QA committee minutes

Minutes of the CAPHRI Quality Assurance Committee, 29/06/2020 and 13/07/2020

Present: D Shaw, M Spigt, S Zwakhalen, C Dirksen, G van Breukelen

Absent: -

1. Minutes of the previous meeting

2. Website update (David) (screenshots attached)

3. Physically distanced audit plan (David) (attached)

4. Suggestion that Masters courses could provide data storage solutions for students (David)

5. Attention for statistical aspects in QA (Gerard)

6. Influence of CAPHRI payment for registered employees in units (Bart)

7. NFU richtlijn; Check whether there are elements that should be included in CAPHRI QA system

1. Minutes of the previous meeting; January 2020

Last Caphri day (2019) there was no time slot available to provide a presentation about the Quality Assurance Committee. The aim is to provide a presentation at the Caphri days in 2020.

Regarding the website. A link to data hub was added.

2. Website update (David)

David shared a few screenshots and provided a brief update about its progress. The update of the new CAPHRI website is still in progress and scheduled to be launched at the end of July 2020.

Carmen offers to review the text under the heading WMO to harmonize the text in accordance to the CTCM text.

Gerard mentioned that a chapter on reporting is missing on the website. After a brief discussion it was decided to add information about reporting. Included will be information about the fact that publishing is warranted and references/links to existing reporting guidelines. It was discussed if the audit should include the auditing of the reporting and to what extend. For next meeting David and Gerard will draft an outline for the reporting chapter.

The need for additional chapters on the website will be discussed in the future.

3. Physically distanced audit plan (David))

It was decided that the audits could start. Gerard asked what will exactly be audited and if there is a checklist available. At the moment there is no checklist. Based on the first experiences we will eventually decide if this is valuable and develop a checklist if needed. For now the audit focuses on the fact that data and information (files, syntaxes, ethical approval, etc) is stored traceable, adequate and safe.

1. David relayed Matt Commer’s suggestion about Masters data storage solutions to simplify things for students. Bart said this could increase fragmentation, many masters students are already embedded within projects. Sandra said it may be a helpful option for specific projects Gerard suggested supervisors should coordinate all data of their students. Generally, it was agreed that students should follow CAPHRI QA guidance on data protection.

Action: David to update Matt Commers

1. Gerard made the case for a chapter on statistical methods. Mark pointed out that this is different from the other chapters, because we won’t be auditing this. Sandra agreed and said that like the reporting chapter this will be one that will explicitly not be audited. Bart concurred and said that we should include this chapter because it’s a gap and we can point to good standards without auditing them in this case. Mark asked whether we should do the same for qualitative work; Bart pointed out that there’s considerable diversity in qualitative approaches. Carmen pointed out that that it is possible to audit (existence of) Data Management Plan and Statistical Plan. carmen said there is a DMP template that could be used. Sandra said it isn’t feasible for Masters students to do a full DMP. We agreed that students should at least be made aware that their data are part of a larger project and plan.

Action: Bart will investigate interest in qualitative guidance on QA website.

Action: David will write text on DMP for addition to data protection/privacy page of website and write text for reporting section. Carmen said CTCM will help with input.

Action: Gerard to complete chapter on statistical methods.

1. Bart introduced the topic of payment for registration on the university web for those not employed by the university, including students who are still involved with projects after finishing their studies. The anticipated policy is a lot of pressure to limit this now to save money, and if this is limited then so will access to our data management tools etc. Imposing this financial penalty runs the risk of weakening scientific integrity.

Action: the committee will consider the concrete policy once it emerges.

1. The committee considered the NFU guidance on quality assurance and agreed that some sections, eg reporting and data management, it could be useful. Carmen said that contracts for datasharing are also important. Sandra said we should perhaps add more on sharing and reuse of data and potentially other agreements on the website. Bart said that this may not be something we need to engage ourselves with. Mark mentioned that having guidance on how to draw up a concordat/agreement with external collaborators might be helpful. Bart said we should keep advice simple.

Action: David and Gerard will incorporate relevant aspects in new chapters for websites and David will consider what text to add to website regarding agreements/contracts.