

Action items - CCTCC Executive Committee Meeting

October 12, 2017 – 2:00 pm to 3:30 pm EST

#	Details	Responsible	Status/Deadline
1.	Audited Financial Statements and Project Workplans for the remaining 4 months	CCTCC & HCCC	Completed
2.	Strategic Workshop <ul style="list-style-type: none"> - Invite GAC Trade Commissioners - Develop Materials to brief new participants to the workshop - Update Executive on who has committed to attending 	Elena to follow up Elena/Intersol CCTCC	All completed
3.	mCTA Report <ul style="list-style-type: none"> - OHRI re contact info - CIHR to develop a plan re encouraging their innovative clinical trials grant winners (whenever applicable) to use the mCTA 	Duncan CIHR	All completed
4.	Communications WG <ul style="list-style-type: none"> - Connect with funders for nominations to WG - Look at hiring part-time communications person 	Elena Elena	Awaiting reply from funding organizations Job outline developed and recommended contacts are in the process of being contacted
5.	Advisory Group <ul style="list-style-type: none"> - Call for nomination of Interim Chair to be added to Exec Cmt. - Recognition of Dr. Lawrence Korngut for his role as chair - Request feedback on report from first workshop 	Elena - all	Completed In progress Completed
6.	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/Shurjeel & Chander	In progress, delayed due to consultation with all IMC-member companies