

NRDS Policy and Governance Working Group

Monday May 9, 2016

Meeting Minutes

Agenda Topics

Review NRDS Policy and Governance Plan Components – Change verbiage to “Network Rave Data Standards Policy and Governance Document” – The group reviewed the current plan and Neesha Desai made changes based on feedback during the meeting.

- Summary
- Purpose
- Scope
- Introduction
- Roles/Responsibilities
- Exemptions for Data Standards Usage
 - Shauna: We need to discuss the correct amount of time needed for the change (including what the change will impact). We need to know how many studies will be impacted by the change.
 - Gwen: The changes implemented will be on studies moving forward.
 - Mike: New implementation and changes, unless there is a real reason to do otherwise, will be prospective. We will not require you to retro-fit the older studies to the new standard.
 - Shauna: We will need to add this in writing within the Policy Documentation
 - Shauna: You need to know how far ahead of schedule you need to request an exemption
 - From the moment we receive the exemption, through the review process, we should provide it back after 3 business days.
 - The group agreed to include the exemption criteria in the exemption evaluation paragraph (added during the meeting)
 - These exemptions are why a center would not be compliant (i.e. a resource is out of town for 2 weeks)
- NCTN and ETCTN Standard Usage Policies
- Validation Workflows
- Compliance Criteria
- Frequently Asked Questions
- Glossary

Next Steps

- Continue review

Attendance:

Name	Affiliation
Shauna Hillman	Alliance
Steven Jong	COG
Mike Montello	CTEP
Judi Manola	ECOG-ACRIN
Janice Knable	NCI
Christina Warmington	NCI - Essex Management
Neesha Desai	NCI - Essex Management
Gwen Deen	NCI - SAIC
Tina Taylor	NCI - SAIC
Angela Smith	SWOG
Diana Vulih	Theradex