

# Minutes of Steering Committee

## Meeting No.10

### 2020.09.24

FINAL

## Attendees

- [HP] Heidi Perrett
- [JB] Justin Baker
- [MS] Manodeep Sinha (Chair)
- [NL] Nooriyah Poonawala-Lohani
- [NM] Nicholas May
- [RL] Rebecca Lange

## Discussion

For the detailed agenda see: [GitHub Issue 15](#)

### 1. Approval of Previous Minutes

See link: [Minutes from Meeting No.9](#) - Passed unanimously.

### 2. Outstanding Actions:

#### Completed

- [All] Create and submit abstracts for eRA2020. (**done**)
- [NM] To create a poll to find a more appropriate time for SC meetings. (**done**)
- [NM] Publicise closing of current Tricider Poll on 31st Aug. (**done**)
- [NM] Update election process document and circulate to the committee. (**done**)
- [NM] Update website: Add approved minutes [#7](#) & [#8](#). (**done, needs merging**)

#### In Progress

- [NL] Planning our first online event about: "How to publicly share 100 TB's of data with a Jupyter Notebook access"
  - [NL] reported on the progress in setting up this event in collaboration with the Mattias Liffers (ARDC).
  - The provisional date time has been set to Thurs 5th Nov. @ 2am UTC +0.
  - All committee members are requested to use their networks to find one, or more, appropriate presenter/s.
- [All] Create posts for the website about outputs/results from the following:
  - [HP] Oversee post: Workshop and BoF at eResAus 2019
  - [NL] Oversee post: eResNZ 2020.

- [HP] Share lists of attendees for eResAus 2019 events.
- [All] Contribute to the posts.

### 3. Plans for eResearch Australasia 2020

All abstracts were submitted on time:

- Oral Presentation - Research software engineers : Creating a community and an identity within complex research ecosystems [JB]
- BoF session - Training [RL]
- BoF session - RSE Impact Stories [JB]
- BoF session - Best Practice for FAIR and Sustainable Research Software (in collaboration with ARDC and ReSA)

The committee agreed to schedule a special planning meeting, as soon as the acceptance results are known.

### 4. Report on International RSE Leaders Workshop

[NM] provided an overview of the workshop, including the format and the working groups that are progressing activities, such as: international collaboration, online global website, local RSE groups, RSE profiles, and RSE-Toolkit.

Proposals arising out of the workshop include:

- Proposal for RSE-AUNZ to participate in the 2020 international survey. The committee agreed to accept and participate in the 2020 survey'
- Proposal for RSE-AUNZ to become a founding member of an *International Council of RSE Organizations*. [NM] to share an overview of the draft proposal document, so that a position can be agreed before the due date to be a founding member.

### 5. Election 2020

The agreed dates for 2020 election are as follows:

- Nomination: Mon. 12th Oct. - Sun. 1st Nov.
- Confirmation: Mon. 2nd - Sun. 8th Nov.
- Voting: Mon. 9th - Sun. 22th Nov.
- Results declared: Mon. 23th Nov.

[NM] reported that the 'Election' folder has been migrated to a more appropriate place within the GitHub repository, and a new '2020 folder has been populated with updated documents: see [README.md](#)

It was agreed that the election process should be amended to continue the practice of having two co-chairs, one each from Australia and New Zealand.

The committee agreed to invite Matthias Liffers (ARDC) and Michelle Barker (ReSA) to oversee the 2020 election as returning office and scrutineer, respectively. Two committee members volunteered to contact the invitees.

## 6. Adopting a Governance Model

Proposal to adopt a governance model, such as [US-RSE Membership and Governance](#). The committee noted that this model was appropriate for the organisational status of RSE-AUNZ; more so than a legal constitution as required by a formal charity, such as Society of RSE. It was agreed that the committee would use the US-RSE document as a basis for adaptation and further discussion.

## 7. Next Meeting

The committee noted that the next regular date coincided with the *ARDC eResearch and Data Skills Summit*. It was agreed to postpone Meeting #11 until the week starting Mon. 2nd Nov. A date will be selected by poll.

## 8. Any Other Business

Several committee members noted that their employment status will be changing in the near future, but noted that they do not foresee that this will significantly change their involvement in RSE-AUNZ.

# Actions Carried Forward

### Election 2020:

- [NM] Amend election process 2020 document.
- [RL] Invite Matthias Liffers to fill the position of returning officer.
- [MS] Invite Michelle Barker to fill the position of scrutineer.

### eRA2020

- [NM] Organize a special meeting to oversee planning of events.

### Online Events

- [All] Find potential presenters and share with [NL].
- [NL] To confirm date, time and format with Matthias Liffers.
- [NM] To set-up a youtube site for RSE-AUNZ.

### Governance

- [NM] Clone the US-RSE document into GitHub, and make draft amendments.
- [NM] To share an overview of the proposal for *Intl Council of RSE Orgs*.

### Website

- [All] Create posts for the website about outputs/results from the following:  
Use the following folder for collaboration around posts: [Website Posts](#)
- [HP] Oversee post: Workshop and BoF at eResAus 2019

- [NL] Oversee post: eResNZ 2020.
- [HP] Share lists of attendees for eResAus 2019 events. (reassigned)
- [All] Contribute to the posts.
  
- [NM] Update website with approved minutes of meeting #9.

### Next Meeting

- [NM] Organize a poll for SC Meeting #11 on week starting Mon. 2nd Nov.

### Deliverables - On Hold

- [MS] D1 (Manifesto): re-draft (if appropriate) and outline steps to advance.
- [NL] D7 (Survey): re-draft (if appropriate) and outline steps to advance.
- [HP] D2 (Personas): re-draft (if appropriate) and outline steps to advance.
- [NM] D4 (Web Presence): re-draft (if appropriate) and outline steps to advance.
- [JB] D5 (Meetings): re-draft (if appropriate) and outline steps to advance.
  - In progress - refer to [RSE-AUNZ D5 Run Face to Face Meetings](#)

## Next Meetings

- Scheduled: TBA

## Notes

These minutes have been drafted under part of the [Chatham House Rule](#). This promotes openness, and inclusion, by not attributing any specific comment to any individual/s. The exception is that participants are necessarily listed as attendees of the Steering Committee meeting.

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