

COSA Clinical Research Professionals Group Executive Committee Meeting

Minutes

Monday December 3rd , 2007
1pm (Perth time)

1. **Present:** Cate OKane (Deputy Chair/COK), Alison Richards (Minutes AR), Vendra Severin (VS), Carol Beeke (CB) Anne Woollett (AW) Andrea Provis (AP; joined meeting at 1.35 Perth time)
2. **Apologies:** Kathy Hall
3. **Minutes of the last Meeting:**
November meeting related only to planning for ASM, and it was agreed that minutes were not required.
4. **Correspondence:**
Nil
5. **New Business:**
Nil
6. **Matters Arising**
 - 6.1 **Nominations for 2008 Executive**
A summary of nominations will be circulated by AR. AP to provide nomination form from RR who has agreed to be convener for 2008.
 - 6.2 **ASM**
Feedback from attendees was positive. Suggestions for next ASM include workshop for all CRPG members on the day before cosa starts. For further discussion
7. **COSA ASM 2008**
 - 7.1 **Convener**
AP advised that RR has agreed to be convener in 2008. Pending nomination form.
8. **Website**
The new COSA website has been launched. VS described changes and 4 sub groups menus. The committee felt that some information from the previous site was missing, or difficult to find, ie generic job descriptions,

links to useful sites. It was agreed that committee members will review the site, and provide feedback to VS for her to action with COSA. This feedback required by 17/12/07 please.

9. Other Business

Discussion around plans for 2008; Re-newing links with other associations (AHR-DMA); Education links.

Laura Jacobs Enabling Grant Officer has offered to attend alternate meetings to provide a report and information to the CRPG regarding enabling grant activities. Laura would also like to provide written information for distribution in the CRPG quarterly newsletter. The committee unanimously agreed to have Laura report at alternate meetings.

It was agreed that the Research and Audit group should report activities at each CRPG meeting, and this should be a regular agenda item. VS to advise the committee who will provide this report.

New projects for next year;

- Develop a feasibility template for new clinical trials
- Continue with job descriptions for non- nurse trial coordinators

Next Meeting: TBA

Please note that Andrea may wish to include other items under plans for next year that may not be clearly minuted. Andrea to advise prior to next meeting, to be ratified at first 2008 meeting.