Name of Committee/Activity/Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Minutes** | xxxx, 20xx | xx:xx AM – xx:xx PM | Meeting Room  street address/building name |

|  |  |
| --- | --- |
| CHAIR |  |
| Secretary |  |
| Attendees |  |
| McGill CPD Representative |  |
| REGRETS |  |

In compliance with the National standard for support of accredited CPD activities, being a member of the Scientific Planning Committee (SPC) implies having significant involvement in the development, planning and implementation of the activity. As a result, the SPC must discuss key elements linked to organizing the activity:

## 

## **AGENDA ITEMS**

Discussion Points (several meetings may be required to discuss all key elements):

* Review and description of method used to assess Scientific Planning Committee members completed Conflict of interest (CoI) forms;
  + - SPC discussion summary mandatory
* Strategy used to manage potential or real conflicts of interest; [Acceptable Strategies to Mitigate CoI](https://www.mcgill.ca/medicinecpd/personnes/accreditation/quick-tips/strategies-managing-mitigating-identified-conflicts-interest)
  + - SPC discussion summary mandatory
  + Needs assessment - Identification of the educational needs of the intended target audience;
  + Learning objectives;
* Selection of educational methods (delivery of program);
* Evaluation outcomes from previous year(s) accreditation period (if applicable);
* Content development;
* If funded, flow of funds;
* Selection of speakers, moderators, facilitators and authors;
* Review and description of method used to assess resource persons’ completed CoI forms (speakers, moderators, etc.);
* Strategy used to manage potential or real conflicts of interest; [Acceptable Strategies to Mitigate CoI](https://www.mcgill.ca/medicinecpd/strategies-managing-mitigating-identified-conflicts-interest)
* Varia

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| Discussion | | **Meeting agenda and previous minutes approval** | | | | |
| Action items | | | | | Person responsible | Deadline |
| None | | | | |  |  |
|  | | |
| **AGENDA ITEM 1** | | | | | | **NAME OF SPEAKER** |
| Discussion | **Review and description of method used to assess SPC completed CoI forms** | | | | | |
| Action items | | | | Person responsible | | Deadline |
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| **AGENDA ITEM 2** | | | **NAME OF SPEAKER** | |
| Discussion | **Strategy used to manage potential or real conflicts of interest** | | | |
| Action items | | Person responsible | | Deadline |
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| **AGENDA ITEM 3** | | | | **NAME OF SPEAKER** |
| Discussion | **Needs assessment - Identification of the educational needs of the intended target audience** | | | |
| Action items | | Person responsible | Deadline | |
|  | |  |  | |
|  | |  |  | |

**Add as many agenda item boxes as needed**

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|  | | **varia** | | **NAME OF SPEAKER** | |
| Discussion |  | | | | |
| Action items | | | Person responsible | | Deadline |
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| Future Meeting | If available, give the date, time, and location of the next meeting. |