Terms of Reference for the Cochrane and Campbell Partnership Advisory Group

May 2018

Purpose

The Cochrane and Campbell Partnership Advisory Group provides strategic guidance to further the relationship and collaboration between Campbell and Cochrane.

Objectives

The objectives of the Partnership Advisory Group are to:

* Support and monitor the implementation of the MoU that formalizes the relationship between Campbell and Cochrane;
* Provide guidance on strategies to strengthen the relationships and timely interactions between Campbell and Cochrane;
* Inform Campbell and Cochrane on key developments in evidence synthesis that may impact the partnership;
* Act as advocate for the partnership within the Campbell and Cochrane communities;
* Communicate about the partnership in relevant fora, meetings, and other public opportunities.

Accountability and reporting

* Produce semi-annual written reports for the Campbell and Cochrane Boards;
* Agree on an annual work plan for the Campbell/Cochrane partnership.

Membership

* Six members, three from each organization. The members will appoint the chair (or co-chairs) for the PAG.
* For Cochrane:
	+ Cochrane’s Editor-in-Chief or his designated representative;
	+ Cochrane’s Senior Advisor (Partnerships, External Affairs & Fundraising);
	+ One additional representative from the Cochrane community, who has close interactions with Campbell.
* For Campbell:
	+ Cambell’s CEO;
	+ Campbell’s Editor-in-Chief or her designated representative;
	+ One additional representative from the Campbell community, who has close interactions with Cochrane.

Membership is for a period of three years, renewable once.

Decision-making

* The Partnership Advisory Group provides strategic and technical guidance for any issues arising from delivering the activities as specified in the MoU.
* The Partnership Advisory Group aims to take decisions by consensus.
* The Partnership Advisory Group may call upon additional technical expertise from the Campbell and Cochrane networks when needed.
* If the Partnership Advisory Group does not manage to reach consensus on an issue, or considers a decision to be made too important for decision at Partnership Advisory Group level, the chair(s) of the Partnership Advisory Group will bring the issue to the attention of Cochrane’s senior management – and if necessary, the Cochrane Board – and the Campbell senior management – and if necessary, the Campbell Board - who will take a final decision. In addition, the Partnership Advisory Group will update the Cochrane and Campbell Boards regularly on any issues arising from the partnership that are of strategic importance to the organizations.

Meetings and communication

* The Partnership Advisory Group aims to meet four times a year virtually;
* Regular partnerships news and updates will be posted on the Campbell and Cochrane websites.

Responsibilities of Partnership Advisory Group members

* Attend at least two out of the four meetings per year.
* Be responsive to email requests for advice and input.
* Comment and approve the written reports and the annual plan of work of the Partnership Advisory Group.
* Scout for new opportunities of expanding the partnership activities, and could include joint research and funding opportunities
* Maintain a vision for overall aims & objectives of Campbell/Cochrane partnership.