

SCSC Data Safety Initiative – WG Meeting 38

10th January 2018, Conference call/WebEx

Minutes and Actions

Attendees

Martin Atkins (MaA) – Mission Critical Applications, Divya Atkins (DA) – Mission Critical Applications, Michael Aspaturian (MAS) – EDF Energy, Rob Ashmore (RA) – DSTL, Mike Parsons (MP) – NATS, Eric Bridgstock (EB) – Raytheon, Vincent Martin (VM) – Raytheon, Dave Banham (DB) – Rolls-Royce PLC, John Bragg (JEB) – MBDA, Paul Hampton (PH) – CGI, Ali Hessami (AH) – Vega, Dale Callicott (DC) – DKCSC Ltd, Bernard Twomey (BT) – Rolls Royce.

Apologies

Janette Baldwin (JB) – Thales, Shaun Cowles (SC) – EDF Energy, Robert Green (RG) – NATS, Amira Hamilton (AH) – CGI, Louise Harney (LH) – Leonardo, Chris Hartgroves (CH) – Leonardo, Clive Kelsall (CK) – BAE, Fan Ye (FY) – ESC, Sam Robinson (SR) – EDF, Robin Cook (RC) – Thales, Mark Templeton (MT) – QinetiQ, Ashley Price (AP) – Raytheon.

Agenda

1. Finalise new version of guidance document inc. review of comments to date
2. Guidance document production schedule and arrangements for delivery at SSS'18
3. Overleaf status, including funding
4. New trifold
5. Sales/Downloads Update
6. Dissemination update
7. Standards update – NHS and IEC
8. Updates from WG members
9. Future Events
10. Minutes and actions status
11. AOB, etc.
12. Data Safety in the News
13. Further work.

NOTE: All comments or opinions in these notes are attributed only to individual attendees of the meeting, not to their respective organisations.

*[Note that actions are presented in the form **N.Mx** where **N** is the meeting number, **M** a reference number for the action raised in that meeting and **x** is an optional letter that differentiates related actions arising from the same discussion point].*

1. Finalise new version of guidance document inc. review of comments to date

MP said the physical proof copy looks good and he has no issue with the layout. There were textual comments from JB and MP, which were discussed in the meeting. It was agreed that minor issues, (typos etc.) should be corrected while other, more significant, changes should be dealt with in the next version. PH also raised some formatting flow issues with the document and these were discussed. DB also raised some issues. [The final list of agreed changes is in [4, 5]].

It was noted that JeB has produced a new version of the PDF file which has flattened images and PH has confirmed that CreateSpace now accepts the images. It was agreed that we should make another round of changes but go straight to the publication phase (it is understood that changes can still be made even though the document is live on Amazon).

Action 38.1 [RA] Correct typographic/grammatical errors in Overleaf [Now completed]

Action 38.2 [JB/PH] Generate new PDF file and publish into Amazon

2. Guidance document production schedule and arrangements for delivery at SSS'18

It was thought that the symposium will need 120-130 copies; EB agreed to purchase 200 to ensure other copies are available for dissemination. He will do so once MP has been confirmed that the Amazon version is ready for distribution.

3. Overleaf status, including funding

This item was not discussed.

4. New trifold

MaA asked about the status of the trifold and the questions in the previous meeting about the use of the A400M as an accident example. The main issues were that the A400M was no longer recent and the accident report may not be available in the public domain to confirm the data contribution. It was thought that there were other general 'war stories' that could be used instead.

It was agreed that the updated (generic) trifolds should be handed out for SSS'18. MP said York University will do a print run as long as they get them in advance. Action 36.3 has therefore been modified to add the timescale of 31st January 2018.

5. Sales/Downloads Update

MP showed the Sales and Download figures for the existing versions of the guidance (see [1]).

6. Dissemination Update

This item was not discussed.

7. Standards update – NHS and IEC

PH said that NHS Digital have been in touch with him and are now progressing with the tailored version of the data safety guidance that he previously produced. He said they are going to reformat to help its dissemination but are otherwise going to keep the content unchanged. They will be sending their version to PH for review prior to publication.

Action 38.3 [PH] Distribute the NHS Digital version of the data safety guidance to the group when available.

MP said he had an email from Audrey Canning asking if we would like to prepare something on data safety for input into the next IEC 61508 meeting to be held around the end of February. It was noted that, ideally, actual clauses would be preferred rather than more general discussion papers but it was acknowledged that this would be a significant piece of work and was not likely to be feasible in advance of the meeting. DC said he is currently reviewing IEC 61508 and could help.

DB noted that Annex G of part 3 relates to software and this was thought to be the easiest way in to get some traction on the standard.

AH said it would be better to refer to the Data Safety Guidance in its totality in the short-term and then more detailed changes can be applied in due course.

Action 38.4 [DC] Review IEC 61508 and investigate where a link to the management of data safety could be best introduced into the standard.

MP said he has made some enquiries with the RSSB (rail safety) as they can fund research projects but has not heard back yet.

8. Updates from WG members

Tooling

MaA and DA reported that they have started to prototype a data safety management tool that should be ready for demonstration at SSS'18, see [2]. They have developed an initial version of the data model and have identified an open source web application framework that will make development easier. The correlation between the data model and the modelling work that DB had done was discussed; it was thought that there should be some linkage but MaA found it difficult to use DB's data model directly for the purposes of the tooling.

Data Safety Training

MT sent an update to say that he has been preparing a course on data safety for internal use in QinetiQ. He also raised some concerns on the structure of the new guidance document but these were not significant for the current publication.

9. Future Events

This item was not discussed.

10. Minutes and actions status

The following actions were closed: 31.8, 31.19, 33.7, 37.1, 37.4, 37.11

Action 37.5 was reworded to put the action on MP to discuss with BJ.

Action 37.8 the owner has been reassigned to MP.

Action 38.5 [PH] Set up date in March for the next DSIWG meeting at CGI.

Action 38.6 [MP] Ensure a PDF of version 3.0 of the guidance document (with covers) is available on SCSC website for download at SSS'18 onwards.

11. AOB, etc.

DB said he has exported the PDF to Word and found some further typographic errors and these have been passed onto RA to deal with as part of his action 38.1

12. Data Safety in the News

MP discussed a number of recent data related accidents (see [1]).

13. Further work

This item was not discussed.

14. Next meeting

The next meeting focussing on strategy will be in March, likely to be in the new CGI offices, central London. PH will suggest a date. [Now confirmed as: 20th March, CGI, 14th Floor, 20 Fenchurch Street, London, EC3M 3BY]

15. Thanks

Thanks to NATS for providing the WebEx conferencing facilities.

Thanks to PH for taking the minutes and actions.

16. Summary of Open Actions

Ref	Owner	Description	Target Guidance Version
32.6	DeB	Generate a database of historical incidents and accidents where data is considered to have been a contributory factor.	3.0
33.5	LH	Add a couple of posts before making the LinkedIn page public.	N/A
33.6	LH	Add everyone on the DSIWG distribution list to the LinkedIn page.	N/A
36.3	MaA	Update the trifold (based on material to be provided by MP) by 31 st January 2018.	N/A
36.4	MC	Coordinate the production of training material (based on v3.0).	N/A
37.2	RA	Add comments/open issues to the document as a section after the v3.0 version of the document is published	3.1
37.3	DB	Ensure the model is included in the next version of the document	4.0
37.5	MP	To coordinate with BJ on the close down old docuwiki, remove content, and refer future authors to MP	N/A

Ref	Owner	Description	Target Guidance Version
37.6	PH	Consider production of sector specific template tri-folds with a healthcare example	N/A
37.7	DB	Produce a baseline model for review including any outstanding issues.	N/A
37.8	MP	Invite representation from automotive to attend strategy meeting	N/A
37.9	MP	Speak to Tim Kelly to coordinate working group leader meetings to ensure there is no overlap	N/A
37.10	EB	Distribute draft DEF STAN 00-051 to the group if possible for information	N/A
37.12	MP	Arrange a strategy setting meeting for the group around March'18.	N/A
37.13	MP	Prompt MT, SC, MaM, on actions 31.8, 31.19, 33.7	N/A
37.14	MP	Update all SCSC website links for the new version of the document	N/A
37.15	NH	Update the Facebook page with new links and images to new documents	N/A
38.1	RA	Correct typographic/grammatical errors in Overleaf [Now completed]	3.0
38.2	JB/RH	Generate new pdf file and publish into Amazon	3.0
38.3	PH	Distribute the NHS Digital guidance to the group once available.	N/A
38.4	DC	Review IEC 61508 and investigate where a link to the management of data safety could be best introduced into the standard	N/A
38.5	PH	Set up date in March for the next DSIWG meeting at CGI.	N/A
38.6	MP	Ensure version 3.0 of guidance with covers is available on SCSC website.	N/A

17. References

Ref	Title	Location
[1]	Slides of meeting	http://scsc.org.uk/file/gd/38th_DSIWG_MP_Slides-380.pptx
[2]	Martin and Divya's diagram	http://scsc.org.uk/file/gd/Martins_diagram-381.jpg
[3]	Latest version of guidance document	http://scsc.org.uk/file/gd/DSG_Version_3_-_Flattened_Images-376.pdf
[4]	Agreed changes for final version	http://scsc.org.uk/file/gd/UK_OFFICIAL_Changes_Incorporated_in_Latest_DGS_v3_Draft-382.msg
[5]	Dave's changes	http://scsc.org.uk/file/gd/Fwd_Editorial_corrections_to_CSP_proof-385.msg