**DIGIT Lab**

**Independent Advisory Board Minutes**

13.05.21

# Attendees:

* Sally Howes - Chair of IAB (non-executive chair and director)
* Yvonne Gallagher (Digital Director, National Audit Office)
* Christine Ashton (Director, Cogventive Limited)
* Malcolm Moore (Technology News Editor, Financial Times)
* Christian Bornfeld (CTO, executive board Vice-Chair, ABN Amro)
* Ajith Parlikad (Reader, Asset Management Group, IFM University of Cambridge)

Extended invitations:

* Stephanie Dey (Project Officer, UKRI/EPSRC Digital Economy Programme)
* Richard Harper (Director of Future Places, Lancaster University)
* Alan Brown (DIGIT Lab Director, University of Exeter)
* Saeema Ahmed-Kristensen (DIGIT Lab Deputy-Director, University of Exeter)
* Roger Maull (EDI Committee Chair, University of Exeter)
* Fran Lumbers (DIGIT Lab Centre Manger, University of Exeter)
* Emma Harrison (DIGIT Lab Administrator, University of Exeter) for minute taking.

Apologies:

* Anthony Finkelstein (President of City, University of London)
* Kristina Shea (Professor, ETH Zurich)

# Chair’s Welcome and Roundtable Introductions

Sally opened the meeting with welcomes, introductions and apologies and outlined the purpose of the IAB.

**Decision: EDI- The IAB will support the DIGIT Lab deliver its EDI objectives and ensure these are embedded in the project’s activities and processes.**

**Action: COI- all members to provide Fran with a list of organisations they are involved to ensure conflicts of interest are identified. FL will collate conflicts of interest.**

**Action: EH will be taking minutes to provide EPSRC with a record of the meeting.**

# Overview of DIGIT (Alan Brown)

An overview of the background and current status of the Centre was provided.

# Governance documents for comment & adoption

IAB Terms of Reference

**Decision: The IAB does not have a responsibility to oversee the financial management of DIGIT Lab. The University of Exeter will oversee all financial management.**

**Decision: Roundtable agreement on document. Approved and adopted.**

**Action: Add an exclusion ensuring IAB’s scope of responsibility doesn’t extend to financial matters**

**Action: Fran to setup communication channel for IAB.**

User Engagement Strategy (UES)

**Decision: Roundtable agreement on document. Approved and adopted.**

**Decision: the UES will be updated as the project progresses and brought back to the next board meeting.**

**Action: Alan Brown to inform Stephanie Dey when industry fellows are recruited.**

Communication Strategy (CS)

**Decision: Roundtable agreement on document. Approved and adopted.**

**Action: Alan will define the ‘audience’ in the next version of the CS.**

**Action: CS will become more detailed as the project progresses and be brought back to the board for the next meeting.**

Key Performance Indicators (KPIs)

**Decision: The KPI document was discussed in detail. There was broad support for the KPIs as well as some points made for development.**

**Decision: The team will produce the next iteration of the document for approval by the IAB by email.**

**Action: Healthy interdisciplinary pool of ECR and DE researchers -more detail to be provided. Research case studies for teaching, and a cadre of impact fellows to provide greater engagement and build the interdisciplinary pool of researchers.**

**Action: Impact case studies to be detailed further in the KPIs.**

**Action: Too many KPIs - DIGIT Lab team to review the KPIs in light of the board’s advice that the number of KPI’s were too high. Alan to present and share with the Chair, a response statement before sharing more widely with the IAB.**

**Action: Include in the KPIs a definition of the term ‘project’.**

**Actions: Dissemination Outcomes target- *Annually 25 outputs published.* Provide the number of publications for both academic and non-academic.**

**Action: Update the document and distribute for e-approval.**

1. EDI Committee Interim Statement (IS) - Presented by Roger Maull

The DIGIT Lab will create EDI principles which will be thought about, used and applied to all our activities from the start.

**Decision: DIGIT Lab’s EDI Principles will be developed in the next few months.**

**Action: Roger as the EDI Committee Chair, will develop the EDI principles with the EDI committee and share with the board at the next meeting.**

# Feedback/Advice on planned centre activities from IAB members

**Decision: the DIGIT Lab team to give further definition on who the project’s audience and stakeholders were as well as what DIGIT Lab’s ambition is. The governance documents and KPI targets would then be updated accordingly.**

# Date of next meeting: Mid-November 2021

* **Action: Fran and Emma to send through invites shortly and advise what communication channel we will be using to share information.**