



MINUTES of PIG management meeting held on 6 June 2003

Present: Edgardo Abablos, Marion Campbell, Kirsty McCormack, Craig Ramsay, Shaun Treweek

Apologies: Merrick Zwarenstein, Barbara Farrell

Actions

1. Welcome and apologies

Noted: Apologies were received for MZ and BF.

2. PST content development

Noted: *Work schedule* - The progress to date was discussed. The PST content has been separated into five batches (four main batches). These batches have been organised to coincide with scheduled editorial meetings in Aberdeen. All batches are approximately the same size. Batch 1 will have completed all stages of the editorial process by 13 June 2003. Batch 2 is awaiting editorial approval (17 June 2003), batch 3 is currently being drafted and will be ready for comments 16 June 2003. Batch 4 will be ready for comments 30 June 2003. Batch 5, ethical considerations, will require input from each country representative. The first full draft should be ready by mid September.

Agreed: Work will continue as per work schedule (see appendix). No complaints re the editorial process or suggestions for improvement.

Noted: *Translation* - It will take approximately 1 week to translate each batch of PST content.

Noted: EA asked if we plan to provide links for 'illustrative examples' in the main text to the exact point of reference in the protocol (i.e paragraph 1, line 3). CR reported that this was not possible when using Pdfs (discussed previously). EA reported that not all protocols have a Spanish version available. The translation of these protocols by CREP would require a huge amount of work.

Agreed: It was agreed that a link for 'illustrative examples' to the exact point of reference in the protocol was not possible. Translation of protocols was not considered to be a core requirement. PIs would be contacted to ask if Spanish versions were available (MC will contact Ian Roberts, PI of CRASH - KMc will contact PIs for INIS and ISAT). Where not available, a link will be provided to the English version and the user informed that an 'English version only' is available.

KMc,
MC

Noted: *Copyright* - It was noted that copyright permission was required for a number of resources. Until permission has been granted, only web links to these resources should be available. It was noted that it would be difficult to pilot the PST in November without these resources being available especially if the internet was not available. It was suggested that a dummy website be used with the document sitting behind. It was

also suggested that resources freely available on the web could be included even if permission had not been given at the time of pilot.

Agreed: KMc will draft a standard letter requesting permission to include documents as core resources. MZ to check content before being signed on behalf of the PRACTiHC Information Technology Group. ST will explore the use of a dummy website.

KMc/ST

Noted: *Glossary* - Dave Sackett has recommended a glossary. However, this glossary is only available commercially. Should permission be sought to use the Cochrane or ICH glossary instead? CREP are currently translating the Cochrane glossary.

Agreed: It was agreed that the Cochrane glossary should be used. ST to ask Andy Oxman re permission. Commercial glossary only to be used as a last resort.

ST

3. PST software development

Noted: *Splash screen* - The Splash screen has to be linked to a document in the PST. Thus, the splash screen will pop-up every time the document is clicked. MC suggested calling the document 'splash screen'. By doing so, the user will not be surprised to see the splash screen.

Noted: The size of the splash screen must be pre-specified - it will not automatically fill the users screen.

Agreed: The splash screen will be linked to a document called 'splash screen'. ST will explore the best size to set the screen.

ST

Noted: *Budgeting and project management tools* - Clarification was sought re the core requirements for the budget and project management tools. CR confirmed that the tool should 'budget' and 'manage' but 'budget' as a core requirement. ST reported that Norway did not have the resources to programme this as an exe file. KMc suggested Chris Seebregts could help. MC confirmed that there were resources available in Cape Town for such activities.

Agreed: It was agreed the core requirement for the budgeting tool is to 'budget'. The core requirement for the project management tool was a gantt chart. ST will contact CS re programming for exe files.

ST

Noted: CR reported that a programme was currently being written for the sample size calculator. This will be written as an exe file.

4. PST logo competition

Noted: It was suggested that we try to find a suitable name for the PST. This could be organised via a logo competition by Zosha.

Agreed: KMc to contact Zosha re organising a logo competition.

KMc

5. The PRACTiHC website

Noted: Chris Seebregts suggested putting the PST on the website as a hyperlinked resource. This should look identical to the desktop version and should include links and access to all the resources within PST. It was stressed that resources without copyright should not be made available on the website.

Agreed: The PST will be made available on the web site. Resources will not be made available unless they have copyright permission.

6. Plans for the PIG meeting in Barcelona

Noted: EA reported that he was successful in his application for Cochrane funding to attend the Colloquium in Barcelona. ST will not be attending Cochrane but will arrange to attend the PIG meeting.

Agreed: KMc will be in touch nearer the time to arrange a suitable

meeting place and time.

KMc

7. Date of next meeting

Agreed: KMc will be in touch early August to arrange a PIG management group teleconference end of August.

KMc