

H3Africa Study Coordinators Working Group

Meeting Minutes

5 June 2019

Meeting Attendees:

Keofentse Mathuba, Thembela Mavuso, Rolanda Julius, Karen Lacourciere, Megan Hoffmann, Fiona Bane, Nadia Hoffmann, Sophia Osawe, Thato, Katherine Johnston, Carol Crowther, Barbara Sina, Temilola Yusuf, Emmanuel Nasinghe

Apologies: Robin Mason

Minutes:

1. Manuscript updates
 - a. Megan and Sophia gave an overview of the small group meeting that was held between the Study Coordinators Chairs, Sophia Osawe, and Pius, the Ethics Chairperson, for advise on ethics issues to consider for the study coordinators manuscript idea, types of engagement the study coordinators manuscript writing team should have with the ethics WG, and also steps to take to proceed with the manuscript
 - b. Sophia prepared a concept note of the study coordinators manuscript idea to submit to the Ethics WG for discussion during one of the group's meeting; **Rolanda to help ensure the study coordinators manuscript are on the next Ethics WG agenda**
 - c. The Study Coordinators chairs and Sophia Osawe are also planning to join the Steering Committee to seek advice and approval on the manuscript concept; **Rolanda will help ensure the SC manuscript is placed on a future steering committee agenda**
2. Trainings
 - a. Clinical Research Operations Webinar Series
 1. There are existing webinar recordings (not a part of H3Africa) that we can watch to learn how to improve our community engagement strategies
 2. **Rolanda, Megan, Keofentse: Let's send out the recordings for these webinars**
 - Data Management
 - Clinical Operations
 - Science Writing
 - MESH
2. Establish and use of the social media
 - a. The Study Coordinators group should consider how the team wants to utilize WhatsApp
 - b. Let us seek guidance from Emmanuel on the vision for using WhatsApp, and let us also think of parameters of use, and any other points to consider [who will administer, who will monitor, etc.]
3. Study Coordinators Spotlight on HtrainDB
 - a. We need a list of study coordinators who want to be highlighted
 - b. The group on the phone took volunteers for this summer's spotlight write-ups on HtrainDB:
 1. Fiona - *tentatively* July spotlight
 2. Sophia would like to be featured
 3. Thembela would like to be featured too
 4. ***Rolanda will follow up to ensure the HtrainDB spotlights for this summer are carried out**
 5. **Megan and Rolanda can coordinate a google doc for study coordinators to sign themselves up for a monthly spotlight spot**
5. Genetic counselling webinar
 1. Megan informed that group that the chairs, NIH, and Fiona Baine are working to schedule a 2nd webinar on genetic counseling

2. Rolanda also distributed Wellcome Trust genetic counseling presentation via email to the study coordinators working group as a option for additional training
6. Ghana meeting plans –
 1. Let us start thinking about topics for next Consortium meeting and crafting an agenda
 2. Rolanda informed the group there will be a science writing session at the 14th consortium meeting that the study coordinators would benefit from attending, and is open for all consortium members
7. AOB
 1. **Sophia to share the manuscript draft with the study coordinators group – done**