
Agenda Items

1. Apologies
2. Review last meeting notes x 2
3. DataSHIELD Community Governance
4. DataSHIELD conference
5. Other Sustainability Issues
6. AOB
7. Next meeting date

In Attendance

Present: Andrei S. Morgan (ASM), Angela Pinot de Moira (APM), Stuart Wheater, Yannick Marcon, Artur Rocha, Rosa Gini, Paul Burton. Guests: Gonalo Gonalves, Alex Westerberg.

Apologies: Kim Cajachagua Torres, Juan Ram3n Gonz1lez, Becca Wilson, Simon Parker, Elaine Smith

Quoracy: After 2.00pm the meeting was no longer quorate

Review

Minutes from 7th March 2022 were not yet reviewed and agreed.

Previous Actions

1. AR to send details of PhD/Masters publications to datashield@newcastle.ac.uk
2. ES to add draft Governance agenda to the Eventbrite page
3. BW to set up reminders on Eventbrite
4. Send Zoom invite for another working meeting on Friday 11th March – ES
5. SP to send ES UKDS contacts to set up a scoping meeting
6. Send a recording of RG's presentation to JRG
7. RG is happy for her presentation slides with the DAB – ES
8. Agenda items for next meeting: Strapline and dates/host for next conference.

Community Governance

- A small group of people have been meeting during the Tuesday drop-in sessions to move along the governance documents. A series of more in-depth meetings is planned, to which the broader community have been invited; these are intended to create a working version of a constitution for the DataSHIELD community. Details are in posts on the [Forum](#). People are encouraged to make changes/suggestions to the documents in advance of the meetings, so finalised versions can be agreed.
- There was some discussion about terminology used to describe different groups within the DataSHIELD community and this is being addressed in the Governance meetings. It was agreed that a 'Glossary' document to accompany the constitution would be a good idea.

Conference

- The annual DataSHIELD Conference has been provisionally planned for September 2022. Any dates after the 5/6 September are good EXCEPT the 15-16 and the 28. There is possibly a slight preference for the very end of the month (29-30).
- No-one is aware of any other meetings in September that we could 'tag' onto.

- There was discussion about potential venues: Barcelona, hosted by ISGlobal, has been proposed previously; a potential alternative location to explore is Copenhagen (which Angela will investigate).
- There was a lot of discussion about how a conference would work in terms of logistics etc, but most questions remain unanswered as not all members of DAB were present today. DAB would be happy to coordinate program, registrations, abstract selection (also with support from the community) but there is a definite need for local involvement 'on the ground' as well.
- Some members expressed a preference for an in-person event, without a (public) hybrid option. However, there may need to be some exceptions to deal with individuals who are unable to travel, e.g. due to COVID or disability issues.
- An estimate of participants may be 70-80 people.
- The conference costs could be relatively low if catering is not included (e.g. assuming 60 people, one of the Barcelona venues could be obtained for around 30 euros per person for a 2 day event, which is also including a margin of error). There are also good facilities near ISGlobal for people to get their own food.
- It was suggested that further discussions on the possibility of a meeting in Barcelona could continue with Juan in the DataSHIELD Full Stack meeting on Thursday 12th May (to which everyone in DAB is invited). Also, a discussion re. Speakers needs to be included.
- An alternative suggestion was to hold a virtual conference again this year and to start planning for an in-person conference in 2023 (allowing more preparation time).
- It was felt that the general energy of the community and previous DAB meetings allowed a decision to be made at the Full Stack Meeting on 12th May.

Other Sustainability Issues

- No journals/publications to update
- No grants/funding advised for DataSHIELD – on-going difficulty in obtaining grants.

AOB

- Request for Michaela Faye to have a copy of the meeting recording:
 - We said 'no' as it wasn't entirely clear what this was required for. Instead, we agreed that Michaela should be invited to the next DAB meeting to introduce herself and explain what she would like to do. At that point, if the DAB were in agreement, recordings from previous meetings (i.e. today) could be shared with her. In the meantime, minutes that have been approved from previous meetings are available on the website for all to see.
- The meeting was no longer quorate after 1.30pm. There was nothing that anyone present wanted to add about other agenda items.
- It was felt another DAB meeting was required relatively urgently, especially if we were to be committed to organising a conference for September.

Actions

1. Doodle to be sent for next urgent DAB meeting - ASM
2. APM to investigate Copenhagen as a venue for the next Conference
3. Further discussions with JRG re Barcelona venue will take place at the DataSHIELD Full Stack Meeting on 12th May.

Next Meetings

Monday 13th June 2022 13:00-15:00 BST (14:00-16:00 CET) – DAB meeting (Zoom link sent in calendar invite)