



The Canadian Cochrane Network and Centre (CCNC)

Policy Type: Governance

Date Approved: June 2007

Next Date for Review: September 2008

Policy Name: Affiliate Organization Eligibility and Responsibility

Introduction:

The Canadian Cochrane Network and Centre (CCNC) welcomes key Canadian healthcare and health research organizations to become Affiliates. Affiliate Organizations collaborate with the CCNC and each other, promote Cochrane activities and provide strategic advice to the CCNC. Affiliates are part of the Stakeholder Group which also includes representatives of the Canadian Cochrane entities, network sites, consumer group, and francophone network.

These terms of reference have been developed to guide the appointment of Affiliate Organizations to the Canadian Cochrane Network and Centre.

Selection criteria:

Affiliate Organizations should be:

- 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 the Canadian Cochrane Network and Centre;
- able to demonstrate that their organization does not in any way impede the independence and integrity of the CCNC, and is consistent with the mission, vision and principles of the CCNC and the Cochrane Collaboration;
- prepared to promote the appreciation, dissemination, and application of systematic reviews among the members of their Affiliate Organization.

Responsibilities:

Affiliate Organizations are asked to:

- name and support a representative of the Affiliate Organization to serve on the CCNC Stakeholder Group and to take responsibility for liaison and organization;
- facilitate opportunities for the members of the Affiliate Organization who wish to become involved in The Cochrane Collaboration;
- promote the dissemination, and utilization of systematic reviews among Affiliate Organization constituents;
- organize at least one Cochrane-related activity per year for Affiliate Organization constituents, such as a training workshop, presentation or seminar;
- contribute to promotion and advocacy through the expression of official support for the Cochrane Collaboration and the CCNC, including a link from the Affiliate Organization website; and
- provide financial support for the Affiliate Organization representative to participate in the Stakeholder Group meetings and attend the Canadian Cochrane Symposia.

The Affiliate Organization representative is expected to:

- respond to communication appropriately;

- participate in one of the CCNC ad hoc committees to consider specific policy issues or projects, as appropriate and as the need arises;
- participate in an annual Stakeholder meeting and any additional teleconferences of the Stakeholder Group; and
- attend the Canadian Cochrane Symposia.

Requesting Affiliate Status

There are two ways to become an affiliate member:

- the Executive Committee of the Stakeholder group may invite an organization to apply to become an Affiliate and join the Stakeholder group; or
- the Executive Committee of the Stakeholder group may receive a letter indicating the organization's interest in becoming an affiliate and approve it, following due process.

Process

- The senior decision-maker of the organization seeking affiliate status will send a letter to the Director and Executive Director of the CCNC, stating their reason for wanting to become an affiliate. The letter should outline how they meet the selection criteria and how they intend to fulfil the responsibilities. It should also indicate who the representative will be.
- The Executive Committee will review the request and either approve or deny the application, with an explanation.

Following the decision of the Executive Committee, a letter will be sent to the senior decision-maker of the organization, indicating the decision. If the application is approved, the CCNC staff will arrange orientation with the Affiliate Representative.

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