

PTSOP minutes – April 14th, 2017

Attendees:

Stacey Fry

Nicole Carins

Shawn Kassner

Gil Dichter

Not Present:

Stacie Meltzer

Reggie Morgan

Susan Jackson

- Meeting was called to order at 1:35 PM (Eastern Time)
- Minutes from March 3rd, 2017 – Nicole made a motion to accept the minutes and was second by Stacey. All present voted to accept the minutes.
- SOP 4-102: Committee reviewed the final changes made to the SOP. The SOP with the changes approved by the PTSOP committee are in red. Some of the major changes are:
 - 5.6 “should” changed to “shall”
 - 6.5 “has” changed to “shall”
 - 7.8 Deleted the change proposed by the Policy Committee: “Participants recommend that a clear rationale be stated followed by discussion with the Panel until some mutual understanding is obtained prior to notifying the submitter of the conclusion or outcome. It was felt this was not needed based on the opening sentence of this section. Changed “should to “shall” at the beginning of the first statement: PTPEC **”shall”** “-----”
 - 10.0 SOP approved changes: to request input from Ilona if a new revision level is required or not or just the date to be changed
 - The changes made to this document will be forwarded to Maria (PTPEC) committee for review, Approval or comments.
- Motion to adjourn by Shawn, 2nd by Nicole. All in favor to adjourn. Meeting ended at 2:05 PM
- The next meeting is scheduled for May 5th at 1:30 Or 2 PM. Please let me know which works best for all.

Respectfully submitted

Gil