Collaboration for
Environmental
Evidence

REQUIREMENTS AND OPERATION OF THE ENDORSEMENT SCHEME
FOR CEE SYSTEMATIC REVIEW TRAINING COURSES
Briefing Paper for Applicants

OBJECTIVES OF ENDORSEMENT SCHEME:

1. To provide assurance for recipients that the training they receive conforms to CEE guidelines and that it will be provided by trainers with an appropriate background and experience of CEE systematic review (SR) or systematic map (SM) methodology.
2. To provide assurance for providers of training that any CEE-endorsed course they deliver conforms to CEE guidelines and is judged to be of an appropriate content, format and standard.
3. To maintain a register of CEE SR and SM training providers and CEE-endorsed courses.
4. To ensure that courses are delivered to achieve the desired learning outcomes/ objectives for training in CEE SR or SM (see Annex 1).

SCOPE:
This endorsement scheme applies to both courses and trainers.

KEY ELEMENTS OF ENDORSEMENT SCHEME:

Endorsement of training courses
All courses which aim to train people in CEE SR or SM methodology including introductory level courses) are required to have been formally endorsed by CEE before delivery. Providers wishing to deliver such courses should contact the CEE Training Team (via info@environmentalevidence.org) to discuss this.

CEE endorsed courses can only be delivered by trainers that are themselves endorsed by CEE.

Endorsement of trainers
Endorsement of trainers is undertaken by the CEE Training Team. To be suitable as a training provider for a CEE-endorsed course, the individual would need satisfy the following requirements:

Level 1: Criteria for endorsement for delivery of one-day CEE Introductory course:

1) Trainer must have an in-depth knowledge of CEE SR or SM methodology.
2) Trainer must be directly involved with CEE in some way i.e. CEE Centre, Board of Trustees or a CEE project or team.
3) Trainer should be involved or have been involved with at least one on-going or recently completed (last 3 years) CEE SR or CEE SM. [1]

Level 2: Criteria for endorsement for delivery of CEE systematic review and/or systematic map methodology courses:

1) Trainer must have an in-depth knowledge of BOTH CEE SR AND SM methodology.
2) Trainer must be directly involved with CEE in some way i.e. CEE Centre, Board of Trustees or a CEE project or team.
3) Trainer must have had hands-on involvement as a lead or co-reviewer, in all stages of at least one CEE SR (for endorsement in systematic review training) and/or one CEE SM (for endorsement in systematic map training).

There is no fee for becoming endorsed as a CEE trainer.

Supporting novice trainers
Whilst they might meet the criteria for endorsement, those new to CEE training may well need further support before embarking on delivery of their first course. The CEE Training Team therefore strongly recommend that all novice endorsed trainers co-deliver a course with a more experienced trainer, if possible, before 'going it alone'. This would be particularly important for those wishing to deliver Methods courses.

Maintenance of trainer endorsement
- Trainers need to have been involved in at least one relevant[2] training activity in the last three years in order to maintain their endorsed status.
- The CEE Training Team aim to organise one webinar per year which brings trainers together with the Training Team to share any learning from courses delivered and to discuss any changes needed to training materials.

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[1] If experience is of a SR registered with and/or explicitly follows the guidelines of another organisation such as Cochrane or Campbell, consideration will be given on a case-by-case basis as to whether this is sufficient.
[2] Does not need to be a CEE training course but should be similar in terms of the type of course and participants.

Code of Conduct for CEE Trainers
Endorsed trainers must all agree to the following Code of Conduct when acting in their roles as CEE Trainers (i.e. when providing a CEE Training Course, using the certification in a title, or where their role as a representative of CEE in any way is implied through a given context).

Endorsed Trainers agree to:
1. At all times follow the requirements of the CEE Training Endorsement Scheme and discuss any revisions to endorsed course content or material with the CEE Training Team prior to delivery of courses.
2. Collaborate fully with appointed CEE representatives (i.e. the CEE Board of Trustees, CEE Centres and other CEE Groups) when requested for reasonable information (e.g. attendants list, course programme/outline and presentation handouts) regarding delivered courses and course materials in line with the CEE mission, aims and strategic objectives. Information will be handled in confidence and only a summary of aggregated activities across CEE and its Centres will be made public without prior consent.
3. At all times operate within the terms and conditions of the CEE Constitution and as advised by a representative of the Board of Trustees.
4. At all times operate within the UK legal, fiscal and other national constitutional requirements, including confidentiality and Freedom of Information Act (or similar) requirements and, where necessary, cooperate with CEE to do the same.
5. Not disclose to any third party, nor use for any purpose except carrying out the mandate under these Terms of Reference, any information confidential to CEE whether verbal or written or embodied in plans, maps, drawings, specifications etc.
6. Not to make any commercial use of the position or title of CEE other than that agreed by the CEE Board of Trustees as supporting the furtherance of the aims of CEE.
7. Not use the CEE logo or name for any purposes other than those agreed herein as a endorsed CEE Trainer, or agreed in advance by the CEE Board of Trustees.
8. At all times to follow CEE guidelines for systematic review and map methodology in the delivery of endorsed training and workshops.

MONITORING AND EVALUATION OF COURSE DELIVERY
Training providers will be required to ask participants to complete the CEE course evaluation on-line form. Currently, this is a simple Survey Monkey questionnaire which the CEE Training Team would access. Findings from this evaluation would be shared with the course provider.