

Minutes of Steering Committee

Meeting No.20

2021.09.28

FINAL

Attendees

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

Apologies

- [HP] Heidi Perrett

Discussion

For the detailed agenda see: [GitHub Issue 27](#)

1. Approval of Previous Minutes

See link: [Minutes from Meeting No.19](#) - approved.

2. Planning Activities

- Steering Committee Election 2021: [see 2020 details](#)

The committee discussed the upcoming election and has decided to follow a similar timeline as the 2020 process. This sets the provisionally start date at 11th Oct. It was also agreed that a series of website posts should be scheduled for publication to promote the association's activities and generate more interest in potential candidates.

- [NL] Report on NZ RSE Conference and RSE-AUNZ session.

The committee discussed the recent Birds of a Feather session, which ran successfully despite some technical difficulties. The output from this session will be aggregated with the previous session at C3DIS to inform the content and format of the upcoming BoF session. [Slides and output](#)

- eResearch Australasia 2021: [BoF abstract](#)

The committee discussed various options for format and content for the upcoming session and agreed that it should build on the previous sessions. Action items have been created to cover the preparation and content for this session.

- eResearch NZ 2022: [conference website](#)

The committee agreed to submit a proposal at this conference. The format and content is yet to be decided. Note: submissions close Sun 10th Oct.

- The committee discussed the availability of resources for association activities in the rest of 2021 and forward into 2022. There was some confusion as to what could be provided by external organisations. It was agreed that clarification should be sought as to the format and content of requests for resources from these organisations, starting with the ARDC.

3. Actions From Previous Minutes:

- [MS] Create a self-nomination document for SC election 2021.
- [NM] Create a draft skills framework document: **done**
[RSE Skills Framework: discussion document](#)
- Update RSE-AUNZ details and links on the International RSE website: **done**
 - <https://researchsoftware.org/>
 - <https://github.com/RSE-leaders/researchsoftware.org>
- [TBA] Start planning for a quarterly online event: e.g. Open RSE Forum - organized as an open discussion with no slides but some topics already advertised.
- [NL] Follow up with the candidate for a Casual Vacancy and arrange to have them submit an entry in the nominations page.
- [All] Outstanding Website Posts.

4. Website

Folder and template for draft website posts: [Website Posts](#)

P1. Draft posts for events:

- [NL] Featured on RSE Stories: [Equal Footing](#)
- [NM] NeSI story about NZ RSE Conference.

P2. Create posts for the website about outputs/results from the following:

- [HP] Oversee post: Workshop and BoF at eResAus'19
- [NL] Oversee post: eResNZ 2020

P3. Create posts about the outcomes of RSE sessions at eResAu'20.

- [NL] Oral Presentation - Research software engineers : Creating a community and an identity within complex research ecosystems
- [RL] BoF session - Training - in progress
- [NM] BoF session - Best Practice for FAIR and Sustainable Research Software

5. Any Other Business

- None

6. Actions Carried Forward

[JB]

- eResAU'21: Coordinate preparation of BoF content and format with NL and NM.
- eResAU'21: Confirm whether a pre-recorded presentation is required.
- Website: Aggregate output from previous BoFs and create a post.
 - C3DIS
 - [Planning Document](#)
 - [Metrics Presentation Slides](#)
 - [Metrics for RSE Contributions](#)
 - [Recording](#)
 - [NZRSE 2021](#)

[MS]

- SC Election 2021: Clone the [2020 election](#) folder to 2021.
- SC Election 2021: Create an updated self-nomination document.
- SC Election 2021: Identify candidates for the Returning Officer and Scrutineer.

[NM]

- Website: Create a post that summarises RSE-AUNZ activities at conferences.
- Website: Create a post about local RSE Stories: NL, NM, etc.
- Website: Create a publication schedule for posts.
- Website: Update website and publish posts as per schedule and availability.
- Update NM & JB contact details on the International RSE website.
- Request clarification from ARDC (Tom Honeyman) about the availability of resources and the format of a request for such.

[NL]

- eResNZ'22: Confirm submission dates.
- eResNZ'22: Coordinate submission on behalf of RSE-AUNZ.
- SC Election 2021: Identify and contact potential candidates in NZ.

[RL]

- Website: Create post on eResAu'20 session - Training.

[TBA]

- Start planning for a quarterly online event: e.g. Open RSE Forum - organized as an open discussion with no slides but some topics already advertised.

[All]

- Outstanding Website Posts.
See [Website Posts Folder](#) for template and examples.

Next Meetings

- Scheduled: Provisional date of 2pm (AEST) on Tues. 26th October, 2021
(2pm on the 4th Tuesday of each month.)

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.
