

**CCTAM Steering Committee – MEETING MINUTES**

Friday, Aug 12, 2016 – 1:00 pm to 2:30 pm EST

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

|                            |  |
|----------------------------|--|
| <b>Executive Committee</b> | Dr. Shurjeel Choudhri<br>Ms. Alison Sargent<br>Ms. Claire Samuelson<br>Ms. Nancy Mason MacLellan |
| <b>Staff</b>               | Ms. Elena Aminkova<br>Ms. Marianna Medvid (Secretariat)  |

**1. Welcome**

**2. Update:**

The following update was provided:

- CCTCC has partnered with Montreal In Vivo and the investigator data will be populated into the CCTAM.
- The validation protocols and cleanup of duplicated assets are progressing.
- Elena will send the CCTAM expanded splash page to the Steering Committee for feedback.
- New functionality making the database more user friendly is being finalized. It was agreed to test the dataset on the developmental server. Testers will be given three weeks to test.
- CCTCC will distribute the past testers lists and the CCTAM Steering Committee will provide names of additional testers.

**3. Action Items from the previous call:**

**Dictionary of all institutions/hospitals/universities without existing assets in the CCTAM**

- It was agreed to explore the option of having basic listing of institutions/hospitals/universities, etc. not listed in the CCTAM , for e.g. to their webpages.

**Listing of HealthCareCAN’s institutions in the CCTAM (those that are not listed yet)**

- CCTCC will work with HealthCareCAN to populate the remaining of the institutions and hospitals into the CCTAM.



- It was agreed that CCTCC will perform a gap analysis to identify if key research institutions or universities involved in clinical trials are represented in the CCTAM. CCTCC will consult the AUCC website. Nancy will send a link to CCTCC of the eligible institutions for CIHR funding.

**Public listing (accessible to visitors of the CCTAM) of members by organization or simply an organizational listing**

- CCTCC will create a preview with the breakdown of assets by province and number of assets and include a map where the assets are located. A good example is Quebec Showcase.
- CCTCC will send visuals of the preview page to the CCTAM Steering Committee for feedback.

**Provide some sample success metrics for discussion at the next call**

- The success metrics describe the percentages of assets populated in the CCTAM. A total number of assets in Canada (i.e. hospitals, investigators, sites) is needed to cross-reference with the CCTAM. CCTCC will send metrics that were previously developed. It was agreed that Elena will meet with Nancy to pull relevant information from the CIHR database regarding the number of sites and investigators.

**Open access to the CCTAM**

- It was agreed that the CCTAM should continue being protected by the username and password.

**Contacting CROs for the purposes of data for the CCTAM:**

- There is a need to populate more CROs into the CCTAM. The CCTAM Steering Committee was asked to facilitate the introductions to CROs and send pertinent information.

**4. Governance structure:**

The CCTAM Steering Committee agreed to:

- Invite a member (i.e. Dr. Robert McMaster) from the CCTCC Advisory Committee to join the CCTAM Steering committee. The role will be to provide a unique perspective rather than to add to a quorum.
- Invite an ISED representative to join the CCTAM Steering Committee.
- Include a representative from a Biotechnology company (i.e. CROs, central laboratory and any functions that support the CT activity). Shurjeel will provide recommendations.
- Transform the CCTAM Communications WG to the CCTCC Communication WG. Their role will be to provide feedback, develop communication materials and their dissemination and not as a decision-making entity. CCTCC will send a list of current and potential members to CCTAM Steering Committee for feedback. It was agreed to invite communication representatives from the 3 funding partners (IMC, CIHR, and HealthCareCAN). This proposal one finalized should be passed through the CCTCC Exec Cmt.
- Disband the CCTAM Database Development and Data Collection WG.
- Keep the CCTAM Testing WG on a need-to basis.

## 5. Partnership/collaboration opportunities

An update on the partnership/collaboration opportunities was provided, including the partnership with the Canadian Neuromuscular Disease Network (CNDN). CNDN has been given the right to use the CCTAM code and is evaluating the number of modification required to bridge the gap between their fundamental scientists and their clinicians. If CNDN goes ahead with the code modification, it will be housed under the CCTAM umbrella. Updates will be provided as information becomes available.

It was agreed that:

- CCTCC will draft guiding principles for partnership (define value vs. loss) for feedback from the CCTAM Steering Committee.
- There is a benefit to offer the CCTAM platform to organizations such as (but not limited to) research network to develop their databases and to provide data in exchange (i.e. Rare Diseases Network).

## 6. CCTAM Access

It was agreed to:

- Review CCTAM access policy on regular basis –12 months
- Keep the current access policy.
- Change the name “research companies” into “market research and consulting companies” under access not granted section of the Access Policy.



**CCTCC**  
Canadian  
Clinical Trials  
Coordinating Centre

**CCCEC**  
Centre canadien  
de coordination  
des essais cliniques

**STRENGTHENING CLINICAL TRIALS FOR CANADIANS**  
**RENFORCEMENT DES ESSAIS CLINIQUES POUR LES CANADIENS**

It was proposed to provide access for a fee to biotech and pharmaceutical VC funds and organizations such as MARS. Elena will meet with Alison to develop a cost vs. revenue assessment with the idea to make the CCTAM self-sustaining long-term.

## **7. Future priorities for the CCTAM**

- How to make CCTAM self-sustaining long-term
- What other asset types are needed in the CCTAM?

## **8. Other business**

None

## **9. Close and next call**

Next call will be scheduled in September

**ACTION ITEMS – CCTAM Steering Committee Call**  
Friday, Aug 12, 2016 – 1:00 pm to 2:30 pm EST

| #   | Details   | Responsible                                   |
|-----|---|---|
| 1.  | Send the CCTAM expanded web page for Steering Committee’s feedback once available   | CCTCC   |
| 2.  | Past CCTAM testers list for Steering Committee’s review<br><br>Names of additional testers  | CCTCC<br><br>Steering Committee               |
| 3.  | Review AUCC listing of universities and perform gap analysis re listing of institutions/hospitals/universities without an asset in the CCTAM  | CCTCC   |
| 4.  | Send website link of CIHR eligible institutions re listing of institutions/hospitals/universities without an asset in the CCTAM<br><br>Gap analysis   | Nancy<br><br>CCTCC                            |
| 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   |
| 6.  | Success metrics for Steering Committee’s feedback   | CCTCC   |
| 7.  | Data for the CCTAM from the CIHR database and potential number of sites and investigators   | Elena & Nancy in-person meeting               |
| 9.  | Invite to the CCTAM Steering Committee: <ul style="list-style-type: none"> <li>• Rob McMaster</li> <li>• ISED representative</li> <li>• Small biotech company representative</li> </ul>   | CCTCC<br>CCTCC<br>Recommendations by Shurjeel |
| 10. | Send a current member list of the CCTAM Communications WG and suggestions for potential new members for Steering Committee’s review   | CCTCC   |
| 11. | Develop principles for partnership (i.e. benefits vs. trade-offs)   | CCTCC   |
| 12. | Complete a cost and revenue analysis re charging VC companies for access to the CCTAM.<br>Companies managing biotech and pharmaceutical VC funds – draft a business plan revenue will be generated towards making the CCTAM self-sustaining | Elena & Alison in-person meeting              |