GOBLET AGM 2016 Meeting Report

Meeting Dates: Monday November 7 to Wednesday November 9, 2016
Location: Brisbane, Australia
Local hosts: Annette McGrath

Attendance:
Organisational and Individual Members Present: Terri Attwood (EMBnet); Maina Bitar (individual); Michelle Brazas (ISCB, individual); Maria Doyle (individual); Bruno Gaeta (APBioNet); Carlos Horros (Earlham); Eija Korpelainen (CSC); Annette McGrath (ABACBS); Ann Meyer (bioinformatics.ca); Vicky Schneider (EMBL-ABR)
Present Via Zoom: Fran Lewitter (outgoing Treasurer and Observer); Patricia Palagi (SIB with proxy); Celia van Gelder (BioSB with proxy); Pamela Black (Wellcome Trust with proxy)

Proxy: Pedro Fernandes (IGC), proxy Terri; Nicky Mulder (H3ABioNet), proxy Terri; Gert Vriend (CMBI), proxy Terri/EB; Gabriella Rustici (University of Cambridge), proxy Terri/EB; Ioannis Michaelopolos (HSCBB), proxy Terri/EB; Andreas Heger (CGAT), Terri/EB; Judit Kumuthini (CPGR), proxy Terri/EB; Pamela Black (Wellcome Trust), proxy Michelle/EB; Francis Ouellette (individual), proxy Michelle; Patricia Palagi (SIB), proxy Bruno; Rich Edwards (individual), proxy Bruno; Manuel Corpas (Repositive), proxy Carlos; Dan McClean (TSL), proxy Carlos; Dimitar Vassiliev (individual), proxy Carlos; Celia van Gelder (BioSB), proxy Eija; Allegra Via (individual), proxy Eija/EB; Domenica D'elia (individual), proxy Eija; Erik Bongcam-Rudloff (SGBC), proxy Eija; Cath Brooksbank (EBI), proxy Annette; Paolo Romano (individual), proxy Annette/EB; Sarah Blackford (SEB), proxy Annette/EB; Dominique Gorse (QFAB), proxy Annette; Javier De Las Rivas (SoIBio), proxy Vicky; Pascale Gaudet (ISB), proxy Vicky/EB; Dave Clements (GTN), proxy Maria.

Observers Present: Steve Androulakis; Andrew Lonsdale; Sonika Tyagi (EMBL-ABR), Belinda Weaver (SWC – Wed. only)

Organisational Members Absent with Apologies: Luciano Milanesi (BITS)
Organisational Members Absent: Alia Benkahla (ASBCB); Alan Cristoffels (SANBI)
Individual Members Absent: Andreas Zanzoni; arhanbioinfo; Donald Forsdyke; Kris; mlouburke; pgalante; Ralf Schmidt; Rochelle Tractenberg

TOTALS:
Organisation Members: 30 (18 quorum)
Individual Members: 17

Organisations present/represented: 27
Individuals present/represented: 9
Total present with vote: 36

The report of the 2015 AGM, held in Cape Town, South Africa, November 2015, was circulated by email. The full meeting report is here: https://goo.gl/TvIBCf

The report was accepted as a true record of the 2015 AGM.

Consolidated List of Action Items from GOBLET AGM 2016
→ Context for all action items can be found in the following meeting notes

ACTION (Exec + PR): Write-up on what GOBLET can offer SEB community
ACTION (Celia + PR): Contact former members of GOBLET and reconnect with them
ACTION (Exec + Tech): Update GOBLET website with new vision, mission and objectives

ACTION (Exec):
1. Find a better way to work with GOBLET committees to get activities completed
2. Define process for using GOBLET logo and boundaries for what can be branded GOBLET
3. Enable co-development of branded materials in GitHub or similar with guidelines or templates for material creation
4. Communicate with Pedro on GOBLET AGM 2017
5. Determine process for hiring and paying technical intern
6. Define process for using GOBLET logo and boundaries for what can be branded GOBLET
7. Set cobranding guidelines for when a course/workshop/training session would be GOBLET cobranded
8. Pass list of people who need GOBLET website access to Carlos
9. Update statement of benefits for members with 'Sales Pitch' content

ACTION (Michelle and Terri): Submit paper to BioRXiv; submit comment to Nature

ACTION (Michelle):
1. Set up the shared Google Documents for all committees; restrict access to members and non-members
2. Set up general AGM-like Skype meeting once a year. Informal chat at two different time frames (ELIXIR All-Hands calls use Zoom or WebEx corporate accounts)
3. Send Pedro work-back sheet for AGM

ACTION (Terri):
1. Follow-up on ISB workshop paper
2. Circulate to all GOBLET members our new vision and mission

ACTION (All Chairs):
1. Approach existing committee members and confirm desire to participate
2. Upload shared documentation to Google Drive
3. Setup regular short meetings immediately with your committees

ACTION (Pedro):
1. Identify GOBLET members who wish to contribute to the e-learning paper
2. Create e-learning section on GOBLET website
3. Create trainer support pages on GOBLET website containing links to papers, best practices, tips, tricks, competency profiles, etc.
4. Complete and disseminate competencies (from ISCB Competencies Task Force)
5. Doodle poll of available dates for AGM 2017 in Portugal
6. Communicate to everyone that LET committee seeks cobranded courses and decide on co-branded courses

ACTION (Carlos):
1. Draft job description for technical intern

2. Compile technical committee notes and documentation from Manny in Google Drive
3. Migrate GOBLET website to new host server
4. Set-up online survey to gather expectations of GOBLET website
5. Survey GOBLET committees for their needs of GOBLET website
6. Select new GOBLET website theme based on survey results
7. Correct pricing of student fees across GOBLET webpages
8. Ensure appropriate people have access to edit GOBLET website

ACTION (Carlos + Technical committee): Re-design GOBLET website organization and functionality based on survey results

ACTION (Bruno):
1. Push the sponsorship package forward
2. Pass along BGI contact info to Terri

ACTION (Ann):
1. Come up with PR plan for GOBLET coordinating with all other committee chairs and Exec for their communication needs
2. Evaluate GOBLET needs for internal networking and then evaluate various internal communication methods
3. Revisit conference postcards for individuals and organizations to see if they clearly describe what you get as a GOBLET member based on new mission, vision and objectives
4. Communicate gold and platinum level membership benefits (additional participants from organizations eligible to participate on committees) to all in newsletter
5. Add links to all GOBLET papers from 2016 to GOBLET website

ACTION (Celia):
1. Communicate gold and platinum level membership benefits (additional participants from organizations eligible to participate on committees) to existing members.
2. Contact Committee Chairs seeking proposed budget for their committee

ACTION (Eija):
1. Contact Istvan about setting up Biostars for GOBLET
2. Organize meeting between EMBnet and GOBLET to finalize agreement, deliverables and ownership

ACTION (Vicky):
1. Set clear aims for Standards committee
2. Provide a minimal list of descriptors for training materials
3. Define descriptors for events
4. Evaluate existing content within GOBLET and whether it aligns with standards from committee

Agenda: Monday November 7, 2016

	GOBLET AGM *Breakfast at Hotel*	
9:00-9:15am	Welcome & Logistics	Annette McGrath

9:15-10:30am	**GOBLET AGM Matters**
	• GOBLET constituency (roll call of members)
	    o Members present, absent, proxy (compared to total members with voting rights (paid in 2016))
	    o Members & observers present without voting rights
	• Approval of minutes of last AGM
	• Matters arising & amendments to agenda
	• Financial Report
	• Discussion
		Terri Attwood
		
		Fran Lewitter (remote)

10:30-11:00am	*Coffee Break*	

11:00-12:30pm	**GOBLET Committee Report Discussion**
	• Summaries prepared & circulated prior to AGM
	    o Executive Report & Summary of Committee Reports
	    o Discussion of Reports and GOBLET
	• Revisit GOBLET Mission & Vision
	• Setting goals for 2017
		Terri Attwood

12:30-1:30pm	*Catered Lunch*	
1:30-3:00pm	**Election Results & Transition Plan** **GOBLET AGM 2017** • Venue, Possible Dates, Budget Proposal • Vote by GOBLET Members **AOB**	Terri Attwood Proposers

2:00-3:30pm	• The GOBLET Brand
	   - What are we? What do we do? What do we produce? What can we hang our hat on?
	   - GOBLET needs a louder voice
	• Discussion
	• Action plan to move GOBLET forward
		Terri & Vicky

4:00pm	*Adjourn*	
4:00-6:30pm	Free time in Brisbane	
6:30pm	*Dinner*	

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

Financial Report
→ Fran Lewitter
• 4 new member organizations: QFAB, Reposivite, H3ABioNet, EMBL-ABR
• GOBLET has 30 member organizations now, which is highest we have had
• However, member retention is not as good as we would like, even though numbers are steady

- New in 2016:
  - GOBLET offered discounts to low and middle income countries;
  - Members can join for multiple years;
  - Organizations at silver, gold and platinum level could invite additional participants from organizations to participate on committees
  - Updated members category spreadsheet
- Members by category per year: equal number of bronze and gold members over time; would like to increase this over time
- Fran had initially projected a deficit for 2015, but GOBLET balanced because Nicky was able to cover a lot of AGM 2015 expenses with other funds
- 2016 year is projected to have surplus of €9000 because GOBLET did not have employee expenses as in 2015
- €62,535 in bank currently; predicted balance for December 31, 2016 is €57,000
- Exec does not have good budgets from Committee Chairs, as Chairs are changing with election results

ACTION (Celia): Contact Committee Chairs seeking proposed budget for their committee

- Exec expense suggestions: Trainer recognition badges; funding travel for GOBLET members to lead workshops at conferences such as TtT and other workshops; proof of concept for GOBLET; booths and PR material funds; technical intern; website hosting costs
  - Idea for trainer badges workshop came up on call with Michelle; ISCB would be keen to see this happen; need to consult with EBI on how this would work, as it wasn't successful for EBI
- Treasurer tasks completed by outgoing Chair: reimbursements for AGM; transition to new Treasurer and review of upcoming tasks;
- Treasurer tasks moving forward: prepare budgets for 2017; membership welcome package with attached newsletter; newsletter coordination with PR twice a year; renewals of 2017 memberships

Question Period:
- GOBLET needs to solidify why an organization should continue to be a member? What do organizations get out of GOBLET?
  - Earlham and TSL have concerns about being members if they don't get something in return
  - Member organizations need to get involved in GOBLET to make this happen → However, this is only part of the answer
- Rethink what GOBLET is about and ensure that we get out of GOBLET what we, as members, need.
  - What are the organization expectations? Parking lot question
- Need to justify why GOBLET exists. Need to demonstrate to our respective organizations what the return on investment in GOBLET delivers? This would entice new people to join
  - For example, Terri was contacted by Sarah Blackford, who has asked us to do a write up for next SEB newsletter on what GOBLET could offer to her community

ACTION (Exec + PR): Write-up on what GOBLET can offer SEB community
ACTION (Celia + PR): Contact former members of GOBLET and reconnect with them

Executive Report
→ Terri Attwood
- Terri began with list of action items from last AGM and what was accomplished and not accomplished.

- Accomplishments included: (1) survey figures created that are reproducible; paper rewritten around new figures; correspondence with Nature on submission of 300 word commentary; need to decide on 3 authors for commentary; (2) follow-up white paper on e-learning ecosystem to be drafted by LET committee to go into F1000 (Zenodo paper here: https://zenodo.org/record/166378#.WHnhxVMrLDc); (3) GOBLET listed as ELIXIR strategic collaboration; (4) ELIXIR-GOBLET Training workshop; (5) ISB Biocuration workshop; article about workshop to be written; (6) booth at ISMB supported by ISCB; 2 posters at ISCB (fundraising and LET posters) uploaded to F1000; (7) booth at ECCB using materials from ISCB; (8) representation at NETTAB 2016 in the Education and Training special session by Celia and Terri (http://www.igst.it/nettab/2016/programme/scientific-programme/); Patricia and Eija also in attendance; (9) GOBLET-ELIXIR train the trainer workshops led by Annette at ABACBS; (10) Bruno led competencies workshops at ISMB and ABACBS; (11) RNA-seq workshops by Eija in Brisbane and Melbourne; (12) two GOBLET newsletters in 2016 + piece by Sarah Blackford for SEB; (13) grants submitted: Marie Curie ITN resubmission (unsuccessful); ICTP grant application with CODATA-RDA was successful to have bioinformatics flavour for data science summer school; EU Coordination and Support Action (CSA) OBTAIN grant application for funding networking and training for early stage researchers (unsuccessful); NIH BD2K submission to Phil Bourne on symposium on data science training (unsuccessful)
- Not Done: 1) submission of GOBLET survey paper; full paper to be submitted to BioRXiv and commentary to Nature. Need to decide at AGM here on authorship of Nature commentary; 2) PR on GOBLET
- Later discussion concluded that 3 authors for Nature commentary submission would be Michelle (data and figures), Terri (writer) and Sarah (initiator of surveys)
- Challenges from Executive perspective: (1) coordinating meetings across N. America/Europe/Australia time zones; (2) balancing day job with GOBLET commitments in order to deliver things in a timely way; (3) galvanizing the committees was hard

ACTION (Michelle and Terri): Submit paper to BioRXiv; submit commentary to Nature
ACTION (Exec): Find a better way to work with GOBLET committees to get activities completed
ACTION (Terri): Follow-up on ISB workshop paper
ACTION (LET): Identify GOBLET members who wish to contribute to e-learning paper
ACTION (Ann): Add links to all GOBLET papers from 2016 to GOBLET website

Summary of Committee Reports
→ Terri Attwood and Chairs
- Challenges from **Technical committee** perspective: (1) engagement with the portal; (2) manpower to deliver on tasks; if we want to move forward on technical task list, we would need to hire a full-time intern; unclear if Dimitar's students can help, as they are currently working towards MScs or PhDs; (3) Managing people in distant locales
- Top 3 priorities for Technical committee: (1) justify hiring an intern in order to move pending tasks forward – provide job description for intern; (2) for Manny to share technical committee info from past few years; (3) migration of server to new host as Itico is shutting down
ACTION (Carlos): Draft job description for technical intern
ACTION (Carlos): Compile technical committee notes and documentation from Manny in Google Drive
ACTION (Carlos): Migrate GOBLET website to new host server

- **(Patricia via Zoom) Fund-raising committee** activities over past year have focused on fund-raising package for TtT project (teach how to become a good trainer; focus on NGS course development), which could be used to approach sponsors of project; package was ready and sponsorship letters were written; difficult to approach partners, but tried at ISCB and ECCB using posters; at ECCB approached CRC Press to see if they had feedback or sponsorship opportunities – their answer was negative.
- Challenges from Fundraising committee perspective: (1) funding opportunities for training aren't well matched to GOBLET; (2) seizing opportunities, while important, takes a lot of time, often without tangible outcomes; (3) devoting time to fund-raising is hard on a volunteer basis
- Top 3 priorities for Fund-raising committee: (1) push the sponsorship package forward; (2) gather more ideas for fund-raising on top of those collected in 2014; (3) galvanize committee members to put ideas into practice

ACTION (Bruno): Push the sponsorship package forward

Question and Discussion Period:
- Maybe we are proposing an idea that is great, but maybe it isn't what is wanted?
- Summary of package: 4-5 pages; aim is to increase the number of trainers in NGS; proposal is to do workshop in TtT for an NGS course; TtT only or with NGS; would include travel expenses + workshop expenses; session to be attached to a conference so as to maximize audience; budget presented as €25K, with different options for funding; in-kind option also presented, such as that attached to a conference; attendees would not be charged and, in fact, would be sponsored to travel to attend;
- Not a good idea to have a free workshop as then people don't show up; level of sponsorship from academia would be 2-10K not 25K; most of the money was used to pay for travel and hotel of both trainers and trainees; possible that multiple universities combine to pay for portions to get their own trainers trained; attractive to fly trainers in rather than trainees out;
- Although NIH was not successful, is there interest in companies or industries in sponsoring this? Beijing Genome Institute (BGI) is interested in doing something involved in training; packages would be successful if you target India and poor countries rather than Australia, because Australia would respond that no we should just do this ourselves.

ACTION (Bruno): Pass along BGI contact info to Terri

- [Celia presented via Zoom] Challenges from **LET committee** perspective: (1) Finding time to dedicate to GOBLET activities, which hampers progress; (2) Finding suitable dates and times to meet regularly; (3) Creating actionable priorities – translating aspirations into concrete and achievable results; (4) LET members have various ongoing relevant efforts related to bioinformatics education and training – these weren't explicitly harmonized into clear added value for GOBLET
- Good thing is that LET has a lot more members than previously
- Top 3 priorities for LET committee: (1) create trainer support platform pages online – links to papers; best practices; competency profiles; (2) get e-learning section into website as it is a great body of work from LET – relates to website and what we will put there; could be aided by website technical intern; (3) complete and disseminate competencies from ISCB competencies task force
- Galaxy feedback – use Biostars as a way to communicate to other trainers; Maria can help

ACTION (Pedro): Create trainer-support pages on GOBLET website containing links to papers, best practices, tips, tricks, competency profiles, etc.
ACTION (Pedro): Create e-learning section on GOBLET website
ACTION (Pedro): Complete and disseminate competencies

- Challenges from **Standards committee** perspective: (1) overlap in objectives with LET and Technical committees, so communication could be improved; (2) scope of standards committee was not clearly defined, so led to a lot of circular meetings; (3) standards in education is a wide problem, but the committee doesn't have the resources to do this
- Top 3 priorities for Standards committee: (1) work with Technical committee and Bioschemas group to further refine and then implement training materials descriptors; (2) discuss and implement course material descriptors (work with Pascale, Gabry, Carlos and Rafa);
- Metadata standards: schema.org; bioschemas builds off this; next year there will be 3 workshops in bioschema at EBI; training schema and events schema

- **Outreach and PR committee**: unclear challenges and actions; Vicky and Bruno were named committee members, but received no communication from Chair, even after requests were made for committee meetings; no GOBLET members either put forward their own name or nominated another member to be Chair of the O&PR committee

Common issues:
- Balancing GOBLET with day jobs
- Scheduling meetings across time zones, so committees were ineffective
- Manpower to do stuff

Common Actions:
- Improving the website
- Hiring a technical intern
- Fund-raising

Question and Discussion Period:
Should there be something else GOBLET should be fundraising for?
- GOBLET should focus on up-skilling trainers, versus Software carpentry, which is training trainees
- Open Science is something we could get funding for; GOBLET could take identity as open science glue for entities such as Software carpentry
- Software carpentry and Data carpentry could become members of GOBLET; carpentry is for generic material, but GOBLET is applied domain; Data carpentry is eco science focused; ELIXIR and Data carpentry would role out across ELIXIR countries
- Australian groups have written RNA-seq workshop materials in Data carpentry format, but have not received a positive response for inclusion of the materials in DC; Data carpentry is heavily weighted in bioinformatics people
- GOBLET is available for open science at global level through training
- Fund-raising report has ideas for how to spend money

GOBLET Election Results
- One eligible candidate for Technical, Fundraising, Standards and LET committees
- No eligible candidate for Outreach and PR committee

- 5 nominees for Executive office
- Commenced elections October
- Results are:
  - Carlos to be Chair of Technical
  - Bruno to be Chair of Fund-raising
  - Vicky to be Chair of Standards
  - Pedro to be Chair of LET committee
  - Executive – Terri, Michelle, Annette, Celia; Celia specifically volunteered to be Treasurer

Transition Plan for Exec and Committees
- All committee Chairs are new
- Two new members of Exec Board
- Need some level of continuity, so suggest overlap:
  - Committee Chairs should invite outgoing Chairs to first few meetings
  - Documentation and/or drives should be shared
- Outgoing Chairs have put forward what has not worked and what is action plan
- At same time, this is good time to stimulate new levels of activity
- Chance to learn what worked and didn't work; chance to not do things the same ways; galvanize new ways of working
- Ensure regular meetings
- Set up standing meeting upfront; only committee that worked was technical committee;
- Complications of daylight savings time; set up day and then time can vary
- Shorter meetings; use a forum/common document; and interact with document before the meeting; then meeting becomes place to make decisions
- What happens operationally to committee members? Should we define a process?
  - Committee Chairs should take list of committee members and inquire if members want to continue on committee
  - Seek new committee members

==ACTION (Michelle):== Set up the shared Google Documents for all committees; restrict access to members and non-members
==ACTION (Michelle):== Set up general AGM-like Skype meeting once a year. Informal chat at two different time frames (ELIXIR All-Hands calls use Zoom or WebEx corporate accounts)
==ACTION (Chairs):== Approach existing committee members and confirm desire to participate
==ACTION (Chairs):== Upload shared documentation to Google Drive
==ACTION (Chairs):== Set up regular short meetings immediately with your committees

Question and Discussion Period:
- Some difficulties in understanding on who signs off, when there is sign off; need to define a process; open documents will help
- Some things labelled as GOBLET and some things not labelled as GOBLET; what is the distinction? Need to clearly define what can and cannot be given the GOBLET brand
- PR on GOBLET has been lacking - ABACBS education committee member had not ever heard of GOBLET
- Is there anyone who wants to stand in as PR chair?
- What are tasks of PR chair? Social media; newsletter; pamphlets; simple things like email signatures; slide to add at end of presentations; LinkedIn organization group; Facebook; YouTube channel;

- Maina and Ann and Maria would be committee members; Andrew would observe

ACTION (Exec): Define process for using GOBLET logo, and boundaries for what can be branded GOBLET
ACTION (Ann): Come up with PR plan for GOBLET, coordinating with all other committee Chairs and Exec for their communication needs

AGM 2017 Proposals:
- Call for proposals went out via email/website/newsletter

1) Portugal (Pedro)
- Host AGM at his institute; free access to meeting room; access to bioinformatics training room
- Nov 13-14, 2017, but could be a window between 6-22 of November
    - Dates overlap with ABACBS annual conference for Australia (Nov 13-15, 2017)
- Suggestion to shift from November to September or October or December?
- Estimated cost of meeting is €13,500 covering food, hotel, transport local; €65 per night hotel
- Currently no additional sponsorship available

Question and Discussion Period:
- Could you co-locate with other workshops?
- Were there no other AGM location proposals? Vicky cannot offer any facilities in Cambridge
- Should we consider AGM to happen in July after ISCB? Yes it makes sense, but as ISCB is a long meeting already there is objection to have it go on longer

Votes: 35 yes and 1 abstain

ACTION (Exec): Communicate with Pedro on GOBLET AGM 2017
ACTION (Michelle): Send Pedro work-back sheet for AGM
ACTION (Pedro): Doodle poll of available dates for AGM 2017 in Portugal

Mission and Vision of GOBLET
- Existing mission and vision on website (too long to type out here)
- Exercise to come up with vision (dream big objective) and mission (how we get there activities) that really mean something for GOBLET members
- **New vision:** "Global community advancing excellence in bioinformatics learning, education and training"
- **New mission:** "At GOBLET, our mission is to set the standards and provide the resources in support of global bioinformatics learning, education and training"

Agenda: Tuesday November 8, 2016

	GOBLET Working Meeting *Breakfast at Hotel*	
9:00-12:30pm	**Session #1: Galvanize GOBLET**	Terri & Vicky
9:00-10:30am	● Everyone is busy, but we need GOBLET to move forward ● How do we galvanize the committees and the GOBLET executive to move things forward?	Fran via Skype
10:30-11:00am	*Coffee Break*	
11:00-12:30pm	• Continue Galvanize session	
12:30-1:30pm	*Catered Lunch*	
1:15-5:30pm	**Session #2: Prioritization for Portal**	Vicky & Michelle
1:15-3:00pm	● Of new features & functionalities, incorporating new requests from AGM 2015	
3:00-3:30pm	*Coffee Break*	
3:30-5:30pm	● How to achieve portal progress? ● Discussion on investment in technical intern	
6:30pm	*Dinner*	

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

New Objectives for GOBLET
→ Michelle Brazas
- Session to decide upon new objectives for GOBLET to work on in 2017
- New objectives align with new mission and vision statements for GOBLET
1. Portal to become a pull and a repository
   → To remodel the online portal to have pull capacity, and to remain a place to store training materials and information
2. Branded materials, such as TtT materials (EMBnet donation for this)
   → To develop branded materials for GOBLET
3. Trainer recognition – dependent on GOBLET brand; less immediate, but will be a priority later on
   → To define a way of providing recognition for trainers
4. Training of: A) trainers and B) end users – high-school teachers, etc.
   → To provide training to trainers and other end users
5. Standards
   → To set standards for trainers and training materials
6. Resources for training such as surveys, best practices, ice-breakers, technologies for classrooms, training data, syllabus, etc.
   → To provide and develop training resources
7. Fund our objectives
   → To fund and support GOBLET activities

8. Network/community forum such as Biostars or ISCB Connect
   → To promote networking and communication among trainers

Galvanize Behind New Objectives
1. GOBLET website/training portal
- Conduct a user survey of all@mygoblet.org to get out most important needs of website
- Questions for Survey:
    o What are the best and worst features of GOBLET website?
    o What would be your top priority of things to change on the GOBLET website?
    o What do you expect on the GOBLET homepage?
    o About Us pages – what do you expect on this page?
    o What do you expect to see as the top 4 tabs on the GOBLET website, given our new vision/mission and objectives?
- Need to match the front page to the new objectives
    o Materials + resources
    o Community
    o About Us
    o ? Standards
- Examples of clear education websites include Monash Edu website (http://bioinformatics.erc.monash.edu/training/), which has clear headers of home, profiles, news, resources, training; and main webpage has the main question that people ask for – mailing list
- GOBLET website has poor usage statistics: drop in 35% of users; users spend less time per page; users quickly navigate off website
- Overall, 2016 was a poor year for GOBLET website development so maybe this contributed to decrease in usage
- Poor statistics speak to the fact that the portal doesn't serve the right purpose; even confusion in GOBLET in what GOBLET should do!
- GOBLET website was initially thrown up because that is what was needed
- Now that we have a clear purpose, we can build a better website
- Technical committee can start a Google doc with questions and we can contribute
- Technical committee should also go to each GOBLET committee and see what is their wish-list for website
- Select new theme based on feature needs from survey
- Having your materials pulled into GOBLET would help with new members; add pull feature based on batmat or similar
- Should have a conversation with TeSS to learn from them
- Scrape sites needs to have API, or else has to be manually added
ACTION (Carlos): Setup online survey to gather expectations of GOBLET website
ACTION (Carlos): Survey GOBLET committees for their needs of GOBLET website
ACTION (Carlos): Select new GOBLET website theme based on survey results
ACTION (Technical committee): Re-design GOBLET website organization and functionality based on survey results

Vote
- Do we authorize GOBLET to use finances to hire a technical intern for a 6-12mo contract?
- 34 yes; 2 abstain
ACTION (Carlos): Draft job description for technical intern contract
ACTION (Exec): Determine process for hiring and paying technical intern

2. Branded Materials
- TtT package
- Train-the-High-School-Teacher package
- Policy document for how to put GOBLET brand on your own materials; what are the basic minimal criteria for co-branding?
- How should we work together to create branded materials? Have policies for cobranding; have a GOBLET GitHub repo for co-development of branded materials
- GitHub could be the place to load templates for co-branded materials; would need to set up individual GitHub account; need to set up a non-profit status, so that we can have a private closed system; this also allows co-branded courses to be reviewed before being pushed publically; if you want to contribute to organization GitHub, then you need an individual GitHub account
- Review period for co-branded materials in private site
- Website needs to point to GitHub to help us create branded materials; website will also pull in co-branded materials from GitHub
- Curated stuff goes on website; curated by LET committee against standards of Standards committee

ACTION (Exec): Define process for using GOBLET logo, and boundaries for what can be branded GOBLET
ACTION (Exec): Enable co-development of branded materials in GitHub or similar with guidelines or templates for material creation

3. Trainer Recognition
- On hold at this point in time

4. Training
- Split training into 3 groups:
  - TtT course
  - Train bioinformatics users course
  - High school teachers
- Content creators are willing to have co-branded materials; For example, Eija has an RNA-seq workshop that is co-branded
- Those courses would be GOBLET co-branded
- Graduates from this course would receive co-branded certificate of attendance for trainers and trainees (PR committee to develop)
- LET committee selects those courses to receive co-branding based on rules set by Exec
- GOBLET website would simply need to be a repository/push-pull system for these co-branded courses; should also have functionality of recording who has participated and make certificates for participants

ACTION (Exec): Set co-branding guidelines for when a course/workshop/training session would be GOBLET co-branded
ACTION (Pedro): Communicate to everyone that LET committee seeks co-branded courses, and decide on co-branded courses

5. Standards
- Set clear aims for Standards committee
- 3 priorities from past committee: (1) minimal list of descriptors for training materials; needs first to be passed through bioschemas and is compatible with this group; then communicated through GOBLET website; (2) explore accreditation; lot of discussion that

went nowhere; may need to be deferred; (3) get descriptors for courses and other events; mostly done through iAnn and bioschemas; should be discussed with other relevant stakeholders
- Need to seek new members of Standards committee
- What is needed from GOBLET website is Web pages and application of standards in our own training portal and for our own training materials
- Standards committee should consider having an objective for creating a standard for seeking feedback; Software carpentry has a standard form, but instructors also have their own feedback forms.

ACTION (Vicky): Set clear aims for Standards committee
ACTION (Vicky): Provide a minimal list of descriptors for training materials
ACTION (Vicky): Define descriptors for events
ACTION (Vicky): Evaluate existing content within GOBLET and whether it aligns with standards from committee

6. Resources for Training
- Learning resources, aids for classrooms
- Ice breakers
- Tools for classroom like GitHub and how to guides
- Surveys
- Ways to facilitate learning beyond the classroom
- Templates
- Other resources

7. Funding
- Not really discussed, but enlarging the GOBLET community would mean more membership fees
- Finding funding that matches GOBLET objectives is hard
- Should use funding as an objective because new members would identify this as attractive
- GOBLET should act as a hub for training funding (as initially laid out in original mission)

8. Networking
- Two kinds of networks: (1) reach new people; and (2) networking within GOBLET community
- Use Biostars platform to reach outwards as a means of community building that is accessible by everyone; accessible to trainers, helpers, facilitators and even trainees
- Can contact Istvan Albert to set up Biostars; Eija has contacted him earlier regarding Chipster Biostars and he was very collaborative.
- For internal networking: mailing lists already exist; for quicker messaging could use Slack/Fleep/Flowdock; GOBLET website does not need to have internal Slack; current mailing lists are Google groups
- Improve the mailing list and increase communication through it and other mechanisms
- Need to check that chosen method has all the functionality for our networking needs
- Need to make sure it has a good email component
- Need to easily separate discussions
- Have a group test the various technologies and make a recommendation

ACTION (Eija): Contact Istvan about setting up Biostars for GOBLET
ACTION (Ann): Evaluate GOBLET needs for internal networking, and then evaluate various internal communication methods

Discussion on networking and community building:
- Make GOBLET membership easier at conference, so that you can effectively use the booth
- Need clear description of what you get as a GOBLET member: if individual or institution, what do you get? Past couple of conferences had postcards targeted at individuals and organizations; if these were not useful, then we need to revisit this

ACTION (Ann): Revisit conference postcards for individuals and organizations to see if they clearly describe what you get as a GOBLET member, based on new mission, vision and objectives

Agenda: Wednesday November 9, 2016

	GOBLET Working Meeting *Breakfast at Hotel*	
9:00-12:30pm	**Session #3: GOBLET's Relationships**	Terri & Annette
9:00-10:30am	● GOBLET is expanding: What are GOBLET's agreements, affiliations, and alliances? ● Should and with whom should GOBLET be establishing new relationships? ● ELIXIR, ISCB, Software Carpentry, CODATA-RDA, Charm, TESS ● GOBLET Membership: Organizations + Individual Members	
10:30-11:00am	*Coffee Break*	
11:00-12:30pm	Action Plan for upcoming year Closing & Wrap-up	Executive Annette McGrath
12:30-1:30pm	*Catered Lunch & Departure*	

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

Discussion of New GOBLET Mission and Vision
→ Terri Attwood
- New Vision from Day 1: "Global community advancing excellence in bioinformatics, learning, education and training"
- Vision #2: To build a global community advancing excellence in bioinformatics learning, education and training
- Vision #3: Worldwide to inspire and equip bioinformatics trainers to excel
- **FINAL Vision #4: To unite, inspire and equip bioinformatics trainers worldwide**

- New Mission from Day 1: "At GOBLET, our mission is to set the standards and provide the resources in support of global bioinformatics learning, education and training"
- Mission #2: GOBLET's mission is to set standards, provide resources and to foster connections to support bioinformatics
- Mission #3: To cultivate a global community, set standards and provide high-quality resources to support learning, education and training
- **FINAL Mission #4: To cultivate the global bioinformatics trainer community, set standards and provide high-quality resources to support learning, education and training**

- GOBLET tag line still fits with new vision: "Empowering people, harnessing communities, networking networks"

- Need to make sure there isn't overlap between ISCB education committee statements
- ISCB vision: "To see high quality computational biology education and training accessible to all interested communities across the world, and instilled in all life science-related educational programs."

- ISCB education mission: "To provide worldwide education and training in computational biology by providing guidance and support for educational resources and community activities"
- GOBLET and ISCB overlap is expected to happen as each defers to the other

<mark>ACTION (Terri):</mark> To circulate to all GOBLET members our new vision and mission
<mark>ACTION (Exec + Tech):</mark> Update GOBLET website with new vision, mission and objectives

GOBLET's Relationships
→ Terri Attwood
- ISCB Relationship (Fran presented):
- ISCB has a Community of Special Interest in Computational Biology Education (CoBE COSI)
- ISCB Connect is a forum for discussion on things related to bioinformatics education (not training);
- At ISCB education meeting a number of activities were listed jointly such as education conference; holding tutorial sessions/workshops at other informatics and biology meetings; scouting for fund-raising opportunities; aligning GOBLET portal and competencies

- ELIXIR Relationship:
- GOBLET has a formal agreement with ELIXIR, where GOBLET has been recognized as a strategic collaboration
- As part of formalizing ELIXIR relationship, we defined areas where we would have common ground; done so we wouldn't feel threatened by each other (because ELIXIR is not a GOBLET member)
- Areas where we didn't want to compete were training portals; currently both portals serve a different role (GOBLET = repository; ELIXIR TeSS = registry)
- Collaboration on development of TtT program; explore accreditation mechanisms; sharing of best practices and expertise to professionalize bioinformatics training
    - TtT materials to be jointly branded; must communicate openly with ELIXIR
- ELIXIR Training platform leads are Chris Ponting, Celia, Patricia, Rita Hendricusdottir; other GOBLET members that are in the ELIXIR Platform are Eija, Pedro, Gabry, Sarah and Cath, so there is a lot of overlap with GOBLET people
- ELIXIR portal is built as registry and points to links; set up to build packages of materials; create workflows; TeSS depends on pulling information from trusted ELIXIR trainers + specified 3rd party providers; GOBLET is one of these trusted providers; if you click on materials, there is an attribute logo to declare provenance; helps promote sources

- CODATA Relationship:
- Joint with H3ABioNet, ELIXIR and GOBLET
- Proposal to run a 'bioinformatics flavored' data science school; Celia has been driving this relationship; same kind of summer school as was done this past summer in Trieste

- CHARME COST Action Relationship:
- COST Actions are projects that support European networks; they broadly fund networking and training (not personnel)
- CHARME has a training and education working group, "WG5 Education advertising", which mentions GOBLET and TeSS

- EMBnet Relationship:
- In Cape Town, Terri mentioned that EMBnet proposed to make a €25,000 donation to hire an intern for 2 years, to produce jointly branded education materials; money stays with EMBnet to avoid conflict of interest when paying GOBLET personnel; a designated place like at EMBnet makes it simpler to pay GOBLET personnel for materials
- Discussion to occur with EMBnet about membership (e.g. platinum member for 10 years)
- A formal agreement was being drafted, but has not been sent out; to be circulated soon
- At EMBnet AGM, a new Education and Training chair was elected = Eija; LET Chair is now Pedro, and so Eija and Pedro need to coordinate
- Agreement letter still needs to be finalised and put in place for next year; the letter will set out potential projects that match the needs of both parties, licensing of materials, etc.

ACTION (Eija): Organize meeting between EMBnet and GOBLET to finalize agreement, deliverables and material ownership

- EMBL-ABR Relationship (presented by Steve):
- EMBL-ABR is an EMBL node
- EMBL-ABR approached GOBLET to develop a joint working agreement: any partnership between them would be about co-branded materials, and co-branding and developing materials, such as data life cycle materials
- It was unclear why EMBL-ABR materials could not just be contributed to GOBLET? Why do they need to be co-branded?
    o To prove that EMBL-ABR can develop high-quality materials
- As discussed on Day 2, GOBLET should have a policy on co-branding
    o Could be used to sell GOBLET: opportunity to co-brand materials with GOBLET stamp of approval
- It is clear why there is a need to have a policy on how to co-brand materials that can be used by all members. However, it is unclear why a member of GOBLET needed a formal request to co-brand materials? For example, ELIXIR required an agreement because they are not a member of GOBLET
- Policy for co-branding needs to be developed by Exec, in consultation with Standards and LET committees

- ELIXIR-Software carpentry Relationship (Belinda presented):
- Agreement to deliver 40 workshops to ELIXIR nodes + train up to 60 instructors in 3 separate events for 2 years starting from January 2017. Financial agreement involved.
- Is there any opportunity to develop new programs for ELIXIR?
    o Yes. If training is given, and needs not met, then option to develop ELIXIR-specific programs
- How much of a bioinformatics component is there?
    o ELIXIR people who are trained would be able to go off and build their own training programs with a bioinformatics focus
- How could you see a relationship with GOBLET and Software carpentry?
    o Problem is inability for GOBLET to pay
    o Better for GOBLET members who are already affiliated with Software Carpentry to access training programs
    o Logical for Software Carpentry to be a member of GOBLET instead
- How can trainers in both groups overlap?

- o Software carpentry training model is good; workshop model is also good; community is also good
  - o GOBLET training model is good
  - o The more crossover, the better between GOBLET and Software Carpentry

- Galaxy Relationship (presented by Maria):
- Slides from Bernice Batut
- Galaxy training network has been rebooted
- Galaxy popularity has increased in last 10yrs; result of training and workshops; lots of trainers worldwide
- Working on best practices and trainer directory for Galaxy
- Numerous training resources, but hard to keep up to date; want to unify all training material for Galaxy
- Idea is to have GitHub for all training materials
- Currently working on which topics/materials to have in GitHub; all materials will have similar format, with timing
- For each material, will have intro slides, text with hands on, datasets on Zenodo; gives DOIs; a Docker container
- Contributing.md for how to make it a wide community effort
- Hackathon to develop materials using GitHub
  - o Could have a hackathon on last day of GOBLET AGM and engage people who don't attend in person

- With whom should GOBLET be establishing new relationships?

Ideas for GOBLET Outreach and PR
→ Ann, Maina, Maria
- Our short-term goals are to create a GOBLET signature for emails
- Want to have materials to share and promote GOBLET: flyers and brochures
- Create a template for newsletter; 4 times per year; 1st in January
- A one-slide figure for presentations
- Slide template for GOBLET presentations
- Slide deck that you can take to conferences to use in conference advertising
- Things we would like to have in Google docs:
  - o Access to twitter account
  - o Facebook, LinkedIn, etc.
  - o Mailing list for members: migrate mailing list from Google groups
- Sign up now button on GOBLET website
- Ambassadors to meet with institutions, etc.
- Create an email message template to advertise GOBLET
- Facilitate membership at conferences and workshops; have a computer at the booth to sign people up
- Trial membership for a month
- Better define advantages for members and organizations so that we can easily describe why it is an advantage to join GOBLET
- Establish a list of bioinformatics groups and organizations
- Long-term goals – improve graphic material; Maina has a friend who can help
- Think about how to help less developed countries

- Funding needs: give-aways for attendance at conference workshops; prizes for speakers and posters; travel scholarships for attendance at workshops
- Chair of Outreach and PR committee: proposal is to have Ann as Chair of Outreach committee, as others individuals and can't run for Chair
- Vote on whether we elect Ann Meyer from Bioinformatics.ca to Chair Outreach and PR committee
- Result: Ann Meyer was unanimously elected as Chair of the O&PR committee

GOBLET Sales Pitch for New and Existing Members
- Seat at table to make sure we set LET standards
- Participation in global community of bioinformatics trainers and bioinformatics education
- Ability to vote in setting standards
- Ability to co-brand materials/events with GOBLET
- Discounts at events
- Publicity for your organization
- Count yourself among this many members and organizations

ACTION (Carlos): To correct pricing of student fees across GOBLET webpages
ACTION (Exec): Pass list of people who need GOBLET website access to Carlos
ACTION (Carlos): Ensure that relevant people have access to edit GOBLET website
ACTION (Exec): Update statement of benefits for members with 'Sales Pitch' content

Conclusion
- Value of GOBLET is in number of members and in active engagement in GOBLET
- Clear that we have had issues of momentum
- Galvanizing people to participate is vital
- But so is advocacy of GOBLET in our own organizations
- So we each need to fly the GOBLET flag within our own organizations