

**National Cancer Institute (NCI)
Integrated Canine Data Commons (ICDC) Steering Committee (SC)**

**Teleconference
Wednesday, June 26, 2019**

Participants (*Present)

External Committee Members

Matthew Breen*
Renee Chambers*
Dawn Duval*
Allison Heath*
Will Hendricks*
Warren Kibbe*
Debbie Knapp, ICDC-SC Chair*
Cheryl London*
Jeff Trent*
Roel Verhaak
Shaying Zhao*

Internal Committee Members (NCI, National Institutes of Health, and Frederick National
Laboratory for Cancer Research [FNL])

Matthew Beyers*
Allen Darry
Toby Hecht*
Paula Jacobs
Tony Kerlavage*
Erika Kim*
Amy LeBlanc*
Christina Mazcko*
Philip Musk
Elaine Ostrander*
John Otridge*
Ralph Parchment, ICDC-SC Managing Secretary*
Connie Sommers*
Greg Tawa*

Others

Lori Lydard
Tara Whipp*
Mary Cerny (writer)*

Opening and Welcome

Drs. Knapp and Parchment opened the meeting at 11:35 a.m. ET and welcomed those in attendance.

Minutes of the May Meeting

The minutes of the May 22, 2019, ICDC-SC meeting were accepted with the following corrections: move Philip Musk from the list of external committee members to internal committee members, and correct the spelling of his first name from “Phillip” to “Philip.”

Childhood Cancer Data Initiative (CCDI) Symposium and Abstract

The CCDI focuses on the critical need to collect, analyze, and share data to address the burden of cancer in children, adolescents, and young adults.

The CCDI will be convening a symposium in Washington, D.C., on July 29–31, 2019. The symposium will constitute a scientific planning session to gain a common understanding of the current issues and opportunities in childhood cancer research that can be addressed through enhanced data collection and maximum utilization of that data.

The symposium will include a poster session, with poster presentations on display the first evening of the conference (Monday, July 29), from 8:00 p.m. to 9:30 p.m. Dr. Knapp put together an initial submission for the poster session, with all ICDC-SC members as authors. The request has been accepted. Dr. LeBlanc has offered to present the poster at the symposium.

The aim of the poster is to present the ICDC and identify ways the ICDC and CCDI can work together. Drs. Hendricks, Kibbe, Kim, Tawa, and Trent offered to help put together the abstract and poster to be presented at the conference. Drs. Kibbe and Trent will take the lead on organizing the group/tasks.

Several ICDC-SC members are planning to attend the conference. The Cancer Research Data Commons (CRDC) will also have a poster presentation.

Some committee members reported problems trying to register for the meeting, and they asked whether there is a limit on the number of people who can attend in person. A live webcast of the symposium will be available for those who are not able to attend.

More information about the symposium, including guidelines for abstract/poster submissions, can be found at <https://www.cancer.gov/research/areas/childhood/childhood-cancer-data-initiative/symposium>. Webcast information can be found at https://events-support.com/events/NCI_Childhood_Cancer_Symposium_Webcast/page/2111.

Committee members were asked to email Dr. Knapp about helping with the poster presentation.

Reports from the Working Groups

Data Governance Advisory Board (DGAB) Chair's Report

The DGAB met via conference call on June 24. Board members reviewed draft guidance for the DGAB, as well as the purpose and goals for the group. The Board discussed the following issues:

- Differentiating between comprehensive data sets and curated data sets.
- Addressing how to handle data sets that include both human and canine data.
- Streamlining the data submission process.
- Integrating the QA process.
- Collaborating using the Box application.

The group has generated a working model and a step-by-step flowchart to start processing external data sets.

The next meeting of the DGAB is scheduled for Monday, July 8.

Best Practices Subcommittee (BPSC) Chair's Report

The charge to and membership for the BPSC were reviewed during the May meeting. The Subcommittee has since met via conference call to focus primarily on organizational issues, including distinguishing the role and activities of the BPSC vs. the DGAB. Members also discussed the abstract for the upcoming CCDI symposium.

BPSC members concluded that the best approach would be to proceed with topic-based/subject area best practices subgroups that would work independently and then report back to the ICDC-SC. The four best practices subgroups include the following:

- Clinical and pathological standards
- Genomics/proteomics (i.e., the broader area of “omics”)
- Immunology
- Imaging

Members have been assigned to each of the subgroups. Other ICDC-SC members interested in participating in the subgroups should contact the BPSC Chair, Dr. Trent. Next steps include having each subgroup organize and identify their respective priorities, outline action items and how to proceed, and specify deadlines for tasks.

An initial draft of the BPSC meeting minutes is being reviewed by the Chair. The final draft will be distributed to the full ICDC-SC.

Other Issues

Attendance at Working Group/Advisory Board Meetings

The BPSC and DGAB agreed that ICDC-SC members who are not members of the working or advisory groups are welcome to attend and participate in the subcommittee and board meetings. The groups are open to input and feedback; ICDC-SC members who are not assigned to one of the other groups can also join as observers, if preferred.

Social Media Presence

Committee members discussed strategies to promote the presence and increase awareness of the ICDC on social media, particularly on Twitter. There was a suggestion to have an ICDC Twitter feed in place in time for the CCDI symposium to be able to tweet during the meeting and interact directly with people who are interested in the ICDC. A Twitter account would provide an additional layer of transparency for the platform as it is being developed and another way to reach the target audience for the ICDC, including those who may have data to share with the canine commons. The number of followers and retweets would be tracked, indicating the level of interest and outreach.

The committee members agreed that having a communications strategy is important for the ICDC and that having a Twitter account (and possible other social media outlets) is a good idea. There was some concern, however, that setting up a Twitter account in the next few weeks may be premature, not only with regard to governance of the account but also with regard to sharing or posting confidential or proprietary information (e.g., if followers live-tweet slides or other materials from meetings).

Issues that need to be addressed include determining who will be responsible for the account, including timely and accurate posts and responses; guarding against “attacks” on the site; and ensuring that incorrect information is not amplified. In addition, a “catchy” handle for the site should be created.

Discussions with a communications specialist at the NCI Division of Cancer Treatment and Diagnosis (DCTD) have been initiated to determine how to proceed. The DCTD communications specialist might be able to assist in setting up a Twitter account for the ICDC, or could designate someone who will be responsible for the account and other media outlets on an ongoing basis. Dr. Hecht and Mr. Beyers will continue the dialogue with the DCTD communications specialist, share the committee members’ concerns, and address how to proceed with a communications strategy for the ICDC, including setting up a Twitter account and other social media.

It was noted that the ICDC is already promoted on the DCTD Twitter account, which was used to announce the P30s and UM1s to launch initial funding and resources for the ICDC.

ICDC Scope of Work and Timeline/Milestones

The committee revisited the work scope and 5-year timeline of the ICDC, which is divided into three phases: the prototype phase (2 years); the production phase (1 year); and the production, operation, and maintenance phase (2 years).

The group will discuss during a future meeting how the progress and activities undertaken thus far align with the originally specified milestones and tasks, and whether any revisions to the plan are needed.

Administrative Items

August ICDC-SC Meeting

The ICDC-SC will not meet in July. The next meeting of the ICDC-SC will be held via teleconference on Wednesday, August 21, 2019, from 11:30 a.m. to 1:00 p.m. ET.

Working Group Meetings

The next DGAB meeting is scheduled for Monday, July 8. Further details will be distributed to committee members.

The BPSC and the BPSC subgroups will meet in July; dates and times are TBD. Details will be forthcoming.

Action Items

- Drs. Hendricks, Kibbe, Kim, Tawa, and Trent will work on the abstract and poster for the upcoming CCDI symposium, with Drs. Kibbe and Trent organizing the task. Other committee members interested in helping with this activity should contact Dr. Knapp.
- ICDC-SC members interested in participating in the BPSC subgroups should contact Dr. Trent.
- Dr. Trent will distribute the minutes of the most recent organizational BPSC meeting to the full ICDC-SC when finalized.
- Dr. Hecht and Mr. Beyers will continue the dialogue with the DCTD communications specialist on how to proceed with a communications strategy for the ICDC.
- Topics for future meetings should be forwarded to Dr. Knapp, Dr. Parchment, Dr. Hecht, or Mr. Beyers.

Adjournment

The meeting was adjourned at 12:15 p.m. ET.