



# CODATA International Data Policy Committee (IDPC)

## Organization and Work Plan 2024

(Version 9.0, 7 April 2025)

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### Introduction

Over the last 15 months the CODATA International Data Policy Committee (IDPC) has reviewed its past activities, engaged new activities, developed an Action Plan for 2023 to 2025, revised its Terms of Reference and its organizational format, and engaged in a structured

recruitment process. The Organizational Framework and Work Plan for 2024 is intended to provide the needed framework to engage the membership and drive the Action Plan during 2024 based on the Action Plan 2023 to 2025.

Firstly, a word of appreciation to the CODATA Executive Committee and the CODATA Secretariat who have guided this process with insight and patience. We also thank the external colleagues and consultants for their advice. Foremost we want to thank the sitting members of the IDPC for their deliberations and hard work that has led to these outcomes as well as the promises for our future work.

### ***The IDPC Composition***

The IDPC is composed as follows:

#### **1. IDPC Chairperson**

The IDPC Chairperson is appointed by the CODATA Executive Committee for a period of three years according to the procedures outlined in the CODATA [Constitution](#) and the CODATA IDPC Membership Policy. The Chairperson provides overall leadership, guides the work of the IDPC, and ensures the smooth and efficient working of the IDPC. The Chairperson is an IDPC member.

#### **2. IDPC Co-chairpersons**

The IDPC Co-chairpersons are nominated by the IDPC Chairperson for a period of one year and approved by the IDPC Committee members. The Co-chairpersons, together with the Chairperson, facilitate the IDPC meetings, provide expert support and direction to IDPC projects, and oversee the IDPC workstreams. Co-chairpersons are IDPC members.

#### **3. IDPC Workstream Leads**

The IDPC Workstream Leads are (self-)nominated from the IDPC membership and lead specific projects or activities of the IDPC. Their work is supported by the Chairperson and one or more Co-chairs. Workstream Leads are IDPC members.

#### **4. IDPC Membership**

The IDPC membership is composed of diverse and knowledgeable individuals who are dedicated to advancing responsible and effective data governance through data policy on a global scale. IDPC members play a vital role in shaping the development of policy studies, research, projects, publications, guidelines, and standards that promote data quality, reliability, and integrity, while upholding the values of Open Science and ethical principles and practices. IDPC members are appointed in their personal capacity and do not represent their or other organizations on the IDPC or in CODATA.

#### **5. IDPC Fellows**

IDPC Fellows are junior scientists and professionals that are mentored by IDPC members, carry out a mentorship program, and engage directly with specific IDPC projects and activities. Fellows are IDPC members. IDPC Fellows are mentored outside of IDPC meetings.

#### **6. IDPC College**

The CODATA IDPC College is composed of young scientists and professionals with an interest in data policy and a willingness to work on specific IDPC College projects or events. Their work is overseen by one or more IDPC members. They may be invited to participate in IDPC meetings, projects, or events. They are not IDPC members. The IDPC College meets

once a month separately from the IDPC meetings. A separate structure and work plan will be established for the IDPC College that will be related to the [IDPC Action Plan 2024-2027](#).

### ***The IDPC Meeting Structure***

The IDPC meets monthly on the second Tuesday and Thursday of each month. Members may attend one or both meetings. The IDPC business (announcements) will be the same for both meetings. The focused discussions may vary. The IDPC monthly meetings are not work meetings. The work of the IDPC is carried out in work streams organized by the Workstream Leads with the support of the Co-chairpersons and the Chairperson.

- Tuesdays from 9:00 to 10:00 (10:00 to 10:30 Tea Garden) CET/CEST (Paris time)
  - Thursdays from 17:00 to 18:00 (18:00 to 18:30 Tea Garden) CET/CEST (Paris time)
- (nb: the times change with Central European daylight savings time)

### **Meeting Format**

#### **Meeting Agendas**

- Meeting Agendas will be sent out on the first Tuesday of each month. The IDPC members as well as the CODATA Executive Committee members and Secretary General may contribute items to the business items (see below).
- The members together with the IDPC Chairperson and Co-Chairpersons will prepare the IDPC Forum Discussion in time for the sending of the agenda.
- No agenda items will be included for the Tea Garden.

#### **IDPC Documents**

An IDPC Document storage will be created on Google Drive. IDPC Monthly Meeting Agenda's and Meeting Notes will be kept on the IDPC Google Drive. The IDPC Workstream Meeting Agenda's and Meeting Notes and Documents will also be managed on the IDPC Google Drive. The IDPC Google Drive will also house other IDPC-related documents or sets of documents.

#### **Business Items** (first 10 minutes):

IDPC business is carried out in the form of announcements in the first ten minutes of the meeting. Discussion of IDPC business is held over to the IDPC Tea Garden.

#### **IDPC Forum Discussion** (50 minutes):

Each meeting focuses on a specific topic for discussion put forward by the IDPC membership. The discussions are organized (perhaps two or three expert speakers/discussants from within or without the IDPC membership) to open the discussion. No more than 20 minutes of presentations, however arranged over a 50-minute period. The topics should be related to the [IDPC Action Plan 2024-2027](#) and may include topics related to IDPC Workstreams. The Focused Discussions can be (co)chaired by any member of the IDPC.

#### **IDPC Tea Garden** (30 minutes):

The IDPC Monthly meeting officially ends after 60 minutes. A 'Tea Garden' is then arranged for (1) discussion on the agenda items introduced during the first 10 minutes and (2) open discussion among those present. Participants decide themselves if they stay for the Tea Garden. There is no expectation for participants to remain.

#### **IDPC Meeting Notes and Recordings**

A notetaker from among the IDPC membership will be assigned for each meeting. The notes will be kept in the rolling notes, to which members can add during or after the meeting. The IDPC will also maintain an AI-generated summary file or other such AI-assisted notetaking for each meeting. The meeting chat will also be saved to the IDPC Google Drive. The meeting notes, AI assisted notes, and meeting chat will not be made public. The meeting recording will be made available for members who could not attend. The meeting recording may be made public (edited or not).

### **IDPC Monthly Meeting Template**

This is an IDPC Monthly Meeting template. It will vary according to the way the IDPC Forum Session is structured by the IDPC Forum (Co)Chairs.

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
00:00	Welcome and Business Items (according to the items listed on the agenda)	IDPC Chairman, Co-Chairpersons, Members
00:10	IDPC Forum Session 1. Introduction to the IDPC Forum Topic (e.g., The Role of Data Policy in Meeting the SDGs)	IDPC Forum (Co)Chairs
00:15	Speaker 1	IDPC or External Speaker
00:20	Forum Discussion	All
00:35	Speakers 2 & 3	IDPC or External Speakers
00:45	IDPC Forum Discussion	All
01:00	Close of the Official Meeting	IDPC Forum (Co)Chairs
01:00	Opening of the Tea Garden Open discussion for all, first addressing any questions or comments on the agenda items	IDPC Chair or Co-chair(s)
01:30	Close of the Tea Garden and End	IDPC Chair or Co-chair(s)

### **IDPC Workstreams 2024**

The IDPC will carry out its work in small manageable workstreams led by Workstream Leads. Each workstream may focus on a specific project, meeting (e.g., a conference, seminar, course) or meeting contribution preparation, publication or contribution to a publication, or the exploration of a specific topic. Under the following headings, individual workstreams will be continued or commence in 2025. Other workstreams may be added according to the membership's interests.

Workstream proposals are to be presented to the IDPC Chairperson and Co-chairpersons for discussion and approval.

Each workstream will be responsible for the following:

- Defining its topic
- Defining its objectives and outcomes
- Defining the timelines for its work
- Defining its working procedures
- Establishing its own meeting days and times (outside of the IDPC Monthly Meetings)

## 1. A handbook on data and AI policy for science and governance

This project will develop a handbook that provides a comprehensive guide addressing the intersection of data, artificial intelligence (AI), science, and governance. The handbook seeks to provide policymakers, scientists, and other stakeholders with actionable guidance on developing robust policies that promote responsible data and AI practices, foster scientific innovation, ensure transparency and accountability, and uphold societal values. Ultimately, the handbook aims to facilitate informed decision-making and effective governance for scientists, institutions, and governmental entities in the rapidly evolving landscape of data and AI. We will approach Springer Nature in the first instance for the publication of this handbook.

The handbook will be composed of short briefs of 2000 to 2500 words / 3 to 5 pages on 10 (currently) topics derived from the IDPC Action Plan 2023-2025. Each topic will be addressed by a separate workstream. A separate workstream will be responsible for editorial oversight of the handbook.

- WS-1.1: A glossary of terms for data and AI policy in science and governance
- WS-1.2: Data governance frameworks for promoting data quality, reliability, and integrity in AI applications  
Data governance frameworks for promoting data quality, reliability, and integrity in AI applications.
- WS-1.3: Defining the role of ethics in data and AI policies  
Ethical considerations in data collection, curation, analysis, and use for AI-enabled scientific research.
- WS-1.4: Crafting responsive data strategies for natural disasters, pandemics, and geopolitical conflicts  
Policy strategies for addressing crisis situations and emergencies in the context of AI technologies
- WS-1.5: The role of data and AI policy in reforming research assessment and science governance  
Policy approaches for promoting interdisciplinary collaboration and knowledge sharing in the field of AI and data science in open science frameworks with advice for integration into academic curricula and research training programs.
- WS-1.6: AI policy for science  
The role of data policy in promoting good governance leading to inclusive, equitable, socially and economically relevant AI technologies and scientific advancements.
- WS-1.7: Data and AI policy in the biosciences  
Policy frameworks for addressing innovation and new technologies in the biosciences, including consent, ethics review, privacy, bias mitigation, and security concerns in AI applications for science and governance.
- WS-1.8: Data and AI policy for scientific publications  
Examining innovative governance models for the responsible and transparent use of AI in scientific communication and publication.

- WS-1.9 Data and AI policy for governance in indigenous and specific populations  
Policy considerations for ensuring the ethical and fair use of AI in handling data related to specific populations, such as indigenous communities.
- WS-1.10: Understanding the role of data and AI policy in addressing crisis/disaster situations  
Policy strategies for addressing crisis situations and emergencies in the context of data processing and AI technologies.
- WS-1.11 Editorial oversight of the handbook