



**PRESENT**

<b>WP1</b>	<b>Inez Germeys Martine van Nierop</b>	
<b>WP2</b>	<b>Johannes Schneider</b>	
<b>WP3</b>		
<b>WP4</b>	<b>Georgia Koppe</b>	
<b>WP5</b>	<b>Maria Wolters</b>	
<b>WP6</b>		
<b>WP7</b>	<b>Ulrich Reininghaus Iveta Nagyova Glenn Kiekens</b>	<b>Matthias Schwannauer Michal Hajduk</b>
<b>WP8</b>	<b>Jeroen Weermeijer</b>	

**1. General Management**

Contracts (including update 13/12):

JCA fully signed

DPA2 fully signed (with UKHD removed for now, CTC Leuven will work on new DPA with them, not needed quite as fast as with the other partners)

DPA Maganamed done

DPA MedX done

We'll rediscuss the clinicians meeting in a next SC meeting, we'll plan something then and also include the clinical teams.

EC Evaluation went really well, we'll probably get report mid January. But it looks like the payments are safe.

**2. WP2**

We now have access to the production system as JCA is fully signed. The test system will be shut down, local PI's will let Johannes know when this can be done without issues.

They're setting up a ticket system to systematically collect feedback, soon you will be able to send an email which will generate a ticket for movisens, this will probably be done next week.

### 3. WP3

Thomas not present. Matthias met with him about data access for clinical records and local sites. This will be done through DROPS, but Jeroen (with help from Matthias) will work on a slimmed down and easier version to avoid confusion. Also an option is that we go through DROPS for the clinicians, instead of themselves, and possibly a system where they will do this once (not every time new data is needed). This is not very urgent. **Point by Uli: everyone needs to make sure this goes into the eCRF, this is part of the implementation strategy.**

### 4. WP4

Nothing new to discuss.

### 5. WP5

Is working on getting the final data set ready, Maria will ask Martien Wampers to help with data cleaning. (sorry video got stuck here for a bit)  
Therese is leaving on April 30th, so if anyone needs her help ask soon (also in terms of training needs of how to deal with qualitative analyses).

PAB:

Edinburgh has 2 volunteers, and they're adopted in the local mental health research network who have a list of volunteers that they can now access, and they will invite I-Minds to join.

Kosice and Bratislava will contact local NGOs. There could be a problem in that patients might not be able to speak English --> each country will have separate PABs, but 1 or 2 members per country will be invited to General Assembly (the ones who do speak English).

We need to have a clear and specific description of what we are expecting from the PABs (what do we need, how much work, etc), which is the same for each site. We will ask Simona and Rafael/Lena to work on this. Some suggestions:

- interpreting data from phase 1
- genuine participatory research
- co-design of the process evaluation for phase 2
- supporting implementation: get early feedback on how clinicians have introduced the tool, how did it interact with their treatment

Maybe separate these topics, so work on different topics in different phases. And involve someone from each site (Jessica, Lena, Matej, Adam, Simona) to process this information.

### 6. WP6

Not present

## 7. WP7

Mannheim has recruited their first participants, and other sites are also about to start. We need to make sure that the blind teams stay engaged, so also report on recruitment to this team, and think of ways to keep them motivated. Maybe organize a meeting between all blind teams to discuss how it goes for them? Edinburgh will set this up. Lots of clinicians have been attending the workshops in Edinburgh, so they're not worried about recruitment numbers.

## 8. WP8

For abstract submissions we will appoint a DGB person (making sure the workload is similar for everyone) who will take the main responsibility for assessing papers. Everyone will read the abstracts that have been submitted on time (1 week before SC meeting), but the main DGB person will present paper in the SC meeting and will write a response/clarification if a paper is rejected (or with extra option 'revise and resubmit'). Jeroen will assign the key reviewers.

Jeroen will work on a clearer overview of the abstracts: which need to be discussed, which are approved/rejected, and a bit more overview on the different overall topics. He will also provide a numbering system which will help finding the abstracts in a Basecamp folder.

Please all respond to Jeroen's email about each WP's dissemination plans.

Jeroen will look at the last comments for the acknowledgements and will send around the finalized version. Will rediscuss next SC meeting.

Jeroen will discuss technology transfer at the ESG meeting on December 15th.

## 9. AOB

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## 10. Papers

We will use the new way of working (see WP8) at the next SC meeting, for all abstracts that were already there, also the accepted ones. So these accepted ones will still be approved, but this way we will also have reviewer comments.

### Actions

Who	What
Local PIs	Let Johannes know if test system can be shut down

WP leads	respond to Jeroen's email about your dissemination plans
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