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Introduction

‘Collaboration thrives on diversity of perspectives and constructive dialogue between individuals negotiating their differences, while sharing [a] voice and vision.’

Vera John-Steiner

The Joanna Briggs Collaboration (JBC) has existed since the Institute’s inception in 1996 and has grown from a small group of seven Centres, located predominantly in Australia, to now more than 70 Collaborating Entities across the world. This group, along with the staff of the Joanna Briggs Institute (JBI), are driven by a united desire to contribute to improvements in the quality and outcomes of healthcare globally. Our collective vision, mission and values are as follows:

Our Vision
A world in which the best available evidence is used to inform policy and practice to improve health in communities globally

Our Mission
To facilitate the synthesis, transfer and implementation of the best available evidence to ensure the feasibility, appropriateness, meaningfulness and effectiveness of health policy and practice

Our Values
In undertaking this mission, the Institute is guided by core values that include mutual respect between nations, professions and cultures, professionalism and ethical conduct; and a robust and transparent approach to the production of high quality, accurate information for health professionals and citizens internationally.

This robust and thriving group are now at the forefront of cultural change in the healthcare industry and each Collaborating Entity continues to lead evidence based initiatives in their region, country, state or specialty.

It is vitally important that the Institute and Collaboration are always open to new ways of working together. However, it is also important that some operational guidelines are in place to ensure a smooth, fair and equitable relationship that values difference between groups and identifies mutual benefit. The guidelines set out in this handbook are designed to achieve this.

I trust that you will find your experience of collaboration with JBI a fruitful and rewarding one, and I look forward to working with you as part of this diverse and innovative group.

Professor Zoe Jordan
Executive Director
Section 1: Structure

Introduction
The JBC has a framework through which it recognises Collaborating Entities as “JBI Centres of Excellence” and “JBI Affiliated Groups” that contribute to furthering the vision and mission of the Institute globally. This structure is managed both regionally, to foster regional collaborative efforts and mentorship and support of novice groups by more experienced ones, and internationally through JBI in Adelaide in order to maintain the Institute’s international focus and, where appropriate, to foster inter-regional collaboration.

JBI Centres of Excellence
These Centres have established themselves as a prestigious hub of expertise, through which high quality programs of evidence synthesis, transfer and implementation are achieved. They are recognised by the Institute as an Entity that provides leadership, support, guidance and mentorship to novice groups, and they meet the required competencies and key performance indicators as set out by the Institute. JBI Centres of Excellence are eligible to receive funding from JBI for activity including attendance of the Centre Director or their proxy at the annual general meeting.

JBI Affiliated Groups
These Groups are committed to promoting and supporting evidence synthesis, transfer and implementation. They are smaller, tactical groups of skilled clinicians, academics and scientists with a defined focus who operationalise JBI method and methodology within their jurisdiction. JBI Affiliated Groups are not eligible to receive funding from JBI, but are supported through access to resources and are welcome and encouraged to attend the annual general meeting of the JBC.

Regions
The JBC is situated across five regions (Americas, Asia, Australasia, Central and Europe). Each region is comprised of Centres of Excellence and Affiliated Groups that work together strategically to promote and support evidence informed approaches to the delivery of health policy and practice in their region. Regions are encouraged to be politically active and to drive change related to how evidence synthesis, transfer and implementation are recognised and valued at institutional and government levels.

Regional Chairs
Each region has a governance structure based upon a Regional Chair who is nominated and elected by Centres and Groups within the Region and must be situated within a JBI Centre of Excellence. Regional Chairs are responsible for coordinating regional communication and activity/events and for fostering regional collaboration. Regional Chairs serve for a term of one year and are remunerated for their investment in this role. Co-Chair or Deputy Chair appointments per region are welcome, particularly where the Co-Chair/Deputy Chair is Chair Elect for the coming year.

JBC Committee of Directors
The Committee of Directors (CoD) is the principal strategic planning committee of the Joanna Briggs Collaboration. The Committee of Directors consists of the JBI Executive Director (Chair), all JBC Centre of Excellence Directors, and the Executive staff of the Joanna Briggs Institute.

The Committee of Directors meet twice per year, once by teleconference and once face to face, alternating between Australia and the location of the biennial colloquium. Affiliated Group Convenors are invited to attend and participate in all CoD meetings as observers.
**JBI Global Engagement Office**

The JBI Global Engagement Office (GEO) exists to facilitate the operation and administration of the Joanna Briggs Collaboration and its 70+ Collaborating Entities. The GEO provides administrative, management and strategic support to Collaborating Entities from application to formation and beyond. The GEO plans and facilitates all CoD meetings; development of resources and materials; general communication; and maintains systems for:

- Monitoring and feedback;
- Engagement with regions and regional chairs; and
- Policy development and review.

**JBC Intranet**

The JBC intranet is a private online network designed and maintained exclusively for the use of JBC Entities. It has been developed to provide the JBC with current resources pertaining to their collaborative activities, including administrative information and communication; policies and procedures; and resources to assist in the conduct of Systematic Reviews, specialty areas of JBI COnNECT+, and evidence implementation projects.

The JBC intranet is available at: [http://joannabriggs.org/login.aspx](http://joannabriggs.org/login.aspx)

**JBC Handbook**

The JBC Handbook is the terms of reference by which Collaborating Entities operate and are held accountable, as per their legal Agreement with JBI. The Handbook is updated annually following the Annual Review of Entity Activity and is ratified at the Committee of Directors meeting.
Section 2: Operations

Introduction

The Joanna Briggs Collaboration operates under a Matrix framework whereby Collaborating Entities receive recognition for their activities via a points system (see ‘JBC Activity Matrix’ below).

This system has been devised in order to formally acknowledge the important scientific and scholarly contributions of Centres and Groups to the ongoing mission of JBI globally and to ensure an equitable and sustainable international organisation.

Entity Terms of Agreement

JBI Affiliated Groups

All new Collaborating Entities enter the Joanna Briggs Collaboration with the status of an Affiliated Group. Affiliated Groups may focus on evidence synthesis, evidence transfer, evidence implementation or a combination of these foci.

Affiliated Groups may be independent, or aligned with a Centre of Excellence. Affiliated Groups that are aligned with a Centre of Excellence may choose to credit any eligible points for their Group activity to their nominated Centre of Excellence, in return for support, mentorship and guidance provided by the Centre. Should an Affiliated Group seek to become a Centre of Excellence, the process outlined under ‘Entity Application Process’ on page 9 of this Handbook should to be followed.

Affiliated Groups sign a 5-year Agreement with JBI, with the first two years or part thereof being introductory years to establish the Group and its JBI activities. Entities have until the completion of their 5-year Agreement with JBI to meet their Key Performance Requirements.

1. Terms of agreement

In order to qualify for and maintain Affiliated Group membership, an Affiliated Group must:

1.1 be a self-governing and self-funding group of persons (individual or corporate).

1.2 consist of at least three core staff who:-

1.2.1 are tertiary qualified graduates with research training;

1.2.2 have, and can demonstrate, strong professional leadership skills;

1.2.3 can evidence a track-record of research capability; and

1.2.4 have successfully completed a JBI Comprehensive Systematic Review Training Program or JBI Evidence Based Clinical Fellowship Program.

1.3. cover all costs in connection with the establishment and operation of the Group;

1.4 possess sufficient resources to conduct systematic reviews or implementation reports;

1.5. manage the Collaborative Activities of the Group in the manner prescribed for such activities in this Handbook;

1.6 perform such core and elective Matrix activities as are sufficient to enable the Group to meet the standard for continuing membership as a JBI Affiliated Group as described in this Handbook;

1.7 participate in an annual formative review of Group activities in the first four years of their 5-year agreement with JBI; and

1.8 participate in a summative review of its Group activities prior to the Completion Date of their Agreement in accordance with this Handbook.

2. Key Performance Requirements

Affiliated Groups are required, at a minimum, to meet the following KPIs over the term of their 5-Year Agreement with JBI:

2.1 accrue a minimum of 30,000 points from core activities, equivalent to three (3) systematic review reports or implementation reports accepted for publication; and

2.2 participate in the JBISRIR peer review process including systematic review protocols, systematic reviews and implementation reports.

Affiliated Groups who wish to apply for Centre of Excellence status are required to meet the following KPIs to be eligible to submit an application:

2.3 have operated as an Affiliated Group for a minimum of 12 months; and

2.4 have accrued a minimum of 23,000 points in one (1) year, as per the JBC Activity Matrix in Section 2 of this Handbook, including at least 10,000 points from core activities.
3. Support from JBI
JBI shall provide, at a minimum, the following support to Affiliated Groups:

3.1 access to the Global Engagement Office;
3.2 access to the JBI Database of Tools and Resources via the JBI COnNECT+ platform for the Group Convenor and up to ten (10) Group Core Staff for the purposes of undertaking JBI Collaboration work;
3.3 an online presence via the JBI website;
3.4 access to standard JBI promotional materials electronically;
3.5 if eligible, one complimentary Ovid subscription to the JBI Database of Tools and Resources for one single site health care facility that works in collaboration with the Group;
3.6 license to use the registered JBI name and trademark; and
3.7 20% discount from JBI’s commercial partner, Wolters Kluwer Health (Ovid), for all JBI tools and resources.

JBI Centres of Excellence
JBI Centres of Excellence sign a 3-year Agreement with JBI, with an Effective Start date of 1st January the year following their Agreement Signing Date. This is to align with JBI’s calendar year annual review period for collaboration activities. Entities have until the completion of their 3-year Agreement with JBI to meet their Key Performance Requirements.

1. Terms of agreement
In order to qualify for and maintain Centre of Excellence membership, a Centre of Excellence must:

1.1. establish the Centre within one month after the Effective Start Date of their Agreement with JBI;
1.2. appoint a Director of the Centre who will manage the Centre in accordance with, and to such standards specified in, this Handbook;
1.3. be a self-governing and self-funding group of persons (individual or corporate);
1.4. cover all costs in connection with the establishment and operation of the Centre;
1.5. ensure that a minimum of three core staff have successfully completed a JBI Comprehensive Systematic Review Training Program or JBI Evidence Based Clinical Fellowship Program at all times;
1.6. manage the Collaborative Activities of the Centre in the manner prescribed for such activities in this Handbook;
1.7. perform such Core and Elective Key Performance Activities as are sufficient to enable the Centre to meet the standard for continuing membership as a JBI Centre of Excellence as described in this Handbook;
1.8. participate in an annual formative review of Centre activities in years one and two of their 3-year agreement with JBI; and
1.9. participate in a summative review of its Centre Activities prior to the Completion Date of their Agreement in accordance with this Handbook.

2. Key Performance Requirements
Centres of Excellence are required, at a minimum, to meet the following KPIs by the Completion Date of their 3-year Agreement with JBI:

2.1 accrue a minimum of 69,000 points from core and elective activities completed in line with the JBC Activity Matrix in this Handbook; including
2.2 a minimum of 30,000 points from core activities which is equal to three (3) systematic review reports or implementation reports accepted for publication.

Centres who do not meet the above KPIs by the completion date of their Agreement with JBI will either:

2.3 be varied to Affiliated Group membership if they have achieved 30,000 points or more by the end of their summative assessment. Once membership has been varied, points may not be carried across to a new Agreement. Centres that are varied to Affiliated Group membership will need to maintain at least 12 months of Affiliated Group membership, and achieve the requisite points within that calendar year before re-applying for Centre of Excellence membership; or
2.4 be disestablished if they achieve less than 30,000 points by the end of their summative assessment. Entities that are disestablished must wait at least 12 months before they are eligible to reapply to become an Affiliated Group.
3. Support from JBI

JBI shall provide, at a minimum, the following support to Centres of Excellence:

3.1 access to the Global Engagement Office;

3.2 access to the JBI Database of Tools and Resources via the JBI COnNECT+ platform for the Centre Director, Deputy Director and up to ten (10) Group Core Staff for the purposes of undertaking JBI Collaboration work;

3.3 an online presence via the JBI website;

3.4 access to standard JBI standard promotional materials electronically;

3.5 license to use the registered JBI name and trademark;

3.6 if eligible, one return economy class discount airfare for the Centre Director or nominated proxy to attend the annual face to face Committee of Directors meeting and associated Convention/Colloquium in full;

3.7 if eligible, one complimentary Ovid subscription to the JBI Database of Tools and Resources for one single health care facility that works in collaboration with the Centre; and

3.8 if eligible, funding for output of prescribed core and elective activities up to a maximum amount of AUD $10,000 per annum (as per the JBC Activity Matrix in this Handbook).

Entity Application Process

Entities seeking formal collaboration with JBI can apply to become a JBI Affiliated Group. All Entities who join the JBC begin as Affiliated Groups and are required to exist for a minimum period of 12 months before applying to have their membership elevated to a JBI Centre of Excellence. Affiliated Groups must also demonstrate successful engagement with JBC activities and accrue the minimum points required for consideration as a Centre of Excellence.

JBI Affiliated Groups

Entities wishing to apply to become a JBI Affiliated Group are required to complete an application form available from the Global Engagement Office at jbc@adelaide.edu.au. Applications should be addressed to the Executive Director of JBI and must include:

- An overview of the institution’s Organisational Structure
- The name and Curriculum Vitae (CV) of the proposed Group Convenor
- The names and Curriculum Vitae (CV) of each proposed Group Member
- An outline of the proposed area of interest including planned JBC activities and outputs
- Details of the financial and physical resources available to the proposed Affiliated Group

The application is then reviewed internally by JBI, with the JBI Executive Director granting final approval. Approved Groups are required to sign a JBI Letter of Agreement which holds a 5-year term. If an Affiliated Group wishes to align or partner with a Centre of Excellence they may do so, however such an agreement is independent of JBI.
JBI Centres of Excellence

Once an Affiliated Group has existed for at least 12 months and has met the required competencies and key performance indicators as set out by the Institute they may apply to become a Centre of Excellence. Entities must submit their JBC Entity Annual Review Report (available from the JBC Intranet), demonstrating that they have met the minimum key performance criteria within a 12 month period, along with a Cover Letter addressed to the JBI Executive Director requesting a varying of their Affiliated Group membership to Centre of Excellence, to the Global Engagement Office jbc@adelaide.edu.au. The documentation is then reviewed internally by JBI, with the JBI Executive Director granting final approval.

Approved Centres of Excellence are required to sign a JBI Letter of Agreement which holds a 3-year term. The Effective Start Date of the Agreement will be 1 January, to align with the calendar year reporting and funding period.

Applications approved prior to June 30 will have the option to backdate the Centre of Excellence Agreement to 1 January preceding the signing date. However, applications approved from 1 July onwards will automatically result in the Agreements being Effective from 1 January following the signing date. Newly established Centres of Excellence will only be eligible for funding following the Effective Start Date of their Centre of Excellence Agreement.

If an Affiliated Group is aligned with a Centre of Excellence and wishes to alter their agreement with regards to points accrual or transfer they must follow the process outlined in this handbook.

Entity Naming Conventions

Centres and Groups are encouraged to establish themselves under a title that describes their area of focus, be that regional/jurisdictional or specialty. All Centre and Group titles will be followed by a statement pertaining to their membership as a Centre of Excellence or Affiliated Group. Newly formed Centres and Groups should consider the structure and focus of all JBI Entities in their region and be mindful of the names and roles of those Entities.

For example:
- The Centre for Chronic Disease Management: A Joanna Briggs Institute Centre of Excellence;
- The Centre for Chronic Disease Management: A Joanna Briggs Institute Affiliated Group

Entity Disestablishment Process

Where an Entity wishes to withdraw from a Centre of Excellence or Affiliated Group Agreement they must:

1. Provide not less than three months written notice to the JBI Executive Director (unless an earlier termination is agreed by the Parties in writing);
2. Return any and all materials (marketing/teaching or otherwise) to the Institute as well as remove any online reference to JBI and associated logos;
3. Undertake to delete any and all electronic copies of JBI Intellectual Property, including that pertaining to short course delivery;
4. The Entity will notify their clinical partner that complementary access to JBI tools and resources will cease within three months of the date of termination;
5. The withdrawing Collaborating Entity shall appropriately dispose of all JBI materials provided by JBI for the operation of the Collaborating Entity including but not limited to promotional materials, letterheads, pens, BPIS, business cards, display materials etc. and that the costs of disposal of abovementioned materials be the responsibility of the withdrawing Collaborating Entity;
6. The withdrawing Collaborating Entity shall cease to use and return to JBI all JBI intellectual property and/or records supplied by JBI. Membership mailing lists provided to the Collaborating entity remain the property of JBI and shall not be used by the withdrawing Collaborating Entity for any reason without prior consent of JBI;
7. JBI shall remove reference to the withdrawing Collaborating Entity from the official JBI webpage and other promotional materials;
8. JBI shall remove membership access rights to the JBI website, CONNECT+, SUMARI and other similar packages held by JBI that had been provided to the withdrawing Collaborating Entity gratis as a benefit of collaboration. Any data and/or publications stored electronically by JBI remain the copyright of JBI however the withdrawing Collaborating Entity’s host institutions or staff retains authorship. The Author(s) agree that any future publications by the author(s) referring to work undertaken during the term of collaboration shall acknowledge the other parties; and
9. The withdrawing Collaborating Entity shall provide JBI with an activity statement for all JBI Collaboration activities up to the termination date for the JBI Annual Report.
JBC Activity Matrix

The JBC Activity Matrix enables Affiliated Groups and Centres of Excellence to accrue points across a variety of core and elective activities over the course of their Agreement with JBI, in line with the Key Performance Requirements for each Entity outlined in this Handbook. The minimum number of points required to become a Centre of Excellence is 23,000 across all core and a range of elective activities (with a minimum of 10,000 points from core activities). Detailed descriptions of activities, KPIs and Activity Matrix operational guidelines are outlined in detail below.

### CORE

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<tr>
<th>Key Performance Indicator</th>
<th>Points</th>
<th>Funding</th>
<th>Outcome Measure</th>
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<tr>
<td>Entities must undertake and complete at least one of the following activities:</td>
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<tr>
<td><strong>A – JBI systematic review report published in the JBISRIR</strong></td>
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<tr>
<td>At least one systematic review report must have been accepted for publication in the JBISRIR;</td>
<td>12,000 (inclusive of corresponding protocol)</td>
<td>$3000AUD per review published</td>
<td>Publication recorded in the Entity Annual Report; verified by JBI</td>
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<td><strong>AND</strong></td>
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<td>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI</td>
<td></td>
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<tr>
<td><strong>B – Implementation report published in the JBISRIR</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>An Implementation report accepted for publication in the JBISRIR;</td>
<td>10,000</td>
<td>$3000AUD per report published</td>
<td>Publication recorded in the Entity Annual Report; verified by JBI</td>
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<tr>
<td><strong>AND</strong></td>
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<tr>
<td>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI</td>
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**ELECTIVE**

<table>
<thead>
<tr>
<th>Key Performance Indicator</th>
<th>Points</th>
<th>Funding</th>
<th>Outcome Measure</th>
<th>Notes</th>
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<tr>
<td>Attendance at JBC Committee of Directors meetings (CoD):</td>
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<td>Must demonstrate: that the Director, Convenor or Proxy has attended all relevant CoD meetings in preceding 12 months, including 1 Teleconference and 1 face-to-face meeting (including Conference, 5 days in full)</td>
<td>2,000 (1x face-to-face)</td>
<td>One economy class return fare for the face-to-face meeting (for Centre of Excellence Directors Only)</td>
<td>Attendance demonstrated in minutes of relevant meetings; conference registration</td>
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<td>Participation in Peer Review for the JBISRIR</td>
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<tr>
<td>Entity Core Staff may contribute to peer review for the JBISRIR through: - Systematic Review Protocol (points allocated per peer review) - Systematic Review Report (points allocated per peer review) - Implementation Report (points allocated per peer review)</td>
<td>Protocols: 500 Review: 1,000 Report: 1,000</td>
<td>N/A</td>
<td>Peer Reviews undertaken and recorded in the Entity Annual Report; verified by JBI</td>
<td></td>
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<tr>
<td>Entity Affiliation [Full Entity name as per legal agreement] must be listed in the ‘Institution’ field of each reviewer’s Editorial Manager profile (as per the guidelines in this handbook)</td>
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<td>Clinical Partner Engagement</td>
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<td>Must demonstrate an active relationship through: Co-authorship of any peer-reviewed published scholarly work related to JBI activity with staff of the clinical partner, including in languages other than English (must have an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group) AND Provide evidence of engagement activities conducted with the clinical partner and its staff through the completion of an online evaluation</td>
<td>10,000</td>
<td>Cost of ONE FACILITY subscription as per agreement with Wolters Kluwer Health</td>
<td>Engagement activity demonstrated in Entity Annual Report</td>
<td></td>
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<tr>
<td>Participation in JBI Methods Groups and/or Membership of other JBI Committees</td>
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<td>Must demonstrate active participation in a methods group, committee or working group through: Attendance at all face-to-face meetings, workshops and teleconferences; AND Substantial contribution to the required output of the methods group, committee or working group at the discretion of the group Chair/Convenor (including but not limited to authorship on a publication about the method [excludes papers simply using the method], timely and constructive review of JBISRIR manuscripts), ** Individuals must have served on a group or committee for at least 6 months during the reporting period**</td>
<td>5,000</td>
<td>N/A</td>
<td>Participation is demonstrated in minutes of relevant meetings and publications arising’ other required output</td>
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<td>JBC Mentorship</td>
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<td>Complete and co-sign the JBC Mentorship registration form; AND Mentor and Mentee groups must participate in an online evaluation regarding the quality/effectiveness of the partnership; AND Mentor Centre must work with the Mentee group to complete a brief ‘Annual Review of Progress Report’ to be submitted with their JBC Entity Annual Report</td>
<td>10,000</td>
<td>N/A</td>
<td>Activity recorded by JBI in the Entity Annual Report, verified by the Entity</td>
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<tr>
<td>Category</td>
<td>Requirements</td>
<td>Points</td>
<td>Currency</td>
<td>Notes</td>
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<tr>
<td><strong>JBI Systematic Review Update (published in JBISRIR)</strong></td>
<td>Must have had a protocol accepted for publication in the JBISRIR. <strong>AND</strong></td>
<td>6,000</td>
<td>$1000AUD</td>
<td>Publications are recorded in the Entity Annual Report; verified by JBI</td>
</tr>
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<td></td>
<td>Must have had a Systematic Review Update accepted for publication in the JBISRIR. <strong>AND</strong></td>
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<td></td>
<td>Entity Affiliation [Full Entity name as per legal agreement] must be listed in the ‘Institution’ field of each reviewer’s Editorial Manager profile (as per the guidelines in the JBI Reviewer’s Manual)</td>
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<tr>
<td><strong>Publication of scholarly works on JBI methods and methodologies</strong></td>
<td>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI. <strong>AND</strong></td>
<td>2,000</td>
<td>N/A</td>
<td>Publications are recorded in the Entity Annual Report; verified by JBI</td>
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<td></td>
<td>Be clearly identifiable as a publication that relates to furthering the scholarly work of JBI/JBC in the field of evidence synthesis, transfer or implementation</td>
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<tr>
<td><strong>JBI Systematic Reviews or Implementation Reports published in other journals (including the IJEBHC)</strong></td>
<td>Must have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI. <strong>AND</strong></td>
<td>1,000</td>
<td>N/A</td>
<td>Publications recorded in the Entity Annual Report; verified by JBI</td>
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<td></td>
<td>Be clearly identifiable as a SR or IR that has followed JBI methodology and method; <strong>AND</strong></td>
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<td></td>
<td>Have cited the protocol published in the JBISRIR (SRs only). Publications must be originals and not derivatives or duplicates (including co-publication) of material already published in the JBISRIR.</td>
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<tr>
<td><strong>Derivative publications published in other journals (including the IJEBHC)</strong></td>
<td>Must provide evidence of written approval from the JBISRIR Editorial Office; include an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI. <strong>AND</strong></td>
<td>1,000</td>
<td>N/A</td>
<td>Publications recorded in the Entity Annual Report; verified by JBI</td>
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<td></td>
<td>Must make explicit reference to the original publication in the JBISRIR.</td>
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<tr>
<td><strong>JBI Education Programs: Evidenced Based Clinical Fellowship</strong></td>
<td>Must have run at least one complete Evidence Based Clinical Fellowship Program in the preceding 12 months (points allocated per registrant). <strong>Note:</strong> this is a 6-month program incorporating x2 intensive training weeks and interim facilitation.</td>
<td>200 per registrant</td>
<td>N/A</td>
<td>Activity recorded by JBI in the Entity Annual Report, verified by the Entity</td>
</tr>
<tr>
<td><strong>JBI Education Programs: Comprehensive Systematic Review Training</strong></td>
<td>Must have run the equivalent of at least one full week of Comprehensive Systematic Review training in the preceding 12 months (points allocated per registrant). Note that this does not require a full five day program to be run in one continuous week.</td>
<td>100 per registrant</td>
<td>N/A</td>
<td>Activity recorded by JBI in the Entity Annual Report, verified by Entity</td>
</tr>
</tbody>
</table>
Regional Chair responsibilities (1 year term).

| Must produce an annual report to JBI listing collaborative activities undertaken in the preceding 12 months no later than 31 January (including, but not limited to regional meetings/events, teleconferences, collaborative work in relation to evidence synthesis, transfer or implementation); AND Must produce a regional operational plan using the JBI template no later than 31 January; AND Must facilitate one annual face-to-face meeting and one teleconference per year (dates/agenda/minutes to be provided as evidence with annual report) | 5000 | $1000AUD per annum | Recorded in regional Chair report |

Host a JBI/JBC Symposium

| Must have organised a minimum one-day event that promotes the work of JBI, the JBI Model and/or methodologies; AND Is open to registration by participants outside of the hosting organisation and (where applicable) the clinical partner; AND Complies the naming and branding guidelines in this handbook. | 5,000 | N/A | Recorded in the Entity Annual Report |

Host JBI Colloquium

| Must have organised and hosted a JBI Colloquium in line with the JBI Colloquia Standard Operating Procedures | 20,000 (5,000 in planning year; 15,000 in year held) | $5000AUD seed funding | Recorded in the Entity Annual Report |

Minimum Points Required to Achieve and Maintain JBI Centre of Excellence Membership = 69,000 by the end of the three-year Entity Agreement

Minimum Points Required to Achieve and Maintain JBI Affiliated Group Membership = 30,000 by the end of the five-year Entity Agreement

Important Notes:

- Funding is only provided for a Clinical Partner Ovid subscription where JBI Implementation related KPI's are met by the end of the Entity Agreement with JBI
- All activities must be undertaken within the current (calendar) reporting year in order to be recognised for credit points
- Activity funding is available for JBI Centres of Excellence ONLY and will be “capped” at $10,000AUD per Centre (excluding funding to attend the face to face Committee of Directors meetings, Clinical Partner Subscription fees, Regional Chair funding and JBI Colloquium seed funding)
Activity Descriptions and Expectations

Core

Core activities reflect the JBI Model of EBHC $\textit{?}$, and reflect the strategic priorities for JBI and JBC. Each Entity will need to select at least one of the two listed core activities: Systematic Reviews or Implementation Reports.

Systematic Reviews

A JBI Systematic Review is one that follows JBI methodology and methods, utilises the JBI System for the Unified Management, Assessment and Review of Information (JBI-SUMARI) and is published in the JBISRIR.

To accrue points for this as a core activity an Entity must have:

a) a Systematic Review protocol accepted for publication in the JBISRIR;

b) a Systematic Review report accepted for publication in the JBISRIR; and

c) an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI.

Centres of Excellence are eligible to receive $3,000AUD per report accepted for publication, up to a maximum of $10,000AUD per calendar year.

Note: Systematic review protocols accepted for publication in the JBISRIR will be awarded 2,000 points upon acceptance for publication of the corresponding Systematic Review in the JBISRIR. This will result in Systematic Reviews being awarded 12,000 points upon acceptance for publication. If more than one Systematic Review is published from a single protocol, the first Systematic Review will receive 12,000 points and the subsequent reviews will receive 10,000 points.

Implementation Reports

A JBI Implementation Report is one that follows JBI methodology and methods and utilises the JBI Practical Application of Clinical Evidence System (JBI-PACES) and is published in the JBISRIR.

To accrue points for this as a core activity an Entity must have:

a) an Implementation Report accepted for publication in the JBISRIR;

b) an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI.

Centres of Excellence are eligible to receive $3,000AUD per report accepted for publication, up to a maximum of $10,000AUD per calendar year.

Elective

Elective activities were established to recognise the breadth of collaborative work being undertaken by Entities across the JBC.

Attendance at JBC meetings

JBI maintains that regular communication with and between Entities across the JBC is of great importance. As such, the Institute invests in bringing Centre of Excellence Directors, Affiliated Group Convenors, Regional Chairs and JBI staff together via teleconference and face to face meetings twice a year.

To accrue points for this activity Centre of Excellence Directors or a nominated proxy must attend JBC teleconferences, face to face meetings and biennial colloquium (as detailed in Section 3 of this Handbook) in full. Affiliated Group Convenors are invited to attend all meetings as Observers and are eligible to accrue points for this activity.

Peer review for the JBISRIR

Scholarly peer review of content in the JBISRIR is open to all Core Staff of JBI Entities. Every Core Staff member should be registered as a peer reviewer. Every effort is made to ensure that the workload associated with peer review is allocated across JBC Entities and is aligned with individual areas of expertise.

To accrue points for this activity Entities must comply with all specified peer review requirements of the JBISRIR; and Entity Affiliation [Full Entity name as per the Entity Legal Agreement with JBI] must be listed in the ‘Institution’ field of each reviewer’s Editorial Manager profile.

JBC Entity Core Staff must follow the below instructions to update their Peer Reviewer profile with the full Centre/Group name listed under ‘Institution’:


2) At the top of the screen click ‘Update My Information’.

3) Scroll halfway down the page to the box titled ‘Institution Related Information’. Please ensure that you enter your full Centre of Excellence or Affiliated Group name in the ‘Institution’ field. i.e. The Centre for Chronic Disease Management: A Joanna Briggs Institute Centre of Excellence

4) Scroll to the bottom of the page and click ‘SUBMIT’

Note: if the required Centre/Group name is missing from the institution filed in a peer reviewer profile then JBI will be unable to award eligible points for peer reviews conducted in the review period.

Note: Systematic Review Protocols, Systematic Review Reports and Implementation Reports that are re-submitted for peer review will be eligible to receive an additional 500 or 1000 points respectively, upon completion of the second round of peer review. This will be up to a maximum of two rounds of peer review.
Clinical Partner Engagement

Engaging with Clinical Partners is core to the JBI Mission of seeing evidence-based healthcare globally impacting policy and practice through the local and context-specific activities of each Collaborating Entity.

JBC Entities can nominate to work with a designated hospital or health facility (single site only), whereby that hospital will receive a complimentary subscription to JBI EBP Database Via Ovid for the purpose of promoting and supporting an evidence-based approach to policy and practice. Entities that choose to take up this opportunity must demonstrate the outcomes from this work. The purpose of clinical partnership is to close translational gaps that frequently occur across the evidence based cycle, through increased knowledge, awareness and ultimately use of JBI resources for best practice.

This activity seeks to recognise those Entities working directly in partnership with health professionals at the point of care. Entities that are hosted by a clinical institution may nominate their host institution as their clinical partner, but would need to demonstrate that significant effort had been made to engage a wide network of staff outside of the Entity’s Core Staff through training, workshops, presentations and meetings (as outlined below).

To accrue points for this activity Entities must:

a) provide evidence of co-authorship of any peer reviewed published scholarly work related to JBI activity with staff of the clinical partner, including in languages other than English. The publication must have at least one author with an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, and at least one author with an author affiliation that identifies them as a staff member of the clinical partner; and

b) provide evidence of engagement activities conducted with the clinical partner and its staff through the completion of an online evaluation.

Engagement may be at unit, clinic or organisational wide levels, as determined by the JBC Entity. JBI recognises that both JBC Entities and their Clinical Partners have different needs, skills and available resources. Entities should therefore be free to exercise creativity and draw on their collective experience at working with local groups to transfer knowledge, skills and support a Clinical Partner in engaging with JBI evidence, tools and resources.

Examples of engagement strategies may include:

- Launching and facilitating a journal club using JBI critical appraisal instruments
- Providing brief sessions on EBHC, JBI Model, JBI Endorsement etc.
- Lunch time seminars to groups
- Grand Rounds
- Presenting at organisation research council/group meetings
- Working with organisation librarians or health informatics to enable simple and easy access to JBI resources
- Establishing EBHC champions and facilitators

Certainly there are many more types of activities and strategies that Entities are already using. Please consider the above as suggestions, as they are not intended to be prescriptive or limiting. For further guidance and strategies for Clinical Partnership Engagement please refer to the JBC CPE Resource available via the JBC Intranet.

JBC Mentorship

JBI recognises that mentorship can be an important and effective strategy for building skills and capacity across the JBC. JBI believes that group mentorship can produce a wide array of positive outcomes for both mentors and mentees and contribute to group cohesion and a sense of belonging to a strong organisational identity. The JBC Mentorship activity is an opportunity for the JBI and JBC to collectively build support systems, learning and development for new and existing Entities and to improve efficiency, productivity and the passing on of corporate knowledge and leadership.

Mentorship within the JBC may be between:

a) Centres of Excellence
b) Centres of Excellence and Affiliated Groups
c) Centres of Excellence and proposed Affiliated Groups where the mentee group are preparing to join the JBC as an Affiliated Group.

To accrue points for this activity the following must be completed:

a) the mentoring Centre must complete and co-sign the JBC Mentorship registration form with the Mentee group for each year that parties enter into an agreement;

b) the Mentor and Mentee groups must participate in an annual online evaluation regarding the quality/effectiveness of the partnership; and

c) the Mentor Centre must work with the Mentee group to complete a brief ‘Annual Review of Progress Report’ to be submitted with their JBC Entity Annual Report.

Further guidelines and associated forms are available on the JBC Intranet.
Participation in JBI Methods Groups and/or Membership of other JBI Committees

JBI Methods Groups have been established to provide ongoing guidance to the JBI Scientific Committee on new and established methodologies related to evidence synthesis, transfer and implementation. These groups consist of a Chair and/or Convenor, an administrator, and relevant qualified individuals from across the JBC and externally as required, in order to drive JBI methods forward. They are required to meet regularly and to develop formal written guidance on their area of expertise.

Similarly, the Institute has other committees and working groups that are convened as required to provide guidance and contribute to the ongoing development of the JBI and JBC.

Membership on these committees is currently established either through an open call to the JBC for interested parties or, where appropriate, a targeted call to individuals from across the JBC who have significant experience or expertise in a particular field.

To accrue points for this activity Entities must have:

a) participated in the methods group, committee or working group for a minimum of 6 months within the review period;

b) attended all face-to-face meetings, workshops and teleconferences; and

c) made a substantial contribution to the required output of the methods group, committee or working group, at the discretion of the group Chair/Convenor. For example, each methods group should produce at least one publication every two years as part of their group activity (excludes papers simply using the method).

Systematic Review Updates

JBI will consider Systematic Review Updates as Centre output where permission from the original authors has been sought; a new protocol has been submitted to the JBISRIR justifying the need for an update; where necessary all articles are re-appraised where new JBI tools have been developed; where a new integrated synthesis is presented (i.e. including all previously included data); and where a new report is submitted to the JBISRIR (i.e. not simply the original review with a narrative update at the end).

To accrue points for this activity Entities must

a) have had a protocol accepted for publication in the JBISRIR;

b) a Systematic Review Update accepted for publication in the JBISRIR; and

c) an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including their full Entity name as per their Legal Agreement with JBI.

Note: Systematic review protocols for an update accepted for publication in the JBISRIR will be awarded 1,000 points upon acceptance for publication of the corresponding Systematic Review Update in the JBISRIR. This will result in Systematic Review Updates being awarded 6,000 points upon acceptance for publication.

Publication of scholarly works on JBI methods and methodologies

Scholarly works are defined as publications in peer reviewed journals where there is clear evidence of the focus of the paper being specifically on JBI method and methodology.

To accrue points for this activity, Entities must:

a) have author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group, including the full Centre of Excellence or Affiliated Group name. i.e. The Centre for Chronic Disease Management: A Joanna Briggs Institute Centre of Excellence (affiliations without the JBI addendum will not be accepted);

b) the publication must be clearly identifiable as a publication that relates to furthering the scholarly work of JBI/JBC in the field of evidence synthesis, transfer or implementation; and

c) the publication must reference the original JBI Methods papers or publications in the JBISRIR.

Note: does not include systematic review protocols.

JBI Systematic Reviews or Implementation Reports published in other journals, (including the IJEBHC)

JBI will recognise output published in other journals. To accrue points for this activity, these publications must have:

a) an author affiliation that clearly identifies the authors as part of a JBI Centre of Excellence or Affiliated Group;

b) be clearly identifiable as a SR or IR that has followed JBI methodology and method citing appropriate JBI methodology sources;

c) in the case of a systematic review, have cited the protocol published in the JBISRIR; and

d) publications must be originals and not derivatives or duplicates (including co-publication with presentation of the same results) of material already published in the JBISRIR. 
Derivative publications published in other journals, (including the IJEBHC)

Derivative papers may be recognised for points accrual where the paper is published in another journal. Authors seeking to publish a manuscript based on or related to an existing JBI protocol, systematic review or implementation report in another journal (including the IJEBHC) must contact the Editorial Office of the JBI Database of Systematic Reviews and Implementation Reports (JBISRIR) at jbi.library@adelaide.edu.au with a written request for permission (including the proposed submission), prior to submission to the other journal. The JBISRIR Editorial Office will review the proposed submission to ensure it reflects a derivative publication (see below) and does not infringe the copyright of the JBI.

Any derivative publications that have not had written approval for submission for publication to another journal by the JBISRIR Editorial Office will not be eligible for points accrual. Derivative publications based on the results of an original publication in the JBISRIR or those that contain some minor element of duplication (i.e. the same methods as existing publication), but pose a different research question and findings, may be eligible for points accrual if justification for a standalone publication is deemed reasonable by the JBISRIR editorial office.

To accrue points for this activity, Entities must:

a) provide evidence of written approval from the JBISRIR Editorial Office;

b) include an author affiliation that clearly identifies them as part of a JBI Centre of Excellence or Affiliated Group; and

c) make explicit reference and include a citation to the original JBI publication, where possible.

Note: Co-publication (i.e. publications that replicate an existing publication), in whole or in part, including abridged or translated versions of an existing publication, is not eligible for points accrual within the JBC Activity Matrix.

Regional Chairs

Regional Chairs work closely with Centres and Groups across each of the five JBC regions and in coordination with the Joanna Briggs Institute (JBI) Global Engagement Office in Adelaide to coordinate regional communication and activity/events and to foster regional collaboration.

Regional Chairs serve for a term of one year and are remunerated for their investment in this role.

Regional Chairs are nominated and elected by Centres and Groups within the Region and must be situated within a JBI Centre of Excellence. Eligibility requires that nominated individuals must be:

- A core staff member of a Centre of Excellence;

- Available to attend all online and face to face meetings for the year they are accepting a nomination; and

- Able to dedicate sufficient time to fulfil the roles and responsibilities as outlined in the ‘JBC Regional Chairs Policy’ (available on the JBC Intranet)

To accrue points for this activity Regional Chairs take responsibility for ensuring that Entities within a region are working together by:

a) organising at least one (1) annual face to face meeting per annum (at the annual JBC CoD meeting);

b) one (1) teleconference per annum (dates/agenda/ minutes to be provided as evidence with annual report); and

c) providing JBI with an annual report of activity, and a regional operational plan. Regional operational plans may include, but are not limited to, regional meetings/events, teleconferences, collaborative work in relation to evidence synthesis, transfer or implementation.

Regions may also appoint a co-Chair who is Chair Elect.

JBI Education Programs

These comprise either the JBI Comprehensive Systematic Review Training Program or the JBI Evidence Based Clinical Fellowship Program.

To accrue points for these activities Entities must have:

a) run at least one complete JBI Evidence-based Clinical Fellowship Program or one complete Comprehensive Systematic Review Training Program in the preceding 12 months.

Points are allocated per clinical fellows’ or systematic review student registration.
Hosting a JBI/JBC Symposium

A JBI/JBC symposium is a minimum one-day event that promotes the work of JBI, the JBI model and/or methodologies and methods; and is open to registration by participants outside of the hosting organisation and (where applicable) the clinical partner.

The symposium must be separate to any programmatic event hosted or initiated by JBI Adelaide including colloquia and conventions.

To accrue points for this activity Entities must:

a) Ensure that the Symposium title includes ‘a JBC Symposium’ as either a sub-heading or an addendum to the title of the event, for example:

- Knowledge translation in rural PR China: a Joanna Briggs Collaboration Symposium
- Knowledge translation in rural PR China A Joanna Briggs Collaboration Symposium

b) Ensure that it is co-branded with the JBC logo (provided by the JBI Communications Office)

c) Ensure that a proportion of the Keynotes are JBI focused (i.e. around methodology, the model, JBI approach, JBI work etc.)

d) provide an event program, final number of participants and a web link where available.

Only hosting Centres/Groups are eligible to receive points for this activity. Points will not be awarded for attendance.

Hosting a JBI Colloquium

The JBI Colloquium is hosted by a JBI Centre of Excellence every second year. Entities must “bid” to host the event, submitting a full proposal to the Global Engagement Office for consideration at least two years prior to the year of the event. The Standard Operating Procedures for JBI Colloquia and associated application forms are accessible via the JBC Intranet. It is the responsibility of the Host Centre to organise all aspects of the event including, but not limited to, identification of appropriate dates, theme, venue (including AV and catering) and keynote speakers, development of an appropriate scientific program, recruitment of sponsors, and all other administrative activities (such as abstract submissions, scientific committee, registration management) as per the JBI Standard Operating Procedures.

Points will be awarded to Entities hosting a colloquium in two stages, with the first allocation in the planning year and the final allocation in the year the Colloquium is held.
JBC Activity Matrix Guidelines

Entity Agreement Term

JBI Centres of Excellence sign a 3-year Agreement with JBI, with an Effective Start date of 1st January the year following their Agreement Signing Date. This is to align with JBI’s calendar year annual review period for collaboration activities. Affiliated Groups sign a 5-year Agreement with JBI, with the first two years or part thereof being introductory years to establish the Group and its JBI activities. Entities have until the completion of their Agreement with JBI to meet their Key Performance Requirements, with annual targets for Centres of Excellence that determine eligibility to receive funding to attend the face to face Committee of Directors meeting (outlined below).

Annual Review

JBI’s annual review period for collaboration activities is 1st January – 31st December (calendar year). JBI conducts an Annual Review of Entity activity to evaluate Entity Key Performance Requirements in line with the JBC Activity Matrix, in February of each year. Entities must complete and submit a ‘JBC Entity Annual Report’ to the JBI Global Engagement Office by 31st January of each year (available from the JBC intranet).

Where the Annual Review indicates in the formative assessments that an Entity is not meeting their Key Performance Requirements, the Global Engagement Office will assist the Entity to review their operations ahead of the Summative Assessment.

Centres of Excellence

Formative Assessment

In years one and two of their Agreement with JBI, Centres of Excellence will participate in a Formative Assessment of their collaboration activities and output to date. This will enable Centres to track their progress in line with the JBC Activity Matrix and their 3-year Key Performance Requirements.

Centres of Excellence are expected on Formative Assessment in year one and two, to have achieved at least 23,000 points, including 10,000 from core activities OR 23,000 points from elective activities, plus be able to demonstrate that a core activity is near completion (i.e. a systematic review or implementation report has been submitted to JBIISRIR but not yet accepted for publication) in order to be eligible for funding to attend the face to face Committee of Directors meeting (outlined below).

Summative Assessment

At the completion of their 3-year Agreement with JBI, Centres of Excellence will participate in a Summative Assessment of their collaboration activities and output over the course of their Agreement. In order to maintain their membership as a Centre of Excellence, Centres are required to meet the minimum Key Performance Requirements as outlined in Section 2 ‘Entity Terms of Agreement’ of this Handbook. Centres who do not meet these requirements will either:

a) be varied to Affiliated Group membership if they have achieved 30,000 points or more by the end of their summative assessment. Once membership has been varied, points may not be carried across to a new Agreement. Centres that are varied to Affiliated Group membership will need to maintain at least 12 months of Affiliated Group membership, and achieve the requisite points within that calendar year before re-applying for Centre of Excellence membership; or.

b) be disestablished if they achieve less than 30,000 points by the end of their summative assessment. Entities that are disestablished must wait at least 12 months before they are eligible to reapply to become an Affiliated Group.

Affiliated Groups

Formative Assessment

Affiliated Groups undertake a Formative Assessment each year for the first four years of their Agreement. This is specifically to aid groups who intend to seek Centre of Excellence membership. Formative Assessment provides Groups with an indication of their progress in line with the JBC Activity Matrix and their 5-year Key Performance Requirements. Affiliated Groups seeking Centre of Excellence membership will need to accrue 23,000 points in one year, including at least 10,000 points from core activities (points may not be banked).

Summative Assessment

Affiliated Groups will participate in a Summative Assessment at the end of their 5-year Agreement. Groups which have output commensurate with the requirements for an Affiliated Group will be invited to renew their Agreement. Groups who have not met the Key Performance Requirements will be disestablished, unless by prior arrangement they have demonstrated through a new application that capacity and output is likely to improve.
Points Accrual

Centres of Excellence

Centres of Excellence are required to accrue a minimum of 69,000 points, with at least 30,000 from core activities as per the JBC Activity Matrix, by the completion of their Agreement with JBI. The annual target for Centres is 23,000 points, with at least 10,000 points from core activities. However, this is a soft target that is not formally evaluated until the Summative Assessment at the completion of the Entity Agreement.

Centres may accrue points across the full range of core and elective activities outlined in the Matrix without restriction. There is no capping of points for any activity (i.e., Centres who participate in both a JBI methods group and JBI committee would be eligible to receive 10,000 points for that activity; or if a Centre has more than one mentorship agreement with multiple groups and fulfills the requirements of that activity they would be eligible to receive 10,000 points for each mentee group). Points are eligible to be rolled over to subsequent years within the 3-year Agreement. However, points will not be carried across from one Agreement to subsequent Agreements.

Affiliated Groups

Affiliated Groups are required to accrue a minimum of 30,000 points from core activities as per the JBC Activity Matrix, by the completion of their Agreement with JBI.

Affiliated Groups may accrue points across the full range of core and elective activities outlined in the Matrix without restriction, however participation in elective activities is optional.

Affiliated Groups who wish to apply for Centre of Excellence membership are required to accrue a minimum of 23,000 points in one (1) year, as per the Activity Matrix in Section 2 of this Handbook, including at least 10,000 points from core activities.

Core Activities

Entities must accrue points for core activities over the course of their 3-year Agreement with JBI. Centres of Excellence and Affiliated Groups must have accrued a minimum of 30,000 points from core activities which is equal to three (3) systematic review reports or implementation reports accepted for publication, by the end of their Agreement with JBI.

Elective activities

Entities accrue points for all elective activities on an annual basis only (for activities conducted within the calendar year review period). Entities must complete elective activities within the calendar year review period to be eligible to accrue points for those activities.

Collaborative activities between JBC Entities and points allocation or transfer

Where JBC Entities (Centres of Excellence and/or Affiliated Groups) work collaboratively on an activity and wish to share the allocation of points for that activity, Entities must complete the ‘JBC Activity Matrix Points Allocation’ form (available of the JBC intranet) and submit it to the Global Engagement Office with their corresponding Entity Annual Reports. Points will not be divided without the completion of this form.

Where an Affiliated Group seeks to apply to become a Centre of Excellence and it has been working in partnership with or mentored by a Centre of Excellence, it must ensure that any activities/output that it seeks to accrue points for have not already had points allocated to its mentoring/partnering Centre of Excellence. If an Affiliated Group is applying to become a Centre of Excellence and its mentoring/partnering Centre wishes to transfer or share points allocation for collaborative work, it may do so using the ‘JBC Activity Matrix Points Allocation’ form (available of the JBC intranet).

Any partnership agreements entered into by two or more JBC Entities, and their corresponding terms of agreement, are independent of and not arbitrated by the Joanna Briggs Institute.

Rollover of Points

Any points accrued by Entities on an annual basis in excess of the minimum are eligible to be rolled over to subsequent years until the end of their current Agreement. Points cannot be rolled over to subsequent Agreements.
Centre of Excellence Funding

Eligible Core and Elective Activities
Centres of Excellence are eligible to receive funding for a number of core and elective activities as per the JBC Activity and Funding Matrix (pp. 11-12). Funding for these activities is paid retrospectively following the JBI Annual Review of Entity activity in February of each year. Affiliated Groups are not eligible to receive funding for any activities. Funding is capped at $10,000 AUD per Centre, excluding funding to attend the face to face Committee of Directors meetings, Clinical Partner Subscription fees, Regional Chair funding and JBI Colloquium seed funding, outlined below.

Face to Face Committee of Directors meeting
In order for a Centre of Excellence to be eligible for reimbursement for one return economy class airfare to attend the face to face Committee of Directors (CoD) meeting it must meet the following KPIs on an annual basis:
- have accrued 23,000 points in the preceding year;
- have accrued at least 10,000 points from core activities OR 23,000 points from elective activities plus be able to demonstrate that a core activity is near completion (i.e. a systematic review or implementation report has been submitted to JBISRIR but not yet accepted for publication); and
- attend the face-to-face meeting and colloquium/Adelaide business meeting in full.

In the event that a Centre does not receive funding to attend the face-to-face CoD meeting for any given year of the 3-year agreement, they are invited to attend at their own expense, however attendance is not mandated and will not affect their Agreement with JBI.

Clinical Partner Subscription
To be eligible to receive a complimentary subscription for a nominated clinical partner, Entities must complete the ‘JBC Clinical Partner Engagement Form’ expressing their intent to collaborate with a clinical partner (available on the JBC intranet). The clinical partner will then be contacted directly by Ovid to establish access to JBI databases and resources. This subscription will be valid until the end of the Entity’s Agreement with JBI. If the KPIs for ‘Clinical Partner Engagement’ (pg 11) are not met by the completion of the Agreement, informed by the summative assessment, the complimentary subscription will be terminated. It is the duty of the Collaborating Entity to inform their Clinical Partner of the subscription termination. If the KPIs are met the subscription will be renewed for a further 3 years, in line with the Entity Agreement.

Regional Chair
Centre of Excellence Directors that serve as Regional Chair are eligible to receive AUD $1,000 remuneration for their role. This funding is paid retrospectively following the timely submission of a Regional Annual Report, a Regional Operational Plan, and the agendas and minutes of all regional meetings by 31st January.

JBI Colloquium
Centres of Excellence that host a JBI colloquium are eligible to receive AUD $5,000 seed funding. In the event that the event does not occur this funding is repayable to JBI in its entirety.
Introduction
The Joanna Briggs Institute values the opportunity to meet with collaborators, subscribers and other key stakeholders to build relationships and collaborative engagement. It is important for JBI to ensure that it has strategies in place to build mutual understanding and to create cohesive teams at local, regional and international levels. As such, a range of meetings and events have been designed to meet this remit as outlined below.

Committee of Directors meetings
The Committee of Directors (CoD) meet two times per year, once by teleconference and once face to face, alternating biennially between the Adelaide, Australia business meeting and the location of the biennial JBI Colloquium. Centre of Excellence Directors or their nominated proxy are encouraged to attend all CoD meetings and biennial Colloquia in full.

Observers
Affiliated Groups are invited to attend all Committee of Directors meetings as Observers, including the face to face meeting (at their own cost).

Centres of Excellence are permitted to bring up to one (1) additional staff member to the face to face meeting as an Observer free of charge. A fee of AU$300pp applies to any additional attendees.

Additional Observers may also be invited to attend the CoD meeting at the discretion of the JBI Global Engagement Office.

Voting and Standing Orders
Only Centre of Excellence Directors or their nominated proxy have the right of vote. Affiliated Group Conveners and other Observers have the right of audience and debate (unless invited to vote by the meeting Chair).

Standing Orders that detail the principles and procedures that govern the Committee of Directors meetings can be accessed on the JBC Intranet.

Biennial JBI Colloquium
The JBI Colloquium is hosted by a JBI Centre of Excellence. This event is an opportunity for the JBI and JBC to showcase activity and achievements internationally, to invite speakers from other prominent organisations in the field, to network and share experiences and knowledge around evidence synthesis, transfer and implementation.

A full Committee of Directors meeting is hosted in conjunction with this event. Policies and Procedures for the host organisation of the Biennial JBI Colloquium are detailed in the JBI Colloquia Standard Operating Procedures, accessed via the JBC Intranet.

Proposals to host a Colloquium
Any JBI Centre of Excellence that is interested in organising a Colloquium can submit a proposal to the Global Engagement Office (GEO) jbc@adelaide.edu.au; the proposal template is available via the JBC Intranet. Proposals must be submitted to the GEO by June 30, two years prior to the proposed Colloquium date. Proposals will be processed and evaluated in the first instance by the GEO, with successful proposals submitted to the JBI Executive Group and JBC Regional Chairs for voting.

If there is more than one proposal submitted in any given year, unsuccessful proposals will be eligible to be resubmitted to the GEO for the next Colloquium.

Biennial JBI Adelaide Business Meeting
On the alternate year to the JBI Colloquium the annual general meeting of the Committee of Directors will be hosted by JBI Adelaide in Adelaide, South Australia. This may be accompanied by an internally focused Methodology Symposium or an Externally focused Convention/Conference.

JBC Regional Symposia and meetings
Regional symposia are encouraged as a means of furthering discussion and promotion of evidence informed approaches to the delivery of health policy and practice in each region. They are not a mandated activity, rather they can be hosted by JBC Entities as an elective activity in the JBC Activity Matrix (pg. 12) as deemed appropriate and feasible by each region.

JBC Regional groups meet twice per year, once by teleconference and once face to face, alternating biennially between Adelaide, Australia and the location of the biennial JBI Colloquium. Regional face to face meetings will take place as a part of the CoD business meeting. Each Regional Chair is responsible for organising one additional teleconference with their region per annum, including agendas and minutes.
### Section 4: Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Collaborating Entity</td>
<td>A JBI Centre of Excellence or a JBI Affiliated Group. Also referred to as a ‘JBC Entity’.</td>
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<tr>
<td>Collaborative Activities</td>
<td>Those activities undertaken by Collaborating Entities as described in the Joanna Briggs Collaboration (JBC) Handbook Activity Matrix</td>
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<tr>
<td>Committee of Directors (CoD)</td>
<td>The Committee of Directors (CoD) is the principal strategic planning committee of the Joanna Briggs Collaboration.</td>
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<tr>
<td>Completion Date (Entity Agreement)</td>
<td>The period of 3 or 5 years from the Entity Agreement Effective Start Date.</td>
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<tr>
<td>Comprehensive Systematic Review Training Program</td>
<td>A one, three or five day program which incorporates both theory and hands on experience so that participants learn how to develop a focused question, search for relevant literature, appraise and synthesise evidence arising from research. By the end of the program participants complete a protocol and are ready to commence their review.</td>
</tr>
<tr>
<td>Editorial Manager®</td>
<td>The online submission and review system for the JBI Database of Systematic Reviews and Implementation Reports (JBISRIR)</td>
</tr>
<tr>
<td>Effective Start Date (Entity Agreement)</td>
<td>The date that the Entity Agreement legally begins (normally 1st January following the signing date).</td>
</tr>
<tr>
<td>Entity Affiliation</td>
<td>Full Entity name as per the Entity Agreement listed in required documents and databases (i.e. in the author affiliation on all publications and in peer reviewer Editorial Manager profiles).</td>
</tr>
<tr>
<td>Entity Agreement</td>
<td>The Collaborating Entity Legal Agreement signed between the University of Adelaide (for JBI) and the Entity host organisation.</td>
</tr>
<tr>
<td>Entity Terms of Agreement</td>
<td>Terms and conditions of the Entity Agreement that governs Centre of Excellence and Affiliated Group membership.</td>
</tr>
<tr>
<td>Evidence Based Health Care (EBHC)</td>
<td>Process of using evidence to inform healthcare practices. JBI defines evidence-based healthcare as decision-making that considers the feasibility, appropriateness, meaningfulness and effectiveness of healthcare practices. The best available evidence, the context in which care is delivered, the individual patient and the professional judgement and expertise of the health professional inform this process.</td>
</tr>
<tr>
<td>JBC Activity Matrix</td>
<td>A framework that details the core and elective activities that JBC Entities may undertake to maintain their JBI Collaborating Entity membership.</td>
</tr>
<tr>
<td>JBC Intranet</td>
<td>Private online network for all JBC documents accessed via the joannabriggs.org website.</td>
</tr>
<tr>
<td>JBI Clinical Online Network of Evidence for Care and Therapeutics (CONNECT+)</td>
<td>JBI’s web-based facility that provides users with resources and tools to search, appraise, summarise, embed, utilise and evaluate evidence-based information.</td>
</tr>
<tr>
<td>JBI Database of Systematic Reviews and Implementation Reports (JBISRIR)</td>
<td>Is a refereed, online journal that publishes systematic review protocols and systematic reviews of health care research following the JBI methodology, and implementation reports that present the findings of projects that seek to implement the best available evidence into practice.</td>
</tr>
<tr>
<td><strong>JBI Evidence Implementation</strong></td>
<td>Evidence implementation is a purposeful and enabling set of activities designed to engage key stakeholders with research evidence to inform decision-making and generate sustained improvement in the quality of healthcare delivery. Components include a context analysis, the facilitation of practice change and evaluation of process and outcome.</td>
</tr>
<tr>
<td><strong>JBI Evidence Synthesis</strong></td>
<td>Evidence synthesis is the evaluation or analysis and collation of research evidence and opinion on a specific topic to aid in decision-making in health care. Components include systematic reviews, evidence summaries and guidelines.</td>
</tr>
<tr>
<td><strong>JBI Evidence Transfer</strong></td>
<td>Evidence transfer is the coactive, participatory process to advance access to and uptake of evidence in local contexts. It is a causal phenomenon consisting of factors that enable, facilitate and support evidence implementation that is more than just a single interaction. It incorporates active dissemination, systems integration and education.</td>
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<tr>
<td><strong>JBI Implementation Report</strong></td>
<td>A JBI Implementation Report is one that follows JBI methodology and methods and utilises the JBI Practical Application of Clinical Evidence System (JBI-PACES) and is published in the JBISRIR.</td>
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<td><strong>JBI Model</strong></td>
<td>The JBI Model of Evidence-Based Healthcare that was developed in 2005 and updated in 2016 (See Appendix One). The inner circle represents the pebble of knowledge while the “inner wedges” provide the Institutes conceptualisation of the steps involved in the process of achieving an evidence-based approach to clinical decision-making. The “outer wedges” operationalise the component parts of the model and articulate how they might be actioned in a pragmatic way.</td>
</tr>
<tr>
<td><strong>Practical Application of Clinical Evidence System (PACES)</strong></td>
<td>JBI's online program to assist with clinical audit and practice change.</td>
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<tr>
<td><strong>Rapid Appraisal Protocol internet database (RAPid)</strong></td>
<td>JBI's online critical appraisal tool allowing submission of a completed paper to be peer reviewed</td>
</tr>
<tr>
<td><strong>Signing Date (Entity Agreement)</strong></td>
<td>The date of execution by the last Party to the Entity Agreement.</td>
</tr>
<tr>
<td><strong>System for the Unified Management of the Assessment and Review of Information (SUMARI)</strong></td>
<td>JBI's software for the systematic review of literature designed to assist researchers and practitioners to appraise and synthesise evidence of feasibility, appropriateness, meaningfulness and effectiveness; and to conduct economic evaluations of activities and interventions.</td>
</tr>
<tr>
<td><strong>The Joanna Briggs Collaboration (JBC)</strong></td>
<td>An international group of self-governing Collaborating Entities, initiated and coordinated through the Joanna Briggs Institute that promote and support the synthesis, transfer and utilization of evidence through identifying feasible, appropriate, meaningful and effective healthcare practices to assist in the improvement of healthcare outcomes globally.</td>
</tr>
<tr>
<td><strong>The Joanna Briggs Institute (JBI)</strong></td>
<td>The international not-for-profit research and development centre within the Faculty of Health and Medical Sciences at the University of Adelaide, South Australia, focused on promoting and supporting evidence-based practice globally.</td>
</tr>
<tr>
<td><strong>Wolters Kluwer Health/ Ovid</strong></td>
<td>The global commercial distributor of JBI's Evidence-based practice resources and tools and JBI online educational courses.</td>
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Appendix 1:

The JBI Model of Evidence Based Healthcare

The JBI Model of Evidence Based Healthcare

Overarching principles
Culture - Capacity - Communication - Collaboration