

## SCSC Data Safety Initiative – WG Meeting 30

7<sup>th</sup> December 2016, CGI, Kings Place

### Notes and Actions

#### Attendees

Michael Aspaturian (MAS) – EDF Energy, Rob Ashmore (RA) – DSTL, Paul Hampton (PH) – CGI, Bob Oates (RO) - Rolls-Royce , Steve Clugston (SC) - TSC, Louise Harney (LH) – PA Consulting, Mike Parsons (MP) – NATS, John Bragg (JEB) – MBDA, Dale Callicott (DC) – BAE Systems, Ali Hessami (AH) – Vega (Part), Clive Lee (CL) - Edif ERA, Carolyn Stockton (CS) - BAE Systems, Eric Bridgstock (EB) – Raytheon.

#### Apologies

Dave Banham (DB) - Rolls-Royce, Nick Hales (NH) – DE&S , Alastair Faulkner (AF) - Abbeymeade, Mark Templeton (MT) – QinetiQ, Paulo Giuliani (PG) - EDF Energy, John McDermid (JMCD) - University of York, Fan Ye (FY) – ESC, Janette Baldwin (JB) - Thales, Andrew Eaton (AE) - CAA, Amira Hamilton (AH) - CGI, Chris Hartgroves (CH) - Selex, Julian Lockett (JL) - FNC, John Spriggs (JS) - NATS, Simon Burwood (SB) – ESC, Ashraf El-Shanawany (AES) – CRA Risk Analysis, Robert Green – NATS, Ged Lancaster (GL) – Jaguar Land Rover, Mike Ainsworth (MA) – Ricardo, Rajaji Krishnamachari (RK) – Edif ERA, David Lund (DL) – David Lund Consultancy, Shaun Cowles (SC) - EDF Energy, Paolo Giuliani (PG) – EDF Energy

#### Agenda

1. New Guidance Document final changes and updates
2. Book production timeline
3. Review of 2017 plans
4. Report on SCSC “New Challenges for Systems Safety” seminar 06/12/16
5. Possible DECC and CINIF Research Work
6. Formal modelling activity update
7. SSS’17 update
8. Health Standards Update
9. Def Stan Update
10. IEC 61508 update
11. Minutes and actions status
12. AOB, etc.
13. Data Safety in the News.

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. New Guidance Document final changes and updates

The group looked at the current document as uploaded into CreateSpace. A few minor edits were made during the meeting. JEB has redesigned the ITIL and iterative development diagrams but suggested that attribution to the original sources should be added.

**Action 30.1 [PH]** Ensure proper attribution to the ITIL and iterative development diagrams.

The front cover was discussed and a few different colour covers options were viewed to see how they would look. The preference was to have a red themed cover and adding an effect (like twirl distortion) to the background image to make it distinctive from the previous version was generally agreeable. It was agreed that the version number should be added to the front cover.

**Action 30.2 [PH]** Add version to the Data Safety Guidance as “Version 2.0” below title.

The back cover text was also reviewed and it was agreed that it should be updated to reflect the changes since the previous version. [Post-meeting note: Also need to add SCSC document number.]

**Action 30.3 [LH]** Provide updated back cover text to reflect changes for v2.0 Add 'data is growing, etc.'

The cost of the colour version of the document was discussed and PH said that CreateSpace minimum cost was £10.32. He stressed it was highly dependent on the number of pages. This is based on the previous format 8.5” x 11”.

AH thought it would be worth pursuing funding via the IEEE as he has representation there.

**Action 30.4 [AH]** Investigate getting funding for the next version of the document through the IEEE.

It was suggested that where SCSC seminars are mentioned in the group history that links to the actual events are provided.

**Action 30.5 [RA]** Add links to the actual SCSC seminars in the group history section.

JEB noted that the objectives have been implemented as a table and asked the group if they should be represented in another way to make them more prominent.

**Action 30.6 [JEB]** Find a way to make the objectives more prominent in the final Data Safety Guidance document.

It was also noted that the bubbles in data lifecycles diagrams were a little too small to read. This was verified in a printed copy produced during the meeting.

**Action 30.7 [JEB]** Find a way to make the text in the 3 bubbles in the data lifecycles diagrams more readable.

When viewing the document it was noted that the text of the ‘guidance on a page’ could benefit from being larger. One possible option discussed was to implement as a table rather than a picture.

**Action 30.8 [JEB]** Find a way to improve the readability of the picture of the ‘guidance on a page’.

**Action 30.9 [RA]** Put the ‘guidance on a page’ into a table and LH will pick best style between the table form and the existing image.

JEB noted that one of the pictures had a caption while all others did not. It was agreed to remove the caption from the single picture rather than try and add captions to all other pictures.

**Action 30.10 [PH]** Remove the figure caption from healthcare example.

## **2. Book production timeline**

It was agreed that final edits will be made week beginning 12<sup>th</sup> Dec. The following week would then be preparation for publication in CreateSpace. The aim is to have a proof ordered and received by Christmas. Three pages were noted as being problematic after an initial load with up to CreateSpace: the guidance on a page, the ‘bubbles’ in the 3<sup>rd</sup> process workflow and the text in the first image in the healthcare worked example.

## **3. Review of 2017 plans**

A number of topics were discussed and recorded on a flipchart in the meeting [4]. RO also had some objectives listed in the strategy document; these will be combined with the list of possible goals from the last meeting minutes into a complete “working list”.

**Action 30.11 [RO]** Collate a list of activities to be considered for the Data Safety Guidance in 2017.

## **4. Report on SCSC “New Challenges for Systems Safety” seminar**

Several members attended/presented at the SCSC’s event “New Challenges for Systems Safety”. This was a well-attended event and covered many of the current challenges and issues in the safety domain. Slides are available [5]. PH presented his summary of the key themes of the day [1]. It was noted that data was a recurring theme in a number of the presentations and also that there were references to the Data Safety Guidance by some of the presenters.

## **5. Possible DECC and CINIF Research Work**

MAAs discussed the possible nuclear sector data safety funding route via DECC/CINF [2]. It is possible that a commercial organisation could bid for funding and add a data safety angle for fulfilment by members of the DSIWG. For example, EDF Energy could potentially bid for the work and ‘subcontract’ it back to members of the group, via their organisations or consultancy companies. Data Security (with links to Data Safety) could be a possible area that might readily attract funding. It was suggested that the University of York could be part of the collaboration. MAAs noted that there is significant budget available although there will be pressure to actually deliver something tangible. CPNI could be another possible area to explore.

**Action 30.12 [MAAs]** Consider how the group could be involved in applying for funding in the future.

## **6. Formal modelling activity update**

No update.

## 7. SSS'17 update

MP presented the programme for the Safety-critical Club Symposium 2017 (SSS'17) and noted that a number of presentations are data safety related such as Harold Thimbleby's paper. MP also noted a new session in SSS'17 suggested by Tim Kelly called 'Birds of a Feather' where people in the various groups such as Data Safety, Autonomy, Service Safety, etc. can get together

## 8. Health Standards Update

PH gave an update on progress regarding the guidance to the healthcare standards. He said he has spoken to Sean White from NHS Digital and noted that they are open to publishing the healthcare specific data safety guidance that PH has previously provided. PH noted that it needs to be updated to reflect v2.0 changes but there should be a straightforward route to publication.

**Action 30.13 [PH]** Update the data safety guidance for healthcare to reflect version 2.0 updates and send to NHS Digital for publication.

## 9. Def Stan Update

No update.

## 10. IEC 61508 update

No update.

## 11. Minutes and actions status

The last minutes and actions were agreed.

Action 21.18: No update; action closed as many meetings old now.

Action 26.4: No suggestions received yet.

Action 27.1: MP has had various discussions and nothing has transpired.

Action 27.3: PH has provided a healthcare worked example, which is now in the guidance.

Action 28.2: Done in version 2.0. Action Closed.

Action 28.3: Done in version 2.0. Action Closed.

Action 28.4: Done in version 2.0. Action Closed.

Action 28.5: No update.

Action 28.7: PH produced a note on his observations when applying the guidance in the healthcare worked example [3]. The observations at the end of the note were discussed in the meeting.

**Action 30.14 [RO]** Include PH's observations on applying the guidance as part of the wider list of things to consider for next year. [It is suggested these are incorporated with RO's list in the working list of new topics / improvements.]

Action 28.10: Action closed.

**Action 30.15 [RO/RA]** Talk to Brian Jepson about idea on collaborative environments and possible cloud hosted options for developing future versions of the guidance document

Action 29.1: Done in version 2.0. Action Closed.

**Action 30.16 [LH]** Create a data safety page on LinkedIn.

Action 29.2: No update.

Action 29.3: Done in version 2.0. Action Closed.

Action 29.4: Done in version 2.0. Action Closed.

Action 29.5: Done in version 2.0. Action Closed.

Action 29.6: Done in version 2.0. Action Closed.

Action 29.7: Done. Action Closed.

Action 29.8: Done in version 2.0. Action Closed.

Action 29.9: No update.

Action 29.10: Done in version 2.0. Action Closed.

## **12. AOB, etc.**

RO showed his slides identifying a mapping between safety and security via data. These looked interesting and could provide a way of linking data safety with security thereby gaining more traction and interest.

RA expressed thanks to all who had worked on the data safety guidance. The group thanked RA for his editorship and NH for support.

## **13. Data Safety in the News**

Not discussed.

## **14. Thanks**

Thanks to PH for organising the meeting room and to Nitul and Phil from CGI for their presentation in the Spark Centre.

Thanks to PH for taking the notes and actions.

## **15. Next Meeting**

DSIWG #31, NATS, Brettenham House, London 11<sup>th</sup> January 2017.

Possible future meetings may be at PA Consulting or Rolls-Royce, both in London. DSIWG #32 will be in March 2017.

## Summary of Open Actions

| Ref   | Owner | Description   | Target Guidance Version |
|-------|-------|---|-------------------------|
| 26.4  | TK    | Provide some initial suggestions on how to better organise the concepts in the current model.   | 2.1                     |
| 27.1  | MP    | Talk to York University about the potential for academic studies to support the DSIWG.  | N/A                     |
| 28.5  | DB    | Publish an agreed version of the data model whitepaper.   | 2.1                     |
| 28.10 | MP    | Find out whether University of York could host a collaborative environment to support LaTeX implementation.   | N/A                     |
| 29.2  | NH    | Publicise the data safety guidance via social media such as Facebook.   | N/A                     |
| 29.9  | PG    | Look into adding a worked example in the civil nuclear sector   | 2.1                     |
| 30.1  | PH    | Ensure proper attribution to the ITIL and iterative development diagrams.   | 2.0                     |
| 30.2  | PH    | Add version to the Data Safety Guidance as “Version 2.0” below title.   | 2.0                     |
| 30.3  | LH    | Provide updated back cover text to reflect changes for v2.0 Add 'data is growing , etc.'  | 2.0                     |
| 30.4  | AH    | Investigate getting funding for the next version of the document through the IEEE.  | N/A                     |
| 30.5  | RA    | Add links to the actual SCSC seminars in the group history section.   | 2.0                     |
| 30.6  | JEB   | Find a way to make the objectives more prominent in the final Data Safety Guidance document.  | 2.0                     |
| 30.7  | JEB   | Find a way to make the text in the 3 bubbles in the data lifecycles diagrams more readable.   | 2.0                     |
| 30.8  | JEB   | Find a way to improve the readability of the picture of the ‘guidance on a page’.   | 2.0                     |
| 30.9  | RA    | Put the ‘guidance on a page’ into a table and LH will pick best style between the table form and the existing image.                                    | 2.0                     |
| 30.10 | PH    | Remove the figure caption from healthcare example.  | 2.0                     |
| 30.11 | RO    | Collate a list of activities to be considered for the Data Safety Guidance in 2017.   | N/A                     |
| 30.12 | MAs   | Consider how the group could be involved in applying for funding in the future.   | N/A                     |
| 30.13 | PH    | Update the data safety guidance for healthcare to reflect version 2.0 updates and send to NHS Digital for publication.                                  | N/A                     |
| 30.14 | RO    | Include PH’s observations on applying the guidance as part of the wider list of things to consider for next year.                                       | N/A                     |
| 30.15 | RO/RA | Talk to Brian Jepson about idea on collaborative environments and possible cloud hosted options for developing future versions of the guidance document | N/A                     |
| 30.16 | LH    | Create a data safety page on LinkedIn.  | N/A                     |

## References

- [1] Themes from the Seminar “New Challenges in Data Safety” <http://scsc.org.uk/file/gd/Themes-219.pptx>
- [2] DECC Funding Opportunity <https://www.contractsfinder.service.gov.uk/Notice/48522568-1f7d-4c5d-b704-679a3470a312>  
<http://scsc.org.uk/file/gd/Notes%20on%20applying%20the%20guidance%20v0.1-217.docx>
- [3] Notes on Applying the Guidance <http://scsc.org.uk/file/gd/Notes%20on%20applying%20the%20guidance%20v0.1-217.docx>
- [4] Additional topics for consideration next year <http://scsc.org.uk/file/gd/2017-2018%20Plans-220.jpg>
- [5] Slides from “New Challenges” Seminar <http://scsc.org.uk/e444>