**ACT Governance Work Group Meeting Minutes**

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| **Meeting:** | ACT Governance Work Group Meeting | | |
| **Date:** | 5/16/19 | **Location/Dial:** | 877-262-2695,100856# |

**Invitees and Attendance**

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| Bob Toto | UTSW | P |  | Justin Starren | Northwestern | A |
| Dipti Ranganathan | Univ. of Chicago | P |  | Jim Cimino | UAB | P |
| Bill Hogan | Florida | P |  | Peter Winkelstein | UB | A |
| Robert Schuff | Oregon | P |  | Sanjay Sethi | UB | A |
| Russ Waitman | KUMC | P |  | Other: Lindsay Lennox | | |
| Sean Mooney | UW | P |  |

P = Present A = Absent

**Meeting Notes**

| Topic | Discussion Points | Notes/Follow-up |
| --- | --- | --- |
| Governance survey | * Review survey results summary from the ACT Governance Survey distributed in the May newsletter | Elaina reviewed the purpose of the survey and how it was distributed.  Lindsay read through the questions and highlighted various comments from the site. The question with the most concern is around the governance change to allow sites to permit end user access to partner institutions at their discretion.  Next steps:  -Allow sites additional time to respond  -Collate responses and pull out concerns, dividing into two categories: issues that need work group review and issues that can be resolved with clear communication  -Elaina will share results via email for discussion at the June work group meeting |
| Trial access to the network | * Discuss governance considerations related to extending access to ACT to users for educational purposes (training, etc.) * Possible options include:   + A centrally managed webclient that connects to a different hub that includes dummy data   + A centrally managed webclient that connects to the production hub and is formatted so that:     - The entire ACT ontology is visible     - Only limited terms are available to create queries | The ACT dissemination team lead a session at the March ACTS meeting on using clinical informatics tools. ACT was used as an example. The event targeted early career investigators. It included an overview, query demonstration, and an interactive component using ACT.  From this session came the interest in exploring opportunities to set up trial access to ACT. There are a few options to set up a trial or training network, but we need to address possible governance issues with the options.  Sean commented on gearing up for rolling out across UW and asked about a global ACT communication plan. He also mentioned thinking of ACT’s rollout more strategically and providing appropriate information to investigators so it is clear what informatics tool will be useful to them and when.  **Elaina will set up a call with Sean, Rob and the dissemination group to review strategies around the ACT rollout. If you are interested in also participating in this call, please reach out to Elaina**  There was consensus that a training ACT site will be of value. It is possible to set up a site with demo data similar to the i2b2 data site, using the i2b2 demo data.  -It is possible that some of our customer base will not need significant training. If they are currently using i2b2, they should have an easier time understanding how to use ACT.  This conversation will continue as we start to map out or plans for trial/training access to the network. |
| Next Steps | * Other topics? * Next meeting: 6/20 |  |