



MINUTES of project meeting held on 4 October 2002

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

	Actions
1. Preparation of content for the protocol tool.	
Noted: KMc and CR presented 2 examples for discussion: information for patients; and sample size. Each section of the protocol should start with a brief explanation of that section. This could then be followed by a checklist of items to be considered.	
ST suggested the heading 'things to think about' for the checklist. These would then be followed by an illustrative example and a list of resources. MC explained that it would be a 'layered' structure.	
Agreed: Each section of the protocol should start with a brief explanation – 2 paragraphs should suffice with a 'pragmatic slant'. A checklist entitled 'things to think about' will be included followed by an illustrative example and a list of resources.	
Noted: Should the resources be categorised into checklists, tools and guidelines?	
Agreed: All resources should just be listed. No need to categorise them.	
Noted: There is a need to clarify practihc's position with regards to copyright issues. If they are freely accessible on the web, are we free to use them without obtaining permission?	
Agreed: ST to contact Barbara Farrell for clarification re copyright issues.	ST
Noted: Can resources be sent as Pdf files?	
Agreed: ST confirmed Pdf files could be sent and if possible, convert all leaflets into Pdf files before sending.	
Noted: HTML style decisions still need to be made. However this could be made at a later date and all content converted into 'house style'.	
Agreed: Aberdeen to generate all documents in the 'same' style at present. It will be easier to convert just one style than if there were many.	
Noted: Do we require global approval of the content?	
Agreed: Must include Edgardo with regards to translation of content. An example will be distributed to the PIG group before the meeting in Cuba.	KMc

2. The design and feel of the protocol tool	
Noted: There will be a core package that will include 1 or 2 resources that have been evaluated and recommended by Aberdeen. All other resources could be included in an external library of resources available on the web. Decisions will need to be made	
regarding which resources to include in the core package and which resources will be in the external library.	
Noted: The content of the protocol tool needs to be very focussed. Potentially zipped and saved to a floppy disk.	
Noted: CR commented that it was unlikely that tools will be small enough to fit on a floppy and queried that they would have to be commissioned. ST explained that this was due IT restrictions highlighted in Cape Town but it could be possible to include	
larger pieces of software i.e. sample size calculator.	
3. How does the evaluation process lead to selection or commission of a tool?	
Noted: Covered by item 4 of the agenda.	
4. Are there software tools that we (Oslo or Cape Town) can start work on now?	
Noted: KMc has located 2 budgeting tools (excel files) however neither of these are suitable and would require adapting.	
Agreed: Oslo commissioned to develop a budgeting tool. ST to contact Barbara Farrell to check whether such a tool already exists. KMc to send ST the 2 examples located.	ST, KMc
Noted: Other possible tools would include project managements tools. In particular a gantt chart tool and a monitoring tool.	
Noted: HSRU's sample size calculator was discussed. The calculator, as it currently stands, requires 2Mb but some functions could be removed to suit the purposes of practihc.	
Agreed: Aberdeen will investigate the current software, specification, and relevant codes and if appropriate Oslo will be commissioned to redevelop the sample size calculator.	CR, ST
5. Update on trial simulator tool	
Noted: Dave Sackett has recommended a trial simulator tool developed in Canada.	
Agreed: ST will send information re the trial simulator tool to Aberdeen.	ST
6. Information on protocol library	
Noted: ST has been in touch with Lelia and Edgardo. Edgardo is going to send a couple of protocols from studies he is aware of. Practihc members in developing countries will be contacted to see if they can provide other examples. Once a few protocols	ST, KMc
have been received these will be slotted into the Protocol Support Tool's Protocol Library as RTF and HTML files. If necessary, the protocols will then be cross-referenced with other aspects of the Tool's content.	

7. General content development for the website.	
<p>Noted: It was suggested that there should be a global heading relating to special issues regarding pragmatic trials. There should also be a facility for general resources such as the ICHGCP guidelines and MRC trial managers handbook.</p>	
8. Brainstorm some ideas for the Cuba meeting?	
<p>Noted: A demonstration of a few complete sections of the protocol, possibly the 2 examples presented today at the meeting was suggested. The practihc partners could be asked to develop the specifications for commissioned tools.</p>	
9. Communication between Norway and Aberdeen	
<p>Agreed: Communication to continue via email. Protocol content to be sent by email as and when developed and agreed.</p>	