**CO Emails**

**CO Welcome**

Welcome to the Data Study Group!

At this stage I wanted to share with you the challenge owner checklist which lists the key dates we are currently working towards, please have a quick read so that there are no surprises around the corner. While the deadlines may be subject to change, please work towards the dates listed. Due to the accelerated timeline, the coming weeks are a bit manic, but after February we should be able to relax a little.

We’ll be in contact every step of the way providing instruction and support so don’t worry if you’re not clear on what each step requires now (but please don’t hesitate to ask any questions!)

**Next Steps**

Please have your short description and challenge title to us by **7th February**. We’ll be using these to promote the DSG and to recruit participants. Please see page 8 of the challenge owner pack attached.

We’ll be introducing you to your project PI shortly so hopefully they’ll be able to have a look at the short description before the final sign off.

**CO/PI Introduction**

Please allow me to introduce you to one another, Paul has been selected from the pool of PI applicants to work with you and over see your challenge.

Paul is currently a PDRA at the Oxford Robotics Institute, he also has extensive experience on the topic of human intent recognition making him an excellent fit for this challenge.

[@Paul Duckworth](mailto:pduckworth@robots.ox.ac.uk) Alex is the Data Manager at Humanising Autonomy and will be your primary contact.

To begin with we recommend that you both informally discuss the proposed questions and the data that will be used, I will set up a call for you both once a time has been agreed, looks like some time on Wednesday afternoon.

While there is no prescribed amount of meetings or time you should spend with one another we usually find that around 5 consultations is enough to clearly define the challenge, this does of course depend on the nature of the question/data and could be more or less.

Please see one of our previous event pages [here](https://www.turing.ac.uk/events/data-study-group-april-2020) for some example challenge titles and short descriptions.

I am about to schedule an initial call for [xxxxx] please let know if this time is inconvenient.

**Short Description receipt & sensitivity assessment preparation – cc’ the PI**

Thank you both for finalising your challenge title and short description. We are really excited to get this live on the website and open participant applications later this week.

**Next Steps**

We would now like to begin to prepare you for the project sensitivity assessment. We would like to set up a quick half hour call so that we can talk you all through what this entails. For the assessment, we have developed a web app which will record the assessment (no data will go here, just the results of the assessment). Please see pages 14 and 15 of the Challenge Owner Pack attached.

[[CO](mailto:fred@shield.digital) Conatct] in preparation for this please…

* Nominate a representative who knows the challenge and the data, this can be yourself or another member of your team. (You can do the assessment as a team but please let us know one name, with their email address and mobile number to set the user up on the app in preparation for the assessment.)
* Complete and return the data set information form attached so that we can add the details to the web app.

If you are using multiple data sets it is your decision whether we should consider the data you will provide as one dataset, or as multiple. If multiple, please document each dataset that will be sent to the Turing. If the name of the data provider representative is different to the name already provided, we will require them to complete the sensitivity assessment of the project too.

It would also be great if you could join this call [PI] as you’ll be conducting your assessment at a later date but if not we can schedule a separate call.

Please return this information to us by **14th February** and let us know your availability for the call, ideally later this week if possible.

**When participant applications are live**

The recruitment for the DSG is now live here: <https://www.turing.ac.uk/events/data-study-group-april-2020>

I have CC’ed Mary Dolan, Mary is the Turing comms contact for the data study group, if you would like to join up promos please get in contact with her.

**Once you have had the sensitivity call and the web app is prepared for the CO assessment**

The web app is now ready for you to record the sensitivity assessment of your project. Apologies for the delay on getting this up and running, I have attached an amended challenge owner checklist which reflects this.

Please follow the classification instructions attached, they will take you through how to activate your account. Please complete the work package ‘DSG Ingress’ once you are inside the app.

**Please complete the assessment by March 13th**

**Next Steps**

The long description: Please submit the first draft of the challenge long description by **March 13th**. I have attached some example long description from a previous data study group, yours doesn’t have to follow the same template these just serve as a rough guide.

Data Transfer: Please prepare to transfer your challenge data by **April 3rd.**

**Instructions for data transfer**

Now that the data sensitivity assessment is complete, we are ready to receive your data. As mentioned in our meetings, this can either be done via the Microsoft Azure storage explorer or by physically bringing in the data. I have attached some further guidance on using the Azure storage explorer in case you want a bit more detail.

**Using Azure Storage explorer** – please install on the machine that will transfer the data.

You will need to send us your public IP address (or range) of the machine that will do the transfer. Either speak to your own IT support, or type into google “What’s my IP?”

Warwick will then respond using a secure email system (Egress Switch – free to set up for you, link in the attached doc) with the security token you will copy and paste into the Storage Explorer programme.

This will give you access to the repository that you can move the data into.

Please note, that once the data is copied over, you will not be able to edit or delete it on our server. This is part of our security settings.

**Physically bring in the data**

If you want to bring in the data, please let us know when you will be coming so that we can meet you for the hand over, we will store it safely in preparation for moving into the Safe Haven.

Please let us know how you will be transferring the data.

We would like to have all data by [xxx] so that we can schedule the PI sensitivity assessments.

**Data Transfer Chaser**

As we mentioned we are ready to receive your data. Are you planning on using Azure or delivering the data in person?

It would be great if arrangements could be made for the transfer to happen this week if possible.

Let me know if you have any questions.

**Event preparation**

The Data Study Group is just around the corner!

In preparation of the event please complete and return the challenge owner attendees form (attached) listing anyone from your organisation who is planning to attend the Data Study Group by **Wednesday 4th December**. If they are planning to stay for lunch on any day or attend the Monday night social activity, please list their diatary requirements. Anyone not listed will not be included on the DSG week register. It is especially important that you list any technical members of the team who might need access to the data during group work, please be sure to provide their mobile number so we can create a safe haven user account for them.

On Monday morning each challenge owner will present their challenge to participants, a kind of sales pitch to inspire them to work on your project. I have attached the challenge owner pack and there is further guidance on presentations on pages 10 and 11.

You will have 10 minutes to present and 5 minutes for Q&As. Participants are encouraged to ask challenge owners further questions over lunch before they self-select.

Please ensure that your power point slides are emailed to us by 9am on the Monday of DSG week, sooner if possible but we understand you might want to make some last-minute adjustments over the weekend.

**CO Joining instructions**

Be sure to include all CO contacts when sending out the event joining instructions

**Circulating the link to the Friday presentations so the COs can share with their teams**

For Friday’s presentations the link for your remote viewers is

[Challenge owner]

Link: [[link](https://turing-uk.zoom.us/j/781171404) here]

Pass: that number

Remote viewers should be joining just before [time of presentation] UK time, although if your presentation is later in the morning, we maybe running a little behind.

When you enter the zoom channel, please ignore the time scheduled for the meeting.

Do invite them to ask questions – they should be able to through the Zoom app, otherwise have them message you to ask about things.

We have only shared this link to you and it is totally up to you who you share it with.

**Egress preparation for Friday DSG week**

I hope this week has been exhausting but fun!

So that we can remove the outputs and report from the safe haven, PIs and COs must review and record another sensitivity assessment in the web app (like you did before).

Please meet us in room [XXX] after lunch tomorrow so that everyone can conduct their assessments and doesn’t need to travel to the Turing another day.

Hopefully PIs can then work on the report remotely.