

ANZMUSC Clinical Trials Group Minutes

Thursday October 8th, 2015 7pm

Attendees: Robyn Speerin, Deborah Turner, Chris Maher, Christopher Williams, Rebecca Ivers, Ric Day, Rachelle Buchbinder, Ian Harris, Jane Latimer, Bethan Richards, Sam Whittle, Allison Macpherson, Geraldine Hassett, Joshua Burns, Ana Guinea, Janine Jackson, Roger Engel, Steven Kamper, James McAuley, Diana Perriman (blue jeans), Will Taylor (blue jeans)

Apologies: Bruce Walker, John Wark, Lyn March, Ainslee Cahill, Claire Hiller, Jacquie Slyp, Paul Marshall, Matthew Jennings

	Agenda Item	Action planned	Progress to date and items to discuss	Future action
1	Inaugural Summit Summary	<ul style="list-style-type: none"> Summit outcomes summarised 	<ul style="list-style-type: none"> Sent to those interested and on ANZMUSC website 	Nil
2.0	Progress on 1 year goals			
2.1	Funding	<ul style="list-style-type: none"> Seed funding options depend upon available funding Executive officer (FT/PT) appointed early to enable us to move forward Consultancy firm? Prioritise how this money will be spent Implement structure and governance Goal amount \$200,000 – \$250,000?? 	<ul style="list-style-type: none"> No funding to date Applied for DoH grant for ANZMUSC administration (applied for funding for EO, EA, IT and library assistant) CRE – put on hold until membership, governance – plan to submit 2016 round Funders meeting for seed funding to be discussed 	<p>Funders meeting to be planned before 2016 meeting. All professional associations and consumer groups from Australia and New Zealand to be invited</p> <p>Pharma/device/industry/ health insurance groups to be invited to fund meetings, not infrastructure</p> <p>Administration appointment still dependent on funding</p>

2.2	Define Key Functions of ANZMUSC	<ul style="list-style-type: none"> • Facilitate high quality research • Link researchers answering same questions • Multi-site recruitment, contribution, national, international collaboration • Methodology input, mentorship, peer review • Define priorities • Endorse any high quality trial (not just priority area trial). No limitation on this. • Develop policy and processes regarding how ANZMUSC will function • Funding longer term 	<ul style="list-style-type: none"> • Link to researchers in common areas could be facilitated by ANZMUSC mailing list/working group lists • Multi-site recruitment potentially via ANZMUSC recruitment app (needs funding) • Establishment of ANZMUSC endorsed projects via endorsement procedure (how do we want this to work) • Structure and policies for research project applications being considered and to be discussed • Are people willing to have NHMRC funded projects successful next year become ANZMUSC projects? • What would it take to make this happen? • No independent funding for trials at this stage (membership fees?) 	<p>Agreed that projects not funded in 2016 and new projects to be presented to entire ANZMUSC group at meeting in April 2016 for input from ANZMUSC members as first step towards endorsement</p> <p>Criteria and templates for presenting at the meeting to be written by working group</p> <p>Call for projects to be sent to ANZMUSC members ~ 2 months before meeting</p> <p>Grandfathering of trials that are funded but not yet commenced supported (provided strict criteria are met) – working group to write criteria and process for grandfathering. Completed and trials in progress ineligible for grandfathering.</p> <p>Working Group to finalise endorsement process</p> <p>Priority setting not possible before April meeting. Working group to start process for priority setting meeting later in 2016 (surveys etc)</p>
2.3	Establishing and Expanding Membership	<ul style="list-style-type: none"> • Who can be a member – process for membership (individual); separate category for consumer membership? and company membership? 	<ul style="list-style-type: none"> • Membership policy drafted and to be discussed • Role/position of stakeholders to be discussed 	<p>Full members to be individuals conducting and publishing MSK trials. Full members to be nominated to ensure they fit the criteria. Only full members to have voting rights.</p>

		<ul style="list-style-type: none"> • Nomination and seconder, board has final approval • Know who our members are • Relevant registration information to be recorded, easy website process 	<ul style="list-style-type: none"> • Membership fees? To be discussed 	<p>Affiliate/Associate members to include consumer groups and professional organisations</p> <p>Working group to confirm membership criteria and call for membership</p> <p>Membership to be free for first 6 months then \$100 (with discount for 2016? meeting) to ensure members are active.</p> <p>Part of full membership will be agreement to participate in review of projects if requested</p>
	Plan future meeting and communication strategy	<ul style="list-style-type: none"> • Next meeting during ACTA Sydney, Oct 7-10, 2015 • Plan full meeting for April 2016 • Communication via anzmusc.org website • Summary of meeting for those who could not attend including agreed vision, mission and values to be placed on the website • Funders stakeholder meeting (consumer and professional organisation etc.) to discuss ways of establishing 5 year infrastructure support • Apply for ANZMUSC CRE funding 	<ul style="list-style-type: none"> • Full meeting planned April 2016 in NSW • Communications being done through mailing/contact list • Summary on website 	<p>2 day meeting (plus pre-meeting training day) April 2016 in Sydney to be planned by working group.</p> <p>Pre-meeting = a) training session for consumers wanting to be involved in research if we can interest enough consumers before this time b) training session for researchers on how to engage with consumers c) funders meeting</p> <p>2-Day scientific meeting to include forum for project presentation and endorsement and ANZMUSC AGM</p>
	Structure and Governance	<ul style="list-style-type: none"> • Expand working group size and membership to include 	<ul style="list-style-type: none"> • Will Taylor on working group • No consumer rep as yet. Role/requirements for consumer 	<p>Consumer representative to be added at later date (as it appears funding needed to support consumer participation?)</p>

		<p>representative from New Zealand</p> <ul style="list-style-type: none"> • consumer representative (skills based) – to be appointed • Caretaker working group in short term • Appoint Executive Officer = need funding • Undertake stakeholder mapping • Clear and transparent structure and governance in place in 12 months 	<p>rep on the executive committee to be discussed</p> <ul style="list-style-type: none"> • Care taker working group at present with transition to elected members planned for 2016-2017? (process to be discussed) • Need funding for EO • Stakeholder mapping done prior to Summit through survey • Structure to be discussed 	<p>Privacy and Publication policy to be written by working group to prevent “idea pinching”</p> <p>Preference for skills-based executive committee over state and region representatives to prevent executive committee becoming too big</p> <p>Support for funder working group consisting of representatives who fund ANZMUSC (with chair to be on EC)</p> <p>Support for Scientific Committee to be skills-based with a mix of disciplines</p> <p>Support for review process to be mentoring exercise (juniors to also do reviews with mentor)</p> <p>Working groups to be informal at this stage and grow organically as ANZMUSC progresses</p> <p>Working group to find other structure models to present to members for consideration and approval</p>
3	Other Business		No other items raised	Nil