ISOQOL

ANNUAL REPORT

SIG/Committee Name: Translation & Cultural Adaptation SIG

Date: February 14, 2020

Co-Chairs: Huda Shalhoub, Shawn McKown
Secretary: Dana Weiss

Board Liaison: Josephine Norquist

Mission: The overall objectives of the TCA-SIG are to identify and advance research into practices and outcomes of translation and cultural adaptation of patient-reported outcome instruments; to provide an evidence database on translation and cultural adaptation of PROs; and to promote visibility of cross cultural issues in development and use of PROs in ISOQOL.

Project/Objective	Actions/Deliverables	Project Chair	Project Members	Timeline
1. Conduct SIG Annual Meeting	The 2019 Annual SIG meeting was held on 21 October 2019. The presentation by the team chairs included updates on work conducted by the TCA-SIG in the last year, the SIG structure and leadership model, and an interactive group activity. Shawn McKown was introduced as chair-elect, and Dana Weiss as Secretary. The group activity consisted of separating the attendees into groups of 3 or 4, with each group developing suggestions for working topics for the SIG to consider over the coming year. The meeting was very productive, with a number of strong topics suggested during a lively discussion.	Huda Shalhoub, Shawn McKown (chair-elect), Dana Weiss (secretary)	Entire SIG was invited	At the Dublin ISOQOL Annual Meeting – 27 October 2018
2. Non-PRO COA Translation Guidelines Working Group	The objectives of this working group are to address non-PRO COA translation challenges, and to prepare a good practices document suggesting additions/modifications to the generally accepted approaches for PRO translation. As of February 2020, the manuscript draft has been completed and approved by the SIG.	Shawn McKown	Shawn McKown, Ben Arnold, Sonya Eremenco, Dana Weiss, Caroline Anfray, Catherina Acquadro, Christelle Giroudet, Adelina Lear, Mona Martin	Draft completed during 2019 and early 2020; to be submitted for publication in 2Q20
3. eCOA Translation Standards Working Group	The objective of this working group is to prepare a good practices document suggesting eCOA translation process standards. As of February 2020, the draft Introduction, Methods, and Results sections have been completed. During 2020, proposed standards will be developed and the remainder of the manuscript will be completed and circulated for review. It is expected that this work will complete in 2020. A manuscript will be submitted.	Huda Shalhoub, Megan Turner	Megan Turner, Huda Shalhoub, Holger Muhlan-Rehmer, Dagmara Kulis, Ben Arnold, Sonya Eremenco, Caroline Anfray, Emily-Parks Venizzi, Jason Bredle, Mark Wade,John Chaplin, Clayon Hamilton, Anita Smarandache, Jussi Repo, Ligia Chavez, Alexandra Crane, Catherine Knoth	Manuscript draft expected completion by April 30, 2020; submission to steering committee by August 31, 2020

4.	Concept Definition Standards Working Group	The objective of this working group is to prepare a good practices document for the development of concept definitions as part of the translation and cultural adaptation of COAs. As of February 2020, a survey is prepared for distribution to industry group respondents to report on their concept definitions development practices.	Dana Weiss	Dana Weiss, Ben Arnold, Ana Popielnicki, Barbara Brandt, Sonja Eremenco, Emily Parks Vernizzi, Jussi Repo, Jie You, John Chaplin, Alexandra Crane, Elizabeth Yohe Moore, Mark Wade, Carter Cassedy, Teresa Williams, Miguel Ruiz, Holger Muhlan-Rehmer, Clayon Hamilton, Adelina Lear, Zheng-kun Hou	Survey results analysis and draft manuscript initiated in 2020
5.	Newsletter	The leadership team continues to regularly update the membership on the progress of various projects via a newsletter. Newsletters are prepared every 6-8 weeks and distributed through the Teamwork mailing list.	Huda Shalhoub, Shawn McKown, Dana Weiss	SIG membership	Every 6-8 weeks
6.	Teamwork portal	Teamwork is in use by the full membership. Files are uploaded on a regular basis and it serves as a place to consult any SIG-related documents.	Dana Weiss	SIG membership and Working Group Chairs	Ongoing use