Executive Summary

The 10th RDA Working Group and Interest Group Chairs meeting was held January 9-11, 2019. The meeting was originally scheduled to meet at NIST in Gaithersburg but was moved to the Federation of American Societies of Experimental Biology office building in Bethesda. Working Group (WG) and Interest Group (IG) presentations were made on January 9th. A list of attendees and presentations made is included at the end of this report.

The 10th RDA WG/IG Chairs Meeting produced recommendations that address three areas: communication within and among groups; an RDA vision for the next 10 years; and group (WG, IG, and BoF) life cycles. These recommendations are listed in the Outcomes section of this report.

TAB Update

Paul Uhlir presented the Technical Advisory Board (TAB) update. The TAB membership changes include Steve Diggs, Larry Lannom, and Wenbo Chu rotated off TAB. New TAB members include Christine Kirkpatrick, Dimitris Koureas, Isabelle Perseil, Raed M. Sharif, and Frankie Stevens. Paul Uhlir and Francoise Genova are co-chairs. The members from the Secretariat are Lynn Yarmey and Marieke Willems.

Highlights from the collocated IDW Conference and RDA Plenary 12 in Botswana
- Pros:
  - Dr. Mokgweetsi Eric Keabetswe Masisi, President of Botswana delivered the benediction and African research ministers were in attendance
  - Well attended (800 attendees), half from Africa
  - Good visibility in Africa
  - Good logistics
  - Good sessions
  - Presumably no one lost money?
- Cons
  - Many WG/IG chairs were not there
  - Took lot of effort to organize and coordinate
  - Stress on Secretariats of all participating organizations
  - Financial risk considerable (though RDA didn't have significant financial liability)
  - Difficult to get to and expensive for non-African participants

Future IDWs might be every two years and it's questionable whether they will be spread out. Hilary pointed out that the timing doesn't work going forward with IDW every two years. The IDW collaboration is unlikely to happen around P16 in 2020 because it is the wrong time of year.

TAB has created a new document, What We Do and How We Do It , and invites Chairs to look at the document and comment on it using comment box. Over 80 session submissions were received for
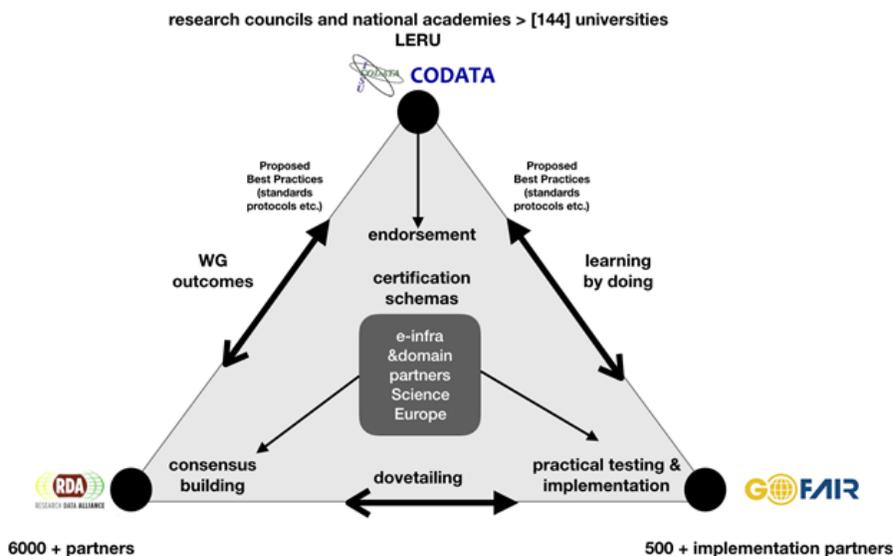
P13 (53 WG/IG, 23 BoFs, 8 joint sessions). The program will be available February 8th. RDA Council, TAB and Chairs have been discussing mechanisms by which better use can be made of plenary time. A decision has been made to pilot an unconference-style event at plenary meetings to make more efficient use of working time and to bring in new leadership. The P13 contract was signed before the unconference idea was formalized so there will be a half-day collocated side event hosted at Drexel for unconference aspects. Hilary said there has been a Council meeting decision to formally incorporate this into the Helsinki plenary program.

Secretariat Update

Hilary Hanahoe gave a Secretariat update. RDA Council is setting up a Task Force, which includes non-council members, to look at membership, regional engagement, membership tiers. Regional Engagement Strategy is RDA's sustainability strategy. The document is publicly available and the Secretariat welcomes comments from all RDA stakeholders. After March 2020 there is no commitment to fund the RDA foundation. Hilary is the only full time compensated staff. The other RDA support personnel contributions are funded through regional engagement. A Wellcome Trust funding contribution is going to fund an administrative assistant role.

The idea behind RDA National nodes is that the nodes are incentivized to animate community and as pilot for Regional Engagement. Regional Engagement is conceived as a mechanism to provide funding arms for a sustainable RDA.

RDA means various things to various stakeholders. One way to consider this is to look at how RDA exists in a bit of a triangle with CODATA and GOFAIR and GOFAIR's implementation networks. See Barend Mons CODATA presidency blog post.

Breakout Topics

Topics for breakouts were proposed before the meeting and additional topics were added at the meeting. The topics discussed were:

1. Success stories/What does success look like?
2. Vision for the next 10 years
3. RDA Outputs
4. Graceful Group Termination Options
5. Maintenance Groups
6. Cross-group Connections
7. Group Activity Level
8. Outreach, Liaison and Ambassadors
9. Chair conversations/moving chair needs forward
10. Research Data Framework
11. Evolving Communication and Support Structures

After further discussion, some of topics were combined to create the following list that was voted on to decide on which topics to address during the meeting (number of votes are in parentheses):

1. **Internal communications** (11)
   a. Cross-group connections
   b. Chair conversations/moving chair needs forward
   Notes for this Session

2. **Vision for the next 10 years** (11)
   a. Research Data Framework
   b. Success stories/what does success look like
   c. RDA short-term 'focus areas' as stepping stones or milestones
   Notes for this session

3. **Group lifecycle of RDA BoF, IG, WGs** (12)
   a. Graceful group termination options
   b. Maintenance groups / maintenance of groups
   c. Group activity level (making this visible/assessing)
   Subgroup 1 Notes
   Subgroup 2 Notes

The members of each Breakout Session decided on recommendations based on the group discussion. A problem statement was added to each recommendation to provide some context to the recommendation as well as actions necessary to implement the recommendation.

Outcomes

Internal communications

Problem Statement	Recommendation	Actions
We need to make preparation for efficient/effective plenaries easier for chairs and attendees and raise awareness of new groups.	Pre-plenary email to chairs and members with a spreadsheet of sessions as a mechanism to foster cross-group communication along with a list of new groups	Secretariat - add a blurb to the newsletter with spreadsheet pre-plenary and also send email to chairs list with the same information
We need to facilitate cross-group communication (cross-community communication opportunity)	Use unconference-style speed-dating method to prototype liaison program during P13 Alternative: Support "collaborathon" for IG/WGs across RDA using an unconference environment	- Lynn - make sure unconference happens and send Neil a note about unconference help - Juliane - talk to co-chairs about using L4RD members for unconference session - Unconference speed-dating session organizers - think about promotion strategies, spend last few minutes of session looking at if/how to move forward ideas, what to call "Liaisons" - Ilya - talk to EarthCube speed dating folks and connect them to Lynn, send the rules from EC event - Jay will send wording
We need to avoid the confusion about whether Group chairs should be attending chairs meetings, and make outcomes from chairs meetings available to the wider RDA community	Make the chairs meetings official meetings	- Secretariat - update chairs group web page (add chair documents) - Hilary - send outcomes of meeting to TAB/Council, make this meeting more visible, carry connection forward & eventual governance representation? - Lynn - make sure chairs group list is updated

		• Secretariat - Send email to full membership - Chairs meeting is awesome, you should make sure you are on this list. There is a meeting in June in Germany, get an expression of interest? • Secretariat - Trust-It look at automation of Chairs list • Chairs group - how do you want to coordinate yourselves and communication to the rest of the organization?
There is currently no way to "lurk" in order to keep up to date on what other groups are doing. We need a way for members to "watch" group outputs and activities without "joining"	*Need a way to "watch" or "observe" or "follow" activities of groups.* For IG and WG chairs, being able to see users who are truly opted in as active members might provide a better idea of the number of active members in a group if there were a simple "watch" feature that let people stay in the loop without "volunteering" . Right now users have to "join" to "watch"	Hilary and/or TAB web update team find out if there is a way to get a new RDA website feature for "watch" instead of "join"
RDA Web site landing pages for IG/WGs is sometimes inadequate for group needs	Make clear how to file bug reports and feature requests and help tickets and where members and chairs can go to see them .	TAB web task force give instructions to membership and WG/IGs chairs especially on how to submit bug tickets and feature requests and where to go see those already submitted.

Commented [1]: Check out the RACI model.... ; I suggested that earlier. https://en.wikipedia.org/wiki/Responsibility_assignment_matrix

Vision

This Breakout group chose a slightly different approach. This group created a plan to address the problem statement including a Task Force proposal. The table below includes a link to the proposal as well as short-term and long-term recommendations to implement the plan.

Problem Statement	Recommendation	Actions
The RDA mission and vision do not give time line or specifics about the actual activity and approach that RDA community follows, along with the success and impact it has achieved.	Create an "Approach" plan including actions and their implementation that complements and makes concrete how the RDA mission and vision might be achieved Draft: "The RDA approach is to further research innovation, efficiency and reproducibility by identifying and facilitating socio-technical best practices and standards for research data, tools and infrastructure. These will advance solutions to Grand Challenges and the UN Sustainable Development Goals." RDA Approach Task Force Proposal	• Chairs meeting - update Approach Statement so that it is ready to be presented to Council DONE :-) • Hilary - take updated Approach Statement and Recommendation to Council for feedback and approval • Broader Chairs Group - to express interest, concerns, etc., please contact enquiries@rd-alliance.org to be connected to the Task Force • Secretariat - once Recommendations a-c have been completed, update approach statement to put back in a timescale ("10 year approach")
	a) **Identify results that show the impact of RDA (and how it has enabled this) in the last five years** We will have for example... • Existing RDA Adoption stories: https://www.rd-alliance.org/recommendations-outputs/adoption-stories • Legal Interoperability example	Task force to take forward the statement and work plan

	- AGU program (Arnold foundation) - Providing resources to incubate discussion which resulted in AGU Data FAIR(is this the right initiative?) - RDA as a place/testbed for problem solving - RDA as an incubator	
	b) Create a Near Term (1-2 years) Action Plan We will have for example... - Creation of a Research Data Framework Initiative (Understand how organizations coordinate, interact and collaborate) - Improve the visibility of RDA in supporting research solutions to the societal challenges - Engage with international initiatives (such as FAO food initiatives, ACHII for biodiversity and Decade of Ocean Science for sustainability)	Task force to take forward the statement and work plan
	c) Write and implement a forward looking "RDA Five Years from now"(2024): Set goals aligned with current societal and research priority areas (e.g. UN Sustainable Development Goals: https://sustainabledevelopment.un.org/?menu=1300 , Horizon2020 Societal Challenges, NSF 10 Big Ideas) We will have, as an example... - Helped alleviate famine (e.g. Wheat, Rice) - Improved productivity in x - Improved Global interoperability in oceanographic data - Improved understanding of evolving biodiversity Get suggestions for expected highlights, goals and outcomes from groups As part of an approach we will consider, for example... Unburdening researchers and enabling *research* Tools for translation to open formats (metadata, data formats)	Task force to take forward the statement and work plan

	Making data accessible across space and time (from grad student to postdoc to researcher -> generations upon generations)	

Group Lifecycle of RDA BoFs, IGs, WGs

This group had many recommendations but there was not time to address all of them with a Problem Statement and necessary Actions. The following recommendations were agreed upon by the meeting attendees.

Problem Statement	Recommendation	Actions
WG and IG Chairs are not always aware of existing documentation for chair responsibilities	Revise roles/responsibilities guidelines for Chairs, and distribute to Chairs, offload workload from TAB Messaging to group chairs with links to guidelines, particularly new and revised documents they should pay attention to, and with updated roles and responsibilities document when this is completed	Update WG/IG description of chairs role ● Get a report from the Web Task Force at P13 TAB/Chairs meeting ● Add a list of features with examples to Chairs page ● Secretariat - communication part of Chairs page launch ● Hilary - include Chairs meeting update at the Business session at the Plenary
Over time, groups will evolve. The group charter should be dynamic and aligned to the group activities. Charters should be up to date to support on-boarding of new members. Chairs are seeking mechanisms to empower all members of the group to effectively contribute, assume leadership roles, and refresh group direction.	Chairs guidelines should include a group review of their group's charter, including Chairs and members, on a regular basis (at least every two years) with assessment conversation. Chairs are advised to amend charter with direct changes posted to website. Example: 1 pager sent to group in advance of Plenaries that can also be	Lynn – ask web team to look for original charters from early groups

	included in group session Prospectus.	
IG/WGs need way to demonstrate to membership at large and to other IGs/WGs their activity level(s), volunteer opportunities, current focus.	Require status reports/survey response from each WG/IG posted to RDA website prior to plenary meetings in order to establish whether groups are still active and see current focus. One page max. Input via web template. Address a few key points: ● Is the WG/IG charter still accurate? ● What is the progress compared to the charter? ● What meetings have been held? Links to meeting minutes. ● What problems have been encountered? ● What resources do you need from RDA? From regional centers? ● What other WG/IGs have you been working with? How might your outputs be utilized by other WG/IGs or more broadly beyond RDA? ● What can you contribute to actions that could be linked on the RDA website? These reports could be used by TAB, say, to map out overall progress against short- and mid-term initiatives. Two consecutive lacks of reports would lead to WG/IG closeout.	Hilary and/or TAB web update team find out if web template can be built to surface the answers from each WG/IG to these questions or if each group should "create its own" way of gathering the info and simply post it to their group's RDA web landing page

Attendees:

- Hilary Hanahoe (SG)
- Lynn Yarmey (Secretariat)
- Rebecca Koskela (Metadata IG, Metadata Standards Catalog WG ,Data in Context IG)
- Ilya Zaslavsky (Global Water Information IG)
- Steve Diggs (Mapping the Landscape, Data Rescue IG)
- Dave Martinsen (Chemistry Research Data IG)
- Natalie Meyers (Exposing DMPS WG)
- Juliane Schneider (Libraries for Research Data IG)
- Jay Pearlman (Global Water Information IG , Brokering IG)
- Francoise Pearlman
- Paul Uhlir (TAB)
- Gary Berg-Cross (Data Foundations and Terminology IG)
- Neil Chue Hong (Software Source Code IG and proxying for Software Source Code Identification WG chairs)
- Julia Collins (Software Source Code IG)
- Andrew Treloar (remote, Day 1 only)
- Ville Tenhunen (remote) (Research Data Architectures in Research Institutions IG)
- Kerstin Lehnert (remote)
- Mike Hildreth (remote)
- Sarah Ramdeen (remote) (Archives and Records Professionals for Research Data IG)
- Siri Jodha Khalsa (remote) (Data Discovery Paradigms IG)
- Ville Tenhunen (remote) (Research Data Architectures in Research Institutions IG)
- Fiona Murphy (remote)
- Rowena Davis (remote, starting 2:30 EST)
- Denise Hills (remote, in and out)
- Laura Molloy

Presentations:

- Data Foundations and Terminology IG (Gary Berg-Cross)

- Archives and Records Professionals IG (Sarah Ramdeen, remote)

- Metadata Groups (Rebecca Koskela)

- Research Data Architectures in Research Institutions IG (Ville Tenhunen, remote)

- Software Source Code IG, Software Identifier WG (Neil Chue Hong)

- Exposing Data Management Plans (Natalie Meyers)

- Physical Samples IG and the Domain Repositories IG (Kerstin Lehnert, remote)

- Libraries for Research Data IG (Juliane Schneider)

- Landscape Mapping IG, Data Rescue IG (Steve Diggs)

- Chemistry IG (Dave Martinsen)

- Preservation, Tools, Techniques, and Policies IG (Michael Hildreth)

- Global Water Information IG (Ilya Zaslavsky)

Link to Meeting Website, including meeting notes: [RDA Meeting Website](#)