

## CVD working group meeting

14 June 2019 (1603-1654 hours CAT)

Venue: Uber conference platform

Chair: Sally Adebamowo (SA)

Note taker: Oppah Kuguyo

Attendance: Tinashe Chikowore (TC), Francis Agamah, Michelle Ramsay (MR), Dwomoa Adu (DA), Ken Wiley (KW), Katherine Johnston (KW), Harry Wedel, Romuald, H3ACC, Loyola Univ Hlt, 301-496-0690, 301-502-8672.

### **I. H3Africa CVD working group in-person meeting – July 15-19, 2019, Johannesburg . . . Tinashe Chikowore (TC)**

- There was an update on the progress of the planning for the CVD in-person meeting to be held in Johannesburg, at Sydney Bremmer Institute by TC. TC indicated that there was very low turn out on the HtrainDB registration platform, therefore a proposal to postpone the meeting from 15-19 July to **19-23 August 2019** so as to give PIs time to select appropriate representatives to take part in the meeting. However Michelle Skelton (MS) is paying for these activities using funds from the 2018-19 cycle, therefore expression of interest and finalization of attendees needs to be done by **25 June 2019**, so the H3A coordinating center can pay for the flights, accommodation and other facilities by 30 June 2019.

**Action item: PIs ensure to have sent the final list of people attending the meeting by the 25<sup>th</sup> of June 2019**

- Meeting is open specifically for data managers and PIs/ senior research scientists. Two people from each group are needed. The meeting will be training the data managers on how to use RedCapp database, and so the **data managers will be required to bring a cleaned preliminary dataset** that they can use for the purpose of this meeting. For the data managers that may not be able to bring cleaned data, they can bring the raw data so they can learn the process and get familiar with the database for future use. Michelle Ramsay recommended that Onoja, Catherine and Tinashe share the template link for RedCapp so that data managers can clean the relevant variables for the purpose of this meeting. In addition, the PIs or a senior research personnel is required to discuss the impact and utility of the data that is to be generated from the work.

**Action item: Onoja, Catherine and Tinashe share the template link for RedCapp so that data managers can clean the relevant variables for the purpose of this meeting.**

- To date, two groups (SIREN and Awigen) had registered, while the diabetes group had enquired and shown interest. Renal group indicated that they needed some time to discuss availability of their possible reps and would provide feedback by 22 June 2019. RHDgen project is yet to provide feedback.

Action item for TC or MR: (i) Follow up on Renal Group for feedback by 22 June 2019 (ii) Follow up on Mark Engel group to find out the finalization.

## **II. H3Africa Affiliate Membership Document – Feedback from the Steering Committee . . . Michele Ramsey (MR)**

MR provided a summary of the affiliate membership document from the steering committee. The steering committee felt the document is very good, however, is very specific to the CVD working group, as opposed to being non-specific and encourage the affiliates to join the H3A consortium and then make a choice whether to join the CVD WG or not. In terms of the CVD WG, there is no additional input that can be given however the Michelle Ramsay Elizabeth and Audrey will work together to refine the document into the more generic report as per steering committee recommendations.

## **III. Administrative supplement funding mechanisms . . . Ken Wiley**

Plans to cover the supplies, equipment and subcontracts for the WG need to be sent to Michelle Skelton as soon as possible. Michelle is again, planning to use the supplementary funding from the 2018-19 funding cycle to cover most of these items, especially the computing items and software. The deadline for the quotations for these items to be sent to the group to the H3A CC is **25 June 2019**. Therefore all groups are encouraged to send the quotations to H3A CC as soon as possible. The salary supplements are still in processing at the NIH, and the NIH is awaiting for the H3Africa CC grant turnover to begin processing. Therefore, Ken Wiley will revert to the WG in late August.

Action item for PI: Please finalise on the computing items to be purchased by 25 June 2019.

## **IV. Tracking of publications within the CVD Working Group . . . Sally Adebamowo**

- Sally indicated that there is a need to have a key person to track the publications that are written by the WG. This exercise is different from the H3ACC management of publications as it will provide a step by step process of the paper from the submission to publication, including the comments from the reviewers, and how the comments are addressed. This is because a lot of papers lost to follow up when submitted by the group for example the group is not informed of the comments made by reviewers or how the comments are addressed. There were four suggestions made, (a) Have lead investigators or authors update the chair/co-chair on status of the submitted manuscripts (b) Assign a person from the WG to be responsible specifically (c) Establish a subgroup for the publication management (d) Create a google document that is to be populated by each author. In conclusion, the group agreed on finding a volunteer to track the manuscripts. The suggestion can be opened up to the big group, and sent out to the CVD mailing list.

**V. Voting for Working Group Leadership ... Ken Wiley**

- The issue of selecting a new chair and co-chair was discussed. This discussion was not from a place of no confidence with the current chair, but instead was to allow the group to decide if they were comfortable with the current selection process, or would rather have change. There were two methods proposed, one was to have a rotating chairperson in the group for which a vote would then be conducted for the co-chair position. Alternatively, members of the group could vote for both the chair and co-chair positions. The latter was met with challenges such as not knowing which individuals were actually in group. The CVD WG has a lot of registered individuals, most of whom do not participate or attend any of the group activities. Thus it would be unfair to have dormant members voting for a chair. Dwomoa Adu recommended that we should find out a list of active members in the WG and from there have a poll on how best to vote for the chair/co-chair. Ken Wiley recommended that in the interim we can start the process of rotating chairpersons, and Michelle Ramsay further added that it would be fitting if Sally automatically became interim chair.
- Ken Wiley also announced that there would be a change-over in the NIH personnel for the CVD group. Ken is stepping down from the post, and the position will be filled by Stacy Chambers and another NIH rep (to be confirmed at a later date). Ken indicated that the reason for stepping down was to show that the group's growth and sustainability is not dependent on the leadership, but instead on the group's hard work and commitment.

**VI. Any other business**

- Formally welcome Sickle cell and Eyes for Africa groups into the CVD working group and add them to the mailing list.