Meetings in CTO Stream

CTO Helpdesk:

support.ctontario.ca

Contents

1) Introduction

When the REB determines that an application will undergo full-board review, it must be assigned to a board meeting within CTO Stream so that it can be processed through the full-board review pathway of the REB workflow. The Meetings feature in CTO Stream allows REB staff to create meetings, communicate with board members, assign reviewers, generate agendas and meeting minute templates as well as upload any other relevant documents.

2) Meetings Page

2.1 Accessing the Meetings Page

The Meetings page allows users to view/edit past or upcoming board meetings, as well as create new meetings for their board. To access the Meetings page, click on the Meetings Tile in the Work Area or click 'Meetings' from the black Navigation Menu at the top of the page (*Figure 1*).

The Meetings page displays a table of yellow coloured rows (*Figure 2*) displaying all upcoming full board meetings for the REB. Past meetings are hidden by default but can be revealed by clicking the 'Show Past Meetings' checkbox located above the table of meetings. Previous meetings are in grey or white coloured rows.

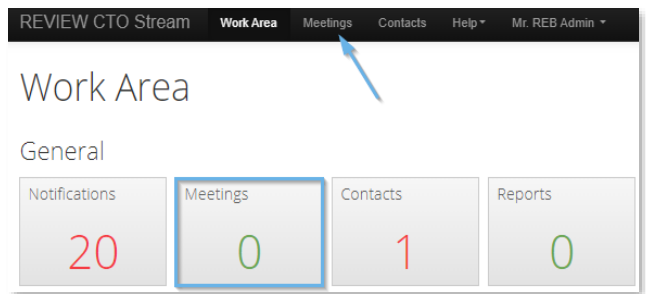

Figure 1 – Meetings Tile

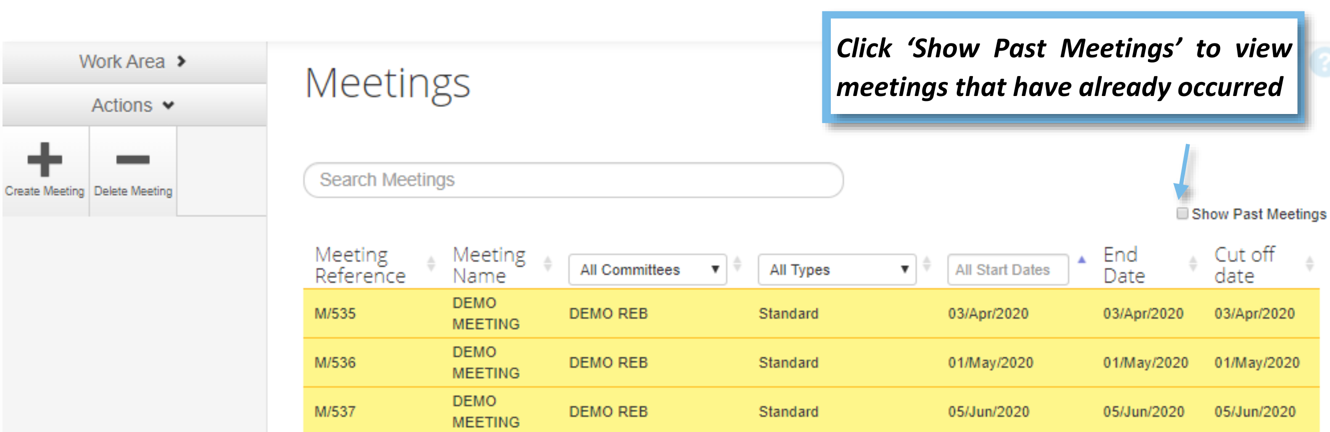

Figure 2 – Meetings Page

2.2 Create a Meeting

For an application to be assigned to a meeting for the REB, a meeting must have first been created in CTO Stream . REB staff can create a new meeting from the Meetings page by clicking the 'Create Meeting' button (*Figure 3*) in the Actions menu on the left side of the page.

Once the 'Create Meeting' button is pressed, the 'Meeting Creation' pop-up window will appear, to allow the meeting details to be entered into the system (i.e., Meeting Name, Start Date, Cut off Date, etc.). The fields to be filled out in the Meeting Creation pop-up window are described below in Table 1.

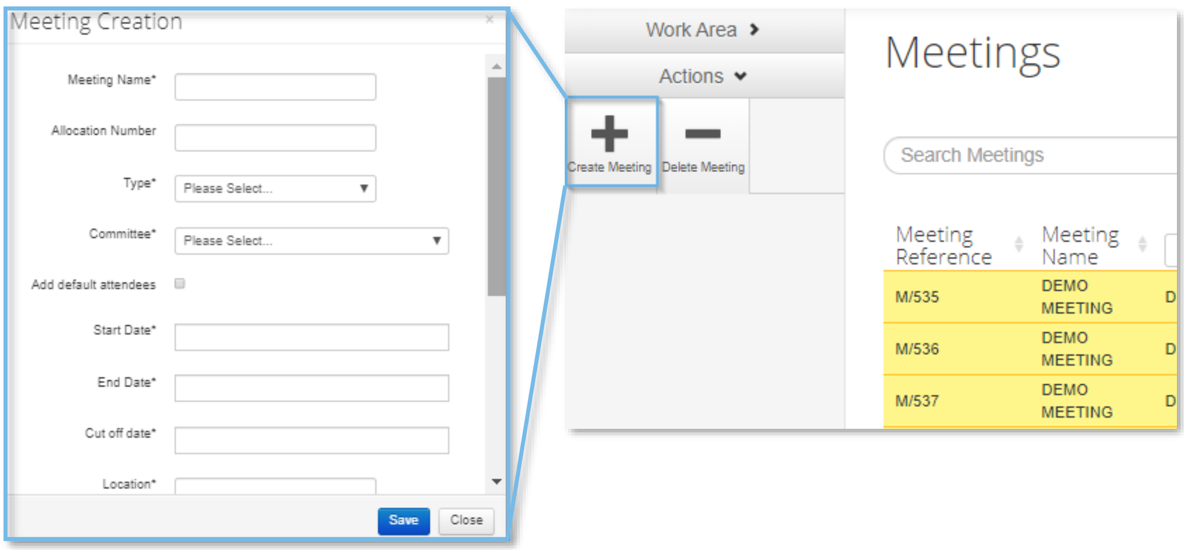

Figure 3 – Meeting Details

Table 1 – Meeting Fields

Field Name	Description
Meeting Name*	Input a name for the meeting that will make it easily identifiable from the meetings list (i.e., *'August Meeting- Panel B'*)
Allocation Number	This numerical field is not required, CTO recommends that it be left blank
Type*	The REB can select the type of meeting from the following options: standard, virtual, discussion or chairs action. The 'Standard' type is an in-person meeting which most REBs use in Ontario
Committee*	The research ethics board that the meeting is being created for. REBs that utilize multiple panels will have to select the specific panel for the meeting. REBs that do not use multiple panels will see only a single committee to select from the drop-down menu
Start Date*	Input the date that the meeting will begin and use the slider at the bottom to select the specific start time
End Date*	Input the end date for the meeting and use the slider at the bottom to input the approximate time the meeting is expected to end

Cut off date	This is the date after which no applications can be assigned to the meeting within CTO Stream. CTO recommends using the meeting start date as the cut-off date. This allows REB staff to assign any last-minute applications to the meeting until the time the meeting is scheduled to occur, if necessary
Location*	Location for the meeting (i.e., Room 4B)
Address	Address of where the meeting will take place (i.e., 101 College St. MaRS Building South Tower)

Fields labelled with an asterisk are mandatory. Each meeting will be assigned a unique reference number in CTO Stream.

2.3 Delete a Meeting

To delete a meeting, click the 'Delete Meeting' button (*Figure 4*). Clicking this button will cause a pop-up window to appear with a list of all the upcoming meetings for the REB.

Select the meeting(s) to be deleted by checking off the checkboxes to the left of the meetings reference numbers then click the blue 'Delete' button.

Tip: *A meeting that has applications assigned cannot be deleted. All applications must first be taken off the meeting before it can be deleted. This is to prevent the accidental deletion of a meeting. Meetings should only be deleted if they will not take place (i.e., if created in error).*

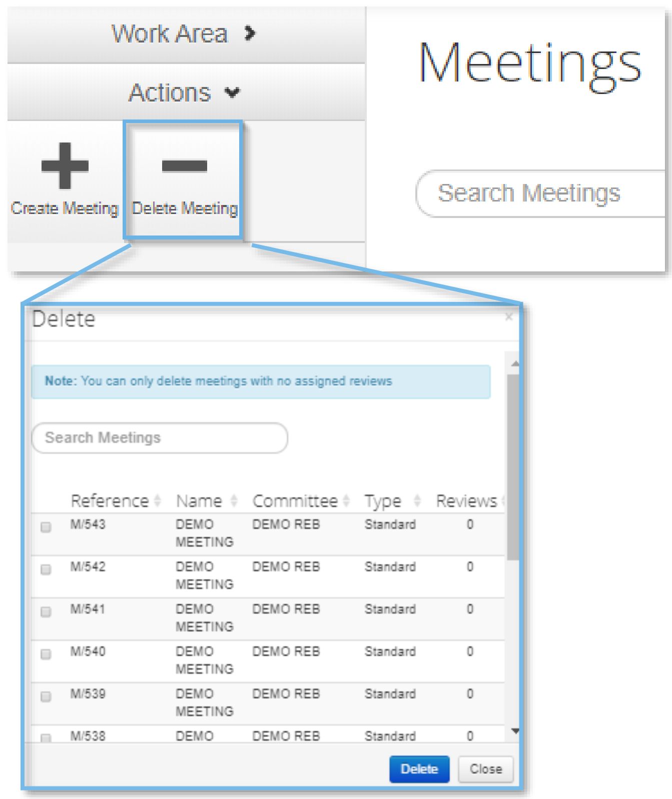

Figure 4 – Delete a Meeting

3) Meetings Overview Page

Once a meeting has been created, it will appear in the list of meetings on the Meetings Page. To open a meeting, click the row that contains the Meeting Name (*Figure 5.1*) to view the assigned applications and any meeting documents (i.e., agenda, meeting minutes).

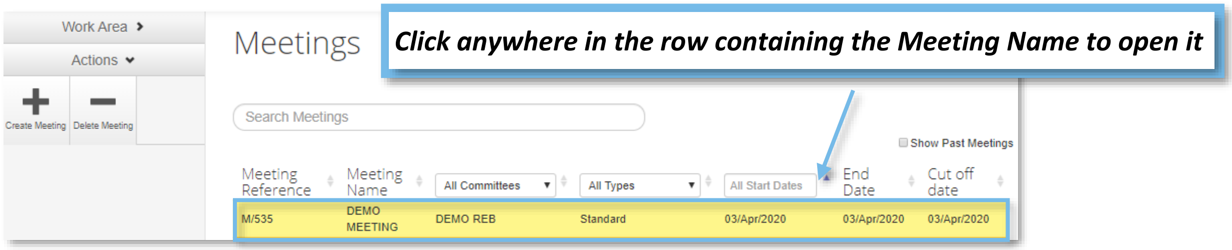

Figure - 5.1

3.1 Details Tab

When a meeting is opened from the Meetings Page, the meeting information is displayed within five tabs (*shown at the top of the page in Figure 5.2*).

When a meeting is opened, the Details tab is the first tab shown by default and displays information about the meeting such as: meeting start date, address, location, etc. Four additional tabs are located to the right of the Details Tab, called the: Reviews, Attendees, Documents and History Tabs.

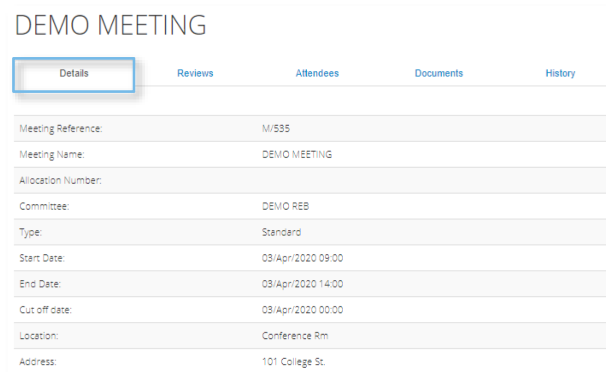

Figure - 5.2

3.2 Reviews Tab

The Reviews tab displays a list of the applications which have been assigned to the meeting, along with related information about each meeting separated into seven columns. These columns are below in Table 2.

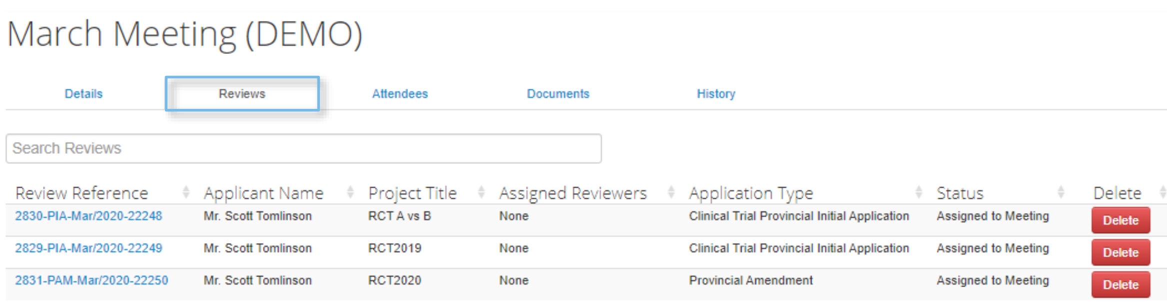

Figure 5.3 – Reviews Tab

Table 2 – Reviews Tab

Column	Description
Review Reference	The unique identification code assigned by the system once that application is submitted to the REB
Applicant Name	Displays name of the project owner (this is the person who is managing the study overall in CTO Stream)
Project Title	Displays short study title (each study is called a project in CTO Stream)
Assigned Reviewers	Displays names of reviewers assigned to this form
Status	Displays current status of the form within the REB review process
Delete	Clicking on the 'Delete' button will remove the application from the meeting

3.3 Removing an application from a meeting

At times, REB staff may need to remove an application from a meeting. This is necessary if the application has to be re-assigned to another meeting, or if the application needs to be returned to the applicant for further revisions, before it can be reviewed at the full-board meeting. Clicking the 'Delete' button will open a pop-up window, where the user can confirm that the application is to be removed from the meeting. Once done, click 'OK' to remove the application from the meeting, which will change the status of the application from "Assigned to Meeting" to "Full Board Review". The application can then be assigned to a different meeting, if required.

3.4 Attendees Tab

Clicking the Attendees tab will show the list of attendees who have been assigned to the current meeting. Information about each attendee is displayed within four columns, described in Table 3 on the next page.

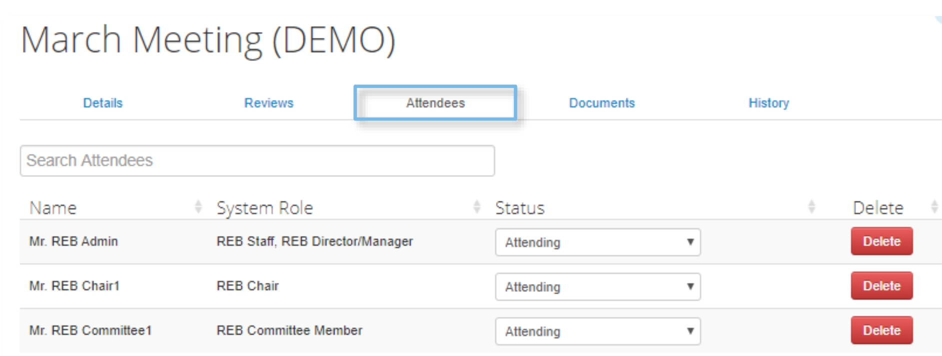

Figure 6 – Attendees Tab

TABLE 3 – ATTENDEES TAB

FIELD NAME	DESCRIPTION
NAME	Name of the attendee
SYSTEM ROLE	Attendee's assigned role(s) in the system
STATUS	Displays the attendee's status (attending/not attending)
DELETE	Removes the individual from the current meeting

3.5 Documents Tab

The Documents tab contains a list of all documents that have been uploaded into the meeting workspace (see '<u>Meeting Documents</u>' for more information) by the REB staff. Information about each document is separated into six columns, described below in Table 4.

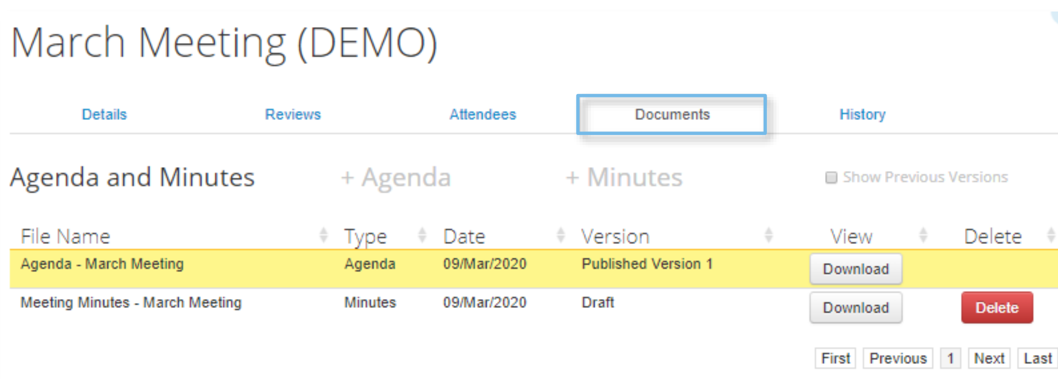

Figure 7 – Documents Tab

TABLE 4 – DOCUMENTS TAB

FIELD NAME	DESCRIPTION
FILE NAME	Displays the file name of the document uploaded
DATE	The date entered by the user when the document was uploaded
VERSION	The version entered by the user when the file was uploaded
SIZE	The disk space size of the uploaded file
VIEW	Contains the 'Download' button to allow users to download the document to their computer
DELETE	Deletes the document from the meeting

3.6 History Tab

If changes are made to an existing meeting in CTO Stream, the date, description, and user who made the change are recorded in the History tab. A few examples of events recorded are the addition/removal of attendees, upload/deletion of meeting documents, or addition of a new application to be reviewed at the meeting.

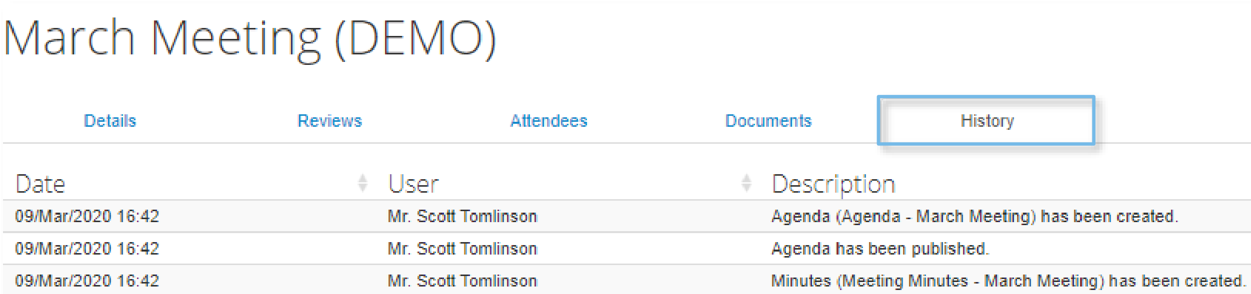

Figure 8 –Documents Tab

4) Actions Menu (Meetings)

Once a meeting has been created, a user can open the meeting from the list on the Meetings Page. The buttons available in the Action Menu from within a specific meeting include important features such as editing a meeting and sending a message to the meeting attendees.

4.1 Edit a Meeting

Once a meeting has been opened, click the 'Edit Meeting' button in the Actions Menu to open the Edit Meeting pop-up window. From here, users can edit the location, start/end times, or any other meeting information that was entered when the meeting was created in the system.

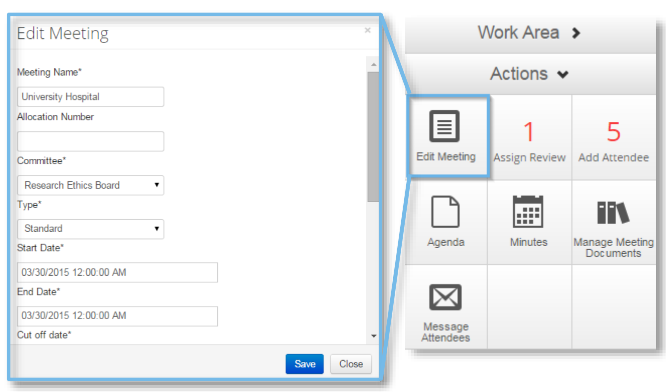

Figure 9 – Edit Meeting Action

4.2 Assigning Applications Forms to a Meeting

The ‘Assign Review’ button displays the number of applications that are currently assigned to be reviewed at the full board meeting.

Applications can only be assigned to a meeting from the Submission Timeline of the application (*Figure 11*).

To assign an application to a meeting, Full Board Review must have already been selected as the review type for the application. Once Full Board review has been selected , the current status of the form becomes “Full Board Review” and the ‘Assign to Meeting’ button will become visible in the Action Menu of the submission timeline.

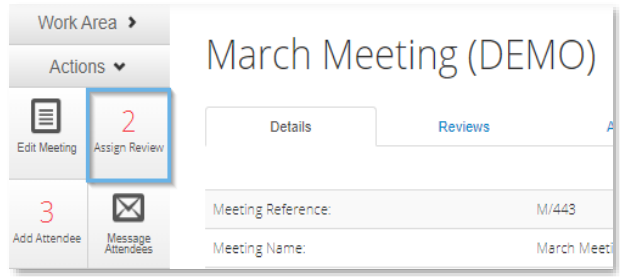

Figure 10 – Assigned Reviews tile

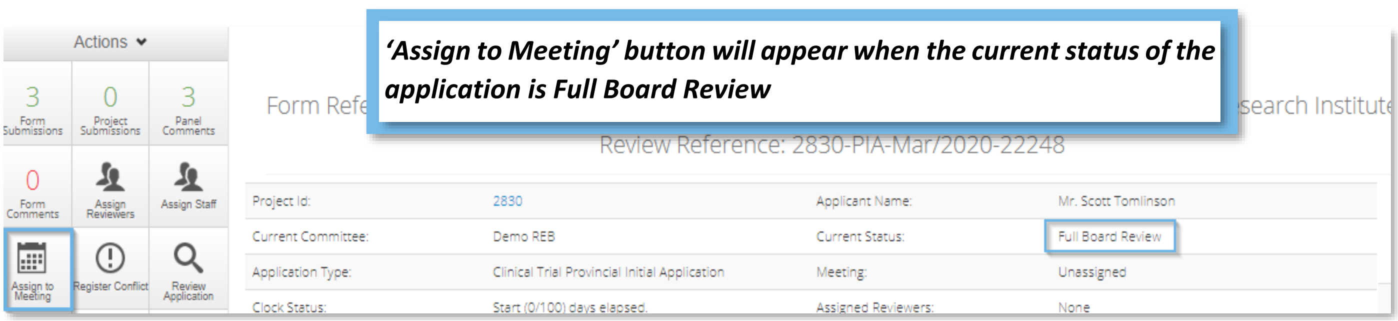

Figure 11 – Assign to Meeting button on Submission Timeline

4.3 Adding Attendees to a Meeting

CTO Stream can record and keep track the individual REB members who attend a given meeting and refers to these as meeting “attendees”. The red number displayed on the front of the ‘Add Attendee’ button in the Action Menu, represents the total number of attendees who have been invited to the current meeting.

To add a new attendee, click the ‘Add Attendee’ button which will bring up a list of the REB members and staff who can be added to the meeting. To add someone from the list, select the checkbox to the left of their name, then click the blue ‘Add Attendee’ button at the bottom of the pop-up window (multiple people can be invited to the meeting at once using this method).

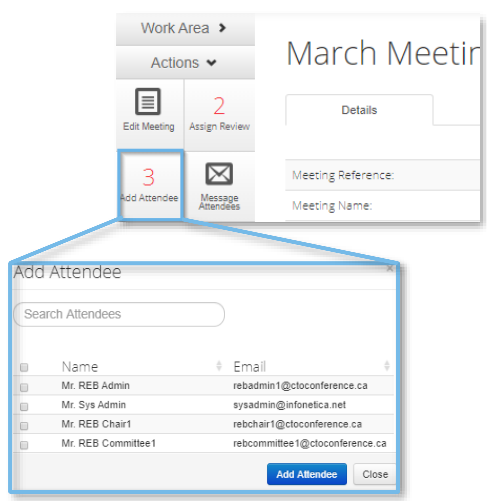

Figure 12 – Adding Attendees

4.4 Meeting Agenda and Minutes (Optional)

The meeting agenda and minutes for a meeting can be created from within the Documents tab.

Creating an Agenda:

To create an Agenda using the CTO template, click the grey '+Agenda' button under the Documents tab (*Figure 13*). A pop-up window will appear which contains a text editor where the agenda template can be edited.

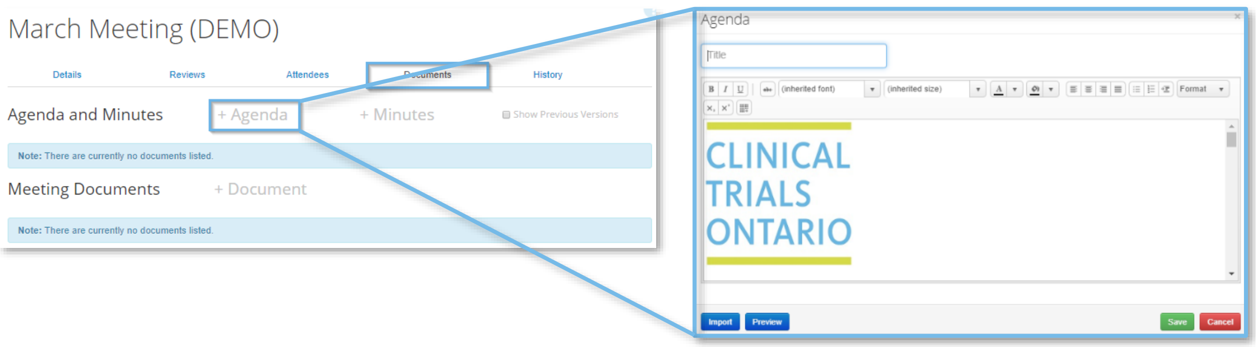

Figure 13 – Uploading Meeting Agenda

The CTO agenda template is automatically pre-filled with information about the applications assigned to the meeting. Give the agenda a title and then it can be saved by pressing the green 'Save' button at the bottom of the window. The system allows for multiple drafts of the agenda to be created, but only one draft can be published as the final version.

Once saved, the drafts will appear under the Agenda and Minutes heading within the Documents tab. To Publish a draft, click the title of the draft from the list and press the green 'Publish' button at the bottom of the pop-up window. Meeting attendees will then be able to download the agenda to their computer.

Creating the Meeting Minutes:

To create a meeting minutes document using the CTO template, click the grey '+Minutes' button under the Documents tab and a text editor will appear in a pop-up window with the minutes template. The draft must be given a title before it can be saved and then one of the drafts can be published as the final meeting minutes document which attendees can download.

Tip: Using the agenda and meeting minute templates in CTO Stream are optional. REBs have the option to upload their own agenda and/or meeting minutes (or any document) to the Meeting Documents section of the Documents tab by clicking the grey '+Document' button to upload a file.

4.5 Messaging Attendees

The 'Message Attendees' button allows REBs to send an in-system notification to anyone who has been added to the meeting as an attendee. The recipients will receive an email notification to let them know that a message is waiting for them in CTO Stream.

Clicking the 'Message Attendees' button will open a pop-up window with a text box where a message can be entered.

Tip: Recipients of the message will be required to login to CTO Stream to view the message from their Notifications tile in their Work Area.

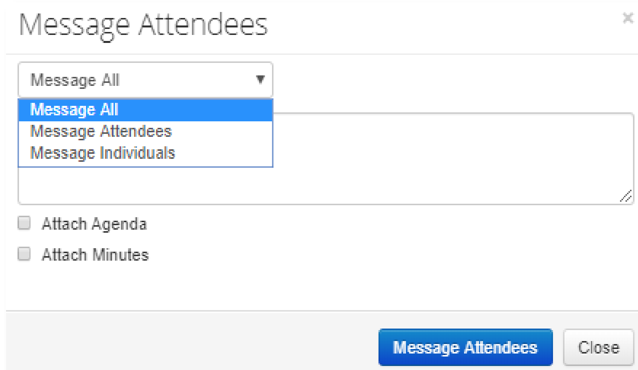

Figure 14 – Messaging Meeting Attendees

REB staff can choose to send the message to all meeting attendees or only specific individuals by using the drop-down box at the top right of the pop-up window. To send the message to only a select few individuals, choose "Message Individuals" and then type the name(s) of the attendee(s) in the search bar.

The published agenda and/or minutes can be appended to the message by using the 'Attach Agenda' or 'Attach Minutes' checkboxes. This will attach the published agenda and/or minutes to the email attendees receive from CTO Stream.

IMPORTANT: **CTO does not recommend using this option, as sending it means sending confidential information outside the CTO Stream system.**