Global Health Data Science Hub Working Group Terms of Reference

(V1.0 – February 2023)

1   Introduction

These Terms of Reference (ToR) outline the role and remit and ways of working of the Global Health Data Science Hub working group. The working group will review the ToR periodically to ensure they continue to reflect the vision for the Hub and facilitate its support for the global health data science community of practice. The ToR can be amended as required as the Hub evolves.

2   Purpose of the Global Health Data Science Hub

The Global Health Data Science Hub is a free, open access knowledge exchange hub for anyone working in data science, data management and analytics, data sharing, and data access within health research. The aim of the hub is to provide resources, signpost to training opportunities and build a community for data scientists and others working in Global Health to find and share information and connect and collaborate.

3   Objectives of the Global Health Data Science Hub

1. Provide open access to tools and toolkits and resources across the data re-use project cycle, including protocols, templates, generic policies, webinars, events, training and mentoring opportunities, to facilitate data science capacity development within the community of practice at both individual and institution level
2. Promote trustworthy data access, re-use and analysis, generate implicit knowledge through FAIR data principles (including data infrastructure and governance) and connecting excellence in areas where evidence is lacking
3. Support a global health data science community of practice to share resources, interact, disseminate research and connect and collaborate.

4   Governance

The Global Health Data Science Hub working group is convened by HDR Global to provide a mechanism for embedding the voice of the community of practice in Hub development. It sits outside of the formal governance structures of HDR Global and TGHN (whose platform supports the Hub itself). It operates in an advisory capacity with no formal decision-making powers.

5   Role and Remit

5.1 Role

The Hub working group ensures the needs of the global health data science community are at the centre of Hub development through providing a diverse range of perspectives across geographies, data science expertise, data infrastructure and governance expertise, health challenges, roles and career levels and community and stakeholder engagement.

5.2   Remit

*   Bring specialist advice and expertise to discussions on Hub development to ensure that it best meets the needs of the global health data science community of practice
*   Share relevant information on related initiatives in the wider data science ecosystem at regional and national levels

- Act as Champions of the Hub within their networks and encourage members of the wider global health data science community to register on the Hub, sign up to the Connect and Collaborate tool on the Hub and share their work/resources
- Working group members are actively encouraged to share their work via the Hub or any events or training opportunities that they are aware of which may be of interest to the community of practice. Resources and tools shared on the Hub will have appropriate attribution through use of Digital Object Identifiers (DOI) to ensure recognition of contributors as well as further information on researchers using links to ORCIDs
- Contribute to the prioritisation of Hub development activities.

5.3 Membership

The working group consists of around 12 members and should be representative of the global health data science community in respect of geography, health challenge, data science skills and expertise, data infrastructure and governance expertise, role and career level and community and stakeholder engagement. Where gaps are identified we will proactively seek new members via open recruitment advertised on the Hub or through networks in the community of practice. As the Hub evolves, sub-working groups may be set up to support specific thematic areas of work.

5.4 Ways of Working

The Hub working group meets monthly on the first Tuesday of each month. Meetings are run using Zoom and using Google Docs for shared documents.

Meetings are chaired by a member of the working group, with the HDR Global team providing secretariat support. Short agenda setting meetings take place one week before each Hub working group meeting and are attended by the Chair and representatives of the HDR Global team. The agreed agenda is shared with the wider Hub working group before each meeting to provide an opportunity for further agenda items to be identified and added.

There are standing agenda items for each meeting including:
1. Progress on Hub key priority areas agreed by the working group
2. Review of the Hub content curation log
3. Review of site usage reports and progress metrics
4. Progress on wider strategic priorities relevant to the community of practice (e.g. identifying essential data science skills, relevant events and initiatives taking place nationally and regionally)
5. Other updates from the working group members

Minutes of each meeting are written up by the HDR Global team and circulated to the group shortly after the meeting.