



IMMERSE minutes
22/7/21
Steering Committee

Present

WP1	Martine van Nierop
WP2	Johannes Schneider Simon Krause
WP3	Thomas Ganslandt
WP4	Daniel Dürstewitz
WP5	
WP6	Luca Marelli
WP7	Uli Reininghaus Michal Hajduk Iveta Nagyova
WP8	Evelyne van Aubel

1. General Management

- Cross-WP communication, organization, and time management – for next SC meeting

-Quarterly reports:

The actual periodic reports need to be very detailed, bullet points will not be enough. So in the quarterly reports you can be more brief if you want, but the idea of these reports is that the periodic reports will not be a massive undertaking that needs to happen at the last minute, so it will probably be easier if you are already detailed in the quarterly reports.

If there are small delays in your tasks, and this will not impact on deliverable deadlines, you don't have to be very elaborate about that in the periodic reports.

2. WP2

Since last meeting they mostly worked on the docs which ask for all details for technical documentation, so when everyone is back from holidays they can get started on this.

They have implemented the platform in the background without any of the therapy details in it yet.

3. WP3

Has added a section on data storage for phase 1 to the protocol, would like some feedback on that.

In September a new staff member will start.

Redcap is available, if questionnaires for phase 1 are available they can start looking at implementability. Not sure how far along they are (but Uli thinks they should be nearly finalized), will be more clear once Maria is back. There is a timeline for WP5 available on Basecamp.

4. WP4

Manuel has implemented basic statistics for the first period with some basic visualizations, but they can't provide user friendly visualization, as they don't have that expertise. Thomas knows someone who is, and can ask them to help (they have for example done co-design workshops with clinicians. The actual usability test will be part of WP5 tasks. Uli, Daniel, and Thomas will be in touch with Maria and Simon for a meeting after Maria's holiday to keep working on this. Thomas will contact the person in his team to ask if they can collaborate.

5. WP5

Next SC meeting

6. WP6

-The ICF template will be finalized when Maria is back

-In Germany and the UK it's not possible to make raw data available for commercialization purposes outside this project (for example another software developer or even a marketing company hired by Movisens somewhere down the line), probably the same situation in Slovakia. We don't think these data need to be shared later, only outcomes that we will publish anyway, so shouldn't be a problem (but something to keep in mind).

-The protocols for phase 1 will be submitted to ethical committees soon (internal deadline August). For phase 2 the EC requires us to have ethical approval in December, but for the project itself we need it by about Spring next year. For now we'll keep the timeline of submitting by October, and possibly do a 'planned' amendment later if needed.

-In September there is a milestone coming up: data governance framework, will be discussed later.

-There needs to be a sentence added on approval for audio recordings of the interviews, Luca will send this around.

-Everyone please let Luca know when docs are finalized and submitted to ethical committees.

7. WP7

-Protocol for phase 1 should be completed soon. Lena and Simona are working on having all questionnaires + ICFs in RedCap. Data management for phase 1 should be similar to phase 2, so that all data is located in the same place in Heidelberg. Needs to be confirmed with Maria.

-Will be working on implementations strategies during phase 1. They will be asking for feedback on intermediate versions of this.

-Next week will continue working on intervention manuals.

-In next SC meeting we'll discuss timelines of the different WPs so this will be streamlined, to make sure that if 1 WP decides to push back a certain task, this will not be a problem for other WPs.

-Slovakia needs final version of questions from WP2 for the local ethical submission. Majority of WP7 questionnaires phase 2 have been translated, still waiting for final version for questionnaires of phase 1 (hopefully ready next week). Qualitative Interuse (?) guide is not finalized yet either.

-The meeting in September for WP5 and WP7 will be in Mannheim on September 29th and 30th, and will be hybrid. There will be a short preliminary discussion on PhD topics, but nothing too concrete yet as many PhD students will just have started in September.

8. WP8

D8.1 (ESG charter) has been submitted.

D8.2 (Dissemination plan) is coming up in September. We already have a lot described in the original application, so that will be used as a base doc, and elaborated on for the deliverable report. This plan is dynamic, in the sense that it will keep getting updated throughout the project.

Actions

Who	What
WP7?	Give Thomas feedback on new section on data storage for phase 1 in protocol.
WP7	Send Luca finalized docs and inform him when submitting to Ethical Committees