

ODAP Partnership Steering Group v0.1

Table of contents

Terms of Reference	1
Outbreak Data Analysis Platform (ODAP) Scope	1
ODAP Governance Structures	2
ODAP Partnership Steering Group Role	2
Fixed Agenda	3
Frequency	3
Responsibilities of the ODAP Partnership Steering Group Chair . . .	3
The ODAP Partnership Steering Group Chair(s) will remain in post for 2 years, before the partnership steering group nominates a new chair.	3
Ways of Working	4
Quorum	4
Membership	4
Voting members	5
Non-voting operational/advisory members	5

Terms of Reference

Outbreak Data Analysis Platform (ODAP) Scope

The purpose of the ODAP is to facilitate biomedical research to advance understanding of severe infectious disease and other exposures of public health interest. Research within the ODAP is strictly limited to this purpose.

* Severe infectious disease - this term describes all severe infectious agents, including new, re-emerging or therapy-resistant forms of existing infectious agents.

** Other exposures of public health interest: this term describes new or unexplained poisoning, or exposure to harmful energy sources such as electromagnetic radiation.

ODAP Governance Structures

- ODAP Delivery Group (University of Edinburgh team) is responsible for operational delivery, and provides the secretariat for ODAP Partnership Steering Group, ODAP Data Access Governance Committee, and ODAP Project Review Panel.
- University of Edinburgh (as the lead institution for ODAP) is accountable to the funders for delivery.
- ODAP Partnership Steering Group to provide strategic guidance, support, and challenge to ODAP delivery team, data contributors, and associated partners to ensure delivery.
- ODAP Data Access Governance Committee to approve data access governance processes for non-embargoed data.
- ODAP Project Review Panel to review and approve individual applications to ODAP for access to non-embargoed data.

ODAP Partnership Steering Group Role

The Outbreak Data Analysis Platform Partnership Steering Group supports the development of the Outbreak Data Analysis Platform by providing strategic direction. The Partnership Steering Group will provide support, guidance, and oversight of the development of the Outbreak Data Analysis Platform and will not be involved in the operational delivery of the platform.

The ODAP SG will:

- Support the development of a streamlined governance and data access structure for the ODAP platform
- Provide support to the data infrastructure development for the ODAP
- Support direction of research permitted access to ODAP
- Provide strategic direction for the onboarding of additional datasets and provide updates on progress of onboarding datasets already identified.
- Provide advice for patient and public involvement in the project
- Provide challenge to the project strategy where appropriate
- Act as champions for the ODAP platform and strengthen the relationship between academia and public health agencies
- Ensures the development of ODAP is aligned with agreed funding terms from HDRUK
- Provide advice and guidance to ensure sustainability of ODAP beyond HDRUK funding terms
- Assist with resolving strategic level risks to delivery

Fixed Agenda

- Update on progress against deliverables and risk register review
 - a. Dataset onboarding
 - b. Data access and governance
 - c. PPIE
- Finances against contract and future sustainability
- Partnership Steering group members updates if necessary
- AOB

All agenda items to have named person from ODAP delivery group to speak for.

Frequency

1 hour meeting each quarter, starting October 2022 until dissolved by ODAP Delivery Group.

Responsibilities of the ODAP Partnership Steering Group Chair

The ODAP Partnership Steering Group Chair and Deputy Chair (or two co-chairs) will be nominated by the ODAP Partnership Steering Group. The Chair and Deputy Chair will be supported heavily by the ODAP Delivery Team.

The ODAP Partnership Steering Group Chair(s) will remain in post for 2 years, before the partnership steering group nominates a new chair.

The ODAPP Partnership Steering Group Chair(s) will:

- Work with the ODAP Delivery Group to set a fixed agenda
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items and ensuring meetings finish on time.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.

- Finds replacements for members who discontinue participation (with support from the ODAP Delivery Team).
- Managed the voting process if the group does not reach a consensus
- Liaise with absent members via email to ensure group aware of decisions made.

Ways of Working

- The group will meet quarterly until otherwise agreed
- Agenda and papers will be shared 1 week before the meeting by the ODAP Delivery Team.
- Actions and notes will be captured by the ODAP Delivery Team and shared within 5 days after the meeting.
- Meeting minutes will be published on the ODAP website (once website is live)
- Members may be contacted between meetings for advice and support for delivery.
- Decisions will be made by consensus. Where this is not possible a vote will be taken with a majority win. In the event of a tie, the Chair(s) decides.
- ODAP Delivery Team provide the secretariate for the ODAP Partnership Steering Group
- Chair's brief to be held 1 week before to discuss agenda and issues arising

Quorum

The ODAP Partnership Steering Group will be quorate to make decisions when 40% of voting members are present. If 40% of voting members are not present, the Chair will gather a decision via email.

Membership

Members of the ODAP SG include representatives from the data contributors who share data with the Outbreak Data Analysis Platform, public health agencies from across the four nations, and other representatives who have supported ODAP's development, including funders.

Decisions will be made by group consensus, but if no consensus is reached a vote will be taken by the Chair. The ODAP Partnership Steering Group will be quorate to make decisions when 40% of voting members are present. If 40% of voting members are not present, the Chair will gather a decision via email if a decision needs to be made quickly.

Voting members

Voting members will include data contributors, public health agencies and funders. Each of these organisations will nominate a single representative to be responsible for their vote.

Organisation	Nominated attendee(s)
ODAP Principal Investigator/University of Edinburgh	Kenny Baillie
Edinburgh Parallel Computing Centre	Mark Parsons/Rob Baxter
COVID-19 Genomics UK Consortium (COG-UK)	Sharon Peacock
ICNARC	Kathy Rowan
ISARIC 4C	Calum Semple
GenOMICC	Clark Russel
PHOSP-COVID	Louise Wain
HEAL-COVID	Charlotte Summers
NHS Digital	Michael Chapman
CLIMB-COVID	Tom Connor
UKHSA	Johanna Hutchinson/Ian Harrison
Public Health Scotland	Carole Morris
Health and Social Care Northern Ireland	Ian Young/Declan Bradley
Welsh Government	Fliss Benee
Health Data Research UK	Andrew Morris

Non-voting operational/advisory members

Organisation	Nominated attendee(s)
Edinburgh Parallel Computing Centre/University of Edinburgh	Moni Choudhury
COVID-19 Genomics UK Consortium (COG-UK)	Wilna Oosthuizen
ICNARC	Ewan Harrison
UKHSA	David Harrison
NHS Digital	Tariq Malik
Public Health Scotland	Helen Buckels
Health Data Research UK	Matt Holden
	Lara Edwards
	Edel McNamara
	Cassie Smith
Office for National Statistics	Peter Stokes
UK Longitudinal Linkage Collaboration	Andy Boyd/Robin Flaig
British Heart Foundation Data Science Centre	Cathie Sudlow