

Evidence-Based Research Network.  
Steering Group Meeting  
Tuesday 2 December 14:30 – 15:30

**Members present:** Hans Lund, Matt Westmore, Maureen Dobbins, Mona Nasser, Karen Robinson, Marlies Leenaars, Klara Brunnhuber, Hanna Nykvist, Robin Christensen

**Agenda:**

1. Members of the Steering Group
2. Secretary/Chairman
3. Meeting when and where?
4. Tasks e.g. press release
5. Standard letters for new members
6. Website/Email
7. Other

1. Members of the Steering Group – Hans Lund, Matt Westmore, Maureen Dobbins, Mona Nasser, Karen Robinson, Marlies Leenaars, Klara Brunnhuber, Hanna Nykvist, Robin Christensen, Malcolm Macleod

It was decided Karen would contact Consumers United for Evidence and ask if they want to have a representative in the Steering Group. Similarly, Hans will contact Bertil Dorch. We will wait to contact Hugh Davies as we are already quite many.

2. Hans was nominated to be the chairman and Hanna to be the secretary

3. Meetings will be held online via Adobe Connect once a month. The following dates were decided:

December 16<sup>th</sup> 2.00pm Central European Time  
January 21<sup>th</sup> 2.00pm Central European Time  
February 24<sup>th</sup> 2.00pm Central European Time  
March 23<sup>rd</sup> 2.00pm Central European Time

Hans and Hanna will email the link to Adobe Connect and the agenda for each meeting. They will also make Paul's slides available on Google Docs and send the notes from the meeting to everyone.

4. Hans and Hanna will summarise the notes from the meeting and send to everyone. Mona will work with Iain to find a way to phrase our two main messages and then everyone will contribute their ideas. This will be used as a basis for the Press release. Matt will ask someone to draft it. It will be distributed to everyone in the Steering Group and they can personalise it and distribute it with the help of their own R offices.

The Press release will also provide the structure for the BMJ paper. Klara will construct a timeline, but ideally we want something published before April. Klara, Hans, Matt and Karen will prepare an outline. We will also ask Paul to add his ideas regarding PICO. Everyone will contribute with examples that we can use in the Press release but also on the website to illustrate why Evidence-Based Research is needed.

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5. Hanna will prepare a standard letter to be sent to new members

6. Mona will send the link to an online “EndNote” where we can collect important examples and references that we can use to construct a bibliography for the website. Karen noted that everyone who adds something must write a synopsis so we know why that paper/reference etc. is important.

We will use Google docs to distribute notes, documents, papers etc. Klara will set it up. Hanna is in charge of the website, but she will work together with Matt and he will ask someone to help with designing a logo. We also need to get our own email address e.g. [info@ebrnetwork.org](mailto:info@ebrnetwork.org). Hanna will look into it. The Steering Group will write the text for the website and it is important that we all use the same wording again and again. We will launch the website around the same time as the BMJ article.

Mona can help with Twitter.

7. We need to think of ways to get our message across other than writing papers. We talked about lobbying funding agencies; work in close collaboration with editors, crowdfunding etc.