

CCTCC Exec Cmt– Meeting Minutes

August 22, 2017 11:00 am – 12:00 pm EST

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

Exec Cmt	Dr. Shurjeel Choudhri (Chair) Dr. Michelle Peel Dr. Duncan Stewart
Support Staff	Ms. Nancy Mason MacLellan Dr. Chander Sehgal Ms. Colleen Galasso
Guests	Ms. Connie Côté – Regrets
Staff	Ms. Elena Aminkova Ms. Kathryn Nijssen (Secretariat)

1. Consent Agenda:

- The minutes from June 26, 2017 Exec Cmt meeting were approved.
- 2. Review of Action Items:
 - Form 1572: The letter is ready, and the signing is in progress, delayed due to consultation with all IMC-member companies
 - OHRI has agreed to be an adopter of the mCTA and contact information will be provided
 - CIHR will follow up with regards to the dissemination of the contract to their award winners.

Motion: Approve the Consent Agenda of August 22, 2017 as presented. – Carried

Strategic Agenda

2. HCCC Update - Audit Update

- The Finalized Audited Statements are available and all questions have been addressed. A copy of the documents will be made available to the executive committee
- Project Plans and Budgets are currently being developed to ensure that all funds are being allocated and ideally spent before the end of December, 2017.

3. CCTCC Strategic Consultation:

Marc Valois from the Intersol Group joined the conference to update the Exec Cmt on the Strategic Workshop, Part 2 development process.

Update on the Strategic Workshop, Part 2:

- Formal Approval of Intersol Proposal for Strategic Workshop, Part 2
 - The Executive Committee has approved the contract with Intersol for the Strategic Workshop, Part 2.
- Key Objectives of the workshop

- Review of key objectives created at first workshop
- Development of initiatives based on KRAs
- Discuss and provide feedback on the structure and role of a pan-Canadian organization
- Agenda discussion and approval
 - Marc Valois joined the call to provide a run down of the agenda.
 - The morning sessions will review but not reopen the discussion of KRAs
 - Once the KRAs are confirmed, the discussion will move on to objectives and initiatives
 - It will be important to ensure that the discussion is guided and focused on the future and not on past activities
 - The afternoon session will be focused on initiatives that can contribute to achieving the KRAs and the final part will discuss next steps.
 - For the participants that weren't at the first workshop, teleconferences with Intersol and CCTCC staff will be arranged to ensure that they are up to date.
- Invited participants:
 - Invitation of Global Affairs Canada trade commissioners at the suggestion of ISED
 - The Exec Cmt approved inviting 1-2 trade commissioners as it would be beneficial to the proceedings.
 - It was agreed that it was important to ensure that the participants who did not attend the first workshop are briefed on the proceedings as well as on what is expected at the 2nd workshop.

4. CCTCC Projects:

- **Re-engagement of the Advisory Group:**
 - Based on feedback provided during the planning of the Strategic Workshop, Part 1 it was felt it would be beneficial to ensure that the Advisory Group is reengaged. The first step in this process would be to request nominations for an Interim Chair. It was reminded that the Advisory Group Chair also sits on the CCTCC Exec Cmt in an ex-officio non-voting capacity.
 - It was agreed to prepare a plaque or certificate of recognition formally acknowledging the contributions of Dr. Lawrence Korngut as the Chair of the Advisory Group for 4 years. Each Exec Cmt member will sign the plaque.
- **CCTCC Communications Working Group (WG):**
 - It was suggested that a part-time communications person be engaged to meet CCTCC's communications needs in terms of content development as well as to potentially lead the CCTCC Communications WG. It was also pointed out that this a more realistic course of action than relying on resources nominated to the CCTCC Communications WG for that. The members of the WG can instead provide feedback to ensure that the messaging resonates with their respective membership and stakeholders.

5. In-camera Session

The in-camera session took place following the meeting.

Action items - CCTCC Executive Committee Meeting
August 22, 2017 – 10:00 am to 11:30 am EST

#	Details	Responsible	Status/Deadline
1.	Audited Financial Statements and Project Workplans for the remaining 4 months	CCTCC & HCCC	September 5-7, 2017
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	
3.	mCTA Report <ul style="list-style-type: none"> - OHRI - CIHR to develop a plan re encouraging their innovative clinical trials grant winners (whenever applicable) to use the mCTA 	Duncan CIHR	Will provide contact info Nancy to follow up with Erica regarding which grant winners will be using the mCTA
4.	Communications WG <ul style="list-style-type: none"> - Connect with funders for nominations to WG - Look at hiring part-time communications person 	Elena	
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	
6.	Provide information to Executive regarding how N2 metrics will contribute to the CCTCC metrics initiatives	CCTCC	In progress; waiting to hear from N2
7.	Arrange for a CCTAM webinar at the next Exec Cmt meeting on Feb 24, 2017	CCTCC	Separate time to be booked if there is interest
8.	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