



Cochrane Canada Partnership Terms of Reference

Introduction:

Cochrane Canada (CC) welcomes key Canadian healthcare and health research organizations to become Partners. Partner Organizations collaborate with the CC and each other, promote Cochrane activities and provide strategic advice to the CC. Partners are part of the Stakeholder Group which also includes representatives of the Cochrane Canada groups, regional sites and consumer groups.

These terms of reference have been developed to outline the agreed relationship between Partner Organizations and Cochrane Canada.

Partner Organizations are:

- national or provincial health-related organizations that demonstrate a commitment to enhancing evidence-based health care within Canada;
- supportive of the goals and aims of The Cochrane Collaboration and Cochrane Canada;
- able to demonstrate that their organization does not in any way impede the independence and integrity of the CC, and is consistent with the mission, vision and principles of the CC and The Cochrane Collaboration <http://www.cochrane.org/about-us/our-vision-mission-and-principles>
- committed to the promotion, appreciation, dissemination, and application of systematic reviews among the members of their Partner Organization.

Partner Organizations will:

- name and support a representative of the Partner Organization to serve on the CC Stakeholder Group and to take responsibility for liaison and organization;
- provide opportunities to the Partner Organization's members by disseminating and building awareness about using Cochrane Library resources;
- promote learning opportunities to the Partner Organization's members eg. Cochrane Canada Live webinars, archived webinars, face-to-face author training and peer review training;
- facilitate opportunities for the members of the Partner Organization who wish to become involved in The Cochrane Collaboration;
- contribute to promotion and advocacy through the expression of official support for The Cochrane Collaboration and the CC as requested, including a link from the Partner Organization website; and
- provide financial support for the Partner Organization representative to participate in the Stakeholder Group meetings and attend the Cochrane Canada Symposia.

The Partner Organization representative is expected to:

- be committed to representing the Partner Organization with the Cochrane Canada for four (4) calendar years;
- respond to communication appropriately;
- participate in one of the CC ad hoc committees to consider specific policy issues or projects, as appropriate and as the need arises;
- participate in an annual teleconference of partner stakeholders;
- and any additional teleconferences of the Stakeholder Group as the need arises.

Cochrane Canada will:

- provide orientation to new Partner Representatives and refreshers to any upon request;
- feature partner organizations on the Cochrane Canada website;

- communicate learning opportunities, information updates, new or updated evidence-based reviews based on partners needs/requests;
- work with partners to deliver activities relevant to our mutual mandates (within available resources);
- provide information about the annual Cochrane Canada Symposium, with the opportunity for partners to participate;
- provide opportunities for:
 - understanding the evidence presented in Cochrane Reviews which will assist healthcare decision-making;
 - participating in knowledge translation activities to improve understanding and use of the Cochrane Library and other Cochrane resources;
 - instruction and training on how to become a Cochrane reviewer or peer-reviewer;
 - fostering and maintaining collaborative relationship by engaging in open communication and through the exchange, dissemination and use of evidence-based resources;
 - highlight your organization's activities and strategic directions around evidence informed practice and knowledge translation at the Cochrane Canada Annual Stakeholders Meeting.

Agreement period:

The renewal of the Partnership Organization Terms of Reference will be discussed with the partner Organization every four (4) years.

By signing below, we agree to and commit to our best efforts to achieve the goals within this document:

Date:

Partner Organization name:

Partner Senior Signatory name:

Signature:

Partner Representative name:

Signature:

Cochrane Canada signatory name:

Signature: