**ACT Governance Work Group Meeting Minutes**

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| **Meeting:** | ACT Governance Work Group Meeting | | |
| **Date:** | 3/21/18 | **Location/Dial:** |  |

**Invitees and Attendance**

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| --- | --- | --- | --- | --- | --- | --- |
| Bob Toto | UTSW | A |  | Justin Starren | Northwestern | P |
| Dipti Ranganathan | Univ. of Chicago | P |  | Jim Cimino | UAB | P |
| Bill Hogan | Florida | P |  | Peter Winkelstein | UB | P |
| Robert Schuff | Oregon | A |  | Sanjay Sethi | UB | A |
| Russ Waitman | KUMC | P |  | Other: | | |
| Sean Mooney | UW | A |  |

P = Present A = Absent

**Meeting Notes**

| Topic | Discussion Points | Notes/Follow-up |
| --- | --- | --- |
| Governance document revisions | * Finalize the governance document (attached with track changes on) * Changes include:   + Rewording of i2b2 plugin, Data Concierge / Honest Broker definitions   + Addition of “Patient Identification” definition | Elaina reviewed the document changes as listed under “Discussion Points.”  Dipti commented that the SOP language at the end of the document (pg. 14) should be revised/removed to allow for better flexibility as SOPs are added or changed.  **Elaina will resend the document for comment by others not on the call, including the SOP language, before finalizing the document.** |
| Trial access to the network | * Discuss governance considerations related to extending access to ACT to users for educational purposes (training, etc.) | Viewing ACT as a training opportunity  -Need more information on its current use before validating how best to use it for educational purposes |
| Governance responsibility in technology, ontology changes | * Discuss the role the governance work group should play in signing off on major ontology, technology changes that impact the network | The group discussed areas of intersection between the technology/ontology working groups and the governance work group.  Ultimately, it was decided that technology/ontology items should be discussed in the governance work group as it related to the network agreement/data use agreement.  -Examples: i2b2 plugins for local participant identification; additional data elements or items related to sensitive data  Other items concerning issues within the technology or other work groups should be taken to the executive committee for resolution and prioritization. |
| Next Steps | * Other topics? * Next meeting: 4/18 | There was discussion around how the network is being used, both from a general standpoint and a metrics standpoint. Comments around how best to incorporate a feedback loop on how the network is used (through evaluation metrics, etc.) to better understand how and why investigators are utilizing the network. |