

CCTAM Steering Committee – MEETING MINUTES

Thursday, November 10, 2016 – 3:00 pm to 4:00 pm EST

Toll Free: 1-877-394-5901 | Participant PIN Code: 3950626

Executive Committee	Dr. Shurjeel Choudhri Dr. Rob McMaster Mr. Chander Sehgal Ms. Claire Samuelson Ms. Nancy Mason MacLellan
Staff	Ms. Elena Aminkova Ms. Kathryn Nijssen (Secretariat)

1. Welcome:

- a. Please review minutes from previous
- b. Introduction of new steering committee member, Dr. Rob McMaster.

2. Update:

- a. Working on importing data from Montreal In-Vivo into the CCTAM
- b. Working with the Canadian neuromuscular institute to import their investigator data.
- c. Working on demo videos of how to do specific things in the CCTAM, .e.g. searching, creating/editing an asset, etc. – will be emailed for feedback

3. Action Items from the previous call

- a. Action item 1 – redoing the CCTAM splash page to add some additional info. Site map and information are available in the meeting documents, it as a part of the agenda and will be reviewed during the meeting.
- b. Action Item 2 – Additional functionality for the CCTAM that requires testing. On page 5 of the meeting package are the names of testers previously used. CCTCC is looking for additional testers who are available for an hour maximum to test the new functionality. The members are requested to submit the names of anyone that they think would be willing.
- c. Action Item 3 – Creation of a very high level listing of universities that are not part of the CCTAM. The CCTCC is reviewing AUCC listings to obtain the information.
- d. Action Item 4 – The information regarding CIHR eligible institutions has been provided, CCTCC is currently working on GAP analysis.
- e. Action Item 5 – Pages 10-15 of the package lists current assets in the CCTAM based on asset type and how they break down per province. The data is current as of September, 2016. There have been some small changes since then. Further information is provided as to which HealthCareCAN institutions are populated in the CCTAM. CCTCC is working with HealthCareCAN to obtain and populate the missing information.
- f. Action Item 6 – Success Metrics for the CCTAM p 14 of the meeting documents, worth looking at offline, from a brief overview it looks like the necessary milestones are being reached. Further feedback was welcomed.

Would be good to have tracking how the CCTAM numbers compare to overall number of sites and investigators in Canada. There may be some challenges as how to do that given that we do not have reliable numbers of total sites and investigators in Canada.

- g. Action Item 7 – Within the next week Nancy will be in touch with CIHR’s IT team and likely hear back regarding the importation of CIHR data into the CCTAM.
 - h. Action Item 9 – New Steering Cmt members - Recently added Dr. Rob McMaster, also looking to add a representative from the Life Sciences division of ISED. Elena has been in touch. Regarding a representative from a small biotech company - Chander and Shurjeel to work on this by reaching out to IMC’s member companies. It may also be possible to see if Biotech Canada would be able to find someone. Chander will follow up on this matter.
 - i. Action Item 10 – The CCTAM Comms WG did a lot of work prior to the launch and we may still need their help occasionally but not on an ongoing basis as previously. It has been proposed that the WG is transformed into CCTCC Comms WG. It was previously discussed to appoint a communications team member from each funder to the working group. Follow up offline with individual organizations to determine what representation will be.
 - j. Action Item 11 – Working on developing principles for partnership which will be emailed before next meeting.
 - k. Action Item 12 – Requests for access to the CCTAM by VC organizations and how they can be provided with information for a fee without granting full access to ensure CCTAM sustainability in the future. Elena is working on a cost and revenue analysis.
 - l. Action Items 11 & 12 – add to CCTAM sustainability discussion, for the next call’s agenda.
4. **Governance structure**, update:
- See action item #9 for discussion on this point.
5. **CCTAM expanded webpage**:
- See pages 17-21 of the meeting package for proposed site map and mock-ups of the new website design
 - The current CCTAM splash page will be expanded to provide more information regarding the CCTAM and its purposes, especially for those that are looking for more information or don’t yet have access to the database.
 - Site Map review:
 - Home page with Slider, pg 18-21 give mock ups of images on the slider which provide break down of key assets, information on the database and could potentially include google analytics.
 - CCTAM metrics will be manually updatable and will be updated minimally once a month.
 - Videos from the launch and other media will be included
 - Links to funder will be connected to the CCTCC website. There will also be information specifically on the CCTAM funders.

- FAQ – instructions on how to create optimal assets, training videos, etc.
- Other Information, such as what makes Canada stand out as a CT destination will be developed later on.
- News and updates section will be imported as well as materials from CCTAM presentations and any articles regarding the CCTAM will be included.
- Should get review from communications representatives from each funder. Elena will contact Andrew and CC Nancy about providing feedback. Claire and Chander to provide a communications contact who could provide feedback.
- Links to other clinical trials related organizations and initiatives in Canada
 - Committee agrees that it is beneficial to have a page that links to other organizations enhancing clinical research. It doesn't cost anything and encourages initiatives. A process should be developed for the steering committee to review and agree on which organizations should be linked to.

6. Proposed changes and questions re the CCTAM data points:

- a. Asset type Institution/Hospital/University to become:
 - i. Multi-site Hospital Corporation/Regional Health Authority (RHA)
 - ii. Hospital Site within a Health Corporation or RHA
 - iii. Hospital (not a part of a health corporation)
 - iv. Research Unit/Subunit/Research Institute/Program
 - v. University/College
- b. Review definitions once categories have been confirmed and compare to other assets to ensure they are unique and there is no overlap.
- c. Biomedical vs. Medical Devices – Biomedical also includes Biological; so both are needed.
- d. Significant Patient Population – If we use the census data the list would be very long. This is a needed data point.
- e. Gender demographics – need to look up the current government convention re categories on gender. Checking if using the census categories is feasible especially with self-population function based on aggregate census data (using postal code) was discussed.

7. CCTAM Access:

- decision was needed regarding companies that offer training in clinical trials- This would fall into the discussion of sustainability. The current decision is that such companies should not be given free or full access to the CCTAM.

8. Close and next call – Next call will be scheduled shortly.

ACTION ITEMS – CCTAM Steering Committee Call
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#	Deliverable	Responsible	Status	Deadline
1.	CCTAM expanded web page: <ul style="list-style-type: none"> Feedback on CCTAM site map from comms specialists from each organization List of CT organizations to link to 	CCTCC Nancy (Andrew), Chander and Claire CCTCC- list prep Steering Committee - feedback		By Dec 8, 2016
2.	Past CCTAM testers list for Steering Committee's review Names of additional testers	CCTCC Steering Committee	Completed	
3.	Review AUCC listing of universities and perform gap analysis re listing of institutions/hospitals/universities without an asset in the CCTAM	CCTCC	In progress	
4.	Send website link of CIHR eligible institutions re listing of institutions/hospitals/universities without an asset in the CCTAM Gap analysis	Nancy CCTCC	Completed In progress	
5.	Develop a preview with the breakdown of assets by province and the number of assets and include a map where the assets are located (e.g. Quebec Showcase)	CCTCC	Completed	
6.	Success metrics for Steering Committee's feedback <ul style="list-style-type: none"> Review of milestones and how we are measuring them – Success Metrics, proposal of tracking mechanism 	CCTCC CCTCC and Steering Committee	Completed	
7.	Data for the CCTAM from the CIHR database and potential number of sites and investigators Send e-mail to IT SPOR Team	Elena & Nancy in- person meeting Nancy	Completed In Progress	
8.	Invite to the CCTAM Steering Committee: <ul style="list-style-type: none"> ISED representative Small biotech company representative Biotech Canada – for biotech company rep or their employee rep as the CCTAM will be of benefit to their members 	CCTCC Shurjeel and Chander Shurjeel and Chander	Completed	End of Dec, 2016
9.	Develop principles for partnership (i.e. benefits vs.	Elena	In progress	

	trade-offs)			
10.	Complete a cost and revenue analysis re charging VC companies for access to the CCTAM. Companies managing biotech and pharmaceutical VC funds – draft a business plan revenue will be generated towards making the CCTAM self-sustaining	Elena	In progress	
11.	Add to agenda for next time, CCTAM sustainability	CCTCC		
12.	CCTAM datapoints: <ul style="list-style-type: none"> Review datapoint definitions and additional information provided for all asset types to ensure they are unique and there is no overlap Review gender categories to ensure that they are up-to-date. Review significant patient population ethnic categories 	<p>Elena and Claire Steering Committee – feedback</p> <p>Elena and Nancy (to follow up with CIHR Population Health Institute)</p> <p>Elena and Nancy (to follow up with CIHR Population Health Institute)</p>		<p>Begin by end of Dec, 2016</p> <p>By Dec 5, 2016</p> <p>By Dec 5, 2016</p>