partners, Host Organisation, Programme Partners, Sponsors, Supporters and Committees) in the planning and development of the quadrennial Global Evidence Summit.

3. TERM

These Terms of Reference are effective from **[20/02/2019]** and will be ongoing until terminated by agreement between the Organising Partners.

4. PARTNERSHIP FRAMEWORK

The Organising Partners co-developed a partnership framework to govern the Global Evidence Summit and provide opportunities for broad engagement with varying stakeholders (see Appendix 1). The roles, responsibilities and opportunities for each of the framework section are detailed below.

4.1. Organising Partners

Organising Partners are limited to those organisations that assume governance, strategic, fiduciary and risk management responsibility for the GES.

4.1.1. Membership

- a) Organising Partner membership is on a voluntary basis and the ToR are reviewed after each conference. The current Organising Partners comprise:
- Cochrane
 - Joanna Briggs Institute
 - Guidelines International Network
 - The Campbell Collaboration

- b) Additional Organising Partner members must be approved through consensus by the above listed Organising Partners.

4.1.2. Collaboration Agreement and Letter of Intent

Organising Partners will co-develop and sign a Collaboration Agreement and Letter of Intent for each Global Evidence Summit event, defining the aims, objectives, roles, responsibilities and financial investment and responsibility for each unique event. These documents should be signed following the appointment of a Host Organisation.

4.1.3. Individual events withheld

Organising Partners agree to forego their ordinary conference in the year the GES is held to ensure maximum attendance by respective members and constituents.

4.1.4. Responsibilities

Organising Partners have a range of governance, fiduciary, planning and risk management responsibilities as defined in the Global Evidence Summit Collaboration Agreement for each unique event and broadly detailed below:

- a) Governance
- Determine the policies, procedures and terms of reference that govern the GES;
 - Ensure that each Organising Partner has representation on all organising Committees (as per Section 5 of this document); and
 - Ensure risk mitigation mechanisms and strategies are in place.
- b) Audit & Finance
- Jointly responsible for the financial sustainability of the Summit, jointly liable for any financial losses incurred and, profit from any surplus, based on percentage level of deposit/loan once determined;
 - Ensure that a detailed, conservative and transparent budget is drafted, monitored and implemented;
 - Ensure that a Critical Path Plan is developed and adhered to by the GOC, LOC and PCO in order to mitigate financial risk; and
 - Ensure a full audit of accounts is undertaken within three months of event closure. Timescale to be agreed with PCO.
- c) Planning & Delivery
- Administer the tender and application process for appointing a Host Organisation;
 - Establish the Global and Local Organising Committees;
 - Approve the main theme of the GES, following the proposal of the Host Organisation;
 - Promote the GES to members, constituents, networks and past conference attendees (as per the marketing and communications brief developed by the Local Organising Committee (LOC)).
- d) Evaluation
- Each Organising Partner to conduct a post-event evaluation with its members and constituents within two (2) months of event conclusion.

4.1.5. Decision Making

Organising Partners assume primary decision-making responsibility for the GES. All decisions are made by consensus. When consensus is not immediately reached, a decision will be made based on a 75% majority with a veto to highest investor.

4.1.6. Meetings

- a) Organising Partners will meet on an as-needs basis determined by the relevant planning phase and schedule.
- b) Meetings will be hosted and organised by Organising Partner representatives on a voluntary and rotational basis.
- c) Meetings will be chaired on a voluntary and rotational basis (usually by a representative of the member hosting/organising the meeting). The Organising Partners will invite the lead from the Local Host to join and chair the GOC, once appointed.
- d) Meetings should be attended by at least one representative from each Organising Partner's leadership team.
- e) A meeting quorum will be representatives from at least 75% of the Organising Partner organisations (i.e. 3 out of 4).
- f) Decisions will be made by consensus as per 4.1.5.
- g) Meeting agendas and minutes will be provided by the hosting organisation, once in place. Until then, they will be provided by the organising partner responsible for arranging the meeting.
- h) Representatives present are required to declare any conflict of interest to the meeting Chair prior to discussion/involvement in the particular issue for which the conflict arises. The representatives will withdraw from discussion and decision making as appropriate.

4.1.7. Dispute resolution

In the event of a disagreement arising (e.g programme or financial) between the Organising Partners in relation to the activities of the GES, the following dispute resolution procedure will be adopted:

- a) A representative from each Organising Partner will meet either face to face or via teleconference and endeavour to resolve the dispute in an informal manner.
- b) If after two weeks the dispute remains unresolved the Organising Partners will agree to refer the dispute to mediation by a mutually agreed mediator.
- c) The cost of the dispute resolution shall be shared equally between all Organising Partners.

4.1.8. Confidentiality

Organising Partner representatives shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person outside of those defined in this document.

4.2. Host Organisation

4.2.1. Appointment

The Host Organisation will be appointed following an Expression of Interest and Application process administered by the Organising Partners.

4.2.2. Collaboration Agreement

The appointed Host Organisation will be required to sign a Collaboration Agreement with the Organising Partners detailing the agreed fiduciary, operational and risk management responsibilities.

4.2.3. Roles & Responsibilities

The specific roles and responsibilities pertaining to each individual Summit event will be detailed in the Collaboration Agreement as per 4.2.2 above. Broadly, the responsibilities of the Host Organisation will include:

- a) Jointly responsible for the overall success of the Summit
- b) Jointly responsible for overall financial outcome of Summit, however not directly liable for any losses unless caused by direct negligence or a deliberate act by an employee of the organisation such as authorising expenditure which has not been agreed by the GOC/LOC.
- c) Chair the GOC and LOC as per the terms set out in 5.1 and 5.2, respectively, of this document
- d) One member of the LOC to participate on the Scientific Committee
- e) Provide advice on possible venues for the conference and associated social activities
- f) Undertake site visits to venues if required
- g) Provide suggestions and advice on dates and themes for the Summit
- h) Recruit sponsors and exhibitors for the Summit in accordance with the Collaboration Agreement
- i) Promote the Summit both locally and internationally to own networks

4.3. Programme Partners

Programme Partners are non-commercial organisations that have a commitment to the broader GES agenda and are interested in contributing to the Summit at the Programme level.

4.3.1. Appointment

- a) Global Organising Committee (GOC) to invite selected organisations to submit an Expression of Interest in becoming a GES Programme Partner.
- b) Applications are reviewed and approved by the GOC. The maximum number of Programme Partners will be determined by the size of the Scientific Committee.

4.3.2. Scientific Committee membership

- a) Approved Programme Partners will be required to nominate one qualified representative to participate in the GES Scientific Committee.
- b) The nominated representative should meet the criteria and agree to the Terms detailed in this document (6.3 Scientific Committee).

4.3.3. Acknowledgement

- a) Programme Partners will be appropriately acknowledged in line with the Partnership and Sponsorship prospectus.
- b) The PCO is responsible for ensuring appropriate acknowledgement.

4.4. Sponsors

Sponsors are those individuals or organisations that provide funding in return for specific benefits as detailed in the Partnership and Sponsorship Prospectus. Subject to agreement by the organising partners, a sponsor could be a Programme Partner.

4.4.1. Procurement and management

- a) The PCO is also responsible for the procurement and management of all sponsors in accordance with their service contract and the Partnership and Sponsorship Prospectus.
- b) The Organising Partners, GOC, LOC and Host Organisation should coordinate introductions to key contacts and potential sponsors through the PCO to ensure that there is no duplication.
- c) Organising Partners and Host organisation may want to procure sponsorship by building on established relationships. This should be communicated to the PCO to ensure no duplication.
- d) All sponsors must be approved by the LOC and must adhere to the restrictions in 4.4.2 of this document.

4.4.2. Restrictions

All Organising Partners strictly prohibit sponsorship from conflicted or commercial sources such as the pharmaceutical or medical device industry. Generally the following types of organisations are accepted:

- a) government or not-for-profit agency
- b) health research organization
- c) health sciences university
- d) teaching institution related to healthcare
- e) medical, nursing or allied health college or society
- f) IT or software company
- g) publishing house
- h) health insurance agency

4.5. Supporters

The GES welcomes non-financial supporters that have a commitment to the broader GES agenda and would like to publicly promote the Summit and its Programme without the commitment of being a Programme Partner or financial sponsor.

4.5.1. Appointment and management

- a) Supporters will apply following the guidelines detailed in the Partnership and Sponsorship Prospectus.
- b) The PCO is responsible for the application process and ongoing management of supporters, namely responding to inquiries, provision of a press kit and ensuring appropriate acknowledgement.
- c) The Organising Partners, GOC, LOC and Host Organisation should coordinate introductions to key contacts and potential supporters through the PCO to ensure that there is no duplication.

4.5.2. Acknowledgement

Supporting organisations will be acknowledged in line with the Partnership and Sponsorship Prospectus in return for agreed promotional activity.

5. COMMITTEES

The Global Evidence Summit strategy, planning, development and delivery is governed and operationalised by a series of Committees that are comprised of representatives from, and report to, the Organising Partners.

5.1. Global Organising Committee

The Global Organising Committee (GOC) is responsible for high-level and strategic decision making; oversight of planning activities for the GES; and provision of support to the Local Organising Committee (LOC). The Organising Partners will invite the lead from the Local Host to join and chair the GOC, once appointed.

5.1.1. Membership

The GOC comprises at least two members from each of the Organising Partners and the Host Organisation. The GOC is chaired by an Executive member (Executive Director or similar) of the Host Organisation.

5.1.2. Roles & Responsibilities

- a) Administer the Expression of Interest process for recruiting Programme Partners.
- b) Nominate a Co-Chair and Assist in coordinating the formation of the Scientific Committee.
- c) Advise and provide final sign off for:
 - Overall GES theme
 - Keynote speakers
 - Major scientific themes proposed by the Scientific Committee
 - Professional Conference Organiser
 - Fundraising methods
- d) Work with the PCO to engage sponsors where relationships exist.
- e) Members to participate in other committees (e.g. Scientific, Abstract or Workshop Committees).
- f) Review financial and feedback reports from the Professional Conference Organiser (PCO) as contractually agreed (e.g. 6 months & 1 month before the event).
- g) Provide advice and respond to LOC queries as needed.
- h) Cochrane Central to provide administrative support for setting up meeting dates and calls and taking minutes or otherwise a minute secretary to be appointed by the GOC.

5.1.3. Meetings

- a) Meetings will be held via teleconference 6-8 weekly following the appointment of a Host Organisation by the Organising Partners, as well as ad hoc meetings or electronic communication as specific requests arise.
- b) All organisations should be represented at each meeting by the named member or a proxy able to make decisions on behalf of the organisation.
- c) The Organising Partners and the Host Organisation will have one vote each.
- d) Decisions to be reached by discussion and consensus, or if necessary a vote to go with the 75% majority.
- e) Decisions may be made during a call, or if needed, by Doodle poll vote or email. If voting, it will be clear whether a vote is to provide initial input or final decision-making.
- f) For efficiency, meetings will continue even if a member organisation is not present.
- g) Agendas and papers will be circulated at least one week in advance to give participants who are unable to attend an opportunity to provide questions, comment or vote.

5.2. Local Organising Committee

The Local Organising Committee is responsible for working with the Professional Conference Organiser (PCO) to deliver the event; engaging with the GOC on strategic decisions; and contributing to the in-country and onsite running of the event to ensure successful delivery. The LOC is formed following successful appointment of a Host Organisation by the Organising Partners.

5.2.1. Membership

The LOC comprises at least two members affiliated with each of the Organising Partners the Host Organisation and the PCO that are located in the host country (i.e. this could be members from Organising Partners' broader global Collaborating Entities). The LOC is chaired by a nominated representative of the Host Organisation. Event management staff from the Organising Partners may also be nominated to participate (in particular with marketing, communications and sponsorship activities).

5.2.2. General LOC Roles & Responsibilities

- a) Coordinate the tender process, review and appointment of the Professional Conference Organiser.
- b) Liaise with the GOC regarding high level decisions that will affect the content or successful delivery of the event. The decision to escalate an issue will be decided by the LOC chair.
- c) Liaise with the Professional Conference Organiser (PCO) in the day-to-day planning of the event, including but not limited to: venue selection, catering, entertainment, accommodation, tourism, sponsorship liaison for payments, marketing and communication planning and implementation.
- d) A member of the LOC to join each of the planning committees for liaison as per Table 1 below.
- e) Provide administrative support for setting up meeting dates and calls and taking minutes for Committee meetings.
- f) Several LOC portfolios will be established with a responsible LOC member who will be accountable to feedback to the LOC on their portfolio.
- g) Working with the PCO to develop and monitor a Critical Path Plan.

Table 1: LOC Portfolios

| Portfolio | Role | Nominated Representative |
|---------------------------------|--|--------------------------|
| Scientific Programme | Participate in Scientific Committee meetings Support meeting establishment and minutes | |
| Abstracts (posters and orals) | Co-chair Committee Support meeting establishment and minutes | |
| Workshops | Co-chair Committee Support meeting establishment and minutes | |
| Marketing & Communications | Develop and implement communication, marketing and promotional plan | |
| Sponsorship | Liaise with the PCO to support stakeholder engagement as necessary | |
| Social Events, VIPs, Exhibition | Develop and present plan for social events for decision by LOC, input from GOC; advise of any specific protocols for VIPs; establish requirements for touring and structure tour programme; develop exhibition plan and engage with exhibitors | PCO |

5.2.3. LOC Chair Roles & Responsibilities

- a) Chair all LOC meetings or delegate when not available
- b) Liaise with GOC to feedback on LOC activities
- c) Liaise with the PCO regarding progress and compliance with contractual obligations
- d) Coordination of LOC Portfolios (Table 1)

5.2.4. Meetings

- a) Meetings will be held on a monthly basis both face to face and via teleconference
- b) According to need, increase frequency to fortnightly or weekly in months leading up to the event
- c) Ad hoc meetings or electronic responses from committee as specific requests arise
- d) Either the PCO or the Host Organisation should be responsible for scheduling meetings
- e) A minute secretary should be appointed in the first meeting
- f) For efficiency, meetings will proceed regardless of numbers present
- g) Decisions to be reached by discussion and consensus, or if necessary by vote (including by Doodle poll); quorum for decisions will be 50% +1 member
- h) Members responsible for a portfolio should have the ability to make decisions that directly pertain to the running of those portfolios. This will be agreed when portfolios and responsible members are appointed. The responsible person may be required to provide a report if requested by LOC or GOC.

5.3. Scientific Committee

The purpose of the Scientific Committee is to promote the scientific quality and rigor of the Summit and encourage challenging discussions within the scope of themes that meets the needs of multidisciplinary stakeholders.

5.3.1. Membership

- a) Membership will comprise:
 - Chair (or co-Chairs)
 - One representative (or more) from each Organising Partner
 - One representative from the Host Organisation
 - One representative from each Programme Partner
 - One member from the LOC, if not nominated through GOC process.
 - Secretary to provide administrative support (preferably from the PCO)
- b) Programme Partners will nominate one representative, to be approved by the Co-Chairs. The total number of Programme Partners will be determined by the GOC.
- c) The Committee may nominate/consider additional members to join on ad-hoc basis as required.

5.3.2. Scientific Committee Co-Chairs Roles & Responsibilities

- a) Lead the Scientific Committee ensuring that it fulfils its activities in a timely manner
- b) Liaise with the GOC to ensure that the Summit Programme is in accordance with strategic direction
- c) Invite plenary speakers in close collaboration with the Scientific Committee
- d) Support members of sub-committees (e.g. Workshop and Abstract Committees)
- e) With support from LOC and PCO and aligned with the overall critical pathway, develop a timeline for: Programme development, invitation of keynote speakers and abstract submission, review and feedback.

- f) Define the roles and responsibilities of the Abstract Sub-Committee including their role in defining the process and criteria for orals and posters (with guidance from the GOC).

5.3.3. General Scientific Committee Members Roles & Responsibilities

- a) Scientific Programme development
- b) Identify keynote speakers for plenaries
- c) Develop a thematic structure for parallel sessions.
- d) Propose format for Summit sessions e.g. plenaries, orals, workshops, posters, panels
- e) Appoint session Chairs (some parallel sessions, particularly workshops can be run by participants)
- f) Ensure that rules for presentation are adhered to by speakers, including conflicts of interest
- g) Ensure that rules for submitting and reviewing abstracts are adhered to
- h) Support promotion of the Summit

5.3.4. Scientific Committee Secretary Roles & Responsibilities

- a) Organising and participating in the teleconferences of the Scientific Committee
- b) Drafting the minutes of Scientific Committee meetings in consultation with the Co-Chairs
- c) Acting as anchor for the communication within the Scientific Committee
- d) Drafting the Summit programme according to discussions and decisions of the Scientific Committee and undertaking the preliminary allocation of oral presentations in sessions

5.3.5. Meetings

- a) Meetings will be held via teleconference as needed until the main programme is finalised, as well as ad hoc electronic communication as specific requests arise.
- b) If feasible, face to face meetings will take place during the colloquia/conferences of the Organising Partners in the preceding year.
- c) Taking into account the number of Committee members and different time zones, it may not be possible or reasonable to have teleconferences with the entire Committee.
- d) For efficiency, meetings will proceed regardless of members present.
- e) Decisions to be reached by discussion and consensus, or if necessary by vote (including by email/Doodle poll); quorum for decisions will be 50% +1 member.
- f) Agendas and papers will be circulated at least one week in advance to give participants who are unable to attend an opportunity to provide questions, comment or vote.

5.4 Abstract Sub-Committee

Oral papers and posters are a significant component of the Scientific Programme. They are invited through the process of abstract submission, and selected through review and grading by the members of the Abstract Sub-Committee of the Scientific Committee.

5.4.1 Membership

- a) The Sub-Committee is co-chaired by a representative of the Scientific Committee and another person nominated by the LOC Chairs.
- b) Additional members are nominated by members of the Scientific Committee, ensuring that all invited topics for abstract submission are covered by nominated members in order to have expertise on each topic when reviewing abstracts.

- c) The number of members required will be determined by the expected number of abstracts submitted (ideally reviewers should not have to score more than around 20 abstracts to keep their workload to a reasonable level).

5.4.2 Co-Chair Roles & Responsibilities

- a) Preparation of the list of topics for which abstracts are invited
- b) Preparation of submission conventions and guidelines
- c) Preparation of website information on abstract submission
- d) Key dates for external deadlines: abstract submission deadline and abstract notification; and internal deadlines: assigning abstracts to committee members for review; and reviewers to complete grading
- e) Preparation of abstract submission form
- f) Preparation of abstract review procedures, scoring matrix and guidelines for reviewers
- g) Decisions on accepted oral and poster presentations and rejections
- h) Notification of acceptance and rejection
- i) Collation and copy edit of accepted abstracts for abstract book
- j) Providing presenters with any information required in relation to their presentations, and ensuring they are registered.

5.4.3 General member Roles & Responsibilities

- a) Review of abstracts
- b) Composition of themed poster and oral sessions;
- c) Invitation of chairs for oral sessions;

5.4.4 Meetings

Communication between Abstract Sub- Committee members will be predominantly via email or the online abstract submission system. Regular calls and more frequent emails between the Co-Chairs will likely be required.

6. PROFESSIONAL CONFERENCE ORGANISER

A Professional Conference Organiser (PCO) will be engaged to deliver administrative and logistical services for the Summit. The specific services required for each unique event will be detailed in a Request for Quote (RFQ) document and PCO Services contract.

6.1. Appointment

- a) A Professional Conference Organiser will be appointed through a Request for Quote process administered by the Local Organising Committee.
- b) Suitable organisations will be shortlisted and interviewed by the LOC.
- c) The LOC will submit their preferred provider to the GOC for final approval.
- d) Lead Organising partner and Host Organiser will co-sign a services contract with the PCO

6.2. Roles & Responsibilities

Broadly the responsibilities for a PCO will include:

- a) **Overall** administration and logistics management (including sufficient onsite human resources).
- b) **Delegate management:** registration and receipt of fees; general inquiries and communication; dietary and mobility/access requirements; and accommodation (through online registration process).
- c) **Service providers:** managing contracts for venue, AV supply, accommodation, catering, App supplier/developer and any other local suppliers approved by the LOC/GOC.

- d) **Finance:** work with the LOC to provide a draft budget and recommendation of rate of registration fees in order to ensure a small surplus; providing regular budget updates and status reports to GOC; manage Summit bank account.
- e) **Sponsorship** procurement and management.
- f) **Marketing:** provision of marketing and sponsorship collateral, including conference packs; onsite material display; and general printing and shipping where required.
- g) **Website:** manage and coordinate a dedicated website for the Summit.
- h) **Abstract submission:** coordinate online abstract submission.
- i) **Speaker management:** Arranging flights and/or travel reimbursement and accommodation for plenary speakers; onsite speaker requirements i.e. for presentations.
- j) **Transportation:** coordinate additional transportation as required.
- k) **Insurance:** provision of appropriate public liability and other insurance policies as required.
- l) **Social programme:** including at a minimum welcome reception, gala networking dinner, optional tours, accompanying persons programme.
- m) **Summit programme:** preparation of the printed/online Summit programme and abstract book as required by the Scientific Committee.
- n) **Exhibition:** Managing exhibitors and exhibition plan.
- o) **Translation and Interpretation:** management of translators and interpreters for documents, speakers and delegates as required.
- p) **VIP management:** protocol advice, communication and management.
- q) **Security and emergency services:** Liaise with security and emergency services as required.
- r) **Risk management:** work with the LOC to develop and monitor a Critical Path Plan.
- s) **Meetings:** schedule, prepare agendas and minute LOC meetings.
- t) **Attendance:** Provide staff to be present and available for the duration of the Summit and promptly attend to matters arising to ensure a smooth delivery of the Summit.
- u) **Post-event evaluation and reporting:** provide appropriate post-event evaluation and debrief reports and finalise all accounts in relation to the Summit.

7. AMENDMENT, MODIFICATION OR VARIATION

These Terms of Reference may be amended, varied or modified after consultation and consensus by the Organising Partners.

8. VERSION CONTROL

| Date | Version | Comments/ Change Description | Author/s | Approved |
|----------|-----------|--|------------------|----------|
| 22-07-18 | 0.1 Draft | Collated GES 2017 ToRs; individual Organising Partner governance documents; and actioned decisions from meeting 28/04/2018 | Bianca Pilla | |
| 18-02-19 | 0.2 Draft | Incorporated feedback from organising partners | Sabrina Khamissa | |
| 20-02-19 | 1.0 | Approved version | Sabrina Khamissa | |
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Appendix One: Global Evidence Summit Partnership Framework

