

## Minutes

<p><b>Meeting title:</b> Board Meeting  <b>Location:</b> 9th Floor Board Room, ACP Offices, 190 N. Independence Mall West, Philadelphia, PA 19106  <b>Date and time:</b> 26 September 2016, 0900 – 1700 EDT  <b>Recorded:</b> Yes  <b>Chair:</b> Ina Kopp (Chair)  <b>Present:</b> Duncan Service (Treasurer), Sue Phillips (Vice Chair), Amir Qaseem, Sue Huckson, Holger Schünemann, Sonja Kersten, Stephanie Chang, Lubna Al-Ansary, Per Vandvik, Craig Robbins, Joan Vlayen, Sophie Blanchard, Elaine Harrow (Executive Officer)  <b>Apologies:</b> Gillian Leng  <b>Absent:</b>  <b>Minutes by:</b> Anne Docherty  <b>Evaluation by:</b> Craig Robbins</p>			
Agenda item	Topic and discussion	Decisions	Action
1	<p><b>Chair’s opening remarks</b></p> <p>The Chair welcomed everyone to the meeting especially Sophie Blanchard who has taken on the role as a Trustee. Sophie introduced herself and gave a brief overview of her current and previous roles. The Chair also advised that Gillian Leng who is also joining the Board this year had sent her apologies for this meeting.</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>	This is an ongoing agenda item.	None required
2	<p><b>Executive Committee update -IK/DS/SP/EH</b></p> <p>a) <u>Progress update on actions (document in Dropbox)</u></p> <p>The Chair stated that the list provides an indication of the achievements against objectives in a specific term. In the 2015-2016 term, the Board and Staff managed to close 133 actions (106 in the previous term). The most important achievement is, that many processes are now streamlined and governance requirements are implemented so that the Board will have much more capacity to concentrate on strategic rather than operational tasks.</p>		
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	<p>The Chair then highlighted that the Action List has been updated and the following will be discussed under the items Strategy (4) and Risk Register (5) on the Agenda.</p> <ol style="list-style-type: none"> <li>1. Membership and Partnership strategy paper. This is to address the following issues:             <ol style="list-style-type: none"> <li>a. Question regarding organisations cancelling their membership and taking out individual membership</li> <li>b. Fee issue</li> <li>c. Uploading guideline fees</li> </ol> </li> <li>2. Conference Project Plan and Strategy paper – the Secretariat has completed a lot of work on this and a meeting has been scheduled with NICE &amp; SIGN in November 2016 to discuss the 2018 conference and to further develop planning</li> <li>3. Management of /guidance for Regional Communities Working Groups – we have received questions from various Steering Groups and they are asking for guidance, e.g. with regard to regional meetings and establishing closer contact with the Board. As a first step, the workshop format “Talking G-I-N” will be offered for the first time at the 2016 conference. This workshop format will primarily address G-I-N RC/WG Chairs and Steering Group members and aims at providing a forum for experience exchange and discussion of the needs of RCs and WGs.</li> <li>4. Potential G-I-N ‘certified’ products/papers, guideline advisors, guidelines – A Task Force, led by Holger Schünemann, was set up at the mid-term meeting to prepare a paper for discussion.</li> <li>5. Review and refinement of Communication Plan – it was agreed that this should be reviewed on an annual basis.</li> </ol>		
			<p>It was agreed that all 5 points would be addressed as we go through the agenda and no other points were added at this time.</p>

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	<p>The Vice Chair added that further discussion points may be raised during the strategic planning discussion and review of the Risk Register.</p> <p>b) <u>Finance (documents in Dropbox)</u></p> <p>The Treasurer advised that this was a late paper, however there are no issues with finance. The budget variance document indicates at the moment that G-I-N is doing well, however we should remember that the majority of the income comes in at the beginning of the year then we pay out all year round. The Treasurer asked for questions or feedback. A Trustee highlighted that the document shows that there is more money coming in for organisational membership than was originally expected. The Executive Officer explained that the difference this year is that new members who are joining in order to get discounted member rates for the conference are being asked to pay a full years' membership fee in order to qualify for this discount. This is the first year that this has been introduced. Another reason is that we have been more successful in getting termination fees from organisations and individuals who have cancelled their membership. A Trustee stated that the finances are good so we should look to build on the Secretariat. The Chair advised that the staffing level of the Secretariat is critical and this will be discussed further today. A Trustee highlighted that we should bear in mind that the finances are good when we discuss increasing fees. A Trustee asked for clarification of expenditure related to the 2016 Philadelphia Conference line. The Executive Officer explained that this included a down payment to the PCO and money transfer for cash flow purposes, this money (cash flow) will be returned to G-I-N, and any profit over and above this.</p>	<p>It was agreed that a forecast column will be added to future finance document.</p>	<p><b>Who:</b> Finance Ctee <b>What:</b> add Forecast column to finance document <b>When:</b> First Meeting of Finance Ctee</p>
<p><b>3</b></p>	<p><b>Report from the Executive Officer</b> (Report in Dropbox)</p> <p>The Executive Officer thanked the Trustees for their hard work in helping to approve a huge amount of ToRs &amp; policies this year.</p>		

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	<p>She also referred to the process flow chart we now use to streamline and speed up approvals - in particular the two step doodle poll process, involving all trustees (first step: for review and comment; second step: for final approval).</p> <p>The Executive Officer stated that the last quarter had been very busy as the Secretariat have been working on the Annual Report, Accounts and the Conference. In addition, she had to address issues with the Accountants. The Global Evidence Summit 2017 has also generated work and she advised that a date has been set in November to meet with Cochrane. The incoming Chair will join this meeting. A meeting has also been arranged in Manchester to meet with NICE and SIGN to discuss the 2018 conference, in order to provide the local hosts with an overview of previous conference material and to discuss future options to streamline conference planning – e.g. input for the conference strategy paper...</p> <p>The Chair thanked the Executive Officer and stated that the EO accomplished not only a huge amount of operational work but also represented G-I-N in external affairs, e.g. in planning committees of the next conferences. The Chair also congratulated the Secretariat for their work and the EO for guidance.</p> <p>The Chair asked for feedback on the process and doodle polls reg. review and approval of Policies and ToRs and pointed out that there is a decline in participation.</p> <p>A Trustee advised that when there is a lot of email traffic this could cause G-I-N emails to slip down the list and ultimately can be missed. The group then discussed the approval process for ToRs with regard to them requiring the Board’s approval.</p> <p>The Executive Officer stated that she agrees that ToRs might not require Board approval, however Policies must be approved by the Board.</p>		
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	<p>With regard to ToR's, it was raised that the Board Liaison persons should be more involved in preparing these to make sure Policy requirements are met. If the Board Liaison states that they are happy with the ToR, then there needs to be a level of trust for full Board for approval. The Chair advised that we need to take into account the following:</p> <ul style="list-style-type: none"> <li>• Established process to check that the ToR is in line with Policy. This can be delegated to the Secretariat – operational level, SOP's are in place</li> <li>• Strategic and content questions involved with ToRs, i.e. priority setting, capacities, expected functionality, what is the composition of the Steering Group; is there any duplication of efforts between working groups. These questions are strategic and need to be addressed at Board level.</li> </ul> <p>A Trustee highlighted that we should be finished with the ToRs for the moment – meaning the workload will decrease significantly.</p> <p>The Executive Officer presented the marketing material for the 2018 Conference and advised that she had managed this piece of work rather than a PCO who would normally deal with this. An announcement will be made at this years' closing ceremony for expressions of interest for 2019 &amp; 2020 conferences.</p>	<p>A decision on removing the requirement for the Board's approval was not made after discussion –the process to review and approve ToRs and policies will not be changed at this point.</p> <p>Board Liaison Persons should engage to make sure policies are met before TORs are brought to the whole board for approval.</p>	
<b>4</b>	<ul style="list-style-type: none"> <li>• <b>Strategic Planning</b> (reports in Dropbox)</li> </ul> <p>The Chair of the Membership Committee stated that it was a real challenge to produce this report and the issues are not new. We need to reach out to organisations and create value for them. It was difficult to arrange a meeting with the Membership Committee and only 3 attended the call i.e. the Chair, Vice Chair and one member. The past Chair of the committee advised that one to one calls were the most effective way, however this took up a lot of time.</p> <p>The Chair of the Membership Committee advised that he has been in contact with new individual members to explore if their organisations could take up membership but they indicate that they will try out individual membership first.</p>		

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	<p>The Chair highlighted that G-I-N has many products, also new ones like the webinars, and asked is it that we are not advertising this value good enough? A Trustee asked why the organisations are leaving and the Executive Officer advised that mostly it is for budgetary reasons.</p> <p>A Trustee stated that this topic goes beyond the Membership Committee and should form a broader strategic discussion. The group raised the following ideas:</p> <ul style="list-style-type: none"> <li>• Set target for the Membership Committee to increase membership numbers e.g. 200 members</li> <li>• Target organisations using the conference information to reach out</li> <li>• Follow up regarding performance measures on this</li> <li>• Look at new revenue streams</li> <li>• How do we sell the value we already have?</li> <li>• Ask current member organisations to actively promote G-I-N</li> <li>• Working Groups and Regional Communities can approach organisational contacts</li> <li>• Identify products that are unique for G-I-N and highlight these (e.g. library)</li> </ul> <p>The Executive Officer highlighted that a key issue is retention and it is easier to keep members if you have a strategy and can focus on the current membership, rather than always trying to attract new members to replace leavers. It is harder to walk away when you have established an ongoing relationship. She reminded that some of the outstanding questions that have been raised previously are:</p> <ul style="list-style-type: none"> <li>• Level of discounts people get at conferences and how many</li> <li>• Uploading guidelines (fees for non members)</li> </ul>	<p>It was agreed that new products (values) are added on the website and the presentation (e.g. need to scroll to see) should be improved to better advertise the value of benefits.</p> <p>It was agreed that more efforts should be made to retain organisational members and to follow up with leavers -advertising new activities that might be of interest to them</p>	<p><b>Who:</b> BoT/Secretariat <b>What:</b> Add new products to website, highlight unique products <b>When:</b> December 2016</p> <p><b>Who:</b> IK <b>What:</b> Contact leaving org. member IQWIG regarding GINAHTA WG cooperation value <b>When:</b> October 2016</p> <p><b>Who:</b> BoT <b>What:</b> reach out not only to primary contacts but also to decision makers/leaders within member organisations to promote G-I-N <b>When:</b> ongoing</p> <p><b>Who:</b> Membership Ctee</p>
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<ul style="list-style-type: none"> <li>• Umbrella organisations – raise a risk as organisations may leave as they are covered by an umbrella</li> </ul> <p>The group then collected some new products e.g.</p> <ul style="list-style-type: none"> <li>• Overdiagnosis WG preparing a series of paper – message: be involved</li> <li>• Webinars</li> <li>• Cochrane library access for G-I-N members (individual members: 1; organisational members: same amount as for G-I-N Library accesses)</li> </ul> <p>A Trustee advised that we do have a mini task force set up to define new G-I-N products (HS, AQ, LA-A, PV)</p> <p>A membership survey was specifically suggested and the following content proposed:</p> <ul style="list-style-type: none"> <li>• Ask members for their feedback on what they see as the value / unique G-I-N product</li> <li>• Ask future Webinar attendees for feedback</li> <li>• How to make website more attractive to members</li> </ul> <p>A Trustee suggested using digital marketing information, e.g. to track number of mouse clicks to get to the page they are looking for, how people are using the website, member and non-member traffic. The Chair suggested that Interaktiv may be able to produce these figures.</p> <p>The Chair summarised that we should focus on the following:</p> <ul style="list-style-type: none"> <li>• Clarify and better advertise products</li> <li>• Revenue streams/fundraising</li> <li>• Transparency on website</li> <li>• Retention of members</li> <li>• Survey membership</li> </ul>	<p>It was agreed to seek professional support for advice on marketing and to survey members reg. what values G-I-N provides are how important to them and if they wish / can</p>	<p><b>What:</b> follow up with organisational members <b>When:</b> ongoing</p> <p><b>Who:</b> BoT <b>What:</b> ask members for feedback on the value of products <b>When:</b> at conference</p> <p><b>Who:</b> HS <b>What:</b> feedback from mini task force <b>When:</b> December 2016</p> <p><b>Who:</b> EO <b>What:</b> ask our website provider if their system can provide the stats reg. traffic on different website areas <b>When:</b> Nov 2016</p> <p><b>Who:</b> EO <b>What:</b> provide proposal to hire supporting staff reg. marketing</p>
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	<ul style="list-style-type: none"> <li>Use professional support for website and how to market products</li> </ul> <p>The Chair added, one thing we need to be clear on are products and these should be transparent on the website – especially products that are unique for G-I-N. People not only from the Membership Committee but also from the Board and senior people from member organisations are needed to reach out to the decision makers and to the leadership of organisations to help to retain them. In this context, we need to survey the members on the importance of our values are for them and also they can highlight any additional values that they see as important. Also we should think about inviting organisations active in the broader knowledge management, decision making, performance measure development and quality improvement scene when thinking about potential new members. Finally, we should reach out to professional support regarding improvement of the website and how we can market our products.</p>	propose additional values	<p><b>When:</b> Before end of 2016</p> <p><b>Who:</b> Membership Ctee Chair</p> <p><b>What:</b> draft questions for membership survey and bring to board for discussion</p> <p><b>When:</b> December 2016 BoT meeting</p>
5	<p><b>Risk Register</b></p> <p>The Chair thanked the Vice chair for the preparation of the redesigned Risk Register. This will be reviewed annually. The Vice chair presented an overview of the average scores and the updates to the spreadsheet. Outlining that 11 Trustees had provided input, one had added a new risk regarding membership and it was agreed that this should remain as a separate line with a score of 12. The Chair raised the question on how to take into account mitigation. The Vice Chair advised that previous mitigation efforts should not be taken into consideration when undertaking the annual review. The group discussed the scoring and the risks. A Trustee suggested that the financial risks can be combined and some removed e.g. 5c <i>Financial - 10% or more loss of membership income</i> and 6a <i>Financial - 25% or more loss of membership income</i>. The Chair stated that these could be amalgamated, however we do still need to list the specific content as this would require action. The Vice chair suggested that fundraising could be included as mitigation in line item in 6e <i>Financial - Failure to</i></p>		

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<p><i>attract/develop additional sources of income.</i> The Vice Chair suggested that we should look at conferences as a revenue stream and expect them to make a profit that can be put into running our own conferences.</p> <p>A Trustee raised a question regarding ownership of item 2a <i>Reputation &amp; Strategy - G-I-N seen as irrelevant by guideline developers, and users at large (agencies, individuals, policy makers, consumers...), not being seen as providing valid advice+D16 on guideline design, dissemination and implementation Other organisations seen as more attractive for members; Failure to agree appropriate relationships with other organisations; Absence of a communication strategy and policy; Lack of ideas on how to show G-I-N advantages and results. GIN Membership and partnership strategy on the risk register</i></p> <p>The Chair advised that it becomes obvious that we rather have a problem with implementing rather than developing strategy. It was agreed to reinstate the Strategy Task Force to put a strategy together. A Trustee suggested that we get professional help as well, this could be a Consultant. The Treasurer stated that we need to decide what the priorities are as we need a plan to take forward. A Trustee stated that we need to determine how much we can spend, what the expectation is, duration. The Board will need to outline what they want and prioritise what should be part of working package. This will ideally be ready for the mid term meeting. It was agreed that a Strategy Task Force will help to articulate ideas into action plans, with Executive Officer as Chair, the composition will be discussed on Friday.</p> <p>The Chair highlighted that we need to include the outstanding actions which have a high priority on the action list, also the high priorities in the Risk Register and the other issues re-addressed in the Membership Committee’s paper.</p>	<p>It was agreed to reinstate the Strategy Task Force to articulate ideas into action/business plans to put a strategy together.</p>	<p><b>Who:</b> BoT  <b>What:</b> Define new priorities  <b>When:</b> March 2017 – Mid Term Meeting</p> <p><b>Who:</b> Strat Task Force – if deemed necessary with external support (contractor):  <b>What:</b></p> <ul style="list-style-type: none"> <li>- develop business plan to implement current strategic priorities</li> <li>- review current plan, inform board to guide strategic discussion during mid-term meeting march 2017</li> </ul> <p><b>When:</b> 3 March 2017</p>
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	<p>The Chair raised the action of writing a draft paper for certified G-I-N Guideline Advisors/Products/Guidelines and it was highlighted that this was not due until March 2017.</p> <p><i>The paper should be prepared by the following task force led by HS - AQ, LA-A, PV,</i></p> <p><i>Timelines:</i></p> <ul style="list-style-type: none"> <li>○ <i>draft timeline for board product development – 4 weeks</i></li> </ul> <p><i>draft paper for next years' meeting to be received by December 2016 so that resources can be allocated at mid-term meeting in March 2017 (excerpt in italics taken from mid-term meeting minute for clarification)</i></p> <p>The Vice Chair, again, raised the risk of Staffing and the Executive Officer was asked to provide advice regarding workload, staffing levels and priorities, opportunity to hire new employee. The Executive Officer stated that this must be the next step after the Board has indicated what the priorities will be. A Trustee asked what the advice is from the Executive Officer and she stated that it would be to add more resource to ensure that we can do what the Board wants to do. The Executive Officer highlighted that she has a huge role in the Conference preparation. A Trustee suggested that we should look at what the PCO costs have been in previous conferences and how much time the Executive Officer spends on this. It was suggested that the proposal to hire additional staff would be discussed with the Treasurer and raised at the first Finance Committee meeting to prepare a proposal for the board.</p> <p>.</p> <p>Item 5a <i>Conferences - Conferences failing to break even, leading to a financial loss:</i> the Vice Chair advised that this is ongoing and will continue to be monitored.</p>	<p>It was agreed that the Strategy Task Force should be small to act quickly and efficiently –</p> <p>It was confirmed that the EO will serve as Chair and the previous Chair of the Strategy Committee will advise (Trustee CR)</p>	
		<p>It was agreed that Item 5a and 6e will</p>	<p><b>Who:</b> EO</p> <p><b>What:</b> Advice re workload, staffing levels, including hours for additional staff</p> <p><b>When:</b> First Meeting of Finance Committee</p> <p><b>Who:</b> EO</p> <p><b>What:</b> Add additional support for Secretariat to next BOT mtg</p> <p><b>When:</b> prior to meeting</p>

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<p>Item 6e <i>Financial - Failure to attract/develop additional sources of income</i>: The Vice Chair stated it was identified that the owner is the Conference Committee and the Products Task Force.</p> <p>A Trustee suggested using the Strategy Task Force previous papers as a starting point and add new members.</p> <p>The Vice Chair raised Item 6k <i>Financial - Risk that organisations choose individual membership because of financial reasons i.e. missing out on membership fees with new applications and risk of losing current organisational members</i>: the Vice Chair highlighted that the strategies are sitting in the discussions we had earlier today. The Chair advised that this could be something for the Strategy Task Force to look at. The Chair advised that the PDCA cycle should be completed. The Vice Chair stated that the outcome from the Consultant will be the strategic plan. The Strategic Goal is the 5 items that we have highlighted today. This is what we hope that the Consultant brings together.</p> <p>The Vice Chair raised item 3a <i>Staff - Insufficient time available for staff to undertake all actions decided by the Trustees. Lack of communication between the various groups making demands on staff time to ensure the important tasks are prioritised. Management of / guidance and support for RC /WG</i>: the Chair advised that this is a high priority and that we need to provide guidance and support to the working groups and regional groups as well as encouraging them to help each other.</p> <p>The Chair raised the Conference Project Plan and Strategy paper as a priority and stated that in discussion it was suggested that we have a 3 year plan with G-I-N governing the conference and taking ownership of some of the tasks. The Executive Officer has started to document this but we also need a strategy</p>	<p>be reviewed on a continuing basis</p> <p>It was agreed that the Executive Officer should discuss additional support at first Finance Ctee meeting and bring proposal to October Board Mtg.</p> <p>It was agreed that the Strategy Task Force will help to articulate ideas</p>	<p><b>Who:</b> Secretariat <b>What:</b> Add Conference Strategy Paper to Conference Ctee mtg Agenda</p>
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	<p>document. This objective will be worked on with Executive Officer and Conference Committee with a goal of November 2017.</p> <p>Review and refinement of Communication Plan - The Chair proposed that we survey the membership (include in next membership survey) regarding this and review the plan after one year.</p>		<p><b>When:</b> prior to next meeting</p> <p><b>Who:</b> Membership Ctee</p> <p><b>What:</b> Include question re Comms Plan in Survey</p> <p><b>When:</b> January 2017</p>
<p><b>6</b></p>	<p><b>Conference Committee</b></p> <p>a) <u>Update on Philadelphia</u></p> <p>The local host Trustee provided an update on the conference stating that 477 registrations have been received with 413 of these have paid. The Executive Officer indicated that the figures could be up to just under 500 now. 2 Plenary Speakers were replaced as they declined to take part. The revenue from the pre-conference courses should be around \$17k. There should not be a loss from this conference. There have been some issues with the PCO regarding timescales and delivery of key items</p> <p>i. <u>Budget (Report in Dropbox)</u></p> <p>The Treasurer asked if there are any questions. None were asked. He also highlighted the following:</p> <ul style="list-style-type: none"> <li>• Banking Fee line and stated that the bank charges are \$20k because the organiser changed supplier and there is a high amount being charged for each transaction.</li> <li>• Grant line showing \$85k – this relates to the grants provided by AHRQ and PCORI.</li> <li>• There is also an extra cost incurred by Talley which is quite substantial</li> </ul>		

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	<p>The Treasurer advised that using the PCO to update the budget isn't working. If there is a problem, we won't know about it until it is too late.</p> <p>b) <u>2017 &amp; 2018 Update (Report in Dropbox)</u>                  The Executive Officer provided an update on the 2017 conference advising that everything is on track and a lot of work has already been completed. The Co-Chairs for the SciCom have been confirmed as Jeremy Grimshaw and Per Vandvik. Another 2 Trustees may also be participating on the SciCom. A meeting has been scheduled with Julie Wood tomorrow. Per has asked for feedback regarding ideas and topics and the Executive Officer has already emailed the Board asking for this. Only one Trustee has responded and this information is required by Friday.</p> <p>The marketing collateral etc., has also been created for the 2018 conference and the MOU is due to be signed in November 2016. The host will come back to the Board with 3 broad ideas for wordsmithing.</p>		<p><b>Who:</b> EO  <b>What:</b> Send reminder email to Board re ideas/topics  <b>When:</b> immediately</p>
7	<p><b>Regional Groups</b></p> <p>The Chair indicated that reports have been received and are in Dropbox for ANZ and Nordic and asked for questions. The ANZ Board Liaison/Chair advised that she may try to hold a meeting locally for 50-60 people to engage organisations and member organisations in Australia. It was also highlighted that the pool to get Steering Group members is small. There is an objective for current G-I-N members to share what they are doing with other organisations.</p> <p>The Nordic Board Liaison advised that he is disappointed in the lack of activities from this group, however there have been changes in the personnel and the leadership is not strong. The Board Liaison asked for clarification of his role i.e. is it the responsibility of the Board Liaison to communicate their concern on behalf</p>		

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	<p>of the Board. The Chair advised that the Liaison should only provide feedback if we have a solution. A Trustee indicated that we shouldn't have a regional group for the sake of ticking a box. The Chair suggested that the Liaison monitors the group and address this during the workshop. Ensure that the ToR is met and the Board can decide at which point it wants to intervene. The Executive Officer advised that the G-I-N Policy is due to review next month and can be updated to address issues. The Board Liaison should attend the Regional Community meeting and highlight the upcoming workshop to the members, raise issues and identify a solution.</p> <p>The ANZ Board Liaison advised that their Regional Community is a mailing list. The Chair suggested that if it only a mailing list then it is not really a Regional Community.</p> <p>The Chair stated that Board members should advise the Chairs and Steering Group members of this forum on Friday so that they can raise issues and discuss solutions.</p>		
<p><b>8</b></p>	<p><b>Update on Partnership &amp; Collaboration progress</b> (<u>reports in Dropbox</u>)</p> <p>a) <u>8a. Cochrane</u> The Board Liaison highlighted that Task Exchange platform is moving forward. We have agreed that we don't have any issues with this being called Cochrane Task Exchange. Craig Robbins and Marguerite Koster will co-chair the joint working group. The Board Liaison advised that he has taken on a Director role in Cochrane Canada.</p> <p>i. Task Exchange Interim Report A Trustee advised that Linn Brandt had provided some recommendations for the Task Exchange platform. G-I-N/Cochrane joint workshop taking place on Friday. Should be able to move quickly with next steps. The Chair asked if Cochrane expected G-I-N to pay \$20k plus a maintenance fee. We need further information as</p>		<p><b>Who:</b> Membership Ctee Chair <b>What:</b> Provide Interim Report reg. Evaluation</p>
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	<p>indicated that there is no need to make a formal agreement as the access to this database is free. The Chair advised that we need written agreement, we should obtain more information and then proceed.</p>		<p>value to G-I-N and inform Board <b>When:</b> January 2017</p>
<b>9</b>	<p><b>Working Group Update</b> Reports from Working Groups via board liaisons (Reports available in Dropbox)</p> <p>a) <u>Aid Knowledge</u> The Board Liaison indicated that this is a very active group and they have planned a workshop. They will require a new Board Liaison. This will be discussed at Friday's meeting.</p> <p>b) <u>Implementation</u> The Board Liaison advised that the Chair of this group is at the end of her term and no-one has come forward to express an interest for the role. The question was asked whether Anna would consider continuing as Chair if Board approves this. The Chair advised that she will speak with Anna.</p> <p>c) <u>Allied Health</u> The Board Liaison advised that a grant has been received, however we need to monitor what they are doing and get specific deliverables with timescales.</p> <p>d) <u>Updating Guidelines</u> The Board Liaison stated that this is an active group with a pre-conference workshop and they are working on different tools. They have asked what it takes to get a paper recognised as a G-I-N Tool. The Board Liaison advised that they should pilot, and they have come back and asked if other group's tools were piloted. The Board might need to consider guidance on what needs to happen/checks before something is endorsed as a G-I-N Tool.</p> <p>g) <u>Performance Measures</u> The Board Liaison advised that a working group meeting will take place</p>		<p><b>Who:</b> BoT <b>What:</b> Volunteer BL for Aid Knowledge WG <b>When:</b> 30 Sep 2016</p> <p><b>Who:</b> Chair of G-I-N <b>What:</b> Discuss WG Chair role with AG <b>When:</b> immediately <b>Who:</b> EO <b>What:</b> Communicate Publications Policy <b>When:</b> asap</p> <p><b>Who:</b> Board Liaison <b>What:</b> Prepare paper proposal <b>When:</b> asap</p> <p><b>Who:</b> BOT</p>

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	within the 2016 Conference and the group would like to encourage the Board to contact PM experts and invite them to attend this meeting.		<b>What:</b> Gather Eol to join the PMWG <b>When:</b> asap
<b>10</b>	<b>NMC Award 2017</b> The Executive Officer provided feedback she had collected from other organisations attending the Global Evidence Summit and asked for a decision on whether G-I-N should give a prize next year.	11 Trustees approved to give an award in 2017, DS abstained.	<b>Who:</b> Secretariat <b>What:</b> Circulate NMC Policy for comment and approval <b>When:</b> immediately  <b>Who:</b> Secretariat <b>What:</b> announce NMC Award and ask for nominations <b>When:</b> immediately after policy is approved
<b>11</b>	<b>AOB</b> The role of Treasurer was raised as the Executive Officer had provided background information regarding the proposal to co-opt. A Trustee asked why this role is being filled outside of the Board. The current Treasurer advised that there was no obvious successor and this role will be reviewed after one year. Another Trustee stated that this makes a lot of sense.  The Chair stated that this is the end of her term as Chair and thanked the Board for all their support. She also thanked the EO and the Secretariat. Finally, she thanked the Vice Chair and the enGINE Editor for their tremendous work, both of them ending their terms and retiring from the board, and handed them over a personal Certificate of Achievements for our Charity.  The Vice Chair (SP) thanked everyone, highlighting that she came to G-I-N in 2008, attended a meeting in Portugal, then started working with Jako Burgers in	All Trustees approved.	

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	<p>Adaptation and was involved in the Conference Committee with Jean Slutsky. Hosted the G-I-N conference in Melbourne and was Chair of the Finance &amp; Risks Committee which was a good learning experience as well as being Vice Chair. The Vice Chair thanked the Chair, Treasurer and Secretariat. The enGINE Editor (JV) thanked all for the last 3 years, he has learned a lot. He stated he will seek to be re-elected in 1-2 years.</p>		
12	<p><b>Oral updates (no papers submitted):</b> <u>Regional Groups</u></p> <ul style="list-style-type: none"> <li>• 7a. G-I-N Arab The Board Liaison advised that the first meeting for this group will take place this week. One Steering Group member has advised that she won't be renewing her membership. Partnership with WHO - the Chair advised that Partnership approvals go through the G-I-N Board as they are partners of G-I-N and not Regional Groups. The organisations should make an official expression of interest to the G-I-N Secretariat.</li> <li>• 7c. G-I-N Africa The Board Liaison advised that Patrick Okwen has a Fellowship with JBI. She hasn't received an update from him.</li> <li>• 7e. G-I-N NA The Board Liaison advised that they have regular webinars and their joint E-GAPPS conference is scheduled for 20-21 March 2017 in New York. Melissa Brouwers has been approved as Chair-Elect. There are some issues that need to be discussed off line with regard to Board Liaison.</li> <li>• 7f. G-I-N Iberoamerican The Board Liaison advised that this is a new and active group, forming alliances working together with Cochrane and HTA Community. They are very proud of being part of G-I-N.</li> <li>• 7g. G-I-N Asia The Board Liaison advised that this group is active and is 3 months young. Nearly everyone attended a meeting in China and they are running many sessions at the conference and they are trying to expand their membership. Professor Yamaguchi in Japan is very influential. The Chair stated that MINDS is also an umbrella organisation.</li> </ul>		<p><b>Who:</b> AQ/DS/EO <b>What:</b> Discuss issues re Board Liaison with NA <b>When:</b> immediately</p>

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	<p><u>Update on Partnership &amp; Collaboration progress</u></p> <ul style="list-style-type: none"> <li>• 8b. Partnership with GRADE No real update, awaiting re-evaluation of partnership using checklist. Lots of activities coming up. We need to find someone to review the old checklist and see if anything needs to be updated. The Liaison stated that he thought he was no longer responsible for GRADE due to Col. The Chair asked for a volunteer to review this. A Trustee agreed to review.</li> <li>• 8c. G-I-N/McMaster checklist – IK/HS <a href="http://cebgrade.mcmaster.ca/guidecheck.html">http://cebgrade.mcmaster.ca/guidecheck.html</a> The Board Liaison provided an overview of the paper. Need to work on website design and liaise with the Executive Officer on this. Better branding is required.</li> <li>• 8d. GINAHTA The WG Chair advised that GINAHTA is officially established, the ToR has been uploaded to both websites and the first meeting will take place at this conference. HTA Glossary – the steering committee had a telecon and there is a new Chair – Timothy McGuire from Canada, they are making progress.</li> <li>• 8e. DynaMed The Board Liaison is meeting with Brian Alper tomorrow to explore opportunities.</li> </ul> <p><u>Working Groups Update</u></p> <ul style="list-style-type: none"> <li>• 9e. Adaptation The Board Liaison advised that preparation has been done regarding steps and tools. Systematic review done by another group – need to use tools xx</li> <li>• 9f. LMIC The Board Liaison advised that a meeting has been arranged for tomorrow and will spark a project for the coming year or 12-18 months, there may be a presence at the summit.</li> </ul>	<p><b>Who:</b> HS <b>What:</b> Send GRADE documentation to SH <b>When:</b> immediately</p> <p><b>Who:</b> SH <b>What:</b> Review GRADE checklist. <b>When:</b> Before Dec. 2016</p>
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	<ul style="list-style-type: none"> <li>• 9h. Multimorbidity</li>   <li>• 9i. Overdiagnosis The Board Liaison advised that this is an active group and the Chair has done a good job. A paper has been submitted and hope to get this published. One issue that has been raised is that participants need to be G-I-N members. Dissemination of task list, resource issue, 5 year programme grant, collaborate with GRADE.</li>   <li>• 9j. Public The Board Liaison advised that the report was received late. He is not aware of any items in report so will attend the working group meeting this week, if there are any issues he will report on the on Friday. The Board Liaison also advised that there was nothing to report for G-I-N Tech.  The Board Liaison advised that work has improved for the Accelerated Guideline working group, they have used the checklist.</li> </ul>		<p><b>Who:</b> HS/PV</p> <p><b>What:</b> Meet to discuss the Accelerated Guideline working group</p> <p><b>When:</b> before Dec. 016</p>
	<p><b>Date &amp; time of next meeting – 30 September 2016 at 1100 BST</b></p> <p><b>Evaluation will be carried out by Holger Schunemann</b></p>		

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