

DISCHARGE

Meeting Minutes

Steering Committee

Date: 30.10.2014

Attendance: Prof. Marc Dewey (MD), Adriane Napp (AN), Dr. Christine Kubiak (CK), Dr. Iñaki Gutiérrez-Ibarluzea (GI), Prof. Vladimir Rogalewicz (VR), Prof. Jacqueline Müller-Nordhorn (MN), Prof. Peter Schlattmann (PS), Prof. Klaus Koefoed (KK), Dr. Christian Delles (CD), Prof. Rodrigo Salgado (RS), Prof. Teodora Benedek (TB), Prof. Marco Francone (MF)

Nr.	Issues	Outcomes	t	ID
1	Welcome		5	MD
2	Status of Project		5	AN
3	Withdrawal P20 OSTERGOTLANDS LAN	MD informed Steering Committee about the withdrawal of P20. Due to that, a new WP7 (Gender) Leader is necessary.	10	MD
	a) New Work Package Leader WP7 Gender	All attending Steering Committee members agreed on electing Klaus Koefoed (P05 REGION HOVEDSTADEN) as the WP7 (Gender) Leader. All other WP Members will keep their positions. MD asked KK and all other members of the Steering Committees for additional suggestions of possible gender related secondary outcomes. They should be send at latest on November 5 th .		MD
	b) New Regional Site Representative for Region North	All attending Steering Committee members agreed on electing Ligita Zvaigzne (P13 Paula Stradiņa Klīniskā Universitātes Slimnīca) into the position as the regional site representative for region North. AN will sent a list to all regional site representatives including the contacts of all PIs for their specific region. This will allow the regional representatives to get in contact with all of their sites in order to solve local political and approval issues as well as to help with any practical questions. Regional representatives are invited to let all sites know that the coordinator has already and is very happy to help with local issues by writing letters and talking to IRB chairs and even deans of institutions if needed to get DISCHARGE running.		MD
4	Travel Budget		5	
	AN suggested that the travel buget of all sites shuld be managed by charité (P01) due to easier planning of yearly meeting.	All attending Steering Committee members agreed on leaving the travel budget of all sites, for easier management at Charité (P01).		AN
5	New Advisory Board Members		5	MD
	a) Ella A Kazerooni	All attending Steering Committee members agreed on accepting Ella A. Kazerooni as a new member of the External Advisory Board.		
	b) Hans-U. Kauczor	All attending Steering Committee members agreed on accepting Hans-U. Kauczor as a new member of the External Advisory Board.		

	c) Andrew Briggs	<p>All attending Steering Committee members agreed on accepting Andrew Briggs as a new member of the External Advisory Board.</p> <p>VR agreed on getting in contact with Andrew Briggs about the Cost-Effectiveness Analysis Plan. AND will facilitate this contact on October 31st.</p>		
6	Planned Meetings	27.11.2014 after general phone conference		