

Action items - CCTCC Executive Committee Meeting
Thursday, December 8, 2016 – 10:30 am to 12:00 pm EST

#	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.	<p><u>CCTCC projects:</u></p> <p>mCTA:</p> <ul style="list-style-type: none"> Updated report re the mCTA survey consultations and open houses with pharmaceutical companies mCTA engagement from big sites (i.e. UHN) <p>REB Final Recommendations (FRs):</p> <ul style="list-style-type: none"> Share widely the FRs and SHRER report Public response to FRs 	<p>CCTCC</p> <p>CCTCC & Dr. Stewart</p> <p>CCTCC</p> <p>CCTCC and HC</p>	<p>Completed; pending distribution</p> <p>In progress</p> <p>Completed; pending distribution</p> <p>Completed</p>
4.	<p><u>CCTCC Renewal Activities:</u></p> <ul style="list-style-type: none"> Names of hospitals, VPRs for the mini-summit/survey Accomplishments report Draft the Renewal Survey with feedback from the support staff Updated News Release Send message to Advisory Committee regarding funding renewal 	<p>HealthCareCAN</p> <p>CCTCC/Support Staff</p> <p>CCTCC/Support Staff</p> <p>CCTCC</p> <p>Ms. Aminkova</p>	<p>Distributed to Support Staff for feedback</p> <p>In progress</p> <p>In Progress</p> <p>Completed</p>

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5.	Draft Terms of Reference (TOR) for CCTCC Presidents' Cmt – to be sent to the Executive for feedback/review	Ms. Aminkova	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"> - Additional Recommended Representatives: <ul style="list-style-type: none"> o Katie Porter, HHS o ISED o Provincial Organizations o 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"> - Recreate operational priorities document as a table, including additional information regarding what key stakeholders could be involved with different projects. 	CCTCC	Attached in meeting package
8.	Book Executive Meetings for 2017	CCTCC	Completed