

UK Health Data Research Alliance Board

Tuesday 21st January 2020, 15:00 – 16:30

Wellcome Trust
Darwin Meeting Room and by Zoom video conferencing
215 Euston Road
London NW1 2BE

Chair: Professor Andrew Morris CBE FRSE FMedSci

Time	Item	Purpose	Paper	Lead
15.00	Welcome, introductions and opening remarks	Welcome new members and ensure shared understanding of aims and priorities		Chair
15.05	Action points from last meeting	For information	Action log below	Chair
15.10	Convenor's and Member Updates & Questions	For information & discussion	A. Update plus verbal updates by members	Chair
15.20	Innovation Gateway – Minimum Viable Product demonstration, update on phase 2, initial analysis from metadata onboarding and next steps	For information & discussion	B. Innovation Gateway – progress and next steps + demonstration	GR/BG
15.40	Promoting participation and improving access – review proposed changes to principles for participation; update on CASMI event and application across wider Alliance	For agreement and discussion	C. Building a Framework to Support Sustainability of Health Data Research Hubs	CC

15.55	Transparency and communicating the Alliance's activity	For comment and agreement	D. Transparency proposals	AW/DS
16.05	Data Quality and Standards update and next steps	For information	Presentation	NS
16.15	Trusted Research Environment position statement and next steps	For comment	E. Draft position statement	TH/DS
16.20	Any other business, including Alliance symposium on 4 th Feb	For information	F. Draft Event agenda	AW
16.30	Close			Chair

NB. The Alliance Quarterly Communications Plan will be circulated separately and will only be discussed if members wish to raise any points under AOB.

Action Log as at 21 Jan 20

Ref	Action	Who	By When	Status
1	Alliance members to work with HDR UK Innovation Gateway team to prepare data for loading onto the Innovation Gateway MVP over the next 3 months.	Members	Jan-20	Completed for MVP – over 400 datasets represented with metadata on Innovation Gateway
2	Alliance members to suggest priority data to load onto Gateway	Members	Oct-19	Completed for MVP
3	Suggest industry users for the Innovation Gateway	JV	Oct-19	Completed
4	Re-visit delivery groups and send details of personnel to work on the delivery group activities.	Members	Oct-19	Work in progress as delivery sub-groups continue to take shape and new members join
5	Provide a named convenor for each delivery sub-group and circulate to Alliance members.	Secretariat	Oct-19	Partially Complete – as above
6	Update building blocks schematic following feedback and further comments to include definitions.	Secretariat	Oct-19	No further action yet taken
7	Ensure that the Alliance Symposium on 4 February 2020 is in the diary	All	Feb-20	Invitations circulated
8	View the new Alliance website: https://ukhealthdata.org/	All	Nov-19	Assumed closed
9	View and submit any comments on the new BRIAN (the Brain tumouR Information and Analysis Network) website: https://askbrian.org.uk/ and provide any feedback to Claire Normand Clare.Normand@thebraintumourcharity.org	All	Nov-19	Assumed closed
10	Nominate a data officer to complete online data quality and standards draft strategy	All	Nov-19	Complete for most members
11	Volunteer (or nominate volunteers) to get involved in shaping Innovation Gateway	All	6 Nov 19	Closed for MVP but opportunities during Phase 2
12	Ensure your organisation is engaging with the metadata onboarding process	All	Jan-20	Some capital funds remain available to support the work

13	Circulate details about user-focused activities, including the Design Workshop and the Pistoia Alliance event	Secretariat	Nov-19	Complete
14	Put together a presentation on the hubs for the next meeting in January 2020	Secretariat	Jan-20	Included as part of Paper C plus will be included in 4 Feb Symposium
15	Make an official announcement of the new Alliance members	Secretariat	Nov-19	Completed at start of Jan-20
16	Send 4th November PPIE meeting details to the Alliance and incorporate edits to Oct Board Paper B	Secretariat	Nov-19	Complete
17	Publish updated Data Quality & Standards document (Oct Paper C) on behalf of the Alliance in 2020.	Secretariat	Feb-20	Updated document to be launched at Alliance symposium (update on agenda)
18	Facilitate two Gateway MVP show & tell webinar sessions for the Alliance prior to launch of MVP	IBM to offer and set up	By Jan-20	Not completed prior to soft launch but demo included in Jan agenda and will also be shared at Symposium and NHS Digital RAG