CONSORTIUM MEETING AGENDA
Room: To be confirmed

Hotel Casa 400
Eerste Ringdijkstraat 4
1097 BC Amsterdam
www.casa400.nl

Thursday 5th March - GRADE/DECIDE

13.30	**Introduction** Welcome and status report on the DECIDE project	Shaun Treweek
13.45	**Small group discussions. Select from one of the following small group discussions:** 1. The GRADEPro Guideline Development Tool (GRADEPro GDT) 2. Evidence to Decision (EtD) frameworks and the interactive iEtD 3. Interactive Summary of Findings (iSoF) tables 4. How to integrate producing patient versions of guidelines into the guideline process, and what to put in them 5. The Glossary of Evaluation Terms for Informed Treatment choices in plain language (GET IT)	Introduction to groups by Shaun Treweek Group 1: Jan Brożek and Holger Schünemann Group 2 Pablo Alonso, Jenny Moberg, Sarah Rosenbaum Group 3: Nancy Santesso Group 4: Shaun Treweek Group 5: Andy Oxman
	Short break at a convenient point	
15.00	**Summaries of each small group discussion** One person from each group gives a brief summary, followed by a short discussion	Shaun Treweek and others
15.50	**Discussion of DECIDE and future funded projects (this is the final year of DECIDE)** Discuss how we might take DECIDE beyond the current funding, and what a possible DECIDE 2 might look like. This is also an opportunity for GRADE Working Group members to raise general questions and discussion points around DECIDE.	Reem Mustafa and others
16.30	**Close**	

Friday 6th March 2015

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8.00	**Small group time** This slot can be used by WP groups and/or other working groups (e.g. the GDT group, the EtD groups, people doing/leading user-testing at each partner, people working together on publications)	All
9.00	**Meeting start** - Welcome and overview of the meeting	Shaun Treweek
9.15	**Evidence to Decision frameworks** **Key points for session:** • What are the key points that came out of the discussion at GRADE yesterday and what are the implications for DECIDE? • General feedback/input from DECIDE partners on the frameworks • Plans for further development & evaluation • Dissemination of the EtD work during the final year of DECIDE	Led by Andy Oxman and Pablo Alonso with contributions from All
10.30	**COFFEE BREAK**	
11.00	**The GRADEproGDT - The GRADEpro Guideline Development Tool** **Key points for session:** • What are the key points that came out of the discussion at GRADE yesterday and what are the implications for DECIDE? • What does the WP6 team need from the DECIDE partners, and when? • General feedback from DECIDE partners • Plans for further development • Dissemination of the GRADEproGDT work during the final year of DECIDE	Led by Holger Schünemann and Jan Brożek

12.00	**The revised GIN Public Toolkit Chapter 4 on producing patient versions of guidelines** **Key points for session:** • What is the current status of the revised Chapter 4? • What are the key points that came out of the discussion at GRADE yesterday and what are the implications for DECIDE? • General feedback from the DECIDE group • Dissemination of the Chapter 4 work during the final year of DECIDE	Led by Shaun Treweek, with contributions from Karen Graham, Nancy Santesso and others
12.30	**LUNCH BREAK**	
13.30	**Communicating diagnostic testing information** **Key points for session:** • Discussion of progress • Future plans • General feedback from the DECIDE Group	Led by Gowri Deurenberg-Gopalakrishna, plus Miranda Langendam, Reem Mustafa
14.00	**Outcome selection and core outcome sets: links between the COMET, GRADE and DECIDE** **Key points for session:** • Outline of the COMET project • Outcomes standards work in US • Potential for collaboration between COMET, GRADE and DECIDE • General feedback from the DECIDE Group	Led by Holger Schünemann, Sean Tunis, Paula Williamson and Peter Tugwell
15.45	**Management/WP Leaders Board Meeting (others can use the time for WP group work)** **Key points for session:** • Update on finance and periodic report • Update on Deliverables and Milestones • Future plans: are there any suggested changes to your task allocation or budget? • Any other matters arising and general feedback from partners on the progress of the project	Bill Slater, Shaun Treweek & Partner/WP leads
16.45	**CLOSE**	
20.00	**Consortium Dinner for DECIDE partners at:** **Restaurant Dauhpine, Prins Bernhardplein 175 1097 BL Amsterdam (http://www.caferestaurantdauphine.nl/en/)**	

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Saturday 7th March 2015

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8.00	**Small group time** This slot can be used WP groups and/or other working groups (e.g. the GDT group, the EtD groups, people doing/leading user-testing at each partner, people working together on publications)	All
9.30	**Meeting start - Issues coming from yesterday's WP group work** (if needed) **User-testing** **Key points for session:** • Summary of user-testing experience so far • What user-testing is needed (e.g. of the iSoFs and frameworks)? • What are WPs planning re. other user-testing? • What are WPs planning re. trials of promising strategies? Can we share experience/methods? • General feedback from DECIDE partners on user-testing and trials • Dissemination of the user-testing work during the final year of DECIDE	All Led by Sarah Rosenbaum and Andy Oxman with contributions from All
10.30	**COFFEE BREAK**	
11.00	**The Glossary of Evaluation Terms for Informed Treatment choices in plain language (GET IT)** **Key points for session:** • Presentation of the GET IT glossary • What is the current status of the revised Chapter 4? • General feedback from DECIDE partners • Dissemination of GET IT during the final year of DECIDE	Led by Andy Oxman, with contributions from Jenny Moberg, Sarah Rosenbaum and others
12.00	**WP group work** or time for **other small groups** to meet	All
13.00	**LUNCH BREAK**	
14.00	**DECIDE 2** **Key points for session:** • Funding opportunities? • What are the key points that came out of the discussion at the GRADE Working Group meeting? • General feedback from DECIDE partners	Led by Reem Mustafa, with contributions from Sean Tunis on PCORI funding opportunities and plans to move ahead, plus others
14.45	**Round-up and Action Points** **Brief summary from each WP group on:** • plans for the final year of DECIDE	Led by WP leads
15.30	**COFFEE BREAK AND CLOSE**	