



Election to the Cochrane Consumer Network Executive Election Process

- **May 2017: new member takes office at the Global Evidence Summit, September 2017**
- **Nominations are invited for the role of member of the Cochrane Consumer Network Executive (CCNet)**

BACKGROUND

Cochrane Consumer Network members have a key role in the production of healthcare evidence and the governance of the organisation. Members of the Cochrane Consumer Network Executive are involved in important work to support this and to help meet the challenges of Cochrane's Strategy to 2020. Supporting the implementation of the Consumer Network Delivery Plan to 2020 will be a key part of the successful candidate's role.

The current Consumer Network Executive encourages nominations from a diverse range of enthusiastic, supportive people, including in terms of gender and geography.

Please note the definition of eligibility to stand and vote in the forthcoming elections. Further details are set out below.

Candidates in this election should bear the following in mind:

1. Members of the Consumers' Executive (CE) are responsible for the implementation of the CCNet remit which is: 'To support Cochrane entities in the inclusion of consumers in their work, to support consumers contributing effectively to the Collaboration and to help to explain the role of the Collaboration and of evidence in healthcare, to consumers and their representatives globally'.
2. This is an unpaid position. Members of the CE meet bi-monthly via teleconference and between meetings work on assignments and communicate via email. This requires approximately 8 hours of work per week, plus attendance the Cochrane Mid-Year meeting in March/April each year and (dependent on funding). meetings held during the Colloquium in the autumn of each year. The 2017 meeting is a Global Evidence Summit rather than a Colloquium. Your expenses for attendance at the mid-year meeting is paid by Cochrane. Expense coverage for attendance at the Colloquium is dependant on availability of funds.
3. The CE is comprised of four elected members of the Consumer Network (CCNet) with the Consumer Coordinator as the fifth, non-voting, member. The CE always has a representative from a non-English language country and a low or middle-income country. This can be one individual fulfilling both criteria or two individuals. Therefore, some CE elections will have

restrictions on nominations. For the current election, there is one vacancy. There are no restrictions for this position.

4. The Consumers Executive has one Chair, and one Vice-chair, elected from within the CE
5. Members of the Consumers' Executive are expected to:
 - actively contribute to the work of the Consumer Executive, including email discussions
 - attend Consumer Executive meetings, include the face-to-face meeting at the Cochrane Mid-Year meeting in March/April each year and meetings held during the Colloquium in the autumn of each year (though attendance at the Colloquium depends on funding)
 - participate in bi-monthly teleconferences
 - contribute to the work of one of its sub-committees and other work as required
6. The term of office is three years, with individuals serving no more than two consecutive terms (six years). Candidates must then wait for three years before standing for another term.
7. CE members are eligible for reimbursement of travel and accommodation expenses incurred in attending Consumers' Executive meetings. The Collaboration will also fund the monthly teleconferences, and the registration fee for the Cochrane Colloquia attended during the CE members' time in office. Consumers' Executive members do not receive any remuneration from Cochrane.
8. People considering standing for election should be active consumer members of CCNet and should read the eligibility requirements for Consumer Executive members (page 4 of this document). Candidates are strongly encouraged to read what is involved before they stand, and to speak with a member of the Consumers' Executive for further insight/details.
9. Current members of the Consumers' Executive are:

Chair

Anne Lyddiatt (Canada)

Vice-Chair and Non-English language member:

Sara Yaron (Israel)

Low or Middle-income country member:

Joy Oliver (South Africa)

CE member

Nancy Fitton (USA) (eligible for re-election)

CE member

Vacant. A decision has been made to maintain this post as vacant and the decision will be reviewed at the Mid-Year Meeting in 2018.

Consumer Co-ordinator (non-voting member):

Richard Morley (Cochrane Central Executive Team)

Consumers Executive Election Process

KEY DATES

- Nominations should be sent to the Cochrane Consumer Co-ordinator no later than midnight (GMT) on Friday 16th June 2017, by e-mail (rmorley@cochrane.org)
- Voting will take place online (URL to be distributed) from Friday 23rd June 2017 to Friday 7th July 2017 (should the election be contested)
- The election results will be announced Wednesday 12th July 2017 and the successful candidate will begin their term at the date of the Global Evidence Summit 2017

PROCESS FOR NOMINATION

In order to become a candidate in the election you must submit the following to the Consumer Coordinator, Richard Morley (rmorley@cochrane.org) by the closing date:

1 Candidate's statement

Candidates must submit a statement of candidacy which covers:

- their role as a consumer of health care
- their contribution to the work of the Cochrane
- their contribution to the work of the Cochrane Consumer Network
- how they envisage they will contribute to the work of the Consumer Executive

Maximum length of 1000 words.

Each candidate must also state any potential conflicts of interest that might limit his/her participation in Consumers' Executive discussions and decision-making (see Eligibility, below).

2 Nomination by a member of the Consumer Network

Candidates will require a healthcare consumer member of the Consumer Network to nominate them for the Consumers' Executive.

3 Nomination by a Cochrane entity

A Cochrane entity is required to second the nomination.

Nominations

Each person nominating or seconding a candidate should provide a letter of support explaining his/her reason for nominating or seconding that person. The maximum length is 400 words. This letter of support will accompany the nominees' personal statement when online voting takes place .

ELIGIBILITY

To be eligible to stand you must be:

- A member of the Cochrane Consumer Network
- Not an employee of Cochrane
- A healthcare consumer as defined by the Cochrane Consumer Network Executive i.e. a patient, carer or family member, health advocate, member of a patient group, or citizen seeking high quality, unbiased information about a health condition or treatment.
- Have no conflict of interest that would prevent full participation in discussions and voting
- N.B. The Consumer Network also welcomes, as **non-voting members**, staff of organizations, journalists or professionals such as healthcare practitioners and health researchers who share the ethos of Cochrane and are interested in building patient empowerment and autonomy. Such members are **not** eligible to stand for election to the Consumer Network Executive

Declaration of Interests

Members of CCNet, who serve in a governance or management role on the Consumers Executive, are asked to disclose:

A) Financial interests

- All relationships with related commercial organisations (other than for direct health care, participation in a clinical trial) that could pose a conflict of interest that would reasonably appear to be related to their role in CCNet
- All relationships with related not-for-profit organisations (including The Cochrane Collaboration), for example, being a paid member of a patient support organization, Cochrane Review Group or Centre;
- All received personal gifts from related organisations
- Whether, as a paid employee of a patient or consumer organisation, your organisation receive money from the drug or device industries? If so, what percentage or amount?

B) Non-financial interests

- Do you have any other competing interests that could pose a conflict of interest that would reasonably appear to be related to the primary interest? If yes, please explain.

What is a conflict of interest?

A conflict of interest is a set of circumstances that creates a risk that judgement or actions regarding a primary interest will be unduly influenced by a secondary interest. Primary interest refers to the principal goals of the activity (e.g. service on the Cochrane Collaboration Consumer Network). Secondary interest includes not only personal financial gain but also such motives as the desire for professional advancement and the wish to do favours for family and friends. The secondary interests are not treated as wrong in themselves, but become objectionable when they are believed to have greater weight than the primary interests. (modified from Cochrane Manual)

PURPOSE OF THE CONSUMERS' EXECUTIVE (CE)

The core functions of the Consumer Network have been identified as follows:

1. To support Cochrane entities in the inclusion of consumers
2. To support consumers' participation in the Collaboration
3. To increase consumer membership in low/middle income countries and non-English speaking countries
4. To increase awareness of Cochrane reviews among consumers globally.
5. To develop and disseminate information for consumers

The responsibilities of Consumers' Executive members are:

- To arrange and provide support for consumers contributing to the work of the Collaboration.
- To represent consumers from their geographical area.
- To request input from the wider membership and other Cochrane entities.
- To participate actively by e-mail, teleconference and face-to-face meetings at the Cochrane Mid-Year meeting and Colloquium

Objectives

- To facilitate open, effective communication among all relevant stakeholders
- To advise the CCSG via its CE representatives on all aspects relating to the role and function of consumers in a timely and effective manner.
- To identify collective consumer concerns and issues, and bring them forward to the appropriate arena.
- To feedback to CCNet any relevant decisions or discussions from its various task groups and advisory groups
- To ensure appropriate communication through the consumers' mailing list, newsletters, and other discussion forums.
- To ensure consumer representation within Cochrane
- To assist if necessary the filling of consumer positions on Cochrane task groups and advisory committees and to ensure consumer representation where none currently exists.
- To consult with and assist if necessary the Cochrane Board and Council and relevant sub-committees and advisory committees on the appointment of consumer 'liaison' positions when any such positions arise (e.g. in the context of special projects or the formation of temporary working committees.)
- To ensure that consumer representatives on Cochrane Advisory groups and committees provide feedback to the Consumers' Executive in a timely manner for consideration at Consumers' Executive meetings and teleconferences
- To make policy decisions to guide the operations of the Consumer Network
- To ensure that consumer participation meets the needs of both consumers and Cochrane entities
- To provide direction for the Cochrane Consumer Co-ordinator and the Consumer Champions Network (currently being formed)
- To plan and organise CCNet Annual Meetings at Cochrane Colloquia

Accountability and reporting

- The Consumers' Executive will be accountable to the Consumer Network and ultimately the Cochrane Board
- The Consumers' Executive will report to all consumers on activities, with a written report presented at the CCNet Colloquium meeting and incorporated into the final minutes.
- The Consumers' Executive will produce written reports or papers for the Board and other stakeholder groups as required.

Decision-making

- The Consumers Executive will aim to make decision by consensus but where this is not possible decisions will be taken based on a majority vote, with the Chair having the casting vote
- For decisions to be taken at Consumers' Executive meetings a quorum of more than half the membership of the Consumers' Executive is necessary. For decisions to be taken by e-mail correspondence, it is expected that all members of the Consumers' Executive will vote but if this is not possible the above quorum stands.
- Wherever possible decisions will be based on consultation with all consumers

Meetings and communications

- Mandatory face-to-face meeting during the Mid-year meeting with a second face-to-face meeting during the Colloquium if funds permit.
- E-mail discussions will be held as needed (don't think the address should be in here as it is a private one)
- Bi-monthly teleconferences will be held.
- The wider CCNet membership will be kept informed in newsletters and monthly bulletins sent through the consumers' mailing list (consumers@lists.cochrane.org).