

NIHR Cochrane Review Group Infrastructure Award

Annual Report for 2010

Reporting period for activity and outputs: 1 Jan 2010 to 31 Dec 2010.¹

Report submission date: by 3 May 2011 (latest).

Please use this form only for your NIHR Infrastructure Award annual report and return it by email attachment as a Word document using the filename format: [abbreviated name of your Cochrane Review Group] Annual Report 2010.

Please use the F11 key to take you to the next field to be completed.

Name of Cochrane Review Group:	Cochrane Pain, Palliative and Supportive Care Review Group (PaPaS)
Name of host institution:	Oxford Radcliffe Hospitals NHS Trust

Contact details:	Name	Email address	Telephone no.
Host institution Finance Officer	Paula Heath	paula.heath@orh.nhs.uk	01865 851098
Co-ordinating Editor	Christopher Eccleston	c.eccleston@bath.ac.uk	01865 225762
Managing Editor	Jessica Thomas	jessica.thomas@pru.ox.ac.uk	01865 225762

2a. What formal training in the conduct of systematic reviews has been provided by staff at the editorial base? ²

This year due to staff changes the staff have had less time to be involved with the UKCC training events.

2b. What (Cochrane-related) training have staff of the editorial base received, and how has it been provided?

The Managing Editor and Co-ordinating Editor attended the Cochrane Colloquium in October which had relevant workshops to our respective roles. The Managing Editor and Assistant Managing Editor also attended the UK meeting in Belfast which had a half day meeting for our respective roles as well as various workshops and related plenaries.

3. What outputs have been accomplished during the reporting period?

[Please complete the tables A - I provided in the appendix. If your CRG is associated with a NIHR Cochrane Programme Grant, you **must list separately** those reviews and review updates undertaken as part of that Programme] Table Completed – **Please see Appendix 1**

Please note the addition of tables G-I which require details on the impact of reviews. **Please state your 2009 impact factor here (as provided by Wiley): 7.242**

4. What progress has been made against each objective in your business plan?

[Please provide a short statement under each objective, identifying success against each objective as set out in your Business Plan. Suggested maximum of half an A4 page for each objective]

Please see Appendix 2

5. What approaches have you taken to the prioritisation of reviews? Please give examples, and if relevant, specifically:

a) Monitoring the Cochrane Review Group portfolio for reviews to address a known and important uncertainty when new titles, or updates, are suggested.

b) Links with stakeholders outside Cochrane e.g. NICE guideline groups and registration as a guideline stakeholder

In the last year we have developed a Field Editor structure so that these Editors are responsible for seeking out priority topics for the scope that they cover, for example, Acute and Chronic Pain, Palliative and Supportive Care, Headache and Psychological issues. We also maintain a list of vacant titles to direct new authors to along with a list of reviews in need of an update and which are deemed a priority.

6. What arrangements have been in place over the past year for development and appraisal of editorial base staff employed using NIHR funding?

Due to staff changes as a result of the Managing Editor's secondment in 2010 appraisals have been delayed and are booked to be held in Spring 2011.

8. Please provide any further information you wish to give that is not covered elsewhere in the report

'Other expenditure' includes our rent as well as other miscellaneous items such as printer costs and stationery.

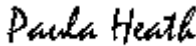
² Please include any significant training (eg workshops, courses etc) provided to those contributing to Cochrane reviews and other systematic reviews, but exclude occasional 1:1 support of authors of your reviews.

We are currently under-staffed as we have a Trials Search Co-ordinator working for us only 10 hours a week, this means that currently our Specialised Register and submissions to CENTRAL are not being conducted.

The Managing Editor (ME), Jessica Thomas, went on Secondment to work with a different Cochrane CRG in Australia from February 2010 until August 2010 which explains some of the shortfall of pay for the year. During this time the TSC and AME too on the role of joint ME for the CRG for a period of eight months. Our AME supporting the Project grant also left in September 2010, though is on our books for occasional projects as needed.

* This money is from our Project Support fund, this was a contribution to our increased running costs from the Cochrane project grant. As per the Business plan for 2010-2015 we had assumed that under-spends would be carried forward but that it would balance over the full term. Critical strategic problems within the CRG requiring attention which we plan to address over the course of the funding period until 2015 involve a strategy for updating a large number of our out-of-date reviews. As well as this we are currently non-compliant with a core-part of our function to complete our specialised register due to unusual complexity within PaPaS trials. We have identified funds to support these two pieces of work and plan to progress the projects during 2011/12.

Certified as correct by:

Coordinating Editor:	Christopher Eccleston
Date:	3 rd May 2011
Address:	Cochrane Pain, Palliative and Supportive Care Review Group, Centre for Pain Research, University of Bath Claverton Down, Bath BA2 7AY
Email:	c.eccleston@bath.ac.uk
Telephone number:	01865 225762
Institution's Finance Officer:	Paula Heath
Signature:	
Date:	12 th May 2011

Please return the completed form by email attachment sent to Sally Bailey at NETSCC (ReviewsInfrastructureInfo@southampton.ac.uk), **by 3 May 2011 at the latest. Due to the deadline for preparing a management report for the Reviews Infrastructure Advisory Group, extensions to this deadline cannot be granted.**

NB: The fully signed "wet-ink" signature page **MUST** be received by **13 May 2011** at:

Sally Bailey, Senior Programme Manager
NETSCC
Alpha House, Enterprise Road
University of Southampton Science Park
Chilworth
Southampton
SO16 7NS

Proposed revised financial plan

If your year-by-year spending plans for the overall contract term have changed, and you feel that your group requires funding above the level originally profiled in any of the remaining four years, you should send a proposed revised financial plan as a supplement to your annual report. However, the total value of any re-profiled grant over the five-year contract term must not exceed the total amount originally approved.

Income	Yr 1 (2010/11)	Yr 2 (2011/12)	Yr 3 (2012/13)	Yr 4 (2013/14)	Yr 5 (2014/15)
NIHR Infrastructure Funding	124576	122774	122774	122774	122774
Expenditure					
Staffing (assumed pay rates)**	98737	102648	103500	104300	105000
Travel, conferences and meetings	16731	12000	11500	11000	10500
Other expenditure (please itemise in separate rows for items over £5,000 pa)	10785	8126	7774	7474	7274
Total Expenditure	126253	122774	122774	122774	122774
Surplus/(Deficit)	(1677)	-	-	-	-