

**Action items - CCTCC Executive Committee Meeting**  
Tuesday, January 24, 2017 – 1:00 pm to 2:30 pm EST

#	Details	Responsible	Status/Deadline
1.	<p><b>CCTCC Strategic Summit:</b></p> <ul style="list-style-type: none"> <li>Establish Steering Committee for the Strategic Summit starting with CCTCC Exec. Cmt. members</li> <li>Provide suggestions for Steering Committee Members</li> <li>Provide suggestions for possible consultants for strategic planning and to facilitate the Strategic Summit</li> <li>Obtain information regarding hiring event planner for the Strategic Summit to be held in Toronto in April-May 2017</li> </ul>	<p>CCTCC</p> <p>Exec. Cmt. &amp; Support Staff</p> <p>CCTCC, Exec. Cmt. &amp; Support Staff</p> <p>CCTCC</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
2.	<p><b>CCTCC Renewal Activities:</b></p> <ul style="list-style-type: none"> <li>Accomplishments report</li> <li>Draft the Renewal Survey with feedback from the support staff</li> <li>Updated News Release</li> </ul>	<p>CCTCC/Support Staff</p> <p>CCTCC/Consultant</p> <p>CCTCC</p>	<p>Part of the meeting package</p> <p>In progress</p> <p>In Progress</p>
3.	<p><b>CCTCC projects:</b></p> <p>mCTA:</p> <ul style="list-style-type: none"> <li>Updated report re the mCTA survey consultations and open houses with pharmaceutical companies</li> </ul> <p>REB Final Recommendations (FRs):</p> <ul style="list-style-type: none"> <li>Share widely the FRs and SHRER report</li> <li>Send FRs response in English &amp; French to Exec. Cmt.</li> </ul>	<p>CCTCC</p> <p>CCTCC CCTCC</p>	<p>Completed; final feedback is being implemented</p> <p>Completed Completed</p>

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4.	CCTCC Operational Priorities for 2017 <ul style="list-style-type: none"> <li>Separate the Strategic Summit from renewal activities</li> </ul>	CCTCC	Completed
5.	CCTCC Governance: <ul style="list-style-type: none"> <li>Draft Terms of Reference (TOR) for CCTCC Presidents' Cmt</li> <li>Arrange Presidents' Com. Meeting for Mid-Late May &amp; Early-Mid September</li> <li>Inform Advisory &amp; Provincial CT of next steps and work to be done towards Strategic Summit Steering Cmt.</li> </ul>	Ms. Aminkova  CCTCC  CCTCC	On hold  In Progress  In progress
6.	Repurpose CCTAM's Comm WG into CCTCC Comms WG with representation from each funding organizations' communication specialist <ul style="list-style-type: none"> <li>Additional Recommended Representatives: <ul style="list-style-type: none"> <li>Katie Porter, HHS</li> <li>ISED</li> <li>Provincial Organizations</li> <li>CQDM (after January)</li> </ul> </li> </ul>	CCTCC – to follow up with individuals and organizations	In progress
7.	Arrange for a CCTAM webinar at the next Exec Cmt meeting on Feb 24, 2017	CCTCC	Completed
8.	FDA form 1572 - draft a letter that provides guidance to Canadian companies of what can be done if asked to sign the FDA Form 1572	IMC MAT	Anticipated in early 2017
9.	TransCelerate – book a meeting between TransCelerate's management team and the CCTCC's Exec. Cmt.	Exec. Cmt.	In progress Anticipated in early 2017