



EURHOBOP project Minutes

Teleconference 15-02-2010

Minutes

Participants:

Jaume Marrugat (IMAS-IMIM)
Ana Azevedo (FMUP)
Antti Malmivaara (THL)
Dimitrios Farmakis (HCS-ATTIKON)
Isaac Subirana (IMAS-IMIM)
Joan Vila (IMAS-IMIM)
Ursula Kirchmayer (DEASL),
Maria Grau (IMAS-IMIM)
Marina Torre (ISS)
Marta Cabañero (IMAS-IMIM)
Pascal Garel (HOPE)
Vanina Bongard (AEPMCV)
Yolanda Ferrer (IMAS-IMIM)

Apologize for absence: HMGU

1) Approval of the last teleconference meeting minutes

Minutes are approved and ready to be uploaded in the website.

2) Assessment of the Data Extractor Training in Barcelona

The training workshop went very well. There were theory and practical sessions. There was a final exam which all the trainees passed. All of them have been asked for their postal address in order to send them the Certificate. Some diplomas have already been sent.

The data collection form is already available for use in the website. **Therefore data collection can start immediately.**

3) List of Collaborating Hospitals

We have already received the list of hospitals from: Finland, Germany, Greece and Spain.

During the next week Portugal will send theirs. Also will Italy, but without all the variables yet.

France has already the agreement of five hospitals and will have the others by the end of the month.

It is possible to update the information of a particular hospital that has been initially entered with some missing variables. To do so please open a new form, enter the country, the hospital name and fill up the data that were missing in the first or successive forms for that particular hospital. The data management team in IMAS-IMIM will bring everything together.

The coordinator suggests that the hospital list should be annexed to the work-package Protocol (already sent as a deliverable to our officer) as soon as possible.

4) Letter of invitation to hospitals. Format and procedures.

We will distribute the last version of the letter that contains some comments from Dimitrios Farmakis as soon as we receive the last comments on it during this week. The Hospitals have to know that they can access the data in the private section of the EURHOBOP website. Ursula Kirchmayer will send a sentence about this matter to Jaume to be inserted in the letter (done).

We cannot send the letter until the EURHOBOP website is being published. This has to be done by the end of February.

As soon as the Coordinator receives the document of approval from the IMAS-IMIM Ethics Committee he will send it to the partners for their perusal.

We have to have a proof of agreement to participate from the 70 Collaborating EURHOBOP hospitals. We will need a signed letter or an email from the responsible person in the hospital to make sure that they can be listed on the website and official EURHOBOP documents.

All such documents of acceptance from Collaborating Hospitals should be scanned it and send it to the Coordinator (or forwarded to him in the case of emails).

5) Pending Matters:

a) EURHOBOP website:

Marina Torre shows online the EURHOBOP new website to be published by the end of February.

The Benchmarking link will be active at the end of the year and will be accessible just in the restricted area of the website.

All the logos are already active and they link to the website of every institution. There is no website for AEPMCV. Vanina Bongard will ask Jean Ferrières about what it is already in the website. Maybe a link to the INSERM will be more appropriate.

Partner descriptions: PDF files have to be uploaded on this subject.

Jaume Marrugat will send the list of the 70 EURHOBOP Collaborating hospitals and their email address by country to Marina so that she includes this information in the website.

We have to keep track of every meeting and teleconference, and publish their minutes in the public area. This includes pictures and other documents used in such meetings.

Maria Grau will send to Marina Torre a brief description of the Data Extractor Training Workshop and the last version of the materials used in it so that she can include it the *Event* information of the website.

Only deliverables approved by the commission will be uploaded.
Just the first version of the Leaflet is already uploaded. There will be a second version at the middle of the project.
Marina Torre needs the approval to have the final form of this first LEAFLET and then every partner has to translate it into his/her own language.
Yolanda Ferrer will send this draft version to allow late suggestions next week.

We will need a specific form for other hospitals (self registered participants) that will participate upon Pascal Garel's invitation in the preliminary validation of the function developed in the EUPHORIC project. This issue will be raised in next teleconferences and addressed with CASPUR, which is in charge of developing the web site.

EURHOBOP External Evaluation Form: this evaluation will take place at the end of the second year. Suggestions on how to do it and on possible evaluators are welcome.

Doodle for the forthcoming teleconference: April 21- 22- 23, at 14:00 (Yolanda will send the Doodle poll)