

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

**Teleconference
Wednesday, October 16, 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 [FNLRC])

Matthew Beyers*
Allen Dearry
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

Dr. Parchment was not able to attend the meeting. Dr. Knapp and Mr. Beyers opened the meeting at 11:30 a.m. ET and welcomed those in attendance.

Minutes of the September Meeting

The minutes of the September 25, 2019, ICDC-SC meeting were accepted as written.

Reports from the Working Groups

Data Governance Advisory Board (DGAB) Chair's Report

Dr. Otridge provided an update of the group's activities on behalf of the Chair, Dr. Kibbe, who was not able to attend the meeting, and the full DGAB.

As part of its ongoing work, the board developed its initial draft guidance and workflow document for prioritization of the type of data for the ICDC. This guidance includes minimum data requirements for the ICDC and outlines the process for collection, curation, submission, and analysis of data for the canine commons. Upon further discussion, however, the DGAB concluded that this initial guidance was overly cumbersome and would be a potential barrier for investigators and research teams wishing to upload data to the ICDC, especially for “early submitters.” The main concern is whether existing data sets will match the extensive items required per the initial draft document. An additional concern, and potential barrier, is requiring submitters to have to reformulate or rename their data to fit what might be overly narrow criteria or “boxes.”

The group will continue to work on the draft guidance to lower the number of criteria for entry into the commons to facilitate data sharing. The revisions will focus on identifying the key pieces of information needed at this point in time, with options for investigators to provide narratives about the data they are collecting and to submit the rationale for why their data are important and should be shared. The challenge is striking a balance between lowering the bar for submission without compromising the quality and usability of the data submitted to the canine commons. Subsequent versions of the guidance will be built on feedback from researchers who have data that are ready to submit to the ICDC and doing a test run of these early submitted data sets. Thus, the guidance and workflow will evolve, and potentially expand, over time with ongoing feedback and revisions.

The DGAB will meet prior to the next ICDC-SC meeting and will continue working on the draft guidance. The revised guidance/workflow document will be uploaded to the DGAB folder under the ICDC-SC folder on the Box site when available. ICDC-SC members were asked to review the next version of the draft guidance/workflow document, when it becomes available, to discuss at an upcoming ICDC-SC meeting. Suggested changes and revisions to the document should be sent to Dr. Knapp or Mr. Beyers in the interim.

As part of the discussion during the current meeting, the ICDC-SC revisited the charge to the DGAB and noted the distinction among determining the criteria for reviewing data sets vs.

developing a straightforward process for submitting a study or data set vs. making recommendations on the quality of data submitted for entry into the ICDC.

Best Practices Subcommittee (BPS) Chair's Update

The four BPS working groups—clinical and pathology standards, genomics/proteomics/multi-omics standards, immunology standards, and imaging standards—have been moving forward with developing a data framework for their respective data types for the ICDC. The goal is to identify which data should be collected in each of the four research areas to ensure as much useful data are available through the canine commons.

Dr. LeBlanc continues to take the lead on developing a test process using two of the approximately 200 canine clinical cases with relatively complete data sets across all of the designated parameters (clinical/pathology, imaging, genomics, immunology) to determine how to integrate these components into the ICDC. Drs. LeBlanc and Jacobs are working with the Virginia Tech IT and neurosurgery staff on writing a script for how to curate the canine images via a series of steps for transfer and inclusion into the ICDC.

Members of the BPS met with the NCI semantics team to begin the process of determining how to standardize information that will be collected for the ICDC. Initial steps include designating terms for breed and data sources (e.g., The Cancer Imaging Archive [TICA]). The teams plan to continue the discussion to identify the complement of key parameters for the canine commons.

Other Issues

Upcoming Moonshot Initiative Meeting

Several members of the ICDC-SC are planning to attend the Cancer Moonshot Collaborative Meeting, which will be held November 18–20, 2019, in Bethesda, Maryland.

Administrative Items

November ICDC-SC Meeting

The next meeting of the ICDC-SC will be held via teleconference on Wednesday, November 13, 2019, from 11:30 a.m. to 1:00 p.m. ET. Dr. Parchment will forward meeting information and materials ahead of the November teleconference.

Upcoming ICDC-SC Meetings

As noted during the September meeting, the ICDC-SC will meet as usual in November but is currently planning to skip the December meeting to give the subcommittees and working groups time to focus on their tasks and activities. The regular ICDC-SC meeting schedule will resume in January. If needed, an ad hoc meeting will be convened in December.

DGAB and BPS Meetings

Dates and times of upcoming meetings are TBD. Details will be distributed to committee members when available.

Honorarium

A copy of the honorarium reimbursement form for ICDC-SC meeting participation was distributed ahead of the teleconference. External members were reminded to forward paperwork for their honorarium to Ms. Lydard. Anyone having problems with the form or reimbursement should contact Dr. Parchment.

Action Items

- The DGAB will work on revising the draft guidance/workflow document. The revised version will be uploaded to the ICDC-SC folder on the Box website when available.
- Committee members were asked to review the DGAB draft guidance/workflow document, when available, for discussion at the next ICDC-SC meeting. Comments should be sent to Dr. Knapp or Mr. Beyers in the interim.
- Topics for future meetings should be forwarded to Dr. Knapp and Dr. Parchment.
- Dr. Parchment will forward logistics information and materials ahead of the November teleconference.

Adjournment

The meeting was adjourned at 11:55 a.m. ET.