

Minutes

<p>Meeting title: Board Meeting Location: Teleconference Date and time: 16 February 2017 2017, 1300 – 1430 GMT Recorded: Yes Chair: Duncan Service (Chair) Present: Iain Grimmond (Treasurer), Sue Huckson (Vice Chair), Ina Kopp, Sonja Kersten, Sophie Blanchard, Gillian Leng, Per Vandvik, Elaine Harrow (Executive Officer) Amir Qaseem, Craig Robbins, Stephanie Chang Apologies: Lubna Al-Ansary, Holger Schünemann, Absent: Present: Allison Smith, (Comms Admin) Minutes by: Anne Docherty Evaluation by: Per Vandvik</p>			
Agenda item	Topic and discussion	Decisions	Action
1	<p>Chair’s opening remarks</p> <p>The Chair welcomed everyone to the meeting.</p>		
a)	<p>Declarations of Interests</p> <p>The Chair asked if anyone had any updates to their existing DoI and reminded everybody to indicate specific CoI when we are working through the agenda.</p> <p>Sonja advised that she had updated her DoI, however there are no conflicts with regard to this meeting agenda.</p>	This is an ongoing agenda item.	None required
b)	<p>i. <u>Board Minutes for approval</u></p> <ul style="list-style-type: none"> • 11 November 2016 <p>ii. <u>Outstanding Actions</u></p> <p>The Chair advised that all outstanding actions from the last Minute will be covered in today’s Agenda.</p>	All approved Minute.	<p>Who: Secretariat What: Upload Minutes to website When: Immediately</p>
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	iii. <u>Matters arising</u> None		
2	Executive Committee Update (paper in Dropbox) No questions were asked on this paper. Thanks and appreciation for the Secretariat report and their achievements was voiced.		
3	<p>Conference Committee Update</p> <p>a) <u>Sub-committee Chair Report (paper in Dropbox)</u> The Chair of the Conference committee highlighted the following:</p> <ul style="list-style-type: none"> • MOU agreed with some very minor changes made by the Conference committee • 3 interviews scheduled for PCO selection at the end of this month • SciCom Chair & Vice-chair letters sent and both accepted posts • Doodle poll approval circulated to Conference committee for additional members of SciCom from NA • Abstract review panel – still to be determined <p>The Chair (BoT) complimented all on their reports for this meeting, stating they are striking the right balance.</p> <p>b) <u>2016 Conference (in Dropbox)</u> <i>Budget at 31 January 2017</i> The Executive Officer indicated that the pre-conference courses surplus should be added to the conference surplus. This was a fantastic conference and thanks to Amir and other hosts for their outstanding efforts. The Chair also took this opportunity to thank Amir and the hosts for the effort they put into this very successful conference.</p>		
4	Finance Committee Update (papers in Dropbox)		

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	<p>a) <u>Sub-committee Chair report</u> The Treasurer provided an overview of achievements and advised that work has been started on the 2017-18 budget which will be reviewed at the mid-term meeting. 2 emerging risks have also been highlighted and a full review of the risk register will take place at the next Finance committee meeting.</p> <p>b) <u>Bank Summary</u> The Treasurer indicated that the summary shows that G-I-N is comprehensively solvent and the accounts agree with this.</p> <p>c) <u>Budget at 31 January 2017</u> Income is ahead of budget and conference surplus is ahead of budget. The deposit for Cape Town was paid in dollars so there is no impact with currency exchange rates. Expenditure is below budget on almost every area and between now and March income broadly similar, expenditure will be below, still anticipate being ahead of budget at year end.</p>		
5	<p>Membership Committee Update (papers in Dropbox)</p> <p>a) <u>Sub-committee Chair Report</u> The Chair of the committee highlighted that one new organisation has taken up membership with another in the approval loop.</p> <p>b) <u>Draft proposal – Associate Membership category</u> The Chair outlined the proposal and stated that currently there are 3 applications for individual membership that are more relevant for Associate or Organisational membership. The proposal is to offer them Associate /Org membership at a reduced cost for a trial period of one year, then they would</p>	It was agreed that this should be applied to the 3 applicants for a trial	<p>Who: Secretariat What: Send letters to 3 applicants When: immediately</p>

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	<p>become full Associate members thereafter. A discussion followed. It was indicated that this was a financial and reputational issue. When the network started in 2003 it was initially founded as a network of organisations in order to become a powerful network at international level thus supporting more efforts to ensure there was no duplication of guidelines and goals. The Trustees put forward various points which were mainly relevant as part of a bigger discussion on membership. The Chair indicated that a full discussion of membership will be on the agenda at the mid-term meeting and all of the points raised here will be recorded and available at this meeting.</p>	<p>period of one year, however any other application between now and the mid-term meeting should be held until a full discussion and agreement has taken place.</p>	
6	<p>GES 2017</p> <p>a) <u>Progress update, budget & sponsorship</u> The Executive Officer stated that they are very close to meeting the target for Sponsorship and it is great to see this amount secured at this stage.</p> <p>b) <u>Update on Scientific Committee progress</u> The Co-chair of the SciCom provided an update and advised that there has been substantial progress. An overview was provided and the Trustees are concerned that this is seen as a ‘health’ conference as there aren’t enough guideline topics. The Co-chair advised that the G-I-N Board can provide feedback to the SciCom and Cochrane. A meeting will take place next week which 2 Trustees will join and can raise any concerns. All feedback should be sent to the Executive Officer to put a response together.</p> <p>c) <u>GES Budget</u> Paper for information in Dropbox</p> <p>d) <u>G-I-N Satellite Symposium at GES 2017</u></p>		<p>Who: DS What: email LA-A and HS to represent G-I-N at meeting When: immediately</p> <p>Who: BoT What: Send feedback to EO When: by Friday 17/02/17</p> <p>Who: IK What: Address item 5d by email to request feedback</p>

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	<p>The Chair advised that we had run out of time to discuss this and asked that this item was addressed by email. A Trustee asked if we can get costs for this, i.e. room, facilities for 90 minutes.</p>		<p>When: immediately</p> <p>Who: EO</p> <p>What: Request costs for room and facilities</p> <p>When: immediately</p>
7	<p>Partnerships (paper in Dropbox)</p> <p>The Co-chair of the Cochrane/G-I-N working group provided an update. He stated in response to the questions raised at the last Board meeting with regard to Name of Group, the reasons behind this is that Cochrane do not have working groups. He then went on to provide detail on why the group was called Advisory Group, they would be a supporting group, assisting and providing suggestions, not decision makers. The Chair (BoT) indicated that this is another layer of governance and would need some thought on how we interact with this group. He advised that this would be taken offline. It was also highlighted that the Executive Officer would not be expected to provide secretarial support for this group as outlined in the ToR.</p> <p>The group co-chair highlighted the 2 main focus areas: Task Exchange and GES. An overview of the task exchange was provided by him, advising that this will help Cochrane develop platform and improve collaboration. The prototype will be available 2nd quarter of this year, there will be an update on this for the March meeting. A Trustee asked if this could be available to be showcased at the GES and if there will be an opportunity for people to test it? The co-chair advised that he will take this feedback to the Cochrane/G-I-N Group meeting next week. The co-chair stated the next area, participation in the GES will be for guideline work and systematic review work to be highlighted. Two special session applications are being developed the first</p>		<p>Who: PV</p> <p>What: Send email to CR with any items he wants raised at the Cochrane/G-I-N Mtg</p> <p>When: Immediately</p>

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	<p>one is being led by Holger to write a paper on principles for collaboration between guideline developer and systematic reviewers. The second session is to be highlighted in different parts of the world and a proposal has been put together for this. Drafts will be reviewed next week and these can be passed to the Board. The co-chair said that he is happy to take back the discussion regarding GES to the joint group and ask if we should push for one of the Plenaries to highlight the collaboration between guideline workers and evidence workers. The Co-chair of the SciCom stated that they will need co-ordinate this.</p>		
8	<p>Mid-term Meetings (verbal update)</p> <p>a) <u>March 2017</u></p> <p>The Chair asked the Trustees to send any Agenda items to the Executive Officer as this will be put together over the coming weeks.</p> <p>The Chair requested that anyone up for re-election who has decided not to stand again, please advise the Executive Officer for planning purposes.</p> <p>b) <u>March 2018</u></p> <p>Venues are being sourced with associated costs, there are 2 invitations on the table. This will be discussed at the 2017 mid-term meeting.</p>		<p>Who: BoT (up for re-election)</p> <p>What: Advise EO if not standing again</p> <p>When: Immediately</p>
9	<p>AOB</p> <p>G-I-N Products mini task force - to be carried over to next meeting</p> <p>a) <u>Feedback & outline plan</u></p>		<p>Who: DS</p> <p>What: contact HS to discuss</p> <p>When: Immediately</p>
	<p>Date & time of next meeting – 17 & 18 March 2017 at 9am</p> <p>Evaluation: will be carried out by:</p> <p>17 March – Sophie Blanchard</p> <p>18 March - Sonja Kersten</p>		

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