

Community Eye Health Journal Strategy Group

Terms of Reference

1. Purpose of the Community Eye Health Journal Strategy Group (CEHJ-SG)

The purpose of the Strategy Group is to provide guidance to the *Community Eye Health Journal* (CEHJ) editorial management team and editorial committee on strategic direction and planning for the CEHJ. This will include areas such as long-term vision, educational focus, reader engagement and financial sustainability. The CEHJ-SG meetings also provide a forum for the editorial management team to provide feedback to funders on the running of the journal, content produced and financial accounts.

The CEHJ editorial management team includes core staff at the International Centre for Eye Health (IECH), including the ICEH Director (Mathew Burton), Editor (Elmien Wolvaardt) and Medical Editor (Victor Hu) of the CEHJ and several academic and administrative team members.

2. Membership

The CEHJ-SG consists of:

- The CEHJ editorial management team
- Regular substantial donors to the journal (£10,000+ p.a.)
- Representatives of related editions of the journal (language or region specific)
- Other individuals or groups may also be invited to SG meetings by the editorial management team such as
 - potential donors of the journal,
 - individuals with previous engagement with the CEHJ,
 - individuals with expertise in eye health,
 - reader representatives

Meetings will be chaired by the Editor with support from the Medical Editor or nominated deputies.

Current members are given in Appendix 1.

3. Key Areas of Activity

Key areas for discussion by the CEHJ-SG are to:

- Provide feedback on content produced by the journal.
- Provide suggestions for future content, including issue themes, topics of article series, regular features and potential authors and reviewers. These suggestions will be discussed at the CEHJ Editorial Committee meetings, and final decision-making responsibility regarding content rests with the CEHJ Editorial Committee.

- Advise the CEHJ editorial management team on the best ways to reach and serve our readers.
- Consider and provide guidance on important strategic decisions.
- Consider financial accounts and provide guidance on future sustainability.
- Consider reports from other editions of the Journal (language or region specific) and provide strategic guidance.
- Consider any other matters relevant to the purpose and function of the Journal which the Editorial Management team would like guidance on.

4. Meetings of the Community Eye Health Journal Steering Group

4.1. Frequency and format

- The Chair shall convene a meeting of the CEHJ-SC once or twice per year.
- Meetings may be held by video or teleconferencing as appropriate/necessary.
- Meetings are expected to last around 2 hours.
- Meeting times should be considered to facilitate inclusion of members in different time zones.

- **Quorum**

- A quorum is the chair and at least three other members external to ICEH.

4.2. Agenda

- The agenda is prepared by the Editor with support from the Editorial Management team.
- Each Member can propose items for the agenda.
- The agenda and all committee documents should normally be distributed among all members at least 7 working days before the meeting.

4.3. Minutes

- The minutes are taken by a person appointed by the Chair.
- The minutes will include the date, participants, agenda and a record of recommendations and advice.
- The minutes will be circulated to each Member within 20 working days after the meeting.
- Members can propose amendments to the minutes via email (by a date to be specified).
- The Chair will approve the minutes on behalf of the members after the specified date.

5. Reporting

The CEHJ-SC reports will be shared with all its members after the minutes have been approved. These minutes will be circulated to the Editorial Committee to help inform the planning and running of that meeting. Likewise, minutes of the EC meeting will also be circulated to SG members.

6. Confidentiality

Members are obliged to treat information from the CEHJ-SC responsibly and to maintain discretion about confidential matters.

