



IMMERSE minutes 11/8/22  
Steering Committee

PRESENT

WP1	Inez Germeys Martine van Nierop	
WP2	Simon Krause Johannes Schneider	
WP3		
WP4		
WP5	Maria Wolters	
WP6		
WP7	Ulrich Reininghaus Anita Schick Anty Heretik Michal Hajduk	Matthias Schwannauer Glenn Kiekens Rafael Bonnier
WP8		

1. General Management

The next clinicians meeting will be on Teams (September 14<sup>th</sup> 16:00 CET), this link has been added to the meeting request. Please all still invite your clinicians by forwarding this meeting!

We need separate contracts between Mannheim and all the clinical sites, no contracts have been signed yet. They just received feedback from Lothian (they want a different template, Anita is working on something that works for both them and Mannheim legal dept), and Bratislava, but no other replies. **Please all try to get them to respond asap! Without these contracts we can't start phase 2.** But we won't have to wait for all contracts to be signed, as soon as a contract for a particular site is signed we can start there.

After this SC meeting, Inez and Martine met with Katrijn about the DPAs, as even DPA for phase 1 is not ready yet. She is definitely aware of the issues for us, and keeps reminding all the legal departments that we need this signed. She now has all comments in, and everyone has until August 23<sup>rd</sup> to reply, then she will send out the version that needs to be signed. There was one remaining issue about a possible separate controller-controller agreement which has now more or less been solved, for details please contact Martine. And another issue was about the UK not being obligated to follow GDPR, which was an issue for Mannheim, but we have now added a suggested paragraph to the DPA which should solve that (but not sure if Mannheim is going to accept that).

MedX will not actually visit our clinical sites for monitoring, they will assess our data remotely, and have 2 online 'visits' with all sites.

End of September is the hard deadline for all quarterly reports. Describe all your work up until the deadline in your report, if you have important updates after the deadline, we can still send that in to our Project Officer so it will be taken into consideration at the evaluation in December. **[Not discussed in the meeting but also important:] All partners have to submit their own financial report no later than 60 days after the end of period 1 (end of September).**

N.B. if your deliverable is public, make sure you don't add any documents to the report that you don't want to publish as the EC will publish the report as soon as it is accepted. You can see whether your deliverable is public in the WP descriptions (<https://immerse-project-members.eu/deliverables>, click 'Link to description of WP + deliverables' at top right of your WP dates overview).

When we for example send papers around for feedback with a short deadline we need to keep in mind any holidays (so everyone has the possibility to reply).

## 2. WP2

Worked on app usability evaluation, no usability issues regarding security. Some technical bugs (missed beeps, scheduling) are being worked on. All docs for ethics application are done. Matthias will go over configuration to make sure all questions that need to be asked are (e.g., all suicide items when 1 is triggered). Everyone testing really liked the look of everything, installing was still a bit difficult but this will be adapted later and will be much easier.

## 3. WP3

Not present

## 4. WP4

Not present

## 5. WP5

Final dataset is ready that will be used for the deliverable. The coders are working on the validation of the codebook (also part of the deliverable). For the survey everything we have will be used, for the interviewers only 2 per site per stakeholder.

Maria will prepare a short text explaining why D5.1 will be delayed by 2-4 weeks, Martine will send this to the PO (just to make sure this is not an issue as he might want to send everything to the external evaluators at some point). Even without the DPA some nice analyses can be done, we can only right now not put everything together in 1 analysis.

## 6. WP6

Not present

## 7. WP7

Almost all measures are finalized. We need to keep in mind the contribution that movisens is now making to the project (additional costs for movisensxs). There are additional costs for insurance that need to be covered.

Issue with eCRF: because of additional questionnaires for the experimental group the software that is used can't process this without deblinding everyone, and would require an additional database, which is costly. Possible solution for now could be that these questions can be part of XS, but this still needs to be discussed with movisens.

Ethics deadline is coming up, seems like we will reach it. Everyone needs to make sure that when they hear back from their ethics committees, for example if they need additional documents, that we respond asap. If any technical docs from movisens are needed please contact Simon to make sure to get the latest versions. Movisens will share any updates on versions with Anita.

There will be an additional costs of 15-20.000 euros that is needed for insurance.

The deliverables have a bit of dependency with D5.1, but they will still be delivered on time.

## 8. WP8

Not present, Martine will check with Thomas what the status is of the abstract submission system. This will be hosted at Erlangen.

In the beginning we will collect synopses for papers over a period of time, so everyone will have a batch to read and compare to each other, for example quarterly? (unless a paper has more urgency).

## 9. AOB

Next GA will probably be in Bratislava, but Michal and Anty will discuss this with Iveta and get back to Martine.

Rafaël has collected information on what we want our PABs to do, and has prepared a doc that everyone can use to start up the boards. We'll invite representatives who speak enough English to the GA's, or SC meetings. **Everyone of WP7 please send 1 or 2 names of people who can recruit for the PABs to Rafaël.**

### Actions

Who	What
WP7 all	Invite your clinicians
WP7 all	Make sure Anita receives replies from clinical sites on contracts
All WP leads	Please don't miss the deadline of end of September for your quarterly reports

Michal, Anty	Let Martine know about location for GA 2023
WP7 leads	Send Rafaël names for people in your team who will be recruiting for the PABs