

Instruction for Use

SIV AGENDA

Template	
Purpose	Describe the key topics to be discussed during the SIV meeting, the expected attendees, and the timetable
Use	Sponsor, principal investigator, study coordinator, monitor
Details	<p>This document should give a comprehensive overview of the SIV agenda.</p> <p>The set of lines are suggestions and can be customised to meet the needs of the visit</p>
Best Practice Recommendations	<p>To be used in electronic format.</p> <p>Prepare and send the agenda before the visit to every attendee to ensure completeness and accuracy of the communication</p> <p>This agenda should be stored in the TMF/ISF in the monitoring section.</p>
