**Finance:**

Please do not forget to send all your invoices to WCMC-Q finance department for reimbursement on monthly basis to grants@qatar-med.cornell.edu

Kindly be reminded that the budget allocated for the first year will expire by March 2013, so try to get in all your invoices reimbursed before this date.

**New members....WELCOME**

**Jordan:**
- Muna Al Mahmoud

**Kingdom of Saudi Arabia:**
- Abdelrahman Albeity
- Eman Bawazer

**Lebanon:**
- Bochra Jandali
- Ali Hamzeh

**Qatar:**
- WCMC-Q: Rawan Shayboub
- HMC: Jomana Ballout

**United Arab Emirates:**
- Pauline Salem
**Facts & strategies to balance the ratio of enrolled cases & controls**

**Fact:**
Controls recruited for this study should be unrelated to the patients. So the person accompanying the patient may be not suitable to serve as a control (Prior to enrolling this subject, please make sure to ask if he/she are relatives)

To increase the amount of controls, one could think of:
- Consider organizing MERAC control enrolment day
- Patients from other department can serve as controls as long as they have no autoimmune diseases
- Sensitize patients & physicians by hanging posters in the waiting areas & clinics (This should be IRB approved)

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**Quality Management Plan**

**Auditing:**
4 months passed since our first enrolment
The first internal audit for the centers that started recruitment is due in March 2013
For more information, have a look at SOP Auditing on the MERAC webpage
http://qatar-weill.cornell.edu

**Deviations and dropout:**
Reporting deviations and dropouts are an important part of the quality management of the study. We therefore encourage all centers to report all deviations and dropouts to maintain the great quality of the study!

To date, we have 2 deviations.

Thank you for reporting this

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**Merac meetings:**

Out of our belief that direct communication is the shortest way to be connected, MERAC team is eager to have consistent & regular Internal & External meetings

**Internal meetings:** are held twice /week to discuss the details of the study & to have all the WCMC-Q team members updated

**External meetings “New” Planned to be via a monthly Skype scientific meeting, discussing all the MERAC technical & scientific issues**

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**FAQs:**

**Q: What if the subject is Lebanese Armenian**
A: The subject can be enrolled in the study, if their self reported ancestry is Lebanese

**Q: What if the subject (Case) cannot remember the onset of the disease or the current medications used?**
A: Go back to the patient records for both the onset of the disease & the medications