

Safe Data Access Professionals Steering Group Quarterly Meeting

Monday 9th November 2020, 12.00 – 13.00

Virtual meeting

Agenda

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|---------------|---|----------------------------|
| 1. | Steering Group Terms of Reference | Chris Woods
James Scott |
| 12.00 - 12.20 | Draft Terms of Reference for discussion and agreement. Please see attached file 'SDAPSteeringGroupTermsOfReference_0.04.doc'. | |
| 2. | Steering Group meeting dates for 2021 | Chris Woods |
| 12.20 – 12.25 | Suggested dates for agreement. Please see attached file 'SDAPSteeringGroupMeetings2021.doc'. | |
| 3. | Calendar of events for 2021 | Chris Woods
James Scott |
| 12.25 – 12.35 | Draft calendar of events for 2021 for discussion and agreement. Please see attached file 'SDAPCalendarEvents2021_00.02.doc'. | |
| 4. | Website development | James Scott |
| 12.35 – 12.45 | | |
| 5. | SDAP promotional leaflet | James Scott |
| 12.45 – 12.55 | Draft leaflet for discussion and comments. Please see attached file 'SDAP LEAFLET (WIP)_JS_CW-LC - v3.2.docx'. | |
| 6. | Any Other Business | |
| 12.55 – 13.00 | | |

Attendees

Christine Woods (UK Data Service) (Chair), **James Scott** (UK Data Service) (Deputy Chair), **Hannah Josol** (UK Data Service), **James Dainty** (HM Revenue & Customs), **Richard Welpton** (The Health Foundation), **Yannis Kotrotsios** (Cancer Research UK), **Carole Morris** (Public Health Scotland), **Simon Parker** (Cancer Research UK), **Martin O'Reilly** (The Alan Turing Institute).