



Professor Geoff Coombs
President
Australian Group on Antimicrobial Resistance (AGAR)
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Angelo Street
SOUTH PERTH WA 6151

Dear Professor Coombs

ACCEPTANCE OF DELIVERABLES 4 AND 5 – FINAL REPORTS AND FINANCIAL ACQUITTAL FOR THE SEPSIS OUTCOME PROGRAMS JANUARY-JUNE 2021

Thank you for providing the final data reports for calendar year 2020 for the three sepsis outcome programs:

- the Australian Staphylococcal Sepsis Outcome Program (ASSOP);
- the Australian Enterococcal Sepsis Outcome Program (AESOP); and
- the Gram-negative Sepsis Outcome Program (GNSOP).

These were part of the final project report listed as Deliverable 4 in the Department of Health's (the Department's) contract with AGAR. Thank you also for the financial acquittal, which was Deliverable 5 under the same contract.

I have accepted these deliverables as meeting our requirement for payment under the contract and will approve the final instalment of \$28,050 (GST inc). Thank you for providing these deliverables on time.

While I have accepted these deliverables, I would like to provide you with some feedback from the Department on the final project report, financial acquittal, and data reports which I hope will be helpful should you be required to prepare similar reports in the future.

Final project report

The contract specifies that

The Final project report (due 31 July) must include the following information:

- *a description of actual performance against the aim of the activity/task;*
- *information on whether the aim of the activity was achieved; and*
- *final reports for the ASSOP, AESOP and GNSOP; and*
- *any other Contract Material produced during the contract period, if requested by the Department.*

I understand that there may have been some confusion between the nature of a project report when compared to a progress report, and I also appreciate that the wording in this requirement could have been clarified within the contract.

However, the department would have appreciated additional details within the final project report to understand more about how the project, as a whole, has been operating for the period specified. Highlights, challenges, risks, good news, staff movements and meeting summaries are just some examples of the kinds of activities which the Department would welcome being kept apprised of through regular progress reports and the final project report.

Financial acquittal

Thank you for providing the financial acquittal on the template provided to program partners earlier this year. While this financial acquittal was acceptable, the Department would have appreciated a more detailed breakdown of spending, if possible. This could include, for example, separate lines for laboratory expenses, meeting costs and a breakdown of staffing costs.

In addition, a surplus was registered of \$7,644 (GST exc) at 30 June 2021 with a note that this surplus will be used to hold a meeting which had to be postponed. While this is acceptable, the Department would have appreciated the opportunity to comment on any proposal for spending surplus funds.

Data reports

The final GNSOP report included a short *Discussion and conclusions* section, which provided some useful analysis of the program data. However, the ASSOP and AESOP reports provided little discussion or commentary on the importance of the data for clinical practice and the response to antimicrobial resistance, as was required under the contract. The department would have appreciated further assessment of the findings in the final data reports for each of these three programs, for example, through a more detailed discussion and analysis. We would welcome further discussion on how this could occur as these reports are finalised for publication, and also for future reports. Given the expertise of members, for future reports we would value AGAR's commentary on any implications the programs' findings may have on clinical practice and the response to antimicrobial resistance.

Please note that these reports have been accepted at this stage solely for the purposes of paying the next invoice. The Department is in the process of fully examining the reports and will be in contact shortly to provide comments of a technical nature to assist the preparation of these reports for publication.

If you would like to discuss any of these issues, please feel free to contact either Robyn Leader at robyn.leader@health.gov.au or (02) 6289 2750 or Tony Podpera at tony.podpera4@health.gov.au or (02) 6289 8026.

Yours sincerely



Clare Jones
A/g Director
Antimicrobial Resistance Policy Section
10 September 2021