

CCTCC Executive Committee – Meeting Minutes
Tuesday, January 24, 2017 1:00 – 2:30 pm EST
Toll Free: 1 (877) 394-5901 | Participant PIN Code: 3950626#

Executive Committee	Dr. Jane Aubin (Chair) Dr. Shurjeel Choudhri Dr. Duncan Stewart
Support Staff	Ms. Nancy Mason MacLellan Dr. Chander Sehgal Dr. Tina Saryeddine
Guests	Ms. Connie Côté
Staff	Ms. Elena Aminkova Ms. Kathryn Nijssen (Secretariat)

1. Consent Agenda

Motion: Approve the use of a consent agenda hereon in all Executive Committee minutes, all minutes will be approved in the consent agenda. – Carried

1.1. Approval of the Minutes from December 8, 2016

1.1.1. Amendment to the minutes: A correction to the minutes from the December 8, 2016 Exec. Cmt. meeting was requested. Under section 1.1 the correction to the November Minutes, it should read: HealthCareCAN is committed to the partnership and will confirm their monetary contribution at a later time.

1.2. Review of Action Items

1.2.1. Form 1572 letter has been drafted and will be brought before IMC MAT to ensure alignment of all member companies before being released.

1.2.2. REB Final Recommendations Response – The documents, with the exception of the SHRER report and the consultant’s report were translated into French. CCTCC is verifying the translation and assembling the packages. Next Steps include forwarding the completed documents to the Exec. Cmt. and circulating widely to key audiences.

1.3. Financial Update:

1.3.1. Funding for 2017

- CIHR – funding contracts have been signed.
- IMC – waiting on final contract to be signed but everything in order.
- HealthCareCAN – 2017 Funding will be \$7,500. Ms. Côté will follow up offline regarding invoicing.

1.3.2. Statement from November, 2016

1.4. CCTCC project and priorities dashboard

Motion: Approve the Consent Agenda of January 24, 2017 as presented. – Carried

2. Strategic Agenda

2.1. CCTCC Governance:

2.1.1. Presidents' Cmt meetings for 2017 CCTCC

- For an organization of CCTCC's size, it has been previously noted that there is a lot of governance. In December 2016 it was suggested that terms of reference be drafted for the Presidents' Cmt. This is to ensure that there is a clear distinction between the Exec. Cmt and the Presidents' Cmt. A meeting with the Presidents' Cmt will be arranged once there is more information regarding where the CCTCC is going post 2017.
- It is important to ensure there is space made for the strategic discussion, to talk about the roles and responsibilities of the current governance. A further strategic point may be to look at the membership and whether there are other organizations that would be interested in joining and willing to contribute either financially or in kind.
- In the past the Presidents' Cmt has met quarterly. Given the time requirement necessary to prepare for those meetings, keeping in mind the strategic planning that is slated for the spring and the previous discussion regarding levels of governance, it was suggested that two meetings be scheduled with the Presidents' Cmt for 2017. The first meeting should be scheduled for mid-late May after the Strategic Summit and the second in early-mid September, to allow time for the necessary discussions regarding funding renewal and governance.

2.1.2. Advisory Group meetings and chair for 2017

- The Advisory group currently meets four times per year and at least twice in person. While the advisory is considered to have a role in the CCTCC, it is strictly a non-governance role as they are a non-decision making body. For this reason, in the past it was difficult to find sufficient topics to fill the agenda. The CCTCC acknowledges the advantages of having an advisory group and its existence will form part of the strategic discussions to take place. However, it is suggested that meetings be reduced to an ad hoc basis with a minimum of one per year.
- The advice of the advisory group could be solicited with regards to planning the strategic summit, once initial plans have been made and there is something they can provide feedback on. Another meeting could be planned for after the strategic summit to look at what came out of the summit, or another option would be to include the advisory members in the strategic summit.
- In order to continue engaging key stakeholders, these (the advisory and provincial CT organizations) are the bodies that should feed into strategic planning. That planning will then determine what form these bodies will have going forward.
- Ms. Aminkova to draft communication to Advisory Group and will send to Exec. Cmt for feedback.

2.1.3. Provincial CT Organizations meetings for 2017

- The Provincial meetings are not part of the CCTCC governance structure. However, there is overlap between the advisory group and the provincial CT organizations.
- The reason this was listed as part of the governance discussion is partly because of the overlap in membership but also because, while there was interest expressed in having the meetings continue, as the organizers, the CCTCC need to determine whether it is something that time and resources should be allocated to.
- A similar message to that of the advisory group will be sent to Provincial CT Organizations.

2.2. CCTCC priorities for 2017:

- Focus on the strategic planning and allow governance and committee structures going forward to come out of that.
- CCTCC Renewal activities:
 - Strategic Summit as a separate item and select a date. Time is fairly limited in terms of getting things done, the timelines for renewal are different.
 - First and most urgent item is strategic summit. Second item would be the renewal activities such as the survey which has a longer timeline.
 - Due to the Canada 150 activities, it would be valuable to host the strategic summit outside of Ottawa. Consider outsourcing planning, content development and organization of the strategic summit. Create a steering committee to ensure the high level discussion is happening and to develop the content, as well as post meeting, helping to bring all the discussions together. The steering committee will start with the executive who will meet to discuss further membership.
 - Executive Committee to send recommendations for consultants and/or facilitators. The budget will be re-examined once those decisions have been made.
- Projects:
 - mCTA: Will look at redeveloping communications material for the institutions. Towards the end of March, Team Canada will be meeting to discuss any final clauses where there is potential for issues and how to move forward with implementation.
 - FMV: Planning an in person meeting at the end of February or early March. There has been considerable feedback regarding the necessity of this project and specifically the importance of gaining an understanding of the budget negotiation process from both sites and sponsors.
- Metrics:
 - Looking at more quality metrics than quantity. There is a meeting on February 6th with the inspectorate of Health Canada who have been very willing to meet. Also working with N2 to determine what metrics their organizations are collecting and how that data could be used.
- REB Working Group:
 - Working with Health Canada to move towards the establishment of a Strategic Leadership Forum which would implement FRs 2-6 in actuality. The goal is not to complete the work this year but to conceptualize and plan for what that forum would look like.
- CCTAM:
 - Ongoing priorities including expanding CCTAM web presence.
 - Patient Registries will no longer be a separate project but amalgamated under the CCTAM project. The next step is getting registries into the CCTAM and there has been some success but still work to do.
 - The asset map and process of population of registries should be pulled out for a longer conversation at another meeting. There should also be a discussion of the communications strategy – specifically how the CCTAM but also for other CCTCC activities.
- High Impact event: No updates at this time

3. In-camera Session – The Exec. Cmt. Determined that an in-camera session was not required at this time.

Action items - CCTCC Executive Committee Meeting
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#	Details	Responsible	Status/Deadline
1.	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
2.	TransCelerate – book a meeting between TransCelerate’s management team and the CCTCC’s Exec. Cmt.	Exec. Cmt.	In progress Anticipated in early 2017
3.	<u>CCTCC projects:</u> mCTA: <ul style="list-style-type: none"> Updated report re the mCTA survey consultations and open houses with pharmaceutical companies REB Final Recommendations (FRs): <ul style="list-style-type: none"> Share widely the FRs and SHRER report Send FRs response in English & French to Exec. Cmt. 	CCTCC CCTCC CCTCC	Completed; pending distribution In progress In progress
4.	<u>CCTCC Renewal Activities:</u> <ul style="list-style-type: none"> Accomplishments report Draft the Renewal Survey with feedback from the support staff Updated News Release 	CCTCC/Support Staff CCTCC/Support Staff CCTCC	Distributed to Support Staff for feedback In progress In Progress
5.	CCTCC Governance <ul style="list-style-type: none"> Draft Terms of Reference (TOR) for CCTCC Presidents’ Cmt – to be sent to the Executive for feedback/review Arrange Presidents’ Com. Meeting for Mid-Late May & Early-Mid September Inform Advisory & Provincial CT of next steps and movement towards mini-summit steering cmt. 	Ms. Aminkova CCTCC CCTCC	In progress In Progress In progress

#	Details	Responsible	Status/Deadline
6.	Repurpose CCTAM's Comm WG into CCTCC Comms WG with representation from each funding organizations' communication specialist <ul style="list-style-type: none"> • Additional Recommended Representatives: <ul style="list-style-type: none"> ○ Katie Porter, HHS ○ ISED ○ Provincial Organizations ○ CQDM (after January) 	CCTCC – to follow up with individuals and organizations	In progress
7.	CCTCC Operational Priorities for 2017 <ul style="list-style-type: none"> • Separate strategic summit from renewal activities 	CCTCC	
8.	CCTCC Strategic Summit <ul style="list-style-type: none"> • Establish Steering Committee for Mini-Summit starting with CCTCC Exec. Cmt. members • Provide suggestions for Steering Committee Members • Provide suggestions for possible consultants for strategic planning and to facilitate mini-summit • Obtain information regarding hiring event planner for mini-summit to be held in Toronto in April-May 2017 	<p>CCTCC</p> <p>Exec. Cmt. & Support Staff</p> <p>CCTCC, Exec. Cmt. & Support Staff</p> <p>CCTCC</p>	<p>In Progress</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>