

Date: Friday, 24-Apr-2020 **Time:** 9 am EST / 2 pm BST **Location:** Virtual Meeting via GoToMeeting

Chair: Eldin Rammell

Purpose: An overview of our activities over the last 12 months and a look ahead to the coming year.

This meeting was recorded, and is available at <https://the-hsraa.org>

21 people attended the meeting

Ops Committee members attending the meeting: Dora Endreffy, Jamie Toth, Russell, Hobson, Ben, Roxy

| TOPIC | MINUTES |
|--|---|
| 1. Acceptance of minutes from AGM April 2019 | <ul style="list-style-type: none"> Minutes from May 2019 have been posted to the website and available for review for ~11 months. No questions or comments on the minutes. Minutes were accepted. |
| 2. Review of Annual activities | <p>Below is summary notes only, see full slide deck for all details:</p> <ul style="list-style-type: none"> HSRAA Administration: Reviewed the SAG Ltd. Directors, and Operations Committee and all members. 3 people left the Operations Committee since last year. Six board meetings held since last year. Accounts Year Ending 31 Dec 2019: Reviewed; reminded that independent accountants examine and approve the accounts. Key areas for 2019 reviewed, regarding membership is down, conference income and internal training income. Slide 9 shows details on where the Income and Operating Costs go. Mentioned that ONrecord expenditure will look to be decreased by going digital like many other companies are doing. This will not just be a .PDF, but using sophisticated software. Conferences generate both 2020 Conference: While not ideal, due to the COVID-19 pandemic, the 2020 conference had to be cancelled. Behind the scenes, a lot of activities continued to take place regarding communicating with the speakers, etc. There were 43 confirmed participants |

| TOPIC | MINUTES |
|--|--|
| | <p>for the conference, which was a decrease from past year, but expected to get additional attendees prior to the conference time. As a committee, looked at holding a virtual conference, but looked at advantages and disadvantages the Operations Committee decided to not hold a virtual conference. Instead we will be launching a regular webinar program over the coming months.</p> <ul style="list-style-type: none"> • Conference in 2021 will be in Manchester, UK; dates are TBD. MHRA has already confirmed attendance at the conference next year. Thinking about doing fewer presentations and more workshop style sessions. 2021 is the 40th anniversary of Scientific Archivists Group, so we are looking to invite past members to the conference next year as well and have an exciting event showcasing the 40 years of SAG. • Membership Numbers: 104 total members, last year 107; a number of members have not renewed. We are reaching out to these members to determine why they no longer feel why the membership is no longer beneficial. Could be job-related or retirement, but we are seeking to understand the reason behind non-renewals. • Training Update: Partnered with IQPC in the last year. Focus has been GCP focused but will also be looking at doing conferences in September that are GLP focused. Conferences in future in partnership with GLP and GMP. Have had 115 attendees at these partnered workshops and did run 3 webinars in the past year with 52 attendees. • GCP SIG: Overview and update provided. Have 2 ongoing projects which do need help to finalize the deliverables. The Guidelines for Retention of Clinical Trial Records at Investigator Sites was produced over 10 years ago, and the GCP group is working on updating. A good percentage of our members are involved in GCP activities, so would like to see more members involved in this area. • eRecords SIG: Overview and update provided. The previous SAG guide of electronic records will be published, after that the eRecords SIG will disband and then have adhoc working groups established as needed. • GLP SIG: : Overview provided. This is a new SIG that launched in 2019. Volunteers are needed from members who are interested/work in GLP area. |
| <p>3. Appointment of independent examiners of accounts</p> | <p>Per the companies Act 2006...the need for independent review is required.</p> <p>Jamie Toth submitted the proposal to Berkeley Townsend as independent examiners to Eldin Rammell via email. This was seconded by Russell Joyce via email.</p> <p>POLL: Do you agree to the re-appointment of Berkeley Townsend?</p> <p>Voting results:</p> |

| TOPIC | MINUTES |
|-----------------------------------|--|
| | <p>Yes: 14</p> <p>No: 0</p> |
| <p>4. Future structure</p> | <p>Need to respond to decreasing - Participation on Operations Committee, Participation in Special Interest Groups, Membership – Falling over the past years; was up to 132, now down to 103.</p> <p>Reviewed the proposals that are under development, such as streamlining the Operations Committee, extended outsourcing for operational activities. Use short term working groups for specific projects, encouraging more active and regular networking via chapters in US, EU, etc., shifting conference to be discussion focussed content in place of just presentation.</p> <p>POLL: In principle, are you generally supportive of the changes proposed?</p> <p>Voting results:</p> <p>Yes – 8</p> <p>No – 0</p> <p>Not sure yet – 3</p> |
| <p>5. Questions & Answers</p> | <p>Q: Can you explain what the involvement in a SIG contains?</p> <p>A: It depends on SIG, but if you time every now and then, it would be helpful to join a SIG. Example given of being able to review draft documents to help out but may not be able to attend every single meeting.</p> <p>Q: I assume you will per default not refund the conference fee but offer free sign-up for the webinars?</p> <p>A: See response above, that all refunds have been made except one to date.</p> <p>Q: I'm a member of the HRSAA to learn more about the profession. I've enquired a few times this year about the 'Managing Electronic Records' and 'TMF' courses. Will this course be run this year?</p> <p>A: Yes they will be run, they will be via webinar.</p> |

| TOPIC | MINUTES |
|-------|--|
| | <p>Q: Conference refunds – how is this handled? Can this be transferred to 2021 or some other fee (webinar)? A: Administratively, easier to refund the amount that was for the 2020 conference and not do a transfer. Currently all but one of those refunds has been made. If additional documentation is needed, let us know.</p> <p>Q: GCP Investigator Site white paper, who would be contacted, as PRIMO also did something similar? Interested in Cognizant offering and the archiving part. A: Contact Eldin Rammell, as he is the lead. Many vendors are beginning to offer Investigator Site Filing tools.</p> <p>Closing Statements made:</p> <ul style="list-style-type: none"> • GLP SIG – there are 4 members, although 60 expressed interest. Anyone interested in joining the GLP Special Interest Group should contact Neil Gow (contact information in ONrecord) or publications@the-hsraa.org Anyone interested in joining the GLP Special Interest Group should contact Neil Gow (contact information in ONrecord) or publications@the-hsraa.org who will forward the message. • Open to new ideas, please reach out to us if you have any new ideas! • Please provide feedback on the link that you will receive! |