Agenda Items

1. Apologies
2. Review last meeting notes (including action points)
3. Terms of Reference
4. DataSHIELD Governance/organisation
5. DataSHIELD Conference
6. Quality Assurance
7. Other sustainability issues
8. Next meeting date
9. Any other business

In Attendance

Present: Andrei S. Morgan (ASM), Angela Pinot de Moira (APM), Artur Rocha, Becca Wilson, Juan Ramon Gonzalez, Kim Cajachagua Torres, Simon Parker, Stuart Wheater, Yannick Marcon, Tom Bishop (guest), Elaine Smith.

Apologies: Paul Burton, Rosa Gini.

Review of Last Minutes

Minutes were reviewed and agreed.

Previous Actions

1. RG – await report on Quality Assurance in May
2. ToR – BW and APM edited
3. Website governance image on website needs to marry ASM's new diagram (ASM/ES)
4. Website – DAB Minutes to be uploaded once agreed (ES)
5. APM raised GDPR legal paper for DataSHIELD (too late to raise at EUCAN-Connect GA) with AnneMarie in KU.
6. ASM will circulate Evert's paper

Terms of Reference (ToR)

https://mensuel.framapad.org/p/datashield-advisory-board-9lad?lang=en

The document had been edited by APM and BW and reviewed in the meeting. It was agreed that ASM would post in the Forum in order to gather community feedback – this would be reviewed in subsequent meetings.

Governance/organisation

Andrei introduced the organogram that he has been working on. This has been through a couple of revisions with input from others (many also in the DAB)

There was discussion about the finer details of the organogram – particularly about how to make reference to data governance and ethical issues related to the use of federated data. After discussion, it was decided that this was most closely related to the requirements/obligations of individual research consortia, and that the DS community per se is not an actual data custodian.

Each layer will need a descriptive sentence. Need to include that, considering data governance issues, this is considered part of the software operational management within DataSHIELD (in relation to quality assurance)

Question: are we going to need to think about more concrete things like who /how many people are on the Steering Committee? Agreed the SC will need to create their own terms of reference – we would advise what are the core roles, i.e. operational running and day-to-day management, actual application and implementation of ideas, etc. The DAB, in contrast, is more about advising how DataSHIELD might fit in with big international infrastructure projects, how to adapt DS to the overall research landscape, etc.

Andrei will write a brief summary of the governance structure and share it with other DAB members.

DataSHIELD Conference

ASM created a new Framapad document entitled "datashield-conference-2021"- https://semestriel.framapad.org/p/datashield-conference-2021

- o Need a Conference organising committee: BW, ASM, ES, JG, SP, APM – others can join & BW will contact by email
- o Decided date would be: Wednesday 10th - Thursday 11th November
- o Abstract deadline: 31 August 2021
- o Discussed whether participants should be charged or not. It would be helpful to have a budget for prizes and for side-costs, e.g. person time for recording and transcribing talks (to go on website), licences for online networking tools – particularly as more and more new people are joining the community and yet networking (one of the most important things in conferences) is incredibly difficult online.
- o JG suggested that ATHLETE would be happy to provide some sponsorship – 2000 Euros. He will discuss this with Paul and provide confirmation.
- o Prizes for contributions (e.g. best new tool) and community voting to encourage participation.
- o Should definitely invite Harold Binder (PI of MIRACUM) to come and speak about how DS is being used in Germany (which is quite a different perspective from many of the H2020 research projects)
- o Should have some kind of lawyers/ethical session, e.g. with Anne-Marie Nybo-Andersen (or another person from the legal department at Copenhagen University), Madeleine Murtagh, Evert-Ben van Veen, Sue Hodgeson

Quality Assurance

The problem of using DataSHIELD with the GDPR keeps on coming up. It would be useful to have some kind of document that explains about this recurrent problem of data access – how we could help:

- o DAB could draw up a document with the common legislative (i.e. GDPR) language that the Data Protection Officers understand rather than the language that is commonly used by researchers. A good example use case would also be helpful.
- o Need a working group with 4/5 volunteers to help write this – should be from the community (i.e. recruited via the forum). SW to coordinate this.
- o LifeCycle / Copenhagen University have applied for some funding to do work related to the legal aspects of DataSHIELD (i.e in relation to the GDPR). APM will share this application with the members of the DAB (n.b. confidential and not to be shared) and keep the DAB updated on how this proceeds.

Other Sustainability Issues / financial issues

- o Remit of DAB – can make recommendations, but not 'do' everything
- o GDPR / legal is a core area for development.
- o Has core operational DataSHIELD team funding been agreed by EUCAN-Connect in the GA? - would like to know if this was confirmed or not.
- o Need a process to advise community on acknowledging DataSHIELD in papers and for adding to grant applications.
- o Key for DAB to know who is applying for funding across consortia and trying to coordinate (or at least know about) involvement
- o Forthcoming Horizon Europe seems to have a lot of calls related to AI/ML
- o Marie Curie PhD "Initial Training Networks" – should figure out how to submit bid across 3-4 partner countries.
- o Currently in a strong position because DS is funded on multiple H2020 projects

Actions

1. ToR – ASM to post on Forum, inviting comments and report in next meeting
2. Website governance image on website needs to marry ASM's new diagram (ASM/ES)
3. ASM will write short description explaining updated governance diagram (for DS futures paper) and circulate to DAB.
4. Conference: BW to coordinate organising committee; JG to confirm offer of funding (2000 euros) from ATHLETE consortium.
5. Website – DAB Minutes from March to be uploaded (ES)
6. APM will share legal paper application for circulation with DAB (**not for external sharing**) and report back on the bid at the next meeting.
7. Agenda points for next meeting:
   - RG report back on QA in ConcePTION project
   - DS conference organising
   - ToR community feedback
   - DataSHIELD community governance / organisation

Next Meeting

Monday 12th July 2021 13:00 BST (14.00 CEST), Zoom
(Zoom link sent in calendar invite)