

Agenda and minutes DTL Data Stewards Interest Group - Meeting 23

Date: 29 June 2021 Time: 13:15am (coffee) - 13:30 (start) - 15:00 CEST	Location: virtual Chair: Miriam Kos (Donders Institute), Inge Slouwerhof (Radboud University)
Virtual via Zoom: https://us02web.zoom.us/j/82938827691?pwd=WklINW92UFdTWUFkTlFoNHNZSWdOZz09 Attendees: See page 2	

[Register here](#)

[Agenda and minutes previous meeting](#)

Time	Topic	Comments/results	Owner
13.15	Informal start: joint coffee		All welcome
13:30	1. Formal start and introduction round		Miriam & Inge, All
13:40	2. New and Newsworthy	Share your successes with the group; Share insights from workshops and seminars you have visited	Miriam & Inge, All
13:55	3. ICYMI	RDM news-bits, in case you missed it	Mijke & Irina
14:05	4. Presentation	Data support at Radboud University seen from central RDM support perspective	Inge
14:15	5. Presentation	Data support at Radboud University seen from decentral, data steward perspective	Miriam
14.30	6. Interactive session	Curation: what, how and who	Miriam & Inge
14:50	7. Closure/any other business		Miriam & Inge
15:00	8. IG meeting end/feedback		All



MINUTES

1a. Welcome

- Zoom; try the gallery view
- These notes are for you! Please add comments, +1s, gifs
- Don't forget to provide feedback (see below, 7. Feedback)

1b. Community Participation Guidelines reminder

- Be respectful, honest, inclusive, accommodating, appreciative, and open to learning from everyone else.
- Do not attack, demean, disrupt, harass, or threaten others or encourage such behavior.
- Issues: report them to Mijke and/or Irina.

1c. Roll call

Add your name to the roll call below

Name / affiliation / social media

- Inge Slouwerhof, Radboud University Nijmegen
- Mijke Jetten, DTL/Health-RI, community manager data stewardship
- Rita Azevedo, Lygature / Health-RI, programme manager
- Miriam Kos, Donders Centre for Cognition, Radboud University Nijmegen
- Anke Wegman / Center for Molecular Medicine, UMC Utrecht
- Heleri Inno / University of Tartu, Estonia, ELIXIR-Estonia
- Erik Jansen, Maastricht University Library
- Irina van Dijk, UMC Utrecht
- Melissa Cragin, SDSC (UCSD), GO FAIR US
- Hanne Vlietinck, Hasselt University Belgium, Data Steward
- Susana Cabaço, RIVM, Data Steward
- Pauline Roost, Donders Centre for Cognition, Radboud University Nijmegen
- Anna Lien Bouhuis / Erasmus MC / data steward
- Stijn de Laat, Radboud University Nijmegen
- Eduard Klapwijk, Erasmus University Rotterdam, Data Steward,
<https://twitter.com/etklapwijk>
- Elisa Rodenburg, Vrije Universiteit Amsterdam, Data Steward (generic)
- Tina Reilink, Radboud University Nijmegen
- Joanne Yeomans, Leiden University
- Tineke van der Meer, HU University of Applied Sciences Utrecht, Data Steward
- Claire Bell, University of Aberdeen, Scotland
- Anita Böcker, Radboud University Nijmegen, Law Faculty
- Winnie Schats, Netherlands Cancer Institute
- Evelien Kruisselbrink, UMC Utrecht, Data Steward, ISO
- Inga Tharun, programme manager Open Science and FAIR data at OncoCode Institute
- Dominique Wanders, Specialist medical research datamanagement, department of Advanced Datamanagement, LUMC.



- Niek van Ulzen, FAIR data steward, LUMC
- Yasemin Turkyilmaz, Data Steward, TU Delft
- Mellanie Geijen, data steward, Open University
- Nick Keur, Phd candidate research assistant/Data steward, Radboud University Nijmegen
- Martijn van Rooijen, Data Steward, RIVM
- Florian Gorter, data steward Genetics, Radboudumc
- Jet Zoon, data steward research, Prinses Máxima Centrum, Utrecht
- Lena Karvovskaya, Community manager RDM, VU Amsterdam
- Pim Kamerling, data steward, Radboudumc Nijmegen

2. New and Newsworthy

Choose a question to answer:

Share your successes with the group? Share insights from workshops and seminars you have visited? What do you need from this call?

- Mijke: I participated in the FAIRsFAIR book sprint to jointly write guidelines for FAIR training. Version for community feedback will be published in a few weeks (expected consultation period 15 July to mid-September).
- Erik: Joint a workshop from eScience center about Software management plans
 - Yasemin: I also joined the workshop about Software Management Plans and found it very interesting.
- Irina & Mijke co-organised (with a lot of other people) the [LCRDM DCC spring training days](#), 3 sessions were organised and it was really nice, both community wise and educational wise - I learned a lot! We will do autumn sessions as well so make sure to register in time.
 - Thanks for organising! They were really good sessions! (Elisa)
- Heleri: Open Repositories 2021 symposium was very interesting and there were quite many hidden gems. You can see all the videos on their youtube channel: <https://www.youtube.com/channel/UCH4SPzHA1-N1dqPPImHgEzw/videos>
- Elisa: OPERAS-NL, working in the SSH Open Cloud: <https://www.operas-eu.org/>
- About ELNs:
 - "Which ELN(s) are you using Hanne? We are using RSpace and eLABJournal at Delft University of Technology"
 - Hi Yasemin. We use Signals Notebook Standard (For Chemistry, ,Physics, Biology), Castor EDC for clinical trials, ELabFTW (for all other disciplines, very intuitive lab notebook!) and OSF for international collaboration.
 - @Yasemin - Hanne presented the ELNs in the Helis data stewardship course - slides are available. See https://www.aanmelder.nl/fair-data-stewardship-2021/part_program, March 22
 - Yasemin and also this link <https://zenodo.org/record/4660200#.YNsMMegzaUI> second document. How to choose an ELN? You can find some tips there...
 - Really nice resources, thank you @Mijke and @Hanne for sharing! We also contributed



to an international collaboration effort to determine requirements for ELNs:
<https://researchnotebooks.wordpress.com/outputs/> -> Possible Requirements
Sharing if of interest

3. ICYMI

RDM news-bits, in case you missed it

- [Slides](#)
- Join the [Slack channel](#) to stay up to date! Suggestion: download the desktop app, which has a notifications option and is much more user friendly than the browser version

4. Presentation: Data support at Radboud University seen from central RDM support perspective

Links:

- Central RDM support team Radboud University: www.ru.nl/rdm
- Link to [slides](#)

Notes:

- Radboud has central RDM support (1st presentation) and decentral support (2nd presentation)
- Central support tasks with 3 sub-categories:
 - (1) Central support for researchers. E.g. support desk, providing feedback on DMPs (sometimes together with decentral data stewards, curating datasets, training)
 - (2) Central hub for data stewards. E.g. stimulate knowledge sharing
 - (3) University-broad tasks. E.g. develop and implement policy, identify infrastructure needs
- Examples of data stewards working groups were: how to enhance RDM commitment within the university; how to comply with RDM policy on PhD-theses

Questions:

- Joanne: how do you keep everyone up-to-date and share knowledge? Individual meetings from central desk to data stewards, to learn from each other and give guidance. Now central meetings to share in a bigger group
- Joanne: knowledge base tools? Ms teams too limited. Slack: not a good archive function, messages disappear
 - Finding appropriate and affordable tools is difficult.
 - Maybe the thematic DCC could also play a role here, in organising this discussion and at a national level, or the DCC IN network, to start this process together, or via SURF?
 - Call to share in the communities efforts with regard to these 'knowledge bases'.
 - Jet: We built a Teams wiki to collect all info on research data management and research IT. To be able to manage this info we decided to have a limited number of people that have edit rights. We collect info from all over the research domain of the Princess Máxima Center. Next to this, we provide training with a summary



of the wiki. This training is used to increase awareness of the presence of the wiki

Lena: Thanks for sharing, @Jet - sounds very interesting. Teams are adopted by most institutions, but it's important to set up your work there in a good way from the beginning

Joanne: Even just sharing with each other how we're using MTeams could be useful... the online support materials are not great, and I'm figuring things out as I go along

- How big is the central team in the library? and how many data stewards are there?
 - We are a team of 6 people, with a total of 4.2 FTE. The central supporters do not have the 'name label' Data Stewards. Radboud University chose to name the decentral RDM supporters within the institute as data steward. However, I think the tasks are quite similar. What's in the name?! :)

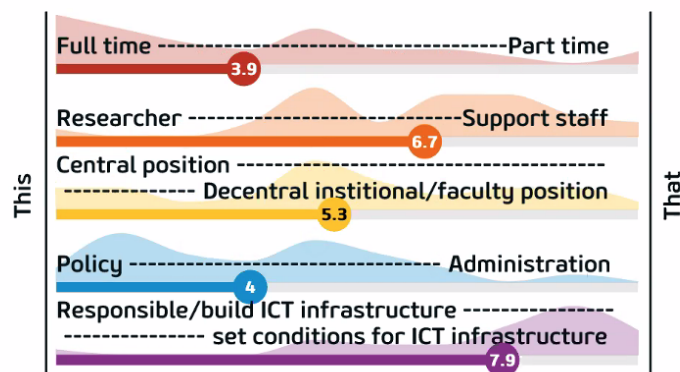
5. Presentation: Data support at Radboud University seen from decentral RDM support perspective

Links:

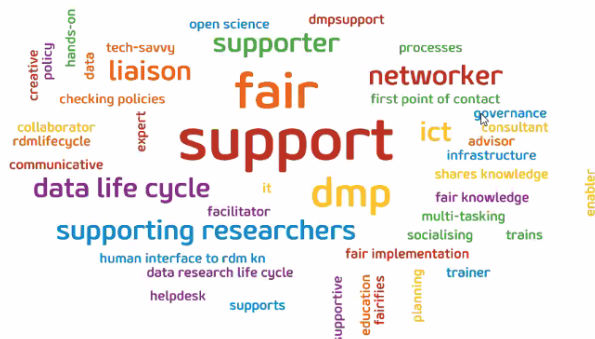
- Donders Repository: <https://data.donders.ru.nl/>
- Radboud Data Repository: <https://data.ru.nl>
- Link to [slides](#)
- Menti Results are available via this link ([spreadsheet](#)).

Notes:

Characteristics Data Stewards?



A data steward...in three words



- Miriam is a decentral data steward at the Donders Institute, but also lab coordinator and involved in ethical and legal aspects at the Donders Institute. Data stewards are a various heterogeneous group, sometimes part time sometimes full time
- Tasks of decentral data stewards: among others raft institute-specific RDM policy, RDM skills in the institute, etc (see slides).
- Donders repository for data preservation, research documentation and open access data sharing
- Data stewards have a important role in the Donders and Radboud Data Repository, together of course with the collector owners (PIs, researchers): ensure administrative workflow, update policy, instruct and support researchers and define demand needs for the system
- Various routes: as a public archive, or for internal collections. But you are also allowed to use for instance the DANS archive or another public archive if you prefer that

Questions:

- As a decentral data steward, how do you keep in touch with the researchers in your institute/centre?
- I have a question about monitoring compliance with RDM policy. How do you do this?
- Martijn: How do you keep all the registries in the repository up-to-date for a long period? e.g. after 5 or 10 years.
- Joanne: Is that data curation for DANS Easy done voluntarily when a researcher contacts you? Or are submissions automatically re-directed via the central support for checking?

Inge: @joanne Data Curation is a mandatory step before data can be made publicly available. They are indeed redirected to the central support for checking.

6. Interactive session

We ask the members of each breakout room to fill in answers to the following 2 questions (and potentially the bonus question at the end):



Q1: What do you consider minimal requirements for data curation?

*e.g., privacy check, preferred formats, completeness metadata, documentation for reuse.
Check by an independent department mandatory or optional?*

Breakout Room 1: Anna, Heleri, Florian, Inga

Anna: privacy check, everything that is mentioned. Erasmus University, library. Lack of manpower is balanced out by the reluctance of researchers to publish their data. Also for Heleri, researcher is responsible, metadata less extensive that we would like.

Florian: working at departmental level -- has an advisory role, researchers are responsible. It is hard to enforce it, important to prioritize (privacy should be enforced, other questions optional). Inga: difficult to make clear who is responsible, raising awareness of local data steward support

Breakout Room 2: Erik, Joanne, Anita, Anke, Tina

Privacy Check, Documentation, Metadata, Terms of use/licenses, Informed consent. Main priorities are that it doesn't contain sensitive/personal data and that the metadata is correct. Mandatory: privacy, basic set of documentation, basic set of metadata

Who's involved: add ethics committee and those involved in designing the consent form to make sure this allows for data sharing. Data stewards should have guidelines so that the process is mostly straightforward. Central support should help make the guidelines, and help with problems.

Breakout Room 3: Evelien, Stijn

Q1. Privacy check minimal and mandatory for both archiving and publishing

Preferred format: optional

Metadata: mandatory for at least a basic level.

Point of discussion: What is the scale of the check? Ranging from a quick 'Is it filled in?' check to a very thorough check (Is it filled in correctly?).

Breakout Room 4: Lena, Yasemin, Martijn, Melissa

Privacy sensitive or not?

How much metadata is enough

TU Delft researchers need to ensure archiving of data or code and related documentation underlying their publications for at least 10 years after research. For this, they can use 4TU.ResearchData for which the minimum requirements are: data or code files + readme file + metadata + licence

Intellectual property?

Breakout Room 5: Dominique Wanders, Anne Lien Bouhuis, Jet Zoon, Susana Cabaco

Privacy check and completeness of metadata was mentioned. Privacy check would be too elaborate to make this mandatory by an independent department, but might be done through random checks. Completeness of metadata might be good to make this mandatory.

Breakout Room 6: Eduard Klapwijk, Pauline Roost, Claire Bell, Nick, Winnie Schats



Optional is tricky, researchers will want to 'ignore' it. Claire: if the researcher doesn't do the admin him/herself he tends to see the process as even less important
Privacy check seems most important, the rest could be automated. Metadata are a craft that most researchers have no knowledge about, should be done by data managers

Q2: Who should be involved and what are their responsibilities?

e.g. researcher, data steward, university central support team, data manager of archive

Breakoutroom 1:

Breakoutroom 2:

Breakoutroom 3:

Breakoutroom 4:

Breakoutroom 5: Dominique Wanders, Anne Lien Bouhuis, Jet Zoon, Susana Cabaco

Breakoutroom 6:

Let's share experiences!

In case you have experience with curation or setting this up within an organization and are willing to share this with us, please write down your name

BONUS: Do you have experience with curation or setting this up within an organization? And are willing to share this with us? Please write down your name. Thanks in advance!

- Erik Jansen, would love to collaborate on this topic...



7. Closure/AOB

Next DSIG meetings (agenda & registration via the [DTL DSIG website](#))

- September 28, 2021, 13.15-15.00 CET, chaired by Susana Laia Farinha Cabaco, RIVM
- November/December meeting: to be announced. We are still looking for a person/organisation that is willing to chair. Please contact Mijke Jetten (mijke.jetten@dtls.nl) or Irina van Dijk

8. Feedback

KEEP: What worked well?

- Interactions in breakouts
-
-

ADD: What new ideas do you have?

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-

LESS: What didn't work?

- Breakout sessions too short
-
-

MORE: What worked well and should we do even more?

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