**QIBA Process Committee (PC) Meeting**
*Tuesday, September 19, 2023, at 2 pm (CT)*

**Meeting Summary**

**Attendees:**
- Kevin O'Donnell, MASc (Chair)
- Timothy Hall, PhD
- Michael Boss, PhD (Vice Chair)
- Daniel Sullivan, MD
- Joe Koudelik
- Nancy Obuchowski, PhD
- Julie Lisiecki

**RSNA Staff:**
- Timothy Hall, PhD
- Daniel Sullivan, MD
- Joe Koudelik
- Julie Lisiecki

**FAQ document** addressed

- PC members to help to clarify the vision, transition, and process questions that may arise as QIBA transitions to oversight by the QUIC
- Wiki will continue to be used
- Task Force report to remain confidential
- Existing contracts, e.g., CaliberMRI, will be honored; FAQ wording could benefit from additional detail
- Statistics support to be determined on an as-needed basis, and future processes will be decided by the QUIC as of December 23rd
- QIBA YouTube videos will remain accessible and linked to the Wiki
- Academy CECI² fellowship for 2024 is under consideration
- Digital Object Identifiers (DOIs) will be assigned to the most mature versions of the Profiles, likely by mid-December
  - QIBA Newsletters will also be assigned DOI links
  - DOIs will be posted to the wiki for reference
- Partnerships with other societies, industry, government, etc., will continue
- The QUIC will be a formal RSNA committee, with Board appointed members
  - Formation of subcommittee or task forces is a later possibility
  - Focus on deployment of Profiles, the larger message of QI, and education of the medical community
  - Stakeholders will be convened, and will include industry representation, deemed critical for engaging the radiology community
  - A crucial message to develop will be the value-add of QI to address clinician reservations re: use of QI

**Additional Comments**

- Dr. Boss stressed that existing data in the QIDW should be downloaded and stored by corresponding BCs to ensure long term availability of their Profile-supporting research data
  - Much NIBIB groundwork data is still stored in the QIDW and utilized
- Unknown whether the QUIC will focus on advancing existing biomarkers or developing new ones - entry point for Profiles will be at Stage 2 (Consensus) or later
- New Profiles requesting QUIC endorsement will need to adhere to public comment processes
  - Mr. O'Donnell noted that use of comment resolution sheets (documenting resolution of public comments) will be important to demonstrate appropriate rigor, and should include the number of comment submitters and how comments were addressed by the authoring group
  - PC leaders hope that existing QIBA processes will be supported
- QIBA members would like to ensure records of their collective efforts are maintained
  - Creating a link to the QUIC and providing legacy documents is an important PC goal

**Next Steps**

- RSNA Staff to add action item to BC and CC agendas for BCs to download and store QIDW data
- Dr. Boss to consult RSNA staff and draft FAQ/handoff guide for societies re: BC support needs
• Tasks, e.g., setting up calls, taking notes, etc.
• Expected use of documented templates and processes, including QIBA concepts, e.g., Claim development, etc.

• **Next Process Cmte Meeting:** Tuesday, October 3, 2023, at 2 p.m. CT {Dr. Boss to moderate; Mr. O’Donnell to attend but will be traveling}