GOBLET AGM 2014 Meeting Report

Meeting Dates: Friday November 14 – Sunday November 16, 2014
Location: OICR, Toronto, Ontario, Canada
Local hosts: Michelle Brazas and Francis Ouellette

Attendance:
Organisational Members Present: APBioNet (Tin Wee Wan), ASBCB (Nicola Mulder), bioinformatics.ca (Francis Ouellette, Michelle Brazas), CPGR (Judit Kumuthini), CSC (Eija Korpelainen), EBI (Cath Brooksbank), EMBnet (Terri Attwood), ISCB (Fran Lewitter), Itico (Rafael Jimenez), NBIC (Celia van Gelder), SIB (Patricia Palagi, Marie-Claude Blatter), TGAC (Tanya Dickie, Manuel Corpas), and WTGC (Rebecca Twells and Darren Hughes).

Observers Present: SoIBio (Javier De Las Rivas), Galaxy (Dave Clements)
Note: technical issues meant that SoIBio's 2014 membership dues were not received in time to allow Javier's participation as a voting member (Bronze membership dues were, however, subsequently received for 2014 to 2016, inclusive).

Proxy: ABN (represented by ISCB, Fran Lewitter), BioSharing (represented by TGAC, Tanya Dickie), BITS (represented by bioinformatics.ca, Michelle Brazas), CGAT (represented by EMBnet, Terri Attwood), CMBI (represented by NBIC, Celia van Gelder), IGC (represented by SIB, Patricia Palagi), ISB (represented by SIB, Patricia Palagi), SANBI (represented by ISCB, Fran Lewitter), SEB (represented by bioinformatics.ca, Michelle Brazas), SGBC (represented by EMBnet, Terri Atwood), and TSL (represented by TGAC, Tanya Dickie).

Absent: EdGe, EOS, and HSCBB

Individual members, not in attendance: Celia Banag, Ayse Tastan Bishop, Aidan Budd, Michael Charleston, Ana Conesa, Mark Crowe, Valerie de Crecy-Lagara, Maria Doyle, Richard Edwards, Salvador Martinez, Bill Pearson, Weihong Qi, Paolo Romano, Kristian Rother, Allegra Via, Tandy Warnow, Natalia Westervelt and Andreas Zanzoni.

The report of the 2013 AGM, held at TGAC, Norwich, UK, 6 November 2013, was circulated by email. The full meeting report is here:
www.mygoblet.org/sites/default/files/goblet_events/GOBLET-AGMReport181213.pdf
An Executive Summary is here:
www.mygoblet.org/sites/default/files/goblet_events/GOBLET-AGMReportExecSummary.pdf
The events of the day were also encapsulated in a sketch-note by Francis Rowland:
www.mygoblet.org/sites/default/files/goblet_events/GOBLETSketchNoteREVISED.jpg

→ Context for all action items can be found in the following meeting notes

1. **ACTION (Michelle):** Place linkout to GOBLET on ISCB Education pages
2. **ACTION (Terri):** Terri to seek ELIXIR membership in GOBLET by writing proposal to Niklas by March 2015
3. **ACTION (All ELIXIR members):** Repetitively raise question of ELIXIR membership in GOBLET
4. **ACTION (Allegra):** Upload presentation on GOBLET to portal
5. **ACTION (Celia):** To connect ECCB16 and GOBLET
6. **ACTION (Manny):** Provide Twitter access to Francis and Terri
7. **ACTION (Celia):** To discuss with Barbara outstanding financial issues and check about formalities/procedures related to bank account details (Signatories, paying an intern, etc.)
8. **ACTION (Javier):** Follow-up with SolBio membership. COMPLETED.
9. **ACTION (Erik):** Compile welcome package for Fran to provide to new members
10. **ACTION (Fran):** To visibly post on GOBLET a list of mailing lists and their use
11. **ACTION (Cath):** Look into list of BTN contributors to see if legal (privacy issues) to share list with GOBLET
12. **ACTION (Fran):** To introduce Celia to David Searls
13. **ACTION (Fran):** David Searls should be invited to be an individual member
14. **ACTION (Celia):** Help Marie-Claude set up high-school teacher survey on GOBLET website
15. **ACTION (Cath):** To ask Lonnie if curriculum implementation grant can be shared?
16. **ACTION (Erik):** To update the new logo to add back the DNA helix aspects
17. **ACTION (Erik):** To confirm whether GOBLET has full rights over this new logo
18. **ACTION (Rafael):** To share SASI topic ontology with GOBLET
19. **ACTION (Manny):** List of Drupal requirements to put 'Contributor' category in place on GOBLET website
20. **ACTION (Rafael):** Add new 'Contributor' category and privileges to GOBLET website
21. **ACTION (Michelle):** Generate process for hiring, hosting and reporting of interns paid for by GOBLET but working elsewhere globally.
COMPLETED here: http://goo.gl/9DqYyU and here: http://goo.gl/PO8DYW
22. **ACTION (Manny):** To complete the online form (http://goo.gl/9DqYyU) listing the reporting structure, salary, benefits, invoicing schedule, hardware and seating requirements, job description, skill-set and task-list for the technical intern prior to hiring the intern
23. **ACTION (Nicky):** To complete the online form (http://goo.gl/PO8DYW) listing the reporting structure, salary, benefits, invoicing schedule, hardware and seating requirements, job description, skill-set and task-list for the administrative intern prior to hiring the intern
24. **ACTION (Nicky):** Plan out dates for the GOBLET AGM 2015 with all members. Plan AGM 2015.
25. **ACTION (Executive):** To determine a pricing structure that allows individuals and organizations from third world and middle income countries to join GOBLET

26. **ACTION (Executive):** To determine a process whereby other training programs can seek GOBLET endorsement.
27. **ACTION (Everyone):** Push out information about GOBLET to contacts and add GOBLET logo to home websites
28. **ACTION (Everyone):** Gather ideas about sitemap for GOBLET website: http://goo.gl/l7tiWB
29. **ACTION (Patricia, Cath and Javier):** Prepare and submit AKES session to ISMB/ECCB2015 on 'Best Practices and Tips for Training in Bioinformatics': www.iscb.org/ismbeccb2015-submission/ismbeccb2015-call-for-akes
30. **ACTION (Patricia):** Write grant to support GOBLET Train-the-Trainer events and new trainer sponsorship to attend such events
31. **ACTION (Nicky (and new intern with support from all)):** Conduct a GOBLET Train-the-Trainer event associated with the GOBLET AGM 2015 in Cape Town
32. **ACTION (Everyone):** Complete the 1st draft of the *State of the Field in Bioinformatics Training Needs* by December 22, 2014 on Google Docs
33. **ACTION (Javier):** Build the 'Bioinformatics Training' survey in GOBLET website (based on versions that have already been used). This will allow launch of new surveys/questionnaires next year in certain regions (*e.g.*, in Latin America). COMPLETED: Found under webforms on the GOBLET website when logged in

Agenda: Friday November 14, 2014

9:15-10:00am	Review of GOBLET Activities since Elections • Executive Report (15min – Terri) • Financial Report (15min - Fran) • Discussion	GOBLET Executive
10:00-10:30am	*Coffee Break*	
10:30-12:00pm	Review of GOBLET Activities since Elections Operational Chair Reports (30min each)	Operational Committee Chairs (LET, PR and Fundraising Committees)
12:00-12:30pm	Review of GOBLET Website (30min)	Manny & Rafael (Technical Committee)
12:30-1:15pm	*Catered Lunch*	
1:15-2:15pm	Hack-a-thon: Technical Training for Everyone	(Manny & Rafael)
2:15-3:00pm	Transit to STAO Conference	Coach Canada
3:00-3:45pm	Registration & set-up of laptops	STAO Conference
3:45-4:45pm	Outreach Event: Bringing Bioinformatics Activities to the High School Audience	STAO Conference
(5min)	• Overview of bioinformatics and teaching resources available to high school teachers	Fran and Celia
(45min)	• Lesson plan: 'Bioinformatics Training for the High School Teacher'	Marie-Claude Blatter (SIB)
4:45-5:00pm	Open forum with high school teachers	
5:00-5:30pm	Transportation back to OICR	Coach Canada
6:30pm	*Networking Dinner*	GOBLET Members

→ All presentation slide decks have been uploaded to the GOBLET website

Executive Review of GOBLET
→ Terri Attwood
- Terri listed many activities that GOBLET has accomplished over the past year since the last AGM
- Accomplishments included: GOBLET portal paper writing and submission, GOBLET paper writing and submission, global GOBLET survey of bioinformatics training needs, various other published reports, digests and conference posters, successful funding for GOBLET and grants to support AGM, *etc*.
    o Fran submitted GOBLET introduction paper
    o Manny submitted and published GOBLET portal paper
    o ISMB Boston 2014 had WEB workshop and high-school teacher training events, a GOBLET poster and a new CoBE COSI
    o GOBLET Fact Sheet created
    o Sketch note from AGM 2013 created by Francis Rowland was revised
ACTION (Michelle): Place linkout to GOBLET on ISCB Education pages

- o AllBio contributed 4 'Platinum memberships'
  - o Awaiting decision on Wellcome Trust grant submitted by Nicky Mulder for internship
- Actions declared at 2013 AGM have reports to follow
- Processes put in place by the Executive Board since AGM 2013 include: monthly meetings and reports, establishment of 5 committees and liaison with committees on a quarterly basis, and feature-request tracker for GOBLET website.
- Requests to the Executive have included getting ELIXIR to join GOBLET, connect to ISMB/ECCB 2015 and ECCB 2016, control of Twitter and various website requests
  - o ELIXIR has been approached repeatedly and progress is being made to get ELIXIR to join

ACTION (Terri): Terri to seek ELIXIR membership in GOBLET by writing proposal to Niklas by March 2015
ACTION (All ELIXIR members): Repetitively raise question of ELIXIR membership in GOBLET
  - o Allegra presented on GOBLET to ELIXIR training meeting
ACTION (Allegra): Upload presentation on GOBLET to portal
  - o ISMB/ECCB 2015 will have a full day WEB within the conference. Michelle and Fran to lead new knowledge exchange sessions, called AKES
  - o ECCB 2016 will have education section to be chaired by Celia. GOBLET will have involvement
ACTION (Celia): To connect ECCB16 and GOBLET
  - o Many website requests will be addressed during AGM 2014 hacks
  - o Twitter needs to have more people contributing tweets about GOBLET
ACTION (Manny): Provide Twitter access to Francis and Terri

Executive Review of GOBLET: Treasurer's Report
→ Fran Lewitter
- Fran is not signatory on GOBLET accounts, as you need to be in Netherlands
ACTION (Celia): To discuss with Barbara outstanding financial issues and check about formalities/procedures related to bank account details (Signatories, paying an intern, etc.)

- Growth in memberships within all categories between 2013 and 2014, although need more North American membership
- Membership term is January 1-December 31, which is not pro-rated for when you join
- Difficulty tracing SolBio membership
ACTION (Javier): Follow-up with SolBio membership. COMPLETED: Bronze membership for SoIBio paid for 3 years.
ACTION (Erik): Compile welcome package for Fran to provide to new members
- Bank balance is currently ~€45,000
- Low expenses per year; currently only spending on website
- 2015 expected dues should bring in €23,000
- Need to establish how to spend funds: what does each committee want to spend $ on over next year?

- - - Better to spend funds on administrative assistant who can help with all
    pending tasks: *e.g.* ,newsletter, *etc.*
  - If intern is in South Africa, cost would be €800/month
- Grant money is not reflected in budget, but is also a metric for GOBLET
- Part of GOBLET funds are set aside for AGM, as Gold and Platinum members
  receive some reimbursement for attending AGM
- Goal is to attract funding outside of membership, but need to have accomplished
  something or have a plan
- Mailing lists were explained and updated

==ACTION (Fran):== To visibly post on GOBLET a list of mailing lists and their use

Operational Chair Reports: Learning, Education and Training (LET)
→ Nicky Mulder

- Committee members include: Nicky, Celia, Cath, Pedro, Marie-Claude
- Other committee members listed out in slide deck
- Each committee member chairs a task-force (TF): accreditation, Train-the-Trainer,
  Train-the-School-Teacher, e-learning, outreach to developing countries
- TFs have overlap, and this overlap has been mapped
- Need more GOBLET members to participate in TFs
- Have held regular meetings and maintained a Google document of activities
- Projects that have been achieved by LET since AGM 2013
- BTN migration of content not done, as not worth the effort as content is outdated.
  Submitters to BTN, however, are of interest to GOBLET, but cannot get ahold of list

==ACTION (Cath):== Look into list of BTN contributors to see if legal (privacy issues) to
share list with GOBLET

- Ongoing projects include standards for courses, set up of LET pages on GOBLET
  website, trainer support platform and curriculum development
- Accreditation TF (Pedro) for courses and trainers is in data-collection phase of
  what others do, and devising a mechanism for sharing best practice
- E-learning TF (Celia) is gathering info on e-learning principles for bioinformatics
  courses, and collecting a list of good e-learning resources
  - Should collaborate with David Searls, as this has been done

==ACTION (Fran):== To introduce Celia to David Searls

==ACTION (Fran):== David Searls should be invited to become an individual member

- High-school teacher TF (Marie-Claude) is trying to gather good materials to
  introduce high-school teachers to bioinformatics
- Has found native language difficult, as this differs between countries, and lack of
  universal biology curriculum
- Has a survey ready for high-school teachers to gain insight into how
  bioinformatics teaching is organized in GOBLET countries
- Goal is to organize high-school teacher events during GOBLET AGM, or other major
  bioinformatics meetings

==ACTION (Celia):== Help Marie-Claude set up high-school teacher survey on GOBLET
website

- Trainer support TF (Cath) has surveyed trainer-support mechanisms and needs, and developed a trainer-skills matrix for self evaluation
- Proposed to use successful methods on how to train-the-trainer and pilot this for bioinformatics in other centres. Models:
  - One week initial training principles course, followed by opportunity to develop bioinformatics course materials offered in second week
  - Learn teaching principles for a day, attend bioinformatics course and observe training in action, and follow-up with one day of developing skills and materials for bringing home
- Attendees liked second model (shadowing model)
- Could GOBLET have a workshop to exchange best practices in bioinformatics courses/training?
- Outreach to Developing countries TF (Nicky) aims to assess needs in developing countries and fill gaps
- TF has conducted surveys on training needs, and has set up Train-the-Trainer workshops with EBI
- Have started an African Bioinformatics Education committee and a curriculum development TF to develop detailed core curriculum and elective curriculum
- Core modules are available in wordpress site
- Curriculum guidelines for bioinformatics have been published. Next step is to show how guidelines are being implemented (*e.g.*, HHMI incorporates bioinformatics into biology) or African example
- Lonnie Welch has written a grant to this effect

ACTION (Cath): To ask Lonnie if curriculum implementation grant can be shared?

Operational Chair Reports: Fundraising Committee
→ Patricia Palagi
- Committee members listed out in slide deck
- Patricia and Fran discussed with Stacey Slagor at ISCB how to fundraise
- If you look for $, you need to have done something
- Outline a plan with budget, but need needs of other committees or GOBLET
- Patricia has brochure with GOBLET accomplishments
- Also need to identify grant mechanisms, sponsors and donors
- ELIXIR mandate is to extend beyond EU, so if ELIXIR can join GOBLET, then could potentially solicit funds to train trainers from ELIXIR

Formulation of a GOBLET-Branded Activity
- Could hold Train-the-Trainers event or similar at ISMB/ECCB 2015
- Overall, GOBLET could brand stand-alone Train-the-Trainer workshops that piggy-back around interesting ongoing bioinformatics courses.
  - 1 week format: 1 day before and 1 day after existing bioinformatics workshop
  - 'See one, Do one, Teach one' model
  - Locations could be NYGC, EU

- Gabriella Rustici (joining GOBLET as a bronze member in 2015) is hosting a best practices for training in NGS analysis workshop in Cambridge in January 2015
- Audience of trainers must already have XX skills; would need to define these skills
- Not true, as some trainers do not have these background niche skills
    - Dual audience
    - Bioinformaticians who provide training/teaching
    - Trainers who provide bioinformatics training/teaching
    - Both groups need best practices, but these practices will differ slightly
- Knowledge-exchange workshop (AKES) at ISMB/ECCB in teaching best practices, using expertise of many (although most do not recognize themselves as trainers!)
- Life Tech and Illumina can sponsor such Train-the-Trainer-branded courses
- GOBLET could offer scholarships to those who want to attend Train-the-Trainer-branded courses surrounding a given workshop
    - $2-2,500 US for someone to be sent to Africa to train for 1 week, including air, hotel, etc
    - Could model after EBI Ambassador program and set ceiling of funding at $1,500
- What would be metrics of success of person given scholarship? Offering their own course in their home country

Operational Chair Reports: PR Committee
→ Michelle Brazas for Erik Bongcam-Rudloff
- Committee members listed out in slide deck
- Committee produced a new logo and templates for business cards and letterhead
- Future plans to develop PR package for fundraising committee and provide instructions on how to use/create materials from provided templates
- Feedback from AGM participants is that the new logo is lacking aspects that were well liked with the first logo
- Questions about whether GOBLET owns the rights to the new logo? Could we post this new logo on Wikipedia without restrictions?

ACTION (Erik): To update the new logo to add back the DNA helix aspects
ACTION (Erik): To confirm whether GOBLET has full rights over this new logo

Operational Chair Reports: Technical Committee
→ Manuel Corpas
- Committee members listed out in slide deck
- Before elections, the GOBLET training portal included entities for trainers, courses and materials; portal had ability for members to register and make payment through website; also had FAQs. Contained 19 members and 18 materials.
- Post-elections, a *Bioinformatics* Application Note was written and published; authorship based on contributions to portal's materials and course repository
- Drupal updated to Drupal 7; added new members; and added case/feature tracker so members can request website features
    - As of Nov 2014, GOBLET portal has 72 members, 72 training materials and 16 course pages

- All work has been done on volunteer basis, and committee needs better solutions
  - Technical intern needed and funded by GOBLET
- Need a free membership category, where barrier to uploading content to GOBLET is just a name registration
  - Contributor category of membership
  - No specific download privileges, as downloading is free for all site users
  - Can rate GOBLET content; user rating is potentially useful, but no material has been rated, as currently only members can provide ratings
- Value add is GOBLET is a centralized collection and archive of bioinformatics training materials
  - But GOBLET needs to post all supporting materials around content, not just slide deck, but data-sets, exercises, install instructions and scripts
- Discussed TeSS ELIXIR training portal and overlap with GOBLET portal
  - TeSS is aggregator; don't want to be duplicating TeSS, but must have same metadata fields
  - GOBLET and TeSS can have shared content and point to each other – materials in GOBLET can be from TeSS
- Use SASI
  - Topic ontology for classifying materials and skills should be ready by March

ACTION (Rafael): To share SASI topic ontology with GOBLET

- NIH is interested in GOBLET, and Rafael has meeting with Phil Bourne and Michelle Dunn next week
- Other future ideas for website that will cost $ include: contextualizing training information with ELIXIR service registry and/or software-discovery index; committee intranet space; short video tutorial on how to provide content
  - Contextualizing means that use of metagenomics in workshop title will bring up suggested metagenomic tools or materials available
- How to deal with memberships that represent teams, like ENSEMBL?
  - Teams don't have traceability
  - If person leaves team, then they can damage GOBLET website as they retain access or knowledge of how to access GOBLET
  - Drupal can treat groups the same as individuals

Bringing Bioinformatics Activities to the High School Audience
→ Marie-Claude Blatter, Celia van Gelder and Fran Lewitter
- GOBLET AGM participants took bus to Science Teachers Association of Ontario (STAO) conference, and provided hands-on training in bioinformatics to high-school teachers throughout Ontario
- Twenty-eight teachers attended the session
- A subset of people attending the AGM acted as TAs
- Material presented at STAO conference is available on the GOBLET website, at http://www.mygoblet.org/about-us/goblet-events/stao-2014-high-school-science-teacher-session-goblet

Agenda: Saturday November 15, 2014

9:00-10:30am	Session #1: *State of Field in Global Bioinformatics Education*	
	• Pre-GOBLET and GOBLET needs survey results and conclusions	Terri Attwood
	• Mapping out global bioinformatics needs and resources in light of GOBLET survey • Brainstorming session on how to address global gaps in needs and resources	Everyone (led by Terri)
10:30-11:00am	*Coffee Break*	
11:00-12:30pm	• Plan and action items to implementation • Sketch of 'state of the field' paper: needs, resources and what GOBLET can do about it	Everyone (led by Terri)
12:30-1:30pm	*Catered Lunch*	
1:30-3:00pm	*Session #2: Standards in Bioinformatics Training Material*	
	Review of GOBLET Activities since Elections Operational Chair Reports (30min)	P. Gaudet (SIB)
	• Proposal for posting bioinformatics training materials on GOBLET website • Group discussion on proposal presentation • Action plan for implementing proposal/modified proposal	P. Gaudet (SIB)
	• Proposal for credit to bioinformatics trainers: How will GOBLET help give credit to trainers for development and delivery of bioinformatics training outside of the academic setting? What are the standards against which such credit will be evaluated? • Group discussion on proposal presentation • Action plan for implementing proposal/modified proposal	
3:00-3:30pm	*Coffee Break*	
3:30-5:00pm	• Brainstorming session on proposals for standards • Plan and action items to implementation	Everyone
6:30pm	*Networking Dinner*	GOBLET Members

→ All presentation slide decks have been uploaded to the GOBLET website

Vote for New GOBLET Membership category
- Be it resolved that GOBLET will add a 'Contributor' category of membership that is free, and where privileges include upload and material rating; downloading is free for all site users regardless of membership
- Treasurer (Fran) to check legitimacy of person before allowing person to become Contributor; Treasurer also has privileges to revoke membership if inappropriate content is posted
- 24/24 agreed with resolution

ACTION (Manny): List of Drupal requirements to put this 'Contributor' category in place on GOBLET website
ACTION (Rafael): Add new 'Contributor' category and privileges to GOBLET website

Vote for Hiring a Technical Intern
- List of tasks for a technical intern to do for GOBLET was generated here: http://goo.gl/BDeRf5
- Discussion around how the technical committee would interact with this person and where would this person reside?
    - Technical committee (Rafael and Manny) would work directly with intern. Intern would be situated at EBI
    - Technical committee would need to meet more frequently to facilitate activities
- Already have an intern in place and would like to extend contract beyond Dec. end
- Cost would be €1,000/month
    - This cost would replace the current existing website maintenance expenses which are €1,500/year
    - GOBLET would receive regular invoices from EBI to support intern salary
- GOBLET could offer a 6-month contract based on tasks listed
    - ELIXIR could extend contract if there were tasks that overlapped with ELIXIR tasks, like contextualizing

ACTION (Michelle): Generate process for hiring, hosting and reporting of interns paid for by GOBLET but working elsewhere globally.
- COMPLETED: For Technical Intern: http://goo.gl/9DqYyU

- Be it resolved that GOBLET will hire a technical intern to reside at EBI with Rafael and Manny for a 6-month internship. Before this intern is hired, Manny and Rafael will outline the reporting structure, job description and task-list for this intern, and relay this back to the GOBLET Executive.
- 24/24 agreed

ACTION (Manny): To complete the online form (http://goo.gl/9DqYyU) listing the reporting structure, salary, benefits, invoicing schedule, hardware and seating requirements, job description, skill-set and task-list for the technical intern, prior to hiring the intern

Vote for Hiring an Administrative Intern
- List of tasks for an administrative intern to do for GOBLET was generated here: http://goo.gl/sz9yRP
- Discussion around whether intern should be full-time or part-time, and where the intern would reside and report to?
    - Intern should be part-time
    - 1-year contract
    - Probationary period of 6 months
    - Report to Executive and managed daily by person at host institution
- Cost would be €7,000 Euro, if person in South Africa; cost would be 25,000 CAD if person in Canada
- Would need a memorandum of understanding between GOBLET and host, if the intern is hired on a full-time basis, in order to evenly divide up time
    - Nicky regularly divides workload into morning and afternoon focus

ACTION (Michelle): Generate process for hiring, hosting and reporting of interns paid for by GOBLET but working elsewhere globally.
- COMPLETED: For Administrative Intern: http://goo.gl/PO8DYW

- Be it resolved that GOBLET will hire an administrative intern to reside in South Africa at the University of Cape Town with Nicky for a 1-year internship on a part-time basis. Before this intern is hired, Nicky will outline the reporting structure, job description and task-list for this intern, and relay this back to the GOBLET Executive.
- 24/24 agreed

ACTION (Nicky): To complete the online form (http://goo.gl/PO8DYW) listing the reporting structure, salary, benefits, invoicing schedule, hardware and seating requirements, job description, skill-set and task-list for the administrative intern prior to hiring the intern

Vote for GOBLET AGM 2015
- Three presentations were received for the AGM 2015 from: 1) SolBio presented by Javier De Las Rivas for Malaga, Spain, in association with the Spanish National Institute of Bioinformatics (INB) and the Bitlab group at the University of Malaga (**UMA Bitlab**); 2) BITS presented by proxy Teresa Attwood for Ruvo di Puglia, Italy and piggy-backing on the Integrative Bioinformatics and NETTAB 2015 workshop, in association with the Italian EMBnet Node and ELIXIR Italy; and 3) ASBCB presented by Nicola Mulder for Cape Town, South Africa, in association with H3ABioNet.
- Presenters were asked to present on location and travel logistics, potential meeting dates, estimated costs and plan for financing, as well as proposed GOBLET outreach activities
- Questions were asked about the financing in place for Malaga, Spain and Ruvo di Puglia, Italy, about the travel logistics and cost for all proposals, and about the proposed GOBLET outreach activities for all proposals
- An anonymous vote was taken

- 16 votes were received for Cape Town, South Africa and 8 votes for Ruvo di Puglia, Italy.

ACTION (Nicky): Plan out dates for the GOBLET AGM 2015 with all members. Plan AGM 2015.

State of Field in Global Bioinformatics Training Needs
→ Terri Attwood
- First survey of bioinformatics training needs done by SEB in early 2013
- Aim was to determine level of confidence in bioinformatics tool usage, how bioinformatics training has been gained, and how people want to receive training in the future, and most importantly in what skills is training sought
- Not a rigorous survey; Survey Monkey used
- Received 210 responses, mostly from life scientists in Europe. Most were self-taught and most required analysis/interpretation training to be delivered in workshops or e-learning
- GOBLET extended reach of first survey by disseminating survey beyond Europe and beyond plant biologists
- Aim of 2nd survey was to see how common original findings were among global communities of life scientists, and determine how GOBLET can help; slight modifications to survey to allow easier capture of content
- Circulation was significantly broader and ran in early 2014
- Received 498 responses. Trends remained largely the same, with better breakdown of life-science category.
- Confidence in data analysis techniques varied according to job position. Confidence lower for all job positions if using command-line tools.
- Presented responses at SEB meeting in July 2014
- Goal is to use this content to draft a 'state of the field' paper as AGM 2014 output
    o Need to be careful not to overstate interpretation of results
- Discussion of additional surveys that support these observations in one's home country
    o Overall, survey results are consistent with anecdotal findings
    o TGAC did survey (505 respondents) → this appears to be same GOBLET data as presented by Terri
    o Fran did survey of core facility personnel, and asked what skills are missing in your hires? Also asked how would you like to continue to learn bioinformatics, and learning from group members and self-teaching ranked high
    o Javier has similar responses from research groups in Spain: want data-analysis skills
    o Judit is conducting an NGS training survey among South Africans. Survey is still open.
    o Galaxy has also surveyed its user base to figure out what types of training to offer: basic and advanced requested
    o Nicky has surveyed H3Africa consortium researchers for their training needs

- o Nicky has also surveyed the University of Cape Town student base, finding the same results
  - o Cath has spoken with industry, and they require training to be online
  - o Gabriella Rustici has prepared two surveys for training needs for industry bioinformaticians and life scientists. These will be sent around in ELIXIR context.
  - o ELIXIR nodes have survey going out
- 'State of field' paper could be published in *PLoS Comp Bio* as anecdotal evidence of 'global bioinformatics training needs'
  - o Perspective or editorial
  - o Other possible journals: *EMBnet.journal*, *Bioinformatics*, *BIB*, *F1000*, but not a journal for biology audience
  - o Number of random surveys produced similar results globally
  - o Can't make concrete conclusions, as surveys have not been rigorous
- Paper sections:
  - o Why is there a training need? Employment, research
  - o 1. Audience (Who): level, location, role
  - o 2. Training needs (What): previous knowledge, confidence issues
  - o 3. How we want to learn (How): how have you learned in the past, and how do you want to learn in the future
  - o Gaps
  - o What can GOBLET do about gaps?
- Breakout groups into sections 1, 2 and 3. Report back 30min later.
- **Audience group (Cath):** Need more surveys in Asia Pacific (Tin Wee) and South America (Javier). Most bioinformatics training comes at point of need at postgraduate level, which is too late, not at undergraduate or high-school level. These earlier audiences do not realize that they will have a need in their future careers. We could adapt Carole Goble's diagram, adding academia and industry layers. Conclusion: GOBLET can conduct an annual survey of needs.
- **Training needs group (Rafael):** Different dependencies, depending on level of audience. Other dependencies on previous knowledge, format of training, types of tools being trained on, time, confidence. Confidence is subjective. Discussion around confidence as outcome or definer of training need – in fact, both. Rafael presented a good mind-map image for this group. Conclusion: GOBLET could produce a flow-chart or decision-maker for identifying training needs.
- Discussion around how even if you specify learning objectives and prerequisites, you still get the full spectrum of audience competency attending the course. This will always come up as an issue, because learner motivation differs and contributes to this.
- **How have you learned group (Francis):** Figure showing large bubble of free online bioinformatics content, overlapping with smaller bubble of paid-for content, such as undergraduate/postgraduate or workshop content. GOBLET is the union of these bubbles, as it moves content from the paid-for space to the free space. Dependency of how you have learned is based on audience surveyed. How do you want to learn is coupled with career stage. Diagram for how you would like to learn shows hours of face-to-face time on y-axis, time in career path on x-axis

and downward slope for decreasing face-to-face time as career stage lengthens. Steady higher line for accessing online free materials (as from GOBLET) across career stage. Question about whether universities are delivering on bioinformatics training? Answer is no, as it is not a priority for universities, and there are not viable numbers; also too scary for students. This, however, creates an opportunity for GOBLET

- Held a Google doc writing session to outline paper and define next steps. Various people are assigned to various sections of the paper.
- http://goo.gl/fk9tJV

<mark>ACTION (All):</mark> 1st draft of 'State of field' paper due within Google Document by December 22, 2014

Operational Chair Reports: Standards Committee
→ Pascale Gaudet via Skype

- Committee members listed out in slide deck
- Since the 2013 AGM, the committee has held 5 conference calls, as well as in-person conversations wherever possible
- It is hard to evaluate non-standardized programs offered around the globe
- Committee has defined a better scope of the tasks: Who? What? How?
  - Focus on trainers (who)
  - Focus on content of trainers courses (what)
  - Focus on trainers' ability to do evaluations (what)
  - Not yet determined is how to do these standards evaluations: ideally done by external person who has seen other courses of same type
- GOBLET does not have the resources to replicate what other large organizations offer; GOBLET needs a simpler solution:
  - Course assessment vs. trainer assessment
  - Trainer evaluation methods: peer observation, student feedback, self-assessment of skills (Sarah provided a skills matrix)
- Committee collected teaching assessment documents, which have been used to evaluate courses and trainers (*e.g.*, SIB, Manchester, UNSW, KTP) and skills matrix
- Proposal for credit as GOBLET Bioinformatics trainer: 1) trainers should self-assess, and GOBLET provides the functionality to complete this self-assessment; 2) GOBLET also provides peers to assess trainers in action wherever possible; 3) GOBLET creates assessment tool to be used by students of trainer; 4) match self-assessment with trainee assessment and see correlation. Keep private between trainer and generator of assessment.
- Implementation Plan: 1) develop a standard assessment form for trainees and courses, based on collected forms; 2) develop functionality on GOBLET website so that trainers can provide list of competencies; 3) generate best-practice documents for course descriptions to help understand trainees' needs; 4) pilot study of multiple assessment forms and methods.
  - Would this lead to a Trainer Badge?
- Could also track course pages with Google analytics, and add this to the trainer-assessment package

- Will begin with trainer self-assessment form: evaluation of soft skills and technical skills
    - o Use skills matrix from Sarah
    - o Use Vitae.ac.uk researcher development framework: http://goo.gl/Zswy4y
    - o Should also include statements like: "*What evidence do you have that you have gained XX competency?*"
    - o Metrics and standards are very different things
- What are the standards for putting on a course? (Request submitted by LET)
    - o Could follow these standards from IMI: https://www.on-course.eu/home/imi-quality-standards/

Parking Lot Issues

1. Better membership structure for accommodating poor countries.
    a. While individuals who are far enough along in their career often have the resources available to join GOBLET, young investigators and organizations from poor countries do not have such funds

ACTION (Executive): To determine a pricing structure that allows individuals and organizations from third world and middle income countries to join GOBLET

2. GOBLET endorsement of other training initiatives for a bilateral advantage
    a. Could GOBLET endorse other training initiatives, such that these initiatives could post the GOBLET logo on their program sites and that GOBLET posted these initiatives on the GOBLET website?
    b. Leverage training efforts with GOBLET

ACTION (Executive): To determine a process whereby other training programs can seek GOBLET endorsement.

Agenda: Sunday November 16, 2014

9:00-12:00pm	*Session #3: GOBLET Hack-a-thons*	
	• **Technical Hack – Advanced Users** • Working group on advanced use training	Sub-group led by M. Corpas (TGAC) & R. Jimenez (EBI)
	• **PR & Fundraising Hacks** • Working group to get necessary PR materials drafted • Working group to find international financial sources & contacts • Working group to draft reuseable text for grants	Sub-group led by Patricia Palagi (SIB)
10:30-11:00am	*Coffee Break*	
12:00-12:30pm	Wrap-up and Concluding Remarks	
12:30-1:30pm	*Boxed Lunch & Departure*	

→ All presentation slide decks have been uploaded to the GOBLET website

Other Action Items and Assignments
1. Push out GOBLET and add GOBLET logo to all member websites
   a. All GOBLET members to add GOBLET logo to their own websites indicating they are members in GOBLET
   b. All GOBLET members to push out information about GOBLET to their contacts
   c. Work towards optimizing GOBLET website site map

==ACTION (Everyone):== Push out information about GOBLET to contacts and add GOBLET logo to home websites
==ACTION (Everyone):== Gather ideas about sitemap for GOBLET website: http://goo.gl/l7tiWB

2. ISMB Submission for an AKES session on 'Best Practices and Tips for Bioinformatics Training
   a. Wording will need to be better to capture essence of session and to compete with SIGs being held at same time
   b. Audience is bioinformaticians who train as secondary aspect and trainers who train in bioinformatics
   c. Session will be pilot GOBLET event/gathering ideas event for lead up to 'GOBLET Train-the-Trainer' events (see above: 1 day pre-training on best practices, attend bioinformatics short course, 1 day post-training reflection and development of materials for return and own teaching)

==ACTION (Patricia, Cath and Javier):== Prepare and submit AKES session to ISMB/ECCB2015 on 'Best Practices and Tips for Training in Bioinformatics'

3. Write a grant around 'GOBLET Train-the-Trainer' events

      a. Model is that GOBLET will fund/sponsor up to €XX, a new trainer to attend a bioinformatics workshop around which Train-the-Trainer activities would occur

      b. See above for structure of event: 1 day pre-training on best practices, attend bioinformatics short course, 1 day post-training reflection and development of materials for return and own teaching

<mark>**ACTION (Patricia):**</mark> Write grant to support GOBLET Train-the-Trainer events and new trainer sponsorship to attend such events

4. Conduct GOBLET Train-the-Trainer events

      a. See above for structure of event: 1 day pre-training on best practices, attend bioinformatics short course, 1 day post-training reflection and development of materials for return and own teaching

      b. First event to be offered in Cape Town around next GOBLET AGM 2015

<mark>**ACTION (Nicky (and new intern with support from all)):**</mark> Conduct a GOBLET Train-the-Trainer event associated with the GOBLET AGM 2015 in Cape Town

5. Complete draft of '*State of the Field in Bioinformatics Training Needs*'

      a. 1st draft due on Google docs by December 22, 2014

      b. http://goo.gl/fk9tJV

      c. Send completed surveys in raw data format to Judit for compiling and creation of figures on data. COMPLETED: raw data from SEB and GOBLET surveys sent during AGM.

<mark>**ACTION (Everyone):**</mark> Complete the 1st draft of the '*State of the Field in Bioinformatics Training Needs*' by December 22, 2014 on Google Docs

<mark>**ACTION (Javier):**</mark> Build the 'Bioinformatics Training Needs' survey in GOBLET website (based on versions that have already been used). This will allow launch of new surveys/questionnaires next year in certain regions (*e.g.*, in Latin America).

COMPLETED: Found under webforms on the GOBLET website when logged in