



IMMERSE minutes
24/6/21
Steering Committee

Present

WP1	Inez Germeys Martine van Nierop
WP2	Johannes Schneider Simon Krause
WP3	Thomas Ganslandt
WP4	Daniel Dürstewitz
WP5	Maria Wolters
WP6	Ine van Hoyweghen Luca Marelli
WP7	Uli Reininghaus Matthias Schwannauer Anty Heretik Michel Wensing Michal Hajduk
WP8	Evelyne van Aubel

1. The local clinical site leads will also be part of the steering committee meetings. Martine will update mailing list and send everyone agenda before next meetings.

2. WP1

No updates

3. WP2

Simon sent around docs on which he needs feedback, but hasn't received a lot yet. (Requirements + documentation for medical device – risk management, user identification). Protocol doesn't have to be done completely before these docs can be finalized, this is more abstract and higher level.

Simon will join the next WP7 meeting to get everything finalized. Everyone already comment or send questions before the meeting so he can prepare.

4. WP3

Thomas met with Luca and WP4 about what data is needed for the machine learning task (needed for D6.2 and D6.3). Are still working on it.

DMP - will have half day meeting August 31st 9-12 (Zoom link has been sent). Matthias will stand in for Uli.

5. WP4

1. See WP3 – Daniel together with Lena and Manuel is putting together a list of data that is useful (mobile, including sensing), so Movisens can see what is feasible. Has internal meeting tomorrow. Trade off between what is optimal for machine learning (all data) and what is ethically feasible and acceptable by participants. But he thinks we need more data than only EMA data as the time series are limited.

2. Talking with Peter about the simple statistics and visualizations (**document is uploaded on Basecamp, please comment**). WP4 needs input on how to do visualization. Daniel is meeting Simon next Monday to continue on this, will involve Lena W and some other members of WP7 (?). Then meeting after July 15th (after ethics deadline).

3. Started testing and evaluating algorithms on Uli's data.

6. WP5

Is getting design of the questionnaires/interviews ready (needed for ethics), not on Basecamp yet. They are coordinating with WP7 for this. Before they start the interviews they can already pilot – set up simulated data, so when data comes in they will have the R script ready to run and all planned comparisons come out. She will talk to WP4 about what kind of data will come out (combination of willingness and experience during). Hopes to have everything done before July 9th. Ethics for WP5 will be split from WP7.

7. WP6

Upcoming deliverables D6.2-6.5, Luca will send a list of what he still needs.

-check national alignments with GDPR (Belgium, Slovakia and Germany is). Irene will write document/declaration of compliance with national laws, where relevant national laws are stated. **Anty please follow-up with DPO**, to get reference of relevant legislation in Slovakia. Still needs input on UK from Matthias on relevant national legislation. This declaration can be signed by KUL on behalf of the whole consortium.

-Appointment of DPO, still needed from Iveta. (details needed for ICF) Leuven DPO is slow in responding, Ine will follow-up, otherwise Inez will try.

-List of data items – Lena and Manuel will add end of this week.

-Descriptions of technical and organizational measures, Tariq is working on this. Thomas is working on the security system of the platform description.

-data transfer between EU and UK (Matthias and Irene are on it). We're waiting on decision from EU, will describe this in deliverable that this is pending. If no agreement is reached we need a separate DTA for this, but that is already ready to go.

-Maria please comment on phase 1 of ICF procedure in Luca's doc.

-D6.4 risk assessment – on Basecamp, please comment on this (Matthias, Simon), and this will also be discussed in Monday meeting with WP7.

-D6.5 SEAB needs some input from WP1.

Any other comments on all docs please do so in the google docs asap! In WP6 folder is ICF template for phase 1 and 2. Phase 1 should not be called for 'healthy volunteers', Maria please provide feedback on goals and procedures.

In Germany an oral (can be online) information session is required for IC of service users – how do other ethics committees handle this? Same for UK.

8. WP7

Lena is now also working on phase 1 protocol – will be available tomorrow/end of week (needed for IC procedures). If anything is unclear in protocol please send that to Maria. Hopefully ethics for phase 1 will be completed in July.

Working on structure of the DMMH (priority after ethics), will need feedback on that later. Then Intervention Manual.

There will be a live meeting for all of WP7 and WP5 in September in Mannheim/Leuven, mostly so all PhD students and postdocs can get to know each other. Martine will coordinate with Uli.

9. WP8

Upcoming D8.1 end of July, which is the ESG charter. Working on it and meeting with LRD (Zuzana Kasanova will be involved).

Actions

Who	What
All	Comment on Daniels file on simple statistics and visualization Basecamp https://public.3.basecamp.com/p/yW3c23rjqaE1JDXMyuihiQBr
Anty	Contact DPO on national legislation reference
Iveta	Appointment of DPO
Maria	Comment on ICF procedure of phase 1 of the study, plus informed consent form Phase 1
Matthias, Simon	Comment on risk assessment on D6.4 google doc on Basecamp

Inez, Martine, Silke	Comment on D6.5