

Dear Community Pharmacy IT Group presenter

About CP ITG: The Group was formed in 2017 by [Community Pharmacy England](#), [NPA](#), [RPS](#), [CCA](#) and [AIMp](#). The meetings are attended by members representing these five organisations and representatives from [pharmacy system suppliers](#), [NHSBSA](#), [NHS England's Transformation Directorate](#), [NHS England pharmacy team](#), [DHSC](#) and [PRSB](#). Further information on the group can be found on the [PSNC website](#).

Thank you for agreeing to present to the group to brief them and/or to get extra feedback and hold a Q&A session to support your further work. Some information is set out below.

About the group

- **Related documents:** [Terms of Reference \(CP ITG\)](#); [Workstreams](#) plans for group; [infographic of group's vision](#); and [recent meeting papers/minutes](#).
- **Who is in the group:** The CP ITG representatives webpage includes biographies of some of the persons that attend. See [CP ITG reps page](#).
- **Meeting dates:** The next dates are listed at: [psnc.org.uk/itevents](#).
- **Further info:** There is a lot of other info about the group and its goals at: [psnc.org.uk/cpitg](#).

Preparations ahead of the meeting

- **Meeting slot:** Please add a diary placeholder and you may receive a further invite which may be adjusted and the specific slot timing may be detailed within the invite. Note that timings are typically to be finalised no later than approx two weeks before the meeting.
- **Timings and written update for the group before the meeting:** These will be finalised and distributed to the wider group no later than one week before the meeting. If you would like anything included within the papers please advise the secretariat as soon as possible, or share copy to them.
- **Checking your device and Zoom:** Previously meetings were a mix of face-to-face and virtual, but they will be virtual going forwards, using Zoom. For info about using Zoom, see [Zoom guide](#). Please download Zoom well ahead of the call and test it works.
- **Slides:** Please submit these well before the meeting (doing so one week earlier is helpful) so that we can add your slides to the master slide set and also review those in case of any questions ahead of the session.
- **Questions for survey tool:** The group can use the *Slido* polling tool and share results back to presenters. We welcome use of meeting survey tool. If you'd like to have polling questions included in that way, please send these to us well before the meeting (preferably at least 9 days before the meeting and no later than two working days before the meeting). For main quarterly CP ITG meetings, papers are distributed to the group one week before the meeting and prepared two weeks before the meeting.
- **Planning call:** Please feel free to suggest a time that could work for a brief call ahead of the CP ITG slot and so you and the secretariat can briefly go over session planning.
- **Further questions:** Any queries at all (or extra info needed) about the group, please contact the secretariat. A catch-up/introductory call is welcome prior to presenting.

Thank you again for kindly agreeing to present for the pharmacy IT group.

Secretariat contact details

Please feel free to call or email Dan Ah-Thion (CP ITG secretariat) Daniel.Ah-Thion@cpe.org.uk / 0203 1220 816 with any queries or invite him to a planning call.