

## Minutes

**Meeting title:** Board Meeting  
**Location:** Teleconference  
**Date and time:** 21 November 2016, 1200 – 1310 GMT  
**Recorded:** Yes  
**Chair:** Duncan Service (Chair)  
**Present:** Iain Grimmond (Treasurer), Sue Huckson (Vice Chair), Ina Kopp, Sonja Kersten, Craig Robbins, Gillian Leng, Per Vandvik, Lubna Al-Ansary, Elaine Harrow (Executive Officer)  
**Guest Presenter:** Linn Brandt (until 1250)  
**Apologies:** Amir Qaseem, Stephanie Chang, Holger Schünemann, Sophie Blanchard  
**Absent:**  
**Minutes by:** Anne Docherty  
**Evaluation by:** Lubna Al-Ansary

Agenda item	Topic and discussion	Decisions	Action
1	<p><b>Chair's opening remarks</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Minute of meeting from 25 October was approved.</p>	All approved the Minute from 25 October 2016 meeting.	<p><b>Who:</b> Secretariat</p> <p><b>What:</b> Upload Minute to website</p> <p><b>When:</b> Immediately</p>
a)	<p><b>Declarations of Interests</b></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>A Trustee advised of an addition to her CoI, however it was agreed that there would be no impact in relation to this meeting.</p>	This is an ongoing agenda item.	None required
b)	<p><b>Matters arising</b></p> <p>The Chair asked if there are any matters arising. The Executive Officer indicated that she would raise an item.</p>		

Title	Board Meeting 21 November 2016
Prepared by	Anne Docherty, Secretary; Elaine Harrow, Executive Officer; Duncan Service, Chair
Approved by	Board of Trustees, 11 January 2017

## Minutes

<b>2</b>	<p><b>Cochrane – Task Exchange Presentation - PV/LB</b></p> <p>The board received a presentation from Linn Brandt and Per Vandvik and agreed to proceed with a pilot.</p>		
<b>3</b>	<p><b>Working Group/Regional Group Workshop Presentation (Verbal update) IK/DS</b></p> <p>Ina indicated that this is a verbal update as the recording of this workshop has not been located. Notes had not been take as the recording would have provided the information required.</p> <p>40 people attended the workshop, mostly from Steering Groups of RG/WGs. They appreciated this workshop as it was good to establish communication lines especially with the G-I-N Board. They asked from guidance for annual planning for RG and it was suggested that G-I-N plan their conferences for 3 years in advance rather than 2 to help the RGs plan their meetings. Feedback regarding the new enGINE is that they preferred the previous format and would like to revert back to this. It was useful to engage with all of these groups and we need to think about making this connection moving forward. We will provide a full outline of the meeting if the recording is found, if not we will write down what we have discussed and circulate this. The Executive Officer indicated that from her recollection the groups would like to know what is being done with the reports that they provide and would like guidance on what information is required. A Trustee stated that they are obviously used to keep the Board abreast of any issues and/or concerns. If they provide a report, we should be providing feedback to them. The Chair advised that we need to establish what we want to see in the reports.</p>		<p><b>Who:</b> BoT  <b>What:</b> Establish content of RG/WG reports  <b>When:</b> 11 Jan 2017</p>
<b>4</b>	<p><b>AOB</b></p>		

Title	Board Meeting 21 November 2016
Prepared by	Anne Docherty, Secretary; Elaine Harrow, Executive Officer; Duncan Service, Chair
Approved by	Board of Trustees, 11 January 2017

## Minutes

<p>The Executive Officer advised that the Abstract submission date for the GES has been pushed back from 5 December 2016 to 5 January 2017 as the tracks have not been defined. The first SciCom meeting will be around the 12 December 2016. The Co-chair of the SciCom advised that all of the SciCom members have accepted, however this hasn't been communicated yet.</p> <p>The Executive Officer advised that an Offer has been sent out to the person who will cover for maternity leave, plus the agreed extra 18 hours and she will provide an update as and when there are any.</p> <p>The Chair of the Membership Committee advised that the committee is struggling to make decisions where individuals are applying for membership with issues relating to Col and their organisations are for-profit/Pharma. He asked if this can be brought up at the next Board Meeting for guidance. The Vice-chair of the Membership Committee added that these decisions are made more difficult as we already have some people as individual members where they should be Associate/Commercial. The Chair advised that details of the applicants should be sent to the Executive Officer so that this item can be added to the next Exec meeting agenda.</p> <p>The Chair advised that the meeting Agenda is light today as he felt it was important to discuss the Task Exchange platform in order that this could be moved forward prior to Christmas.</p> <p>The Chair thanked everyone for their attendance and input, especially Per and asked him to pass on the Board's thanks again to Linn.</p>		
<p><b>Date &amp; time of next meeting – 11 January 2016 at 1100 GMT</b>  <b>Evaluation will be carried out by Per Vandvik</b></p>		

**Who:** Chair of MM  
Ctee

**What:** Send details of applicants to EO

**When:** immediately

  

**Who:** EO

**What:** Add membership guidance to next Exec Agenda

**When:** prior to meeting

Title	Board Meeting 21 November 2016
Prepared by	Anne Docherty, Secretary; Elaine Harrow, Executive Officer; Duncan Service, Chair
Approved by	Board of Trustees, 11 January 2017

## Minutes

Title	Board Meeting 21 November 2016
Prepared by	Anne Docherty, Secretary; Elaine Harrow, Executive Officer; Duncan Service, Chair
Approved by	Board of Trustees, 11 January 2017