

Short URL here: <https://mydata-global.org/steering-2020>

Slack channel: #steering-group / <https://mydataglobal.slack.com/messages/CBCAPUFSS>

Charter: <https://mydata-global.org/leadership-handbook>

Meeting Cycle: <https://trello.com/b/CSitKqR0/leadership-year-cycle>

MyData Global Steering Group 2020

running memo

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MyData Global TEAM DRIVE.**

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Meeting #11 / Friday 26 Nov 2020, 9:00-10:00 AM EET

Present: Mehdi Medjaoui, Marcelle Ngounou, Bo Harald, Chris Lee, Joe Kim

Absent: Kristina Yasuda, Charlie Ngounou, Jaana Sinipuro, Ignasi Alcalde

Others: Silke (staff rep)

Agenda points

Discussions:

- Chris sharing a message from Joe: suggesting to change the name of the Steering Group to Steering Committee
 - Bylaws defines the Steering Group. Changing the name would require changing the bylaws and the general meeting.
 - It has also implications also to the other Committees
- **Voting during the elections**
 - Voting about the size of the board and the candidates in the same form - should separate these in the next year
- **Start much earlier to work on the Elections**
 - We didn't have as many candidates as we would have wanted
 - Chris: Add Elections webpage online for the entire year?
 - Bo: could be combined with other responsibilities? Take part of the thematic groups, local hubs etc?
 - Silke: there are concerns about having unfair possibilities to campaign for their candidacy. Also motivation might change over the year, and it would create an additional layer of administrative actions.
 - Mehdi: sourcing candidates about the elections early enough
 - Silke: Do we presume that people didn't know about the elections process early enough, so they didn't get to apply?
 - Mehdi: It's a possibility to nudge people to candidate and engage them already much earlier
 - Chris: announce clearly that the elections period will start only later, but
 - Silke: raising the threshold for who could run for the leadership position, would mean that we'd exclude people who are not yet in the core MyData community

- Mehdi: Is the Steering Group's role - choosing the direction or keeping the direction?
 - It comes from the Steering Group charter - <https://mydata-global.org/steering-group-role>
 - Chris: spending time to updating the Steering Group charter

Decision-making:

- **Date of the last meeting :**
 - Before Christmas vs. After New Year's
 - 14 - 18 Dec
 - 25 Dec
 - First week of January
- **Didn't discuss:**
 - **Review of 2020:**
 - What went well
 - What should change
 - **Transition to 2021:**
 - What do they need (documents, knowledge, tools, etc.)
 - Things we wish we had known at the start of our term

Meeting #10 / Friday 30 Oct 2020, 9:00-10:00 AM EET

Present: Chris Lee, Jaana Sinipuro, Ignasi Alcalde, Mehdi Medjaoui

Absent: Kristina Yasuda, Charlie Ngounou

Others: Sille (staff rep)

Agenda points

- Intro round
- Preparations for the elections
- Candidates check for the elections
 - Candidacy form deadline extended until 5 Nov
 - Approaching potential candidates for Steering Group members?

- Reach out to more candidates as an individual member of MyData Global, no need to have a consensus on the list of candidates from the whole Steering Group
- Upcoming change to the bylaws - making it mandatory for Steering Group members to have alternates - see [this Slack thread](#)
 - Requires a change to the form?
 - Requires updates from current SG candidates
- #leadership-elections channel & campaigning
 - How to keep structure
 - Making sure all the candidates get the message - you can ping @leadership-candidates-2020
 - Making sure the replies are placed in the thread
 - Making sure the responses are visible to the entire community
-
- Planning for the [Post-election activities](#)
 - Results at Nov 23rd
 - During the next meeting on 27 Nov, when to have the transitioning meeting
 - Congratulations message to all board members
-

Meeting #9 / Friday 2 Sep 2020, 9:00-10:00 AM EET

Present: Chris, Kristina,

Absent:

Others: Sille (staff rep)

Agenda points

- **Revise and agree on the process:**
<https://mydata-global.org/board-candidates-process>
 - **Publish Website**
 -
 -
 - **Comms with membership**
 -
 - **Comms with Slack**
 -
- **Agree on the timeline**
 - Need dates/timeline for process

- What happens upon submitting candidacy
- **Agree on the responsibilities**
 - Who does the interviews
 - How the process go
 - Once the roster list is open, how can candidates promote themselves
-

Timeline

- **Up to 4 Sep:** all SG members acquaint themselves with the [elections process \(and to do's\)](#) asynchronously and suggest clarifications in the document. Decisions are made in the Extraordinary meeting on 4 Sep 2020.
- **7 Sep:** We announce the elections to the Association (email to the members) and the open call for candidates is launched on the website
- **8 Sep:** We start contacting the identified candidates
- **14 Sep - 9 Oct:** Interviews with the candidates
- **12 - 16 Oct:** Decisions on the roster of candidates
- ... (next steps will follow that need to be discussed and decided by you)

Meeting #8 / Friday 28 Aug 2020, 9:30-10:45 AM EET

Present: Chris, Mehdi, Jaana, Kristina

Absent: ignasi, Charlie

Others: Sille (staff rep)

Agenda points

- Background information / available resources for elections:
 - **Timeline** - https://docs.google.com/spreadsheets/d/1-CpoeR-gHA_bDB1N0NtmEhnWuCBM15D2voPSd3nxQwU/edit#gid=65190263
 - <https://trello.com/b/CSitKqR0/leadership-year-cycle>
 - <https://mydata-global.org/board-candidates-process>
- Validate the list of potential board candidates - shortlisted candidates in [this document](#)
- Agree on the way how to reach them
- Agree on communications plan
 - Communications to the Association - current leadership team, membership
 - Sille would send a private note to current board members about the elections plan & who is retiring on 28.08 or latest 1.09

- Who sends out to the Association - message in Slack / email to members?
 - Deadline: Wednesday, 2 Sep 2020
 - Who: Sille
- Invitation letter
 - Use and draft the invitation text in [Email templates – Board & steering group candidate recruitment 2019](#)
 - Who drafts: Sille, Chris, Mehdi
 - Deadline: Thursday, 3 Sep
 - Contact person for the election process: Sille Sepp
 - Who sends out letters: Sille Sepp
- Social media
 - Ansku can help with SoMe - needs instructions from Steering Group
- Website
 - See last years: <https://mydata.org/elections/>
 - When to publish information about the elections:
 - Draft information: <insert link here>
- Candidates campaigning
 - Reflections from last year:
 - Process for campaigning:
- Undiscussed sofar: “The term of office for members of the steering group is one (1) year. A member can be member of the steering group for a maximum of three (3) consecutive terms.” - <https://mydata.org/bylaws/>
 - Elections for SG members?

Next steps:

- Next extraordinary meeting on for all undiscussed matters?
 - Friday, 4 Sep 9:00-10.15?
- Next Steering Group meeting on 25 Sep 9:00-10.15am

Meeting #7 / Friday 24 July 2020, 9:00-10:15 AM EET → rescheduled for 31 July

Present: Chris, Mehdi,

Absent: Charlie, Kristina, Ignasi, Jaana

Others: Sille (staff rep)

Official / other key decisions

- Validate the priorities scaling - deadline: ?
- Validate the list of potential board candidates - not ready for that yet - deadline?

- Agree on the way how to reach them

Tasks:

- Draft the invitation to the board candidates - WHO?
- Compile the full list of potential board candidates - WHO?
- Review the documents:
 - <https://mydata-global.org/board-candidates-process>
 - Preparation:
 - Review previous process notes and procedural checklists, lessons learned etc;
 - Prepare document infrastructure, comms channels and responsibilities
 - **Establish realistic timeline** for execution with key deliverables and objectives agreed upon by the leadership group (Steering Group, Board and Staff)
 - Publish procedure and links to the Association
 - <https://trello.com/b/CSitKqR0/leadership-year-cycle>

Tentative agenda:

- Finalise the priorities table for board candidates - <https://mydata-global.org/2020-board-candidates-priorities>
- Finalise shortlisted candidates in [this document](#)
- Discussion about this [thread](#) about [Code of Conduct](#)

Invitation:

Dear all Steering Group members,

The next (#7) meeting will take place on 24 July at 8am CEST at #steering-group Slack channel.

In the agenda:

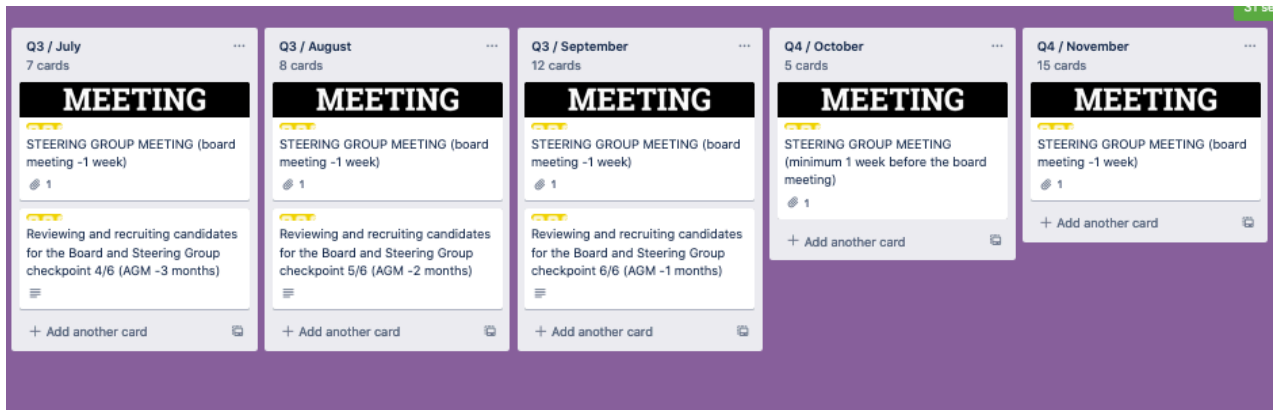
- Finalise the priorities table for board candidates
- Finalise shortlisted candidates
- Discussion about this [thread](#)

To do prior the meeting:

- Add your suggestions for potential candidates to [this document](#)
- Fill out Priorities scaling table: <https://mydata-global.org/2020-board-candidates-priorities>
- Read [this thread](#) about Steering Group's potential role with MyData Global's [Code of Conduct](#) for a fruitful discussion during the meeting.

Sincerely,

...



<https://trello.com/b/CSitKqR0/leadership-year-cycle?menu=filter&filter=label:Steering%20Group>

Meeting #6 / Friday 26 June 2020, 9:00-10:15 AM EET

Present: Chris, Mehdi, Jaana

Absent: Charlie, Kristina, Ignasi

Others: Sille (staff rep)

Agenda

1. Opening round
2. How to source board candidates:
<https://mydata-global.org/board-candidates-process>
 - a. The goal is not to do the same but to build on last year's process
 - b. Feedback about last year
 - i. Jaana:
 1. Process was on voluntary basis
 2. End result was good but process could be made better
 3. Methods for promoting should not be changed too much to continue familiarity
 - ii. Sille:
 1. SG approached some candidates to apply
 2. For promoting, video recordings about vision for MyData Global were used

3. When/How can people promote themselves was a sensitive issue
4. Weekly digest is a useful medium for promoting elections, but some candidates felt under-informed about such tools
5. Priorities: diversity, inclusion, gender
- iii. Mehdi:
 1. Was new to MyData during elections last year→ felt that the board was too high of a bar to consider at the point
- iv. Kristina:
 1. As a board member who was new to MyData when elected, feels that board members should be familiar with MyData and its history
 2. Also to consider where MyData is going is important: depending on what our objectives are
 3. Active COVID-19 participators might be a good pool to keep in mind
- v. Ignasi:
 1. How important is a candidate's alignment with MyData Strategy?
- c. Next steps
 - i. Create list of potential candidates → present at next SG meeting
 - ii. Fill out Priorities scaling table:
https://docs.google.com/spreadsheets/d/1-CpoeR-gHA_bDB1N0NtmEhnWuCBM15D2voPSd3nxQwU/edit?usp=sharing
 - iii. Read this thread for discussion next meeting:
https://mydataglobal.slack.com/archives/CDE4D0LT0/p1593012280212200?thread_ts=1592693867.152300&cid=CDE4D0LT0

Next meeting on 24 July 8am CEST

- Finalize shortlisted candidates
- Discussion about this [thread](#)

Parking lot for the future:

- Communicating about the elections - info from 2019:
<https://mydata.org/elections/>

H2/2020 planning meeting 15 June 2020

Present: Mehdi, Chris, Sille, Viivi

- Elections
 - <https://mydata-global.org/board-candidates-process>
 - <https://trello.com/b/CSitKqR0/leadership-year-cycle>

- 2019 board members:
 - Antti Poikola (not retiring)
 - Paul-Olivier Dehaye (not retiring)
 - Kristina Yasuda (not retiring)
 - Katryna Dow (not retiring)
 - Sarah Medjek (not retiring) → have decided to retire after all
 - Julian Ranger (retiring, on his 2nd term on the board → not eligible to run for the board this year)
 - Charlie Martial Ngounou (retiring, on his 1st term on the board)
 - John Wunderlich (retiring, on his 2nd term on the board → not eligible to run for the board this year)
 - Mad Ball (retiring, on their 2nd term on the board → not eligible to run for the board this year)
- How to handle campaigning
- Tie this together with the Online Conference taking place in Nov 2020
- Scope & scale of Hubs work
 - How to connect this with the elections process? → ask about the organisation's leadership and wishes for it
 - Form to fill out & possibility to set up a call with the SG

Meeting #5 / Friday 22 May 2020, 9:00-10:15 AM EET

Present: Chris, Mehdi, Jaana, Charlie, Kristina, Ignasi

Absent:

Others: Viivi (staff rep)

Official / other key decisions

- Performance Audit Guiding Principle ownership decision made:
 - Culture of Respect: Jaana
 - Transparency & Openness: Mehdi
 - Efficiency, Agility & Coordination: Chris
 - Culture of Proactivity: Ignasi
 - Diversity by Design: Kristina
 - Accountability: Charlie
- Performance Audit will be worked on to completion by May 23 evening Europe time (May 24 morning Asia time)
- Performance Audit Document final review on 30 May 9:00-10:15 AM EET

Agenda

1. Opening round

Everyone doing great

2. Performance audit for 2019

[Document here.](#)

- What we'll do

- Performance Audit Guiding Principle ownership decision made:
 - Culture of Respect: Jaana
 - Transparency & Openness: Mehdi
 - Efficiency, Agility & Coordination: Chris
 - Culture of Proactivity: Ignasi
 - Diversity by Design: Kristina
 - Accountability:
- How we'll do it
 - Performance Audit will be worked on to completion by May 23 evening Europe time (May 24 morning Asia time)
 - Performance Audit Document final review on 30 May 9:00-10:15 AM EET
- When we do it
 - Performance Audit Slides deadline is Monday 25 May
 - Performance Audit Document PDF deadline is Monday 1 June

3. Closing round

- Everyone happy and feeling involved in Performance Audit

Meeting #4 / Friday 24 Apr 2020, 9:00-10:15 AM EET

Present:

Absent:

Others: Viivi (staff rep)

Official / other key decisions

Log here

Agenda

1. Opening round

How are we this morning/afternoon?

2. Performance audit for 2019

[Document here.](#)

- What we'll do
- How we'll do it
- When we do it

3. Closing round

Meeting #3 / Friday 20 Mar 2020, 9:00-10:15 AM EET

Present: Chris, Jaana, Kristina (board rep), Charlie (board rep, joined late)

Absent: Mehdi, Ignasi

Others: Viivi (staff rep)

Official / other key decisions

- Use the guiding principles (break down into sub-areas) as the frame for the performance audit
- Goal is a template for future SGs to use in their audits
- Goal is a 1-pager summary to present at the SGM
 - Supporting documentation (= our notes) available openly

Agenda

1. Opening round

How are we this morning/afternoon?

2. Performance audit for 2019

[Memo here](#). → much of the below has been tidied up and copied over to the memo by VL 29 March

Guidelines:

- A shared view of what we want to achieve
- What is the higher goal through this audit?
 - Start a blueprint for the next steering group
 - Evaluate overall effectiveness of an organization

Materials to audit

- [Board meeting memos & decisions](#) (123 pages)
- [SG meeting memos and decisions](#) (30 pages)
- Spring & autumn general meeting minutes and decisions
 - [SGM 2019](#) (16 pages)
 - [AGM 2019](#) (17 pages)
- [Log & notes for performance audit from general manager](#) (5 pages)
- [Staff meetings memo](#) (130 pages)
- **Open:**
 - **how to audit staff & board stuff?**
 - [Staff meetings memo](#) and [Board meetings memo](#) may be prohibitively long
 - **Interviews?**
 - **What should we look for when reviewing the material?**
 - List up important decisions that have been made and those that have not been made, and start with those

-
- **What sort of measure should we use to “calculate” performance?**
 - KPIs:
 - MDG has OKR(??)s on a annual level
 - Can dig up records of the OKRs
 - Staff members have personal OKRs on a quarterly level Objectives and Key Results
 - Doc: <https://mydata-global.org/okr-2019>
 - May implement Leadership OKRs
 -
- Audit points brainstorming (Kristina)
 - To what extent are major goals achieved overall towards the mission) & in each domain (Programme, Community, Fundraising, Leadership, Culture and Tools, Events) ?
 - Events: Are documentations being used effectively?
- Do we have specific functions that we will audit?
 - Are we auditing everything? If not, what's being audited?
- Performance audit more as a internal facing where as the annual report as a outward facing
 - Did we do it according our own rules?
- Transparency internally is critical
- Creating blueprint for next SG is at this stage should be a simple template that can be developed further
- The organization is still practicing, so a template that everyone in the community can see easily whether we acted to our values
- Template can be guiding principles
 - A Couple evaluation points under each principles
 - A quantitative one
 - A qualitative one?
- Checklist works
- Short words like
 - Conclusion:
- Recommendation to SG next year
- One point is to point out things are going well as well as improvement points
- Select the principles that we will evaluate
- A lengthy wording is not preferable→ The most critical issue should be clear, easy to read, short to not get bored
-

Kristina's image of a framework below

<u>Guiding Principles</u>	Evaluation	Reason	Recommendation
ex)Creating effective documentation	5 (out of a scale of 1 to 10)	A lot of good docs, but hard to find a	Organize a Drive

		relevant doc when needed	
Culture of Respect			
Transparency & Openness			
Efficiency, Agility & Coordination			

- **What are the deliverables for the finalized performance audit?**
- **Let's make recommendations on the points that we were not able to audit this year (whether due to lack of time or data) so that the SG next year is able to do the audit**
 - **Rec 1) Let's keep meeting minutes concise and to-the-point**
 -
- **Decisions to approve members are recorded in the board meeting minutes, but the point in time when approval letters were sent may be difficult to get → if so, let's make a recommendation!**
-

Additional material to be reviewed

- [Community survey](#) (22 slides)
- [Community interviews](#) (41 slides)

Hubs survey → to be planned more once we have a project plan approved in the next meeting

Copy from Chris's email to SG members:

"The spring general meeting ~~has been postponed to around May 14th~~ is likely postponed to 13 May, so we have a bit more time to do the performance audit than previously planned. As part of the performance audit, we discussed interviewing the hub coordinators about how they feel the organization has performed with respect to their expectations. Viivi and I had a quick discussion about how to proceed with the hub interviews, and we think that an online survey followed by in-person calls would be a good idea. Please feel free to suggest other options, though!

At the end of this email are [notes taken during our call](#). If you have a moment to look through them, especially, the proposed questions (we came up with them rather quickly, so some changes should probably be made), and provide feedback, it would be really helpful and very much appreciated!

Once we reach a consensus within the steering group on the questions to ask, we plan to request feedback from the hubs channel.

Thank you in advance for your input!

Best,
Chris

- Why do we do this?
 - To help us audit the performance of the entire organization
 - We want to have the “hubs have a formal consultative role within the MyData Global association in giving guidance to the leadership team about matters that affect them collectively.”
 - We want to find out whether there has there been enough support for the hubs, and what we can do to assist them better
 - We want to find out what kind of changes might be helpful to the hubs to coordinate our efforts for the future
- Proposed format:
 - Two types of questions: Likert scale questions and open feedback
 - Use of Google Forms to collect responses
 - Maximum 10 questions with 7-point likert scale.
 - Get review by steering group first, and then feedback from the hubs before formally starting the survey
 - Ask for anything that should be added before starting the audit
- Proposed Questions:
 - Q1
 - Likert: How happy have you been with the work you have been able to achieve in 2019?
 - Open: Anything you'd like to add or specify?
 - Q2
 - Likert: How confident are you about being able to achieve the goals for your hub in 2020?
 - Open: Anything you'd like to add or specify?
 - Q3
 - Likert: How happy have you been with the contact you've had with:
 - The board
 - The steering group
 - The staff
 - Other hubs
 - Open: Anything you'd like to add or specify? In particular: what kind of relationship would you like to have with the steering group? Anonymous form? Regular office hours to talk? Something else?
 - Q4
 - Likert: How relevant to your hub do you feel are the activities of:
 - The board
 - The steering group

- The staff
 - Other hubs
- Open: Anything you'd like to add or specify?
- Q5
 - Likert: How easy did you find it to use the supporting materials in 2019?
 - Guidebook
 - Internal regulations
 - Slack
 - Email
 - Meetup
 - Open: Anything you'd like to add or specify?
- Q6
 - Likert: How likely are you to:
 - Continue running a MyData Hub in 2020?
 - Encourage someone else to start a MyData Hub in 2020?
 - Open: Anything you'd like to add or specify?
- Q7
 - Likert: How happy have you been in 2019 with:
 - The monthly hubs Slack meetings
 - The hubs' presence at the conference
 - Open: Anything you'd like to add or specify?
- Q8
 - Likert: How likely are you to be participating in a MyData Global event in 2020?
 - Open: Why or why not? Anything you'd like to add or specify? Which event are you planning on attending?
- Q9
 - Likert: How important do you feel a vibrant hubs network in realizing the MyData vision?
 - Open: Anything you'd like to add or specify?
- Q10
 - Likert: How happy are you in general with MyData Global?
 - Open: Anything you'd like to add or specify? Is there anything you haven't been able to communicate to the leadership team yet that you would like to?
- Ending question
 - Please submit your email if you would like us to contact you regarding your response."

Division of labour & timeline → to be prepared for decision in the next meeting

Deadline for delivery to the membership likely **10 June**. For reference, the April steering group meeting is scheduled for the preceding Friday, **5 June**, which would serve as a good checkpoint.

What	Who	By when
Hubs survey		
Board meeting memos & decisions		
Log & notes for performance audit from general manager		
SG meeting memos and decisions		
Spring & autumn general meeting minutes and decisions (SGM 2019 , AGM 2019)		
Community survey & Community interviews &		
Staff		

3. Round of Commitments

- Time to put in:
 - Chris:
 - Will **make this audit my hobby**
 - Will **do whatever is asked of me**
 - Put in at minimum **one hour per week** during weekday evening
 - Jaana:
 - Good in commenting.
 - **Most valuable when asked precise questions**, with a **deadline**.
 - **Thanks to Viivi** for yesterday
 - Viivi:
 - Good with knowing:
 - **what kind of documentation** exists
 - **where things are put**,
 - **where** we might want **to look** at,
 - where the **supporting documents** are for the particularly challenging times we had last year
 - Comment on postponement of SGM:
 - **financial situation is not good**, but looking on the bright side and committed to make this work

- Charlie:
 - **Work on framework with Chris**
 - Understanding **the current situation**, I think this coronavirus **is an opportunity**:
 - to **reflect on all activities** we had organized this year,
 - to **streamline everything**
- Kristina:
 - There's a lot going on right now,
 - might not be able to lead but **will give feedback!**
 - Focusing on bringing **more funds**

4. Considerations for next meeting:

Decisions to make on processes

- Who takes the lead?
- Meta-level stuff

Online decision #1 10 Mar 2020

Mehdi Medjaoui elected as chair (unanimous)

Chris Lee (2e Consulting) elected as vice chair (unanimous)

Additionally:

Ignasi Alcalde selected as representative of the steering group to the board and the staff

Meeting #2 / Friday 21 Feb 2020, 9:00-10:15 AM EET → moved to email meeting

Present:

Absent:

Others: Viivi Lähteenoja (staff rep)

Agenda

1. Steering group chair and vice chair, representative to the board and representative to the staff

As we did not have the chance to complete these decisions online, we will decide now.

1.1. Chair

The chair should be selected from among the SG members representing individual members of the organisation (as per the [Steering Group Charter](#).) Board representatives cannot serve as chair.

Duties of the chair include attending the monthly “chairs meeting” in advance of the SG meeting with the chair of the board and the general manager (as the leader of the staff) to synchronise agendas for the month, setting the agenda for the meetings, and chairing the meetings.

Note VL 21 Feb: After a discussion with Mehdi Medjaoui this week, I propose that he is elected chair with the understanding that I, VL, as staff rep will support this position extensively until the end of March, after which MM will have the chance to take the more active role a chair must have.

Proposal: Elect Mehdi Medjaoui as Steering Group chair.

Decision 1/January: XX selected as chair of the SG.

1.2. Vice chair

The vice chair should be selected from among the SG members representing organisation members of MyData Global. (as per the [Steering Group Charter](#).) Board representatives cannot serve as vice chair.

Duties of the vice chair will be determined together with the chair.

Note VL 21 Feb: “In light of the fact that MM will not have the chance to be very involved in the beginning of his term (if elected), I recommend the one of the organisation member reps who is more available in the coming weeks be elected vice chair with the understanding that they will steer, with the support of myself (VL), the performance audit process, culminating in the spring general meeting in April.

Discussion: which of JS or CL would volunteer for this role?

Decision 2/January: XX selected as vice chair of the SG.

1.3. Representatives to the board and staff

Duties of the representatives to the board and staff include attending their respective monthly meetings (90 minutes for the board, 60 minutes for the staff).

Copy from last meeting's minutes:

“CL interested in being the staff representative.

IA interested in being the board representative.”

Decision: XX selected as staff rep, YY selected as board rep.

2. Performance audit for 2019

Next steps for initiating the process for conducting and reporting on the 2019 performance audit.

- To be audited:
 - Board meeting memos & decisions
 - SG meeting memos and decisions
 - General meeting minutes and decisions
 - How to audit staff stuff?
- Additional material to be reviewed
 - [Community survey](#)
 - [Community interviews](#)
- To be implemented:
 - Hub initiators survey

Meeting #1 / Friday 17 Jan 2020, 9.00-10:15 AM EET

Present: Jaana Sinipuro, Chris Lee, Ignasi Alcalde (partly)

Absent: Mehdi Medjaoui

Others: Viivi Lähteenoja (staff rep)

1. Steering group chair and vice chair, representative to the board and representative to the staff → moved to next meeting due to missing members in the meeting

1.1. Chair

The chair should be selected from among the SG members representing individual members of the organisation (as per the [Steering Group Charter](#).) Board representatives cannot serve as chair.

Duties of the chair include attending the monthly “chairs meeting” in advance of the SG meeting with the chair of the board and the general manager (as the leader of the staff) to synchronise agendas for the month, setting the agenda for the meetings, and chairing the meetings.

Decision 1/January: X selected as chair of the SG.

1.2. Vice chair

The vice chair should be selected from among the SG members representing organisation members of MyData Global. (as per the [Steering Group Charter](#).) Board representatives cannot serve as vice chair.

Duties of the vice chair will be determined together with the chair.

Decision 2/January: X selected as vice chair of the SG.

1.3. Representatives to the board and staff

Duties of the representatives to the board and staff include attending their respective monthly meetings (90 minutes for the board, 60 minutes for the staff).

Chris interested in being the staff representative.

Ignasi interested in being the board representative.

2. Meeting dates for the rest of the year

- We want to have good synchronisation of the Staff, Board and Steering group meetings.
- Steering Group will meet monthly for 75 minutes
- There is a base proposal of the whole year meeting weeks in <https://trello.com/b/CSitKqR0/leadership-year-cycle>

Proposal: meet every third Friday of the month at 8 AM CET.

3. Strategy Grounding

Please look through the video general manager Teemu Ropponen made (see link below). Feel free to listen at 2x pace if too slow. It recaps the strategy thus far and describes the way forward.

Watch video for explanation: <https://mydata-global.org/strategy-grounding-intro>

Read: Strategy grounding slides <https://mydata-global.org/strategy-grounding-q1>

Read if needed: The strategy slides <https://mydata-global.org/strategy-athens>

Which group has each of us signed up for?

- Chris & Ignasi in Academy, Jaana in Funding
- Chris: SG members should be in all the 4 groups

4. Role of the Steering Group in 2020

Role of the Steering Group for 2019 was described in the Steering Group Charter: <https://mydata-global.org/steering-group-role>


2019 GS Chair (Antti 'Jogi' Poikola) quick review on what was done:

1. Assisting the Board in its oversight
 - Helped solving the 2018 elections-related problems and renewed the internal regulations for the elections
2. Conducting the annual performance audit
 - To be done for the first time to the spring general meeting (March/April 2020)
3. Reviewing and recruiting candidates for the Board and Steering Group

- We did this, fairly solid process, could have started earlier
- 4. Acting as a conduit for the Membership
 - Did not act on this, biggest improvement point for 2020
- 5. Mediating and resolving conflicts within the board
 - Luckily there was no need for this


Antti 'Jogi' Poikola's reflections on what could be the direction for 2020 (based on the incoming SG members expectations covered in the [Dec 2019 meeting](#)):

“Build a stronger, more visible and active role and identity for the Steering Group from the perspective of “Acting as a conduit for the Membership”. Do this through the performance audit as well as the candidate recruitment, see comments from 2019 & 2020 board member Paul-Olivier Dehaye below.

 **Paul-Olivier D...** 11:52 AM Jul 10 Resolve

To what extent does the Steering Group think this role could be expanded into "maintaining a process for collecting, forwarding and possibly answering questions from the membership, and **asking questions to the membership/hubs/thematic groups, possibly by the board as well - possibly indirectly through the Steering Group**". In other words maintain a process for consulting the community as well. Then #info-finance could suggest questions to the board to ask, and board could approve, possibly after consulting with others (like community manager etc). Maybe the whole thing is too burdensome to formalize, but hopefully others get what I am thinking of and can simplify my proposal?

[Show less](#)

 **Paul-Olivier D...** 4:45 PM Jul 10 Resolve

suggestion linking 3 and (my spin on) 4: curate questions from the community for the board candidates, ahead of the elections, in order to help the community make informed decisions (don't think this use case should necessarily be spelled out in this document, but it would make sense to review the document in light of that use case to make sure it fits naturally; this is partly why my spin on 4 might be helpful)

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Reply...

5. Performance audit for 2019

Next steps for initiating the process for conducting and reporting on the 2019 performance audit.

- To be audited:
 - Board meeting memos & decisions
 - SG meeting memos and decisions
 - General meeting minutes and decisions
 - How to audit staff stuff?
- Additional material to be reviewed
 - Community survey
 - Community interviews

- To be implemented:
 - Hub initiators survey

Next steps:

- Online decisions for section 1 items
- Once chair selected, in the Feb meeting, agree on the process and methodology to conduct the performance audit
- Viivi will provide links to materials to be reviewed