Summary of ICODA Ethics Advisory Council Meeting – November 2020

Date: 2 November 2020

Chair: Effy Vayena

Attendees: Pamela Andanda

             Claudia Emerson

             Sharon Kaur

             Graeme Laurie

             Elettra Ronchi

             Andrew Morris (HDR UK)

1.	**Welcome & Introductions**
	EV welcomed members to the first meeting of ICODA's Ethics Advisory Council (EAC). Members introduced themselves, and the breadth of international representation and experience in ethical, legal and governance issues relating to data sharing was highlighted. Andrew Morris provided a high-level overview of the International COVID-19 Data Alliance (ICODA) and its aims. He emphasised ICODA's commitment to building a trustworthy ecosystem and the Alliance principles.
2.	**Role of the EAC and Terms of Reference**
	The EAC provided feedback on the draft Terms of Reference. It was agreed that the EAC's role should be to provide advice and act as a critical friend. It was agreed that the Committee's role might best be described as "to assist in identifying ethical issues". The ICODA team will bring key issues to the Committee, and EAC can probe and ask questions to explore ICODA's proposals in more detail. EAC would not be expected to design operational mechanisms, but would be asked to comment on whether ICODA was learning from best practice examples appropriately when establishing processes.
3.	**ICODA Governance overview**

	The discussion focused on proposals for an Ethics and Governance Framework. Given the rapidly changing context of COVID-19, it was agreed that it would be important to be explicit that the Framework is a responsive, living document that is regularly reviewed.
4.	**Current data governance issues**
	The paper set out ICODA's approach to providing review processes, where data custodians choose to delegate to a central mechanism. These processes would cover both accreditation of researchers and review of project proposals. EAC was asked whether the proposals were appropriate. The Committee agreed that a triage approach for project review of Driver Project 1 was appropriate initially, as part of a pilot phase.