



**Public Minutes of the COMPASS Management Board meeting
29th January 2008 - Edinburgh**

Present: Mike Bennett (MB), Julia Brown (JB), Elspeth Currie (EC), Susie Edwards (SE), Marie Fallon (MF), Richard Garry (RG), Matthew Hotopf (MH), Scott Murray (SM), Amanda Ramirez (AJR), Alison Richardson (AR) (Chair), Michael Sharpe (MS), Aziz Sheikh (AS), Dan Stark (DS), Galina Velikova (GV), David Weller (DW)

Apologies: Elizabeth Davies (ED), Irene Higginson (IH)

Item 1. Welcome and apologies: Participants were welcomed to Edinburgh and AR was introduced as the new Chair. The Board were thanked for their support of the new Chair.

Item 2. Agenda: The agenda was agreed

Item 3. Minutes of last meeting: The minutes of the last meeting were agreed. David Cameron has been approached to attend one of the Board meetings. This will be more suitable for the September meeting as the Annual Report will be discussed at the June meeting.

Item 4. User Involvement: The UI aims are being progressed as stated by the UI consultant, who has attended a course on best practice in UI and who will attend the next NCRN consumer liaison group. UI toolkit will be updated to make it more user friendly, and a progress report will be written for the Board to brief them on progress.

The following points were noted:

- The need for a strategic plan for UI over the period of the collaboration
- It would be useful to collate the evidence base for UI
- PIs would welcome help with involving service users at protocol development stage
- The possibility of expanding our User group was discussed. It was noted that having only 2 dedicated user representatives could be limiting in view of the scope of the proposals
- The possibility of having a central group of Users was discussed
- UI arrangements in place at CECo would be explored for reference

Item 5. Policy on new members of COMPASS: The need for a new members policy was explained. The ways in which the Board could be proactive about pulling in new members of the community to the collaborative were discussed. For example it was noted that there are very few oncologists actively engaged in SuPaC research. The Board was reminded that there is money in the User Involvement allocation for special meetings to support protocol development and it was suggested that money for protocol development meetings should be formally requested in the next application for funding.

Item 6. Annual Report: The Board was thanked for their input to the 2006-07 Annual Report. It was noted that despite several requests, no feedback has been given from the funders. This year's Annual Report would be used as the basis for a Mid-term Review meeting, which has been set by the NCRI without consultation as 30th September 2008. Up to 5 people may attend on behalf of COMPASS, most likely to be a corresponding applicant and representation from each Strand.

Item 7. NCRI meeting 2008: The possibility of running the three sessions over 2 days to improve attendance by eg clinicians, but without needing to commit to more than 2 days was discussed.

The three proposed SuPaC sessions were discussed, along with the idea of having an extra session jointly run by COMPASS and CECo. Mixed methods within trials was suggested as an idea for a topic. It was also suggested that David Cameron could be invited along to this session rather than a Board meeting.

AJR is on the NCRI conference programme committee, and is also hosting a session. Elizabeth Davies has also been asked to speak at the conference.

Item 8. Call for proposals – MacMillan and NCRI lung SuPaC initiative: Two Macmillan Post-doctoral Research Fellow awards had been made, one to Dr Morag Farquhar at Cambridge University (with IH and Sara Booth) and one to Dr Jane Hopkinson at Southampton University, titles tbc. It was noted that the awards had been subject to peer review.

The NCRI lung SuPaC initiative call for proposals had been subject to a greater than expected number of submissions. However, COMPASS had some success in these awards, with 3 applications getting to the second round.

Item 9. COMPASS Website Advisory Group: Improvements to the public website in terms of content and access had been discussed by the WAG and would be actioned accordingly.

Item 10. SharePoint: A demonstration of SharePoint was given. It was requested that PAs be given access rights to assist with papers for meetings etc.

Item 11. Post-doctoral Fellow and Statistician updates: The reports were tabled and approved. It was noted that both Leeds and London Post-doctoral Fellows were leaving shortly, and that it would inevitably have an impact on the progress of the Strand work in question. It was noted that Leeds would try and appoint 2 members of staff, one at 1.0 FTE, and one at 0.6 FTE. The problems with recruitment that had previously been experienced were discussed and one solution suggested was to recruit at a lower level than Post-doctoral. The possibility of running a 1-day event, possibly with CECo, to capture researchers who were less far advanced in their field was discussed. Something similar had been done in both the respiratory field and with nurses. This may be a way to engage with people interested in SuPaC research and could be planned for the NCRI conference in 2008.

Item 12. Annual Scientific Meeting: The overall aims of the scientific programme were explained. Kurt Kroenke has agreed to speak as the invited speaker for the long plenary session in the morning. The preferred suggestion for the long afternoon plenary is Paul Dieppe (methodological aspects of SuPaC).

There will be 2 parallel workshop sessions with 3 speaker/facilitators;

1. Healthcare technology
2. SuPaC research in Primary Care

Changes to the ASM flyer were agreed, and the procedure for selecting speakers from abstracts submissions was approved. The Board were asked to consider any additional special guests who should be invited to the meeting.

Item 13. Advisory Group: Feedback from the Advisory Group meeting that took place on 30th November 2007 was given. Minutes had been circulated with the Management Board papers, and it was noted as a useful and stimulating meeting.

Item 14. AOB: The EAPC meeting takes place on 9/10th June in Glasgow. Members of COMPASS and CECo are on the organising committee. The BPOS conference is in Leeds on December 4th and 5th.

The NCRI Psychosocial clinical studies development group have asked for a copy of the Annual Report. It was agreed that this can be put on the website.

Next meeting: Monday 16th June 2008 in Edinburgh