

NRDS Policy and Governance Working Group

Monday February 29, 2016 Meeting Minutes

Action Item	Who	By When
Review the definition for NRDS Content and Policy WGs (add examples)	Tina Taylor	2/29/16
Update the compliance review process to accommodate a paper document for changes	Tina Taylor	2/29/16

Agenda Topics

Introductions – Neesha Desai welcomed the callers and reviewed the current agenda.

Suggestions/Responses to NRDS Policies – Neesha Desai reviewed the current scope for the NRDS Policies WG and asked for any feedback from the group.

No feedback from the group

NRDS Policy and Governance Roles/Responsibilities – Neesha Desai discussed the current list of LPO submissions for review (including the 2 new items) and asked for feedback from the group. Neesha Desai also provided a slide to clearly define the roles between the NRDS Content and Policy WG.

- Angela Smith: This makes sense to me
- Ginger Riley: Should we include verify for maintenance (instead of just the initial stages) for the Content WG?
 - Dianne: Are they making updates because they are updating the ALS files? If so, that will be covered under the reviews required for this effort.

NRDS Policy and Governance Workflows – Gwen Deen reviewed the current processes, provided their triggers and goals and asked for any feedback from the group. These processes include the, NRDS Standards Process, ALS Template Review, NRDS Standards Compliance Review, NRDS Standards Exemption Review, NRDS Standards Monitoring Review, and the NRDS Standards Review. Tina Taylor reviewed the current high-level workflows for the given processes.

- Thalia: For point 3, if you are using the standards, as-is, do the NRDS Standards Compliance Review need to be completed?
 - o Tina: Yes, we are performing this to ensure LPOs are using this as-is, correctly.
 - Thalia: Some studies may not make it, depending on how long it will take.
- Dianne: What is the NRDS Standards Review
 - Tina: Anything that is coming in that are identifying changes will be included in this
 process (from our group or the community). The caDSR registry will take the
 tracking log and continue through the workflow.
- Dianne: In box 4, submit recommendations to the Policy WG, not the Content WG (in the NRDS Standards Review Workflow).
- Angela: This all makes sense to me
- Thalia: This seems clear that there is some information that needs to be worked through but this is a great baseline.



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- Jennifer: This seems cohesive and comprehensive but I would like to review it in my own time.
- Diana: I thought it was well thought-out and provided a good flow for process.

Next Steps

- Break down the current workflows into 3 different workflows
- Mike: We will meet next week, since this was an off-week.

Attendance:

Name	Affiliation
Thalia Beeles	COG
Ginger Riley	CTSU
Tina Taylor	NCI
Gwen Dean	NCI
Janice Knable	NCI
Dianne Reeves	NCI
Christina Warmington	NCI - Essex Management
Neesha Desai	NCI - Essex Management
Jennifer Thomas	NRG
Angela Smith	SWOG
Diana Vulih	Theradex