

ACTION ITEMS – CCTAM Steering Committee Call

Thursday, January 26, 2017 – 1:00 – 2:30 pm EST

#	Deliverable	Responsible	Status
1.	<p>Clinical Trial Organizations and initiatives:</p> <ul style="list-style-type: none"> Review list and provide feedback regarding other organizations that should be included <p>See pages</p>	Steering Committee	Provide feedback by Feb 6, 2016
2.	<p>CCTAM Sustainability</p> <ul style="list-style-type: none"> Provide feedback regarding principles for partnerships <p>See pages</p>	Steering Committee	<p>Provide feedback by Feb 6, 2016</p> <p>Part of sustainability discussion, add to the agenda for the next call</p>
3.	<p>Success metrics for Steering Committee’s feedback</p> <ul style="list-style-type: none"> Review document “How to measure CCTAM Success.” and provide feedback <p>See pages</p> <ul style="list-style-type: none"> Add to discussion for next Steering Committee meeting 	<p>Steering Committee</p> <p>CCTCC</p>	<p>Provide feedback by Feb 6, 2016</p> <p>Part of sustainability discussion, add to the agenda for the next call</p>
4.	<p>Invite to the CCTAM Steering Committee:</p> <ul style="list-style-type: none"> Small biotech company representative Find another representative from biotech Biotech Canada 	<p>Recommendations by Shurjeel Chander/Shurjeel Chander/Shurjeel</p>	In progress
5.	<p>Data for the CCTAM from the CIHR database and potential number of sites and investigators</p> <p>Send e-mail to IT SPOR Team</p>	<p>Elena & Nancy in-person meeting</p> <p>Nancy to send email</p>	<p>Completed</p> <p>Update needed</p>
6.	<p>Revive the CCTAM Database Development WG to look into:</p> <ul style="list-style-type: none"> Data point review Determine minimum data points needed for each asset type to simplify asset creation 	Elena and Shurjeel	

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7.	CCTAM Expanded Webpage <ul style="list-style-type: none"> Present updated webpage for further feedback 	CCTCC	Provide feedback by Feb 6, 2016
8.	Contact HCCC Regarding best way to connect patient charities with CCTAM – webpage & database	CCTCC	In progress
9.	Review Definitions and additional information provided for all asset types in the CCTAM to ensure they are unique and there is no overlap	CCTCC & Steering Committee	On hold until the CCTAM Database Development WG has been convened
10.	Send website link of CIHR eligible institutions re listing of institutions/hospitals/universities without an asset in the CCTAM Gap analysis	Nancy CCTCC	Done In progress
11.	Discussion about charging certain organizations for access to/data from the CCTAM.	CCTCC	Part of sustainability discussion, add to the agenda for the next call
12.	Review AUCC listing of universities and perform gap analysis re listing of institutions/hospitals/universities without an asset in the CCTAM	CCTCC	In progress
13.	Follow up with Tina re document for contacting HealthCareCAN institutions and populating their data in the CCTAM.	Elena	
14.	Follow up with Shreya re contacting CROs to populate in the CCTAM.	Elena	