



MINUTES of PIG management meeting held on 30 October 2003 in Barcelona

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

	Actions
1. Introductions and welcome	
Noted: Apologies were received for MC.	
2. Final draft of the PST	
<p>Noted: A final draft of the English version of the PST is now ready for reviewing. There are a few sections in Spanish still outstanding. These are 'Trial design', 'Outcome assessment', and 'Trial recruitment'. Dissemination still needs to be drafted</p> <p>Agreed: KMc will send these sections to EA for translation. ST will contact Andy Oxman re developing the section on dissemination.</p>	KMc, EA
<p>Noted: <i>What do we call the PST?</i>- There has been a poor response from the partners regarding the naming of the PST. The various options were discussed. No decision was made.</p> <p>Agreed: This will be reviewed prior to the Maputo meeting.</p>	
<p>Noted: <i>Proof reading</i> - CR will arrange for staff members in HSRU, Aberdeen to proof read the English version.</p> <p>Agreed: To be completed by end of November.</p>	CR
<p>Noted: <i>Formatting</i> - The current format of the PST was discussed.</p> <p>Agreed: All were happy with the current format.</p>	
<p>Noted: <i>Editing</i> - The desk top publishing tool will not be ready in time to allow edits to be made in Aberdeen. All editing will have to be carried out in Oslo. Aberdeen will communicate any necessary changes by telephone.</p> <p>Agreed: KMc and ST will co-ordinate any necessary editing by telephone.</p>	KMc, ST
<p>Noted: <i>Translation</i> - The possibility of translating the checklists was discussed. EA reported that this would be possible within the timeframe. This would be of particular value if a separate file with just checklists were to be made available for downloading. The translation of the web resource page, user manual, sample size calculator and Gantt chart were also discussed.</p> <p>Agreed: EA will arrange for the translation of all checklists, the web resource page and user manual. The possibility of translating the sample size calculator and Gantt chart will be investigated. KMc will send all to EA.</p>	EA, KMc
<p>Noted: <i>Developing program versions of spreadsheets</i> - The program version of the sample size calculator has been written. The possibility of developing a program version of the Gantt chart was discussed.</p> <p>Agreed: CR will explore the possibility of developing a program version of the Gantt chart. KMc will send ST and EA the sample size calculator.</p>	CR, KMc
<p>Noted: <i>Development of 'other' software</i> - The development of 'other' software was briefly discussed. However, this depends on the feedback from the evaluation</p>	

of the PST. Agreed: Such possibilities will be reviewed after the PST has been evaluated.	
3. Copyright issues	
Noted: KMc provided feedback re essential copyright issues for online content providers. We must be explicit about what we want to do and permission must be in writing. Copyright issues for information on the internet has the same requirements as copyright for 'hands on' information. PST digital rights management was also discussed. This has also been raised by Andy Oxman and Dave Sackett. Agreed: KMc will contact the CLA re digital rights management and feedback. The group are happy for the PST to be freely available without restrictions.	KMc
4. Professional finish	
Noted: ST reported that he had approached a commercial company to explore the possibility of improving both the technical aspects and the 'look' of the PST. The consultancy is free. Agreed: ST will feedback re cost. The decision to go ahead will depend upon how much it will cost and whether the money can be better spent elsewhere.	ST
5. Publication of the PST	
Noted: The plans for publication of the PST were discussed. The decisions made during a previous email discussion were confirmed. Agreed: There will be 2 papers. ST will draft and distribute.	
6. Evaluation of the PST	
Noted: Various ideas for the evaluation of the PST were discussed. There should be a simple evaluation based on that carried out in Cuba. This would provide feedback on the 'usability' of the PST. However, the possibility of planning a formal evaluation of the 'usability' of the PST was also discussed. Agreed: A simple evaluation of the 'usability' of the PST will be carried out in Maputo. All will consult with social scientists to investigate the possibility of conducting a formal evaluation of the 'usability' of the PST.	All
7. Distribution of the PST	
Noted: ST reported that Chris Seebregts has developed a prototype for email distribution of the PST. He also reported the possibility of using TALC in the UK to distribute the PST. There are two possible ways to use TALC: a) we pay for a few thousand cds to be sent for free b) we inform investigators to contact TALC. TALC will then charge a small fee to send a cd. Agreed: ST will explore and feedback.	ST
8. Maintenance of the PST once Practihc ends	
Noted: Oslo or Aberdeen can easily host the website. The PST content will not require regular updating.	
9. Opportunities for further funding	
Noted: ST reported that Practihc is currently about 200,000 Euros underspent. ST and Andy Oxman will meet with the EU commission in November 2003 to ask if this money can be re-profiled. If yes, then partners will be invited to submit proposals for further funding. CR informed ST that a request to extend KMc funding at 25% fte would be submitted if invited. Agreed: ST to feedback.	ST
10. Plans for Maputo	
Noted: It was agreed that it is vital for the partners to have an opportunity to evaluate the PST and feedback comments during the Maputo meeting. The	

<p>possibility of distributing the PST to partners prior to the meeting was discussed. A feedback session could then be organised during the meeting. This would include proposing a new name for the PST.</p> <p>Agreed: ST will remind partners that the PST is available for downloading at the Practihc website. Partners will be asked to evaluate the PST prior to the Maputo meeting. Comments will be collected during a feedback session. The importance of 'usefulness' feedback will be highlighted.</p>	ST
11. An update of the use of the PST by WHO	
<p>Noted: CR reported that there is the potential that the PST format will be used to advise on the evaluation of complex interventions. This is being taken forward by Simon Mardell at WHO.</p>	
12. AOB	
<p>Noted: A decision was made on which of the 'important documents' should be core documents. The others will be available for downloading via web links.</p> <p>Agreed: Core documents: CONSORT Statement and the Helsinki Declaration.</p>	
<p>Noted: EA reported that Juan Manuel would have a course ready for Maputo - it would be a 30hr course of classes and workshops and would include slides with explanations for the teachers. This would be in Spanish and English and will be developed from EA and JML's existing course</p>	
13. Date of next meeting	
Agreed: February 2004	