Name	Folder	Charter	Minutes	Calendar feed	Mail-list	Contacts
Policies	wg-policies-folder	wg-policies-charter	wg-policies-minutes	/cal-wg-policies.ics	wg-policies@lists.hubmapconsortium.org	Gloria Pryhuber - Co-chair | Gloria_Pryhuber@urmc.rochester.edu

Ajay Pillai - Knowledge Manager \| ajay.pillai3@nih.gov |

Please use this time to best suit the needs of your Working Group. We recommend introducing team members that have not met, reviewing past achievements of the group, upcoming plans, and ensuring an action plan is in place with members assigned. At a minimum please review your charter and capture below the following information for NIH. Please take notes in this document as a record of the discussion.

Suggested agenda:

- Roll call; introduce new members
  - Gloria Pryhuber(co-chair, TMC – UCSD/URMC), Shin Lin (co-chair, TMC – CalTech/UW), Harry Nick (alt: Clive Wasserfall, TMC – Florida), Jay Shendure (alt: Shin Lin, TMC – CalTech), Jeff Spraggins (TMC – Vanderbilt), Ray Harris (TMC – Vanderbilt), Richard Caprioli (TMC – Vanderbilt), Yiing Lin (TMC – Stanford),
  - Carl Kingsford (HIVE TC CMU), Jonathan Silverstein (HIVE IC-PSC / CMU), Nils Gehlenborg (alt: Maggie Vella)(HIVE TC Harvard), Paul Macklin (HIVE MC IU), Phil Blood (HIVE IC-PSC / CMU), William Mauck (HIVE MC NYGC),
  - Charles Ansong (TTD – Purdue), Peng Yin / Sinem Saka (TTD – Harvard),
  - TTD-Purdue / TTD- Harvard and TMC-Stanford/ TMC-CalTech will represent and communicate with (TTD – CalTech) and (TTD – Stanford)
  - Ajay Pillai (NIH), Dan Xi (NIH), Lucy Hsu (NIH/NHLBI), Dena Procaccini (NIH), James Sluka (HIVE MC IU), TC Sun (NIH), Marishka Brown (NIH),
  -

- Progress during the past year (summarize key achievements in few sentences)
  - [Final version Folder](#) in Policy Working Group Folder (pdfs)
    - [DUA Final 040719](#)
    - [Data Sharing Policy Final 072319](#)
    - [Consent Policy Final 072519](#)
    - Multilateral [MTA for material exchanged in NIH-HuBMAP_final 8 20 19](#)
  - Multilateral MTA - in circulation, HHMI Office of Counsel contacting Institutional Signing Official at each Institution
  - Addendums and re-signs will be needed as consortium grows
  - [See slides for recaps](#)
- Publication Policy discussion (link to document) ([see slides](#))
  - Notes:

[ ] DUA - needs to go through signatures again including new groups coming in

Recap of policies: See Gloria's slides
[ ] Construction of a Data sharing plan is in some HIVE NOAs, may be in others? NOA

Common internal data portal? - sharing data for collaborative projects internally.
-IEC happy to support this through Globus
What is Globus? Functions like dropbox but with 2 factor authentication, access control listing (choose who can see it)
[ ] Video to show how to use Globus (or some other type of training that the IEC will provide)
IEC will use Globus to manage data upload to HIVE (federated identity management as a benefit)

For "sensitive data":
IRB necessary for all groups even if not working with material
-Gloria has sent out IRB templates

[ ] Gloria needs contacts to HCA or other similar efforts to work on open access to those groups

OPOs don't have training for handling genomic data in consent. --- Gloria's working with NDRI and IIAM for specific consent addendum.

Publication policy:
No disagreement with getting all SOPs into protocols.io
Establish a grievance committee aka which is the HuBMAP Exec Committee.

Publication spreadsheet that list stages of publication in process, title and point of contact (needs to be updated routinely)
-Steering committee standing agenda item to discuss publications [a 1 min item]
[ ] Gloria to talk to Robin to set up

Discussion of mandatory preprint submission to Biorvix (in general everyone in agreement)

-If potential conflict from different funding organization > bring to steering committee
-Timestamp - wIthin 7 days of submission (maybe change to "close to submission")
- Citing preprints might be a way to value preprints --- statement in policy: "we encourage citing preprints" --- though not 100% enthusiasm.

Discussion of coordinated publications with data release vs at will vs hybrid
-method papers (expect a lot) can just come out
-each organ center will likely want own paper
-large combined/coordinated papers encouraged - takes time, big splash, 2020/2021
       -BCCN example - started 2 years ago, this year started negotiations with nature (offer to guarantee review in variety of journals in family)
-Separating data release and publication policies (concern that publications will hold up data release) - can use public release announcements for data release
-Agreement to coordinate flagship publications - who will decide flagship papers [check-in in Spring with the different groups about this]
- HIVE and WGs (these groups need to decide what their analysis papers are)

-First data release summer 2020 - evaluate where everyone is in Spring (March) re: publications, groups should start thinking about how they envision publications
-HIVE architecture paper in early stages (unsure if flagship or not at this point)

- No working/white paper with major data release
- Organize flagship paper(s) - agreement
- Smaller papers
- Encouragement to publish all papers as open access (currently in policy as highly encouraged, heading towards becoming mandatory as part of commonfund)
-gold (open upon publications) vs green (open after embargo- Journal controls when you can talk publicly, cannot talk/discuss about until published)

Goal to have policy statement update by next Steering meeting in October

The Policy WG will complete the work on the Publication Policy until resolution and will then be engaged on an as-needed basis.
The following was not discussed at the FtoF.

- Plans for the upcoming year
  - What are the key activities planned for the upcoming year? (a few bullet points will suffice)
    - Complete Publication Policy
    - Pursue Authorization (Consent) Addendum and support for broader OPO use - cover key concepts of HuBMAP Consent Policy for click-through access or open access
  - Are there action items from the WG that need to be presented to the SC?

- - - - ■ Agreement on Publication Policy
          - ● Agreement on use of pre-print servers and plan for publications (type and time)
    - ○ Will additional resources be needed for any activities?
- ● Administrative issues
  - ○ Internal communication - are channels working?
  - ○ Any changes to charter? (https://drive.google.com/open?id=1XX2eX6rMEzDeP-TmIxLbWhjVtgcINaJYZJIUoBawBSM)
  - ○ Meeting schedule changes?
  - ○ Do you want to rotate co-chairs ./ knowledge manager?
- ● Any Other Business