



THE COCHRANE
COLLABORATION®

Appendix A

U.S. Cochrane Center Consumer Coalition
Second Annual Meeting, August 3 - 4, 2004
Cosmos Club, Washington, DC
Agenda

Tuesday, August 3, 2004

2:00 pm **Welcome/Introductions - Brief review of 2003 meeting**

Goals: Provide enough background information so that everyone feels welcome and able to participate meaningfully in discussions.

Introduce Steering Committee recommendations and indicate how we will make decisions pending adoption of formal infrastructure.

3:30 pm *Break*

3:45 pm **Reach agreement on mission statement and objectives**

Goal: Discuss, revise as necessary, and agree to mission and goals.

4:30 pm **Building an infrastructure to support the mission and achieve goals**

Goal: Discuss and make initial decisions regarding infrastructure. Decide which issues should be referred to Steering (or Membership) Committee(s).

5:15 pm *Break*

5:30 pm **Empowering advocates and consumers to demand, use, and improve evidence**

Goal: Discuss specific projects recommended by Steering Committee, explore how the projects will advance objectives, and consider any other suggestions for projects.

6:30 pm *Dinner*

7:15 pm

Developing a trustworthy and media savvy identity

Guest Speaker, Andrew Holtz, MPH

Goal: Consider how the coalition can most effectively use the media to communicate with consumers and build trust with our target audience(s).

8:15 pm **Conclude with preview of tomorrow**

Appendix A (cont'd)

Wednesday, August 4, 2004

8:00 am *Breakfast*

8:30 am **Overview of consumer participation in the Cochrane Collaboration**
Goal: Familiarize everyone with the activities of the Cochrane Consumer Network (CCNet)

9:15 am **Exploring the Coalition's relationship with CCNet**
Goal: Identify ways in which the Coalition and CCNet can interact, share resources, and promote common objectives.

9:45 am *Break*

10:00 am **Promoting a credible and visible image**
Guest Facilitators, Chrissy Faessen and Joanne Howes
Goal: Consider how the Coalition can develop an identity that will facilitate its mission and objectives.

11:15 am **Elect Steering Committee members**
Goal: Nominate and elect 3 members to serve 3-year terms on Steering Committee

11:30 am **Prepare to undertake projects**
Goal: Further discuss projects and form committees to undertake projects.

12:00 pm *Lunch with selected committee*
Goal: Provide informal opportunity for groups to begin process of working together.

12:45 pm **Committees devise plans to accomplish projects**
Goal: Devise specific plan including timeframes and means of further communication that will meet goals of each committee.

2:15 pm *Break*

2:30 pm **Committees report to coalition**
Goal: Each committee informs other members of plans and receives input from the group.

3:15 pm **Confirm decisions – address any issues that require immediate resolution**
Goal: Make certain that outstanding issues are either addressed or that a specific plan is in place to resolve the issues.

Appendix A (cont'd)

4:00 pm **Conclude**