



PLAN OF GOVERNANCE Revisions 25 May 2016

ARTICLE I: GENERAL STATEMENT

Section 1: Preamble. The Campbell Collaboration exists to help people make well-informed decisions about social, economic, and behavioral interventions. The vision of the Campbell Collaboration is to produce better evidence for a better world. The Campbell Collaboration promotes positive social and economic change through the production and use of systematic reviews and other evidence synthesis for evidence-based policy and practice. As a largely voluntary organization, Campbell recognizes that it is essential to have transparent, agreed-upon policies that set out roles and responsibilities and also guide the work of the organization. As such, the Plan of Governance is intended to help Campbell achieve its mission in accordance with agreed-upon principles that are consistent with that mission, and to insure the long-term stability and vitality of the Campbell Collaboration while providing enough flexibility to accommodate growth and change. This Plan of Governance supersedes all previous documents including the Plan of Governance adopted on 28 May 2012.

Section 2. Principles

(a) General principles.

The Campbell Collaboration is committed to the following general principles for producing systematic reviews:

1. Collaboration, by fostering global cooperation, teamwork, and open and transparent communication and decision-making.
2. Building on the enthusiasm of individuals by involving, supporting, and training people of different skills and backgrounds.
3. Avoiding duplication, by good management and co-ordination both within Campbell and with similar organizations to maximize economy of the effort.
4. Minimizing bias, through a variety of approaches such as scientific rigor, ensuring broad participation, and avoiding conflicts of interest.
5. Keeping up to date, by a commitment to ensure that Campbell Reviews are maintained through identification and incorporation of new evidence.
6. Striving for relevance, by promoting the assessment of policies and practices using outcomes that matter to people.
7. Promoting access, by wide dissemination of our outputs, engaging potential users of evidence, taking advantage of strategic alliances, and by promoting access models and delivery solutions to meet the needs of users worldwide.
8. Ensuring quality, by applying advances in methodology, developing systems for quality improvement, and being open and responsive to criticism.

9. Continuity, by ensuring that responsibility for reviews, editorial processes and key functions is maintained and renewed.

10. Enabling wide participation in the work of the Collaboration by reducing barriers to contributing and by encouraging diversity.

(b) Organizational principles.

1. Focus. Campbell shall be organized to achieve its primary mission: to produce and disseminate relevant and valid evidence synthesis research, including but not restricted to systematic reviews.

2. Efficiency. Campbell shall be organized to achieve its mission as effectively and inexpensively as possible. That is, Campbell will produce and disseminate as many relevant, high-quality systematic reviews as possible with available resources. Campbell will strive to reduce unnecessary effort without sacrificing quality.

3. Simplicity. The organizational structure shall be as simple as possible and publicly available. Simplicity will help people understand Campbell, its entities, their responsibilities, and how they operate. Simplicity makes it easier to engage people productively and avoid duplication of effort.

4. Transparency. The organization's operating procedures and decision-making processes shall be explicit. Whenever possible, these procedures and processes will also be public. Transparency will help to keep up enthusiasm and reduce confusion among the volunteers, staff, decision-makers, and other consumers that Campbell must engage in order to achieve its mission.

5. Democracy. Without compromising its commitment to generating and using the best scientific evidence, Campbell shall develop organizational structures that are democratic and representative.

6. Sustainability. To achieve its mission, Campbell shall develop enduring operating procedures and structures, and establish a sustainable business model.

7. Shared governance and communication. Governance and communication in Campbell are shared responsibilities. That is, many people have important, often different roles to play. Therefore, it is important that these roles are clearly delineated and well-coordinated.

Section 3. Organizational structure. The Campbell Collaboration is a membership organization, with two categories of organizational membership: (i) Campbell Coordinating Groups, and (ii) donors. The organizational members elect the Board. The Board is responsible for the overall strategic direction of the organization, scientific and organizational policy, organizational structure, approval and oversight of budgets, performance management of the CEO, and legal and fiscal matters related to the organization's status as a non-profit (501(c)3) organization registered in the Commonwealth of Pennsylvania in the USA.

Most of the work of the Campbell Collaboration is carried out by Coordinating Groups (CGs). The CGs are primarily responsible for the production, scientific merit, and usefulness of Campbell evidence synthesis. Campbell may create National and Regional Centres (NRCs), which would be responsible for building the profile of Campbell, promoting support for the production of evidence synthesis, and dissemination of synthesis findings. The work of the Campbell Collaboration may also be supported by Partner Organizations that enter into formal agreements with Campbell to collaborate on an agreed-upon set of activities to further mutual interests.

Led by a Chief Executive Officer (CEO), the Campbell Secretariat supports the Members' Conference, the Board, CGs, and NRCs. The Secretariat is responsible for the core functions of strategy and

workplan preparation, managing grants made by the Campbell Collaboration, fundraising, budgeting, internal and external communication, building partnerships, support to dissemination of review findings, website content and maintenance, information systems, organizing Board meetings, supporting or organizing annual conferences, publication of reviews and derivative products, and daily operations.

ARTICLE II. ORGANIZATIONAL MEMBERSHIP

Section 1. Authority and responsibility. Each organizational member selects one delegate to the Members' Conference that elects the Board of Directors. Elections take place annually at the Members' Conference.

Section 2. Organizational membership categories. There shall be two categories of organizational membership: (i) coordinating groups, and (ii) eligible donors. Coordinating Groups are those groups which have been approved by the Campbell Board (or Steering Group prior to October 2016). An eligible donor is one providing a minimum of US\$100,000 in a 12 month period to support the work of the Campbell Secretariat or directly to the non-profit organization, the Campbell Collaboration, for other purposes. Eligibility ends at the end of the project period or once all funds are disbursed, whichever is the later.

Section 3 Voting members. Each CG and each eligible donor shall nominate one delegate to attend the Members' Conference. Each CG and each eligible donor may also nominate one alternate, to take the place of the delegate if he or she is unable to attend the Members' Conference.

Section 4 Members' Conference. The Members' Conference will meet annually. The date and place of the Conference will be communicated to Members by the Secretariat at least 90 days in advance. The Membership conference will comprise: (i) a business meeting including (a) election of Board of Directors, (b) a report by the CEO on the activities of the Campbell Collaboration, (c) discussion of strategic issues of importance to the Collaboration, including issues on which the Board is seeking the views of members, and (d) an executive session, and (ii) a substantive meeting on the production and use of evidence synthesis. The agenda for the substantive meeting shall be set by the delegates, with the assistance of the Secretariat if required.

Section 5. Lapsed or discontinued membership. Membership of a CG, with all rights and obligations, will be discontinued on approval of the Board subsequent to either (i) a request from the CG for such discontinuation, or (ii) the judgement of the Board discontinuation is warranted as against criteria to be determined by the Board. Donor membership shall be discontinued if there is a period of three financial years over which the average annual contribution is less than US\$100,000.

ARTICLE III. THE BOARD OF DIRECTORS

Section 1. Authority and responsibility. The Board determines the policies and operating procedures of the Campbell Collaboration. The Board is responsible for strategic planning, organizational policy, organizational structure, authorized entities, control over intellectual property rights, approval of budgets and fiduciary oversight for Campbell, legal and financial obligations including liability and insurance, performance management of the CEO, and promotion of the Campbell Collaboration.

(a) Strategic planning. With the support of the CEO and the Secretariat, the Board is responsible for developing and updating a Strategic Plan that sets out the organization's long-term and short-term goals and identifies key activities designed to achieve those goals.

(b) Organizational structure. Based on proposals from the CEO, the Board determines the organizational structure of Campbell and decides whether specific proposals for new Coordinating Groups, and Partner Organizations shall be approved.

(c) Authorized entities. The Board determines which entities may operate under the auspices of the Campbell Collaboration. The Board may grant to these and other entities responsibilities for carrying out specific functions on behalf of the Campbell Collaboration.

(d) Intellectual property rights. The Board maintains international rights over intellectual property on behalf of the Campbell Collaboration.

(e) Budgets, accounts and fiduciary oversight. The Board is responsible for approval of budgets for core operations. Budgets and accounts are prepared annually by the CEO in consultation with the Board Treasurer. The Board votes to approve or change the budget at least once a year.

(f) Legal status. The Campbell Board shall maintain the charter of the Campbell nonprofit corporation and its formal recognition by the Commonwealth of Pennsylvania and the U.S. Internal Revenue Service.

(g) Fiduciary responsibility. The Board is responsible for ensuring the proper disbursement and accounting of all funds received by the Campbell Collaboration. For purposes of efficiency, all central Campbell funds and accounts shall be managed by the Campbell Secretariat under the oversight of the Campbell Board.

(h) Liability and insurance. The Board shall maintain operational and business liability insurance to protect its members against any legal action against them in relation to Campbell.

(i) Trademark. The Campbell Board controls legal rights to use the Campbell name and logo.

(j) Performance management of the CEO.

(k) External promotion. Board Commissioners are expected to promote the Campbell Collaboration to potential funders, partners and other stakeholders.

Section 2. Voting members. Voting members of the Board comprise two categories: (1) Elected Directors, elected by the membership as a whole, and (2) Representative Directors, who serve as representatives of the two membership categories.

(a) Elected Directors are chosen for their skills and experience. They do not represent the interests of any specific constituency or organization. In any duties or activities as a member of the Campbell Board of Directors, elected Directors must represent the interests of the Campbell Collaboration.

(b) Representative Directors represent their constituents. In any duties or activities as a member of the Campbell Board of Directors, elected Directors must represent the interests of the Campbell Collaboration.

Section 3. Election of Directors. A Board Nominating Committee (BNC) will be formed. The composition of the BNC shall be determined by the Board, but shall include representatives of each member category and the Board. The BNC shall nominate a slate of candidates to be voted on by the

members at the Members' Conference. The slate will be limited to those nominees who are willing to serve.

Section 4. Staggering of terms. Elections should be arranged in a manner to ensure a staggering of terms.

Section 5. Officers of the Board of Directors. The Board shall include a President, Secretary, and Treasurer. (a) The President provides leadership for the Campbell Board, convenes Board meetings, and works with the CEO to oversee progress on core activities, including fundraising, communication, and developing relationships with other organization. The President shall be elected at the Members' Conference to a three-year term. If re-elected, a President may serve up to two consecutive terms (six year maximum for consecutive terms).

Section 6. Officer election procedures. The slate of candidates prepared by the BNC will identify the candidate for President. The Board shall elect the Secretary, and Treasurer.

Section 7. Orderly transition. To facilitate orderly transitions, the incoming President shall be elected 6-12 months in advance of taking office. The outgoing co-Chair or President shall sit on the Board as a nonvoting member for 12 months after his or her term expires.

Section 8. Non-voting members. Non-voting members of the Board include the CEO, plus the outgoing Board President or co-Chair. Non-voting members also include anyone else the Board invites to attend a Board meeting, for example, representatives of donor or partner organizations.

Section 9. Ad hoc working groups. Ad hoc working groups are appointed by the Board, but are not necessarily limited to Board members. These groups work on specific issues, prepare policy briefs or recommendations, and report back to the Board

Section 10. Meetings. The Board shall meet at least twice a year. The dates and location of Board meetings shall be set by the Board President in consultation with the Secretariat and announced at least three months in advance.

Section 11. Agenda setting process. The President and CEO shall develop agendas for Board meetings with input from the Board members and others.

Section 12. Agenda items. The Board agenda may include brief written statements of a problem or issue, options, pros and cons of different options, recommendations, and required action by the Board. The agenda and any supporting documentation for agenda items must be made available with notification to all Board members at least ten (10) working days in advance of Board meetings. Rare exceptions might be made for emergency items, or those that involve confidential information. After the Board meeting all Board documents shall be placed in the public domain via the Campbell Collaboration website, unless the Board or Board President direct otherwise for specific items.

Section 13. Decision-making procedures.

(a) Quorum. At least two-thirds of the voting Board members must participate in a vote in order to adopt a new proposal, resolution, or rule. Abstention is included as participation. Members can participate in a vote in person, by telephone, or video conference and, in such cases, are considered present for purposes of establishing a quorum. Voting members not present can be given the opportunity to vote via email at the option of those present.

(b) Voting. Each voting member of the Board shall have one vote.

(c) Voting procedures. The Board President will decide, in consultation with other Board members, whether a vote will be anonymous, held in closed session with only voting members of the Board present, and whether a tally or summary of results will be public. A simple majority of voting members of the Board is needed to approve a proposal, resolution, decision, or rule.

(d) Between Board meetings. When decisions requiring a vote of the Board arise and cannot wait until the next Board meeting, the Board President and/or CEO shall organize a briefing of all voting Board members on the issue and a mechanism to obtain each vote on the issue. Briefings can occur through video or teleconferences or by email. There shall be a minimum of one week between the briefing and the close of voting on the issue. A quorum of two-thirds of all voting Board members is required (in this case, 2/3 of the voting members must cast electronic votes) and a simple majority of the voting members of the Board is needed to approve a proposal. The CEO or Board Secretary shall make sure that the vote is recorded and tallied.

ARTICLE IV. THE SECRETARIAT

Section 1. Authority and responsibility. The Campbell Secretariat shall support the Board, facilitate the production of Campbell reviews, be responsible for strategy and workplan preparation, manage grants made by the Campbell Collaboration, enhance communication within and about Campbell, raise funds for Campbell infrastructure and Campbell reviews, support dissemination of review findings, and organize annual colloquia and other events.

(a) Support the Board. The Secretariat will support the Board by producing documents for and about Board meetings, archiving Board documents and Campbell policies, and staffing Board meetings.

(b) Facilitate production of Campbell reviews.

(c) Support the Coordinating Groups. The Secretariat will support the work of Campbell Coordinating Groups to produce Campbell reviews by developing and maintaining efficient information systems and assisting Groups with communication and problem solving.

(d) Information systems. The Secretariat will develop and maintain efficient information systems for tracking the progress and status of systematic reviews.

(e) Communication. The Secretariat will develop and maintain efficient routes for informing and hearing from all Campbell constituents in collaboration with the Coordinating Groups and other Campbell entities. This includes responsibility for the following: 1. Website. Maintain the Campbell website, receive and post information from Campbell entities. 2. Documentation. Identify, routinely update, and post on the Campbell website all current policies, governing documents, and minutes of Board meetings. 3. Contacts. Maintain updated contact information for individuals and organizations associated with Campbell with input from Campbell Coordinating Groups and other entities.

(f) Fundraising. The Secretariat will seek funding for Campbell infrastructure and Campbell reviews. It will identify possible sources of financial support, initiate and coordinate grant applications (sometimes in collaboration with one or more Campbell Groups or other entities), and engage in other fundraising activities. These fundraising activities complement those carried out by the Coordinating Groups.

(g) Budgeting and accounting. The Secretariat will prepare budgets for review and approval by the Campbell Board. It will collect, disburse, and account for all funds provided to the Campbell organization, including managing grant programmes.

(h) Colloquia and other events. The Secretariat will oversee plans and logistics for Campbell Colloquia, conferences and other events, working with Scientific Program Chairs appointed by the Board. It will assist in the organization of training sessions in cooperation with the Campbell Training Group.

Section 2: Organization. The Secretariat will be led by a Chief Executive Officer (CEO) who will supervise other staff as needed.

Section 3. The Chief Executive Officer. The CEO is responsible for leading the Campbell Secretariat, hiring and supervising Secretariat staff, providing support to the Board and to the Coordinating Groups, developing the Campbell organization, participating in policy formulation, developing budgets, fundraising, and representing Campbell externally. The CEO reports directly to the President of the Board of Directors.

ARTICLE V. COORDINATING GROUPS

Section 1: Authority and responsibility. Coordinating Groups (CG) are the primary entities that produce, maintain, and disseminate Campbell systematic reviews. These groups support the development and use of Campbell reviews, provide editorial services and support to authors of Campbell reviews, and organize constituents.

Section 2: Organization. Three types of Campbell Coordinating Groups are recognized:

- (a) Substantive Coordinating Groups, led by co-Chairs who are internationally recognized figures in their field, are responsible for initiating, producing, and promoting Campbell reviews in particular topic areas including, but not restricted to, such as crime and justice, education, social welfare, and international development. Each Substantive Coordinating Group will, in its respective topic area, provide an Editor for Campbell reviews, organize persons interested in the topic area, contribute to Campbell policy, and generally support high quality reviews.
- (b) A Methods Coordinating Group with primary responsibility for organizing persons interested in methods of systematic reviewing, contributing to Campbell policy on methodological issues, and generally supporting high quality Campbell systematic reviews.
- (c) Supportive Coordinating Groups responsible for supporting functions related to the production, dissemination, and use of Campbell reviews (e.g., a Knowledge Translation Group supporting dissemination of findings from Campbell reviews to policymakers, practitioners, and other consumers, and a Training Coordinating Group). These Coordinating Groups will organize persons interested in the respective Group functions, contribute to Campbell policy, and generally support the Campbell mission.

Section 3: Subgroups. With approval of the Campbell Board, Coordinating Groups may create subgroups to handle specific tasks or topics within the group. The Methods Group, for example, may have subgroups on topics such as information retrieval, research design, and statistics. Substantive Coordinating Groups may (with the approval of the Board) create or incorporate distinct Review Groups that produce Campbell systematic reviews on particular topics.

Section 4: Fundraising. Coordinating Groups are expected to raise funds for reviews and methods development in their area of activity and to support the Coordinating Group infrastructure. Groups

formed after January 2016 will not receive any central financial support for editorial services or participation in Campbell activities.

Section 5: Governance. Each Coordinating Group must have a governance plan that is approved by vote of the Campbell Board. The governance plan should describe how the CG is organized, procedures for electing Co-Chairs and selecting representatives to the Members Conference, qualifications and voting rights for members and affiliates, procedures for forming and maintaining an Advisory Board, and procedures for forming and maintaining whatever editorial functions are appropriate for the CG. When CG governance plans are amended, the amended version must also be approved by vote of the Campbell Board of Directors.

Section 6: Co-Chairs. Each CG shall have at least two duly-elected Co-Chairs whose roles and responsibilities are as follows: (a) Responsible for internal governance of the CG (make sure key roles are filled and others are doing their jobs); (b) Establish and maintain collaborative working relationships with other organizations and Campbell entities; (c) Disseminate information about the CG and Campbell; (d) Receive all criticisms related to activities of members of the CG; (e) Make final decisions for the CG regarding policy and implementation; (f) Recruit volunteers for CG activities and functions. (g) Convene CG meetings; and (h) Responsible for ensuring the quality of content on the CG's Campbell webpages.

For substantive Coordinating Groups responsible for producing reviews, the CG Co-Chairs will have the following additional duties: (a) Recruiting appropriate individuals to perform the editorial functions associated with producing reviews; (b) Maintaining processes and procedures to ensure the quality of protocols and reviews; (c) Ensuring that approved protocols and reviews are transmitted in a timely fashion to the Editor-in-Chief for their decision about publication.

Section 7: Election of CG Co-Chairs. Groups shall determine their own election procedures. Co-Chairs will be elected for three year staggered terms and may be re-elected for up to two additional consecutive term (maximum of nine years for consecutive terms). In the event that a Coordinating Group is unable to conduct its own election, the Campbell Secretariat will conduct the election on its behalf following the procedures established by the Group and/or in consultation with the group to the extent possible.

Section 8: CG representatives to the Members' Conference. Each CG shall have one delegate to the Members' Conference. Their roles and responsibilities are: (a) Represent and inform constituents; (b) Contribute to the work of the Members' Conference.

Section 9. Advisory Board. Each Coordinating Group shall have an Advisory Board. This group may be called a Steering Committee (but not a Steering Group) or Editorial Board. The Advisory Board shall meet at least once a year. The role of the Board is to support the Editor (if applicable) and advise the Co-Chairs on both scientific issues and broader stakeholder engagement. The Coordinating Groups must have in place explicit mechanisms to ensure that the selection of the Advisory Board is both transparent and inclusive. Coordinating groups should have a mechanism to review its Advisory Board membership on an annual basis.

Section 10. Coordinating Group Editors. Each substantive Coordinating Groups, and each sub-group, shall have at least one Editor. The Editors are nominated by the Coordinating Group Co-Chairs, in consultation with the outgoing Editor and the CG Advisory Board. They are approved by the Campbell Editor-in-Chief. The functions and responsibilities of the Editors are described below in Article VI.

Section 11. CG Managing Editors. It is expected that each CG will have at least one Managing Editor appointed by the CG Editor(s) and Coordinating Group Co-Chairs. Managing Editors are responsible for procedural aspects of editorial process and provide assistance to the CG Editor(s). The functions and responsibilities of Managing Editors are described below in Article VI.

Section 12. Information Retrieval Specialist. It is expected that each substantive Coordinating Group shall have at least one Information Retrieval Specialist appointed by the CG Editor(s) and Coordinating Group Co-Chairs to assist review authors in conducting a comprehensive literature search. The functions and responsibilities of Information Retrieval Specialists are described below in Article VI.

Section 13. Coordinating Group members and affiliates. Each Coordinating Group will encourage interested individuals to become affiliated with the Group, and will establish criteria for voting rights within the Group. (a) Affiliates. Affiliate status shall be granted to any individual who is interested in the work of the Group. (b) Members. Each Group will determine the necessary qualifications for voting rights within the Group. Usually these qualifications will require participation in the work of the Group and ability and availability to help with that work. Each Group will maintain current contact information for affiliates and voting members. This information will be provided to the Campbell Secretariat, which will maintain a central database of Campbell contacts that distinguishes those with voting rights from those who do not have voting rights.

ARTICLE VI. EDITOR IN CHIEF, CG EDITORS, TECHNICAL ADVISORY GROUP, AND EDITORIAL FUNCTIONS

Section 1. Roles and responsibilities. The editorial process for supporting authors during the preparation of Campbell reviews and ensuring the quality of the completed reviews is critical to the mission of the Campbell Collaboration. The associated editorial functions shall be carried out by (a) the Editor-in-Chief, (b) Coordinating Group Editors, (c) one or more Methods Editors, and (d) CG Managing Editors, Information Retrieval Specialists, and other such support persons as needed and appropriate.

Section 2. Editor-in-Chief. The Editor-in-Chief (EiC) of Campbell will be appointed by the President and CEO, and will report to the CEO. The EiC's responsibilities are as follows: (a) Overall responsibility for Campbell products and product development. (b) Scientific policy: with the support of the Methods Group and the Technical Advisory Group, and after consultation with the Coordinating Groups, the Editor-in-Chief approves guidelines and standards for Campbell systematic reviews. (c) Organizational policy. With the support of the Methods Group and the Technical Advisory Group, and after consultation with the Coordinating Groups the Editor-in-Chief approves guidelines and standards for editorial and operating procedures. (d) Ensure that all the reviews produced through the Coordinating Groups meet uniformly high standards of quality. (e) Support the Coordinating Group Editors in the exercise of their judgment during the editorial process, mediate disputes with authors, and provide consultation to the CG Editors on the application of Campbell policy and procedures to the editorial functions. (f) Support Campbell Editors in the exercise of their judgment during the editorial process, mediate disagreements between the Coordinating Group Editors about feedback to authors and what is required of them for approval of protocols and final reviews, and provide consultation to Editors on the application of Campbell policy and procedures to the editorial functions. (g) Give final approval for publication in the Campbell monograph series and/or Campbell Library for review protocols and completed reviews

that have been approved by the respective Coordinating Group Editors. If disapproved, the Editor-in-Chief will coordinate with the CG Editors to identify the revisions needed to make the document acceptable and assist in providing the corresponding feedback to the authors. (h) Periodically review the Campbell editorial process, practices, and policies to identify issues of timeliness, quality, efficiency, appropriate functions, and the like that need to be addressed by the Board to maintain or improve the Campbell editorial system. (i) Oversight of the maintenance of the resource section of the Campbell website. (j) Oversee the development and implementation of Campbell policies and procedure for the conduct and reporting of reviews.

Section 3. Technical Advisory Group (TAG). The TAG shall comprise of up to four internationally recognized experts in evidence synthesis. They shall be identified by the EiC and CEO in consultation with the Methods Group and the Board. The Technical Advisory Group shall provide advice to the EiC in the performance of the above responsibilities. TAG members will serve one term of three years, renewable once. The CEO shall, in consultation with the EiC, recommend proposed members of the TAG to the Board for their approval.

Section 4. Editors for the Substantive Coordinating Groups. Substantive CG Editors are responsible for providing substantive and methodological feedback to authors preparing a review under the auspices of the respective CG, consolidating feedback from external peer reviewers and the Campbell Methods Editor, and suggesting how authors can effectively respond to the feedback they have received. Their responsibilities are as follows: (a) Provide substantive comments and suggest changes as deemed appropriate for titles, protocols, and completed reviews as they are submitted by authors. (b) Select external peer reviewers in coordination with the Managing Editor and with input consultation as needed from the CG Co-Chairs and Advisory Board. (c) In coordination with the Managing Editor, transmit submitted protocols and reviews for assessment by the Campbell Methods Editor. (d) Integrate comments from external peer reviewers and methods reviewers into a clear set of changes that need to be addressed by the authors (i.e., write "action letters"). (e) Evaluate authors' revisions to protocols and reviews and determine if they adequately address the concerns of the external peer reviewers and methods reviewers. (f) Submit completed title registrations, protocols, and systematic reviews, with recommendations for approval or rejection, to the CG Co-Chairs for their approval prior to review by the Editor-in-Chief.

Section 5. Methods Editor(s). The Methods Editors are responsible for ensuring that the methods used in Campbell systematic reviews are appropriate, technically correct, and held to a consistent high standard across the substantive CGs. This is to be achieved primarily by reviewing and/or arranging for external peer review of the methods proposed in each protocol and used in each systematic review that is submitted through each CG. The responsibilities of the Methods Editor are as follows: (a) Determine the nature of the methods review required for every protocol and review submitted through any of the CGs. (b) Arrange for appropriate peer reviewers for the methods in each protocol and review. The respective CG Editor is an acceptable option at the discretion of the Methods Editor. (c) Communicate feedback from methods reviewers and requirements for revision related to methodology to the respective CG Editor.

Section 6. Managing Editors. Managing Editors provide assistance to the CG Editors and Method Editors to whom they are assigned by coordinating and managing the procedural aspects of the editorial process. The primary responsibilities of the Managing Editors will be determined by the respective Editors and CG Co-Chairs, but will typically be as follows: (a) Assist reviewers in understanding and applying Campbell guidelines and policies when preparing titles, protocols, and reviews. (b) Assist Editors and Co-chairs in determining whether new titles are appropriate to the Group's scope and avoid duplicating other work in the Campbell or Cochrane Libraries. (c) Assist

Editors in maintaining a mailing list and database of contacts, including members and affiliates of the CG, members of review teams, peer reviewers, and others who can provide expertise as needed. (d) Coordinate the editorial base: facilitate communication between Co-chairs, Editors, authors, Information Retrieval Specialists, and others. (e) Track and prepare periodic reports on the procedural status of the Group's titles, protocols, and reviews. (f) Route approved documents to the managing editor of the online monograph series and/or Campbell Library for posting on the Campbell website. (g) Support the Editor's efforts to ensure that titles, protocols, and reviews meet the high standards of Campbell.

Section 7. Information Retrieval Specialist. Information Retrieval Specialists assist authors with designing search strategies and may run electronic searches or coordinate hand searches for authors if needed. They may also assist the CG Editor with the review and critique of the search strategies in protocols and descriptions of searches in completed reviews.

ARTICLE VII. NATIONAL AND REGIONAL CENTRES

Section 1: Roles and responsibilities: National or regional centres shall, *inter alia*, carry out the following activities:

- Raise the profile of the Campbell Collaboration by disseminating information on Campbell evidence synthesis products and Campbell events.
- In liaison with the Campbell Training Group, offer Campbell training.
- Raise funds for their own activities and Campbell reviews.

Section 2: Creation of new National and Regional Centres. New national or regional centres have to be approved by the Board. The application should be made to the Secretariat on the appropriate application form with such supporting documentation as stated in that form.

ARTICLE VIII: AMENDMENTS AND GOVERNING DOCUMENTS

Section 1. Amendment. This Plan may be amended, supplemented, or repealed or a new Plan of Governance may be adopted by a vote of the majority of the Board of Directors provided that: notice of intention to amend, supplement, repeal or adopt is provided to all voting members of the Board and to all delegates to the Members' Conference at least 30 days in advance of the meeting at which action is to be taken.

Section 2. Governing Document. This Plan supersedes all previous documents concerning the Campbell Collaboration organization, structure, and procedures. It is the foundation from which procedures shall be derived for the operation of all Campbell functions. If there is any conflict or inconsistency between other documents or procedures, other than the Bylaws, and this Plan, this Plan will control.

Section 3. This document provides the framework for the Campbell Collaboration Bylaws. If there is any conflict or inconsistency between the Bylaws, and this Plan, the Bylaws will control.