



MINUTES

Members present: Hans Lund, Karen Robinson, Klara Brunnhuber, Hanna Nykvist, Mona Nasser, Matt Westmore, Jennifer Yost, Caroline Blaine

1. **Comments to infographic from Matt.** Matt's infographic – it was suggested that we make the infographic more general and Matt will make a spreadsheet version and send it around for comments.
2. **Endorsing the EBR Statement** – the first version was considered too long and we will instead write a shorter statement that organizations and individuals can sign and endorse. We will then develop guiding principles that provide more detailed guidance on how organizations can work to achieve the goals set out in the statement in collaboration with the relevant stakeholders. Jenny will write a suggestion and send to Klara and Caroline for comments before everyone get a chance to give their input.
3. **Collaboration with Cochrane Colloquium 2018** – Mona has a meeting with Richard Morley Thursday October 12th, 2017 to discuss future collaboration.
4. **Patient representative** – Hanna has emailed Noirin and invited her to join the Steering Group. If she accepts Hanna has offered to have an introductory meeting to explain more about the work we do and what it means to be a Steering Group member.
5. **AOCB**
 - Hans has asked the REWARD committee and we are able to have a pre-meeting in Australia. We need to pay for the room and Matt offered to check with NIHR if they could sponsor us. If not, Hans will ask HVL. The dates will hopefully be decided in November.
 - Everyone is now able to use BOX to access relevant documents (box.com). We should always save documents with the date of the changes, thus all files must have the date in the title. We use YYYYMMDD_Title[maximum 20 characters in the title]. In this way, it would be easy to order the folders and files after date. In all folders, there is an ARCHIVE folder. We rarely delete files, but save them in the archive.

Hanna & Hans