

Minutes of the CAPHRI Quality Assurance Committee, 1st October 2019

Present: R Crutzen, D Shaw, M Spigt.
Apologies: B Penders, S Zwakalen.

1. Minutes of 3rd July 2019

The only correction to the minutes was that David Shaw will minute future meetings, rather than Chantal Classens.

2. Committee members

RC is stepping down from the committee. MS will email department heads requesting nominations for new members.

3. Website design

DS updated the committee on progress with the new website. Rather than a separate website, the quality assurance pages will form part of the new CAPHRI website. The new format will feature short basic facts about each aspect of QA, with a link to more detailed information. There will also be a downloadable PDF 'manual' with all the information included. The new website will not launch until late November 2019, so in the meantime the old website will be used and updated with the new quality officer email address: CAPHRI-quality@maastrichtuniversity.nl. The minutes of the QA committee will also be posted on the old website.

DS will record an introductory video for the landing page of the new website, and also specific videos on each aspect of QA. The new website will be editable by the quality officer, who will attend a Drupal course. The committee agreed that the new pages should be located under Research Institute rather than Organisation on the new website.

4. Outreach and Awareness

DS updated the committee on planned outreach activities.

A workshop for PhD students and postdocs on Research Quality is being organised for January 2020; CAPHRI PhD representatives approached the quality officer seeking assistance. Members of the QA committee may also attend the meeting.

DS and MS are presenting the work of the committee to a meeting of research leaders on October 22nd. The committee agreed that the email informing all researchers about the QA system should be sent after this meeting.

DS will contact department heads to arrange short introductions to QA as part of departmental meetings.

5. Coordination with CTCM

The committee confirmed the importance of avoiding duplication of CCTM audits. There is no need for the quality officer to audit projects being audited by CCTM, or any need to have access to CTCM audit data. However, DS may audit clinical

projects that have not been audited and are not planned to be audited by CCTM. DS will liaise further with CCTM about coordination.

6. Projects to prioritise for auditing

The committee agreed that prioritising projects for audit based on data sensitivity, vulnerable populations and other relevant criteria makes sense. DS will continue to build database of projects within CAPHRI through triangulation of sources, with a view to starting audits once all researchers are aware of the QA system (anticipated February 2020).

7. Annual report

DS and MS will write the first annual report of the QA committee in October 2019.

8. Next meeting

MS will ask CC to organise next meeting for the end of January.