PRESENT

WP1	Inez Germeys	
	Martine van Nierop	
	Silke Apers	
WP2	Simon Krause	
WP3	Thomas Ganslandt	
WP4	Georgia Koppe	
WP5	Maria Wolters	
WP6	Luca Marelli	
WP7	Matthias Schwannauer	Joanne Beames
	Anita Schick	Michel Wensing
	Iveta Nagyova	Michal Hajduk
WP8	Jeroen Weermeijer	

1. **General Management**
   a. **Periodic report_R2**: all the documents are in
      i. **Inez** will contact Maria since we will need to provide more information on 'impact' and outcomes.
      ii. **Anita** will shorten the task description for 7.2
      iii. **Silke, Martine, and Inez** will finalize the technical report.
      iv. **Silke** will work together with Katrijn to finalize the financial report.
      v. **Jeroen and Inez** need to update the dissemination plan before the periodic report can be submitted (based on workshop at GA)

   b. We are nominated for **the value-based health care prize 2024**:
      https://vbhcprize.com/nominees-vbhc-prize-2024/ → Spread the word and vote/tweet for the public prize!
      i. We need to prepare a pitch and make a video (**Jeroen, Anita, Inez**)
      ii. We can mention this in our report (**Inez**)

   c. **MedX**: we will not continue legal procedure to recuperate fees.
      i. Stefanie will take over the close out visit (May 2025) at the individual sites and will train people to help out with this locally.
      ii. Stefanie already took over the remote monitoring.

d. **Agenda General Assembly 2024**
    i. We will organize workshops instead of the formal WP presentations:
        - Data management (how will we organize that? What do students need to do when they want to use data? What will Thomas do?)
        - Pre-registration (DROPS, how to submit an abstract?)
        - Process evaluation in phase 2
        - Overview of type of available data and algorithms (what kind of data do we have?)
        - Dissemination (include wider knowledge exchange, feedback to services and participants, involvement of other digital health organizations/ services (who don't necessarily read papers or respond to them)
        - Papers: what do we do with the authorships?
    ii. Plenary vs parallel sessions?
        - **Silke** will check room availability with Manuela
        - **Silke** will send out the list with possible topics and check who would be interested in what topics

2. **WP2**
    a. No new updates. Mainly providing support and maintaining/monitoring the system.

3. **WP3**
    a. Wolfgang has moved on to his new position, we are currently looking for a replacement.
    b. Data export should be available for Georgia shortly – still working out a way to log the way we are anonymizing the geotracks from the sensing data → **Thomas** will inform Georgia when data is available.
    c. **Agenda topic for Heidelberg**: how to manage data-exports, who will be responsible for this, who can request what data, which subsets of the cohorts should be used when, …
        i. We are keeping a log of who receives what data exports + archiving scripts so that we can reproduce datasets → Open Science: keep timestamps of what variables are provided.

4. **WP4**
    a. **Agenda topic Heidelberg**: discuss how to go about data preprocessing. It seems difficult to set up a general preprocessing pipeline, since this will depend strongly on who wants to do what with which data.
    b. Manu developed a deep learning model that could integrate data over participants, we are hoping to test this out on data export soon. Especially since his funding to work on this ends in April. He will then work from his own funds.
    c. Georgia can hopefully keep her guest contract, but this isn't sure yet. **Georgia** will keep Silke updated on this.

5. **WP5**
    a. Good news: all of the qualitative data is on the server (transcripts + coded exports)
    b. Discussion point: Mathias is in need of additional funds to resource extended recruitment period – but this means there's no funding left to additionally hire someone and this will jeopardize deliverable 5.2 → can anyone from within the consortium offer support (equivalent to 6 months 50% PhD)?
        i. Deliverable 5.2 = analyses of patterns of use, due by the end of the funding period
        ii. We have to prioritize recruitment/data collection
        iii. But deliverables have to be met, because we will be evaluated + financed based on this! The deliverables don't have to be papers, they can be written up in a report
            - **Separate meeting with Maria, Georgia and Inez** to determine on a concrete and specific strategy for the deliverable (before the general assembly)
                a. Suggestion from Georgia: determine on a few straight forward analyses in Heidelberg so that we can have a student or intern help out with this
            - Heidelberg: allocate all outputs that we need across all work packages
                a. Anita will forward overview of possible topics for papers. Link these to what we definitely need for the deliverables and dedicate them to specific people (cfr. Table on Basecamp)
        iv. **Inez** will write a letter for Maria supporting that funds transfer.

6. **WP6**
    a. How to engage the ethics advisory board? What are the formal requirements?
        i. One of the members asked to be more engaged after the previous meeting, but did not engage in suggestions from Luca to e.g. attend the general assembly and didn't seem willing to contribute time to this
            - We have to have meetings with them so that they can provide input.
            - WP6 deliverables are the only formal requirements (= submit reports on ethical topics).
            - → We are too far into the project to change our approach now. We will have another meeting with them + check for ethical questions within the consortium during the general assembly.

7. **WP7**
    a. No cost extension? We need to make a decision ASAP because we have to include this in the report → Until when do we recruit?

      i. Anita presented the current recruitment numbers. At this rate we would need until July to complete baseline assessment and this would put T1 in September/October. We could move up their follow-up assessments a few months, so that recruitment would not have to run until July 2025. But this is based on recruitment running the same as it did the twelve past months, but some sites seemed to have reached their plateau. But then we would need even longer than July 2024 to do baselines. Another suggestion is to keep recruiting until September 2024 and still close database in December 2024 and then account for missingness in follow up assessments.

- But does it make sense to extend? We have tried everything we can and from our experience recruiting runs more difficult during the summer time.
- This is not only an RCT trail but also an implementation trial. If we feel confident that we have consistently applied our implementation methods the current recruitment process is an important outcome and offer a lot of interesting learnings. The current recruitment numbers don't reflect a lack of effort but a difficulty in implementation.
  - a. Describe in detail all the efforts that were done to recruit in the report
  - b. Explain delay in starting recruitment due to regulatory changes
- We can extend but we will not receive additional funds to do so. We don't want to stretch the financial situation too much.
- Clinical teams might feel demotivated with the end date that keeps being pushed further
- It is not a problem that Belgium and Germany have a longer recruitment period, the recruitment numbers differ across countries anyways so this will have to be statistically accounted for

      ii. **General consensus = we will extend recruitment to end of <u>June</u> (= 3 month extension) but this will be the <u>final end date</u>**

- We have to think about our PhD-students as well and allow them to access the data they need within the timeframe that is needed → DMMH-data up until February is already open now. Set timeline for data availability in Heidelberg!

      iii. Ask for a no cost extension of 6 months (beyond May 2025) for (certain) deliverables? → Discuss this at General Assembly

8. **WP8**
   a. Streamline guidelines needed for preregistrations in workshop at general assembly
      i. We have to adhere to open science principles (e.g. share esm items, ..) (cfr. Article 28 from grant agreement)
      ii. Discuss licenses in general assembly

b. Please reply to Doodle invites – it takes up a lot of time to email everyone separately

9. **AOB:**
   a. Output:
      i. We need an overview of preprints and papers to include in the report: **everyone** to send in all relevant papers/preprints/abstracts to Silke.
         - We are in need of output!
         - 5.1 paper: structural equitation model so writing can start but submitting a preprint before end of May won't be feasible
         - Iveta suggests to submit a workshop based on abstracts that are already available → deadline is May 1st. **Inez and Jeroen** will add this to the dissemination list
         - **Anita** will check if preprint from Julia will be available in May
         - Study protocol from phase 2 has been submitted and is under review so a preprint can be created
         - Theresa's paper status update: nothing written yet
         - **Silke** will check if preprints can be included into the portal
         - These can also be papers that mention IMMERSE but did not come out of IMMERSE directly: Georgia and Matthias can add papers then
   b. Opinion piece: what recommendations to include? → **Inez** will send out a current version of the piece to comment on to whoever is interested in contributing