

IADISC Meeting Minutes
Sunday-Monday, February 5-6, 2006
Location: Minneapolis, USA



Present: Duncan Bolton (EAZA), Frands Carlsen (EAZA), Sue Dubois (AZA), Robert Erhardt (AZA), Nilda Ferer (AZA), Kevin Johnson (ARAZPA) (Chair), Ulrike Rademacher (EAZA)

Hassan Syed, Coralie Andrejka, Kim Hastings, Michele Peters and Galiena Erickson (all from ISIS) also attended.

Welcome

Welcome to everyone, and thanks to ISIS for hosting the meeting for us. Kevin suggested a couple of small changes to the order of the agenda. It was also suggested that we might be able to cover the entire agenda in a single day rather than and day and a half.

Regional Updates

EAZA (Frands and Duncan) – A review of active and inactive members on EADISC has taken place. The current membership is now fifty-four members, representing thirty-seven institutions. There are four members on IADISC, Frands Carlsen, Duncan Bolton, Ulrike Rademacher and Sandra Silinski. This will be reviewed. A number of EADISC members were trained on the ZIMS report development process during the EAZA meeting in September. Around twenty-two EADISC members participated in five major ZIMS meetings during the past year, including data standards workshops, SUC workshops and deployment planning. The region has 4 early adopter institutions, two alpha and two beta. The EAZA data quality campaign and data clean up process is well under way, being lead by Dave Brunger from the Chester Zoo. Finally the Genetic relatedness Demonstration Tool was completed by ZSL in August 2005. This tool will be a useful precursor to the ZIMS group management development, integrating with population management and general group recording methods

AZA (Sue) – Sue and Nilda hope to have an assessment of AZA participation in the ZIMS project over the next couple of days. The AZA ADISC will be meeting in September at the AZA conference. Paul Boyle (WCS) took over the role of Chair for the AZA ADISC. The ADISC submitted a proposal for a CEF grant for ADISC travel, but unfortunately this was not approved. The annual AZA IT meeting was held in Florida late last year, with the main focus being getting ready for ZIMS. People were very pleased to see the progress to date. Sue also provided an overview of possible training options in the AZA region. The following table shows AZA ADISC SME participation in ZIMS workshops (this was submitted after the meeting):

Data Standards Workshops

Rotterdam – 14 SMEs

Orlando (May 2005) – 33 SMEs

BUC /SUC Workshops

Toronto (Feb 7-11 2005) – 16 SMEs

Toronto (March 7-11) – 6 SMEs

Toronto (August 22-26) – (core) 11 SMEs

Toronto 9 (Sept. 26-30) – (vet) 19 SMEs

Minnesota Construction Walkthrough (Feb 1-3) – 12 SMEs

Reports, Data Standards & Forum Participation

Reports Champions – 15 SMEs processing 42 reports (Sample Focus Group is doing an additional 43 reports)

Data Standards Champions – 31 SMEs are processing 94 standards

ZIMS Forum Active members – 79 SMEs

Focus Group Leads – 12 SMEs

Focus Group SME'S – 75 SMEs (hard to determine actual participation)

ARAZPA (Kevin) – ADISC still has twenty members. Membership will be reviewed along the lines of the other ADISCs, to ensure that the members are still focused. Two ARAZPA ADISC members, John Inkson and Kevin Johnson are on IADISC. No meetings held during the year. There has always been a lack of participation from members, and the communication is still very much a one-way flow. The region has forty-

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five Subject Matter Experts (SMEs) who have been involved in the project to date. Five SMEs have been involved in the four SUC workshops in Toronto, and on the focus groups, and drafting and reviewing report and data standards. We have two early adopter institutions in the region, and we will very likely be using ADISC for support and training in the region. We have already started to think about regional training and deployment options, assuming that ISIS might be the worse case scenario financially. The regional data cleanup progressing well, with ARAZPA scores on the ISIS web site above the ISIS average for all three scores.

IADISC Membership

Discussion about involvement on IADISC from regions other than the ones that have formal ADISCs – how can we encourage wider involvement from the other regions? We need to ensure that we continue to send communications to them, and possibly ask for additional people to be on the committee from these regions. Hassan noted that many of these regions are the ones with language challenges. Robert noted that as the project develops some of these regions will become more involved. Maybe we could involve people in language translation?

Michele suggested that we could add an IADISC update to each of the ISIS Newsletters – Kevin to provide. Michele to check that all the IADISC members are receiving the ISIS Newsletter. Kevin to forward list to Michele.

Changes to IADISC membership – We wrote to EARAZA (Eurasian Association of Zoos & Aquaria) a few months ago, and invited their participation in IADISC – to date, we have not had a response from them. We had several emails with Rosamira Guillen, who is the President of ACOPAZOA (Colombian Association of Zoos and Aquariums). Rosamira has now joined IADISC, representing her region.

ZIMS Project Timeline Review

Project timeline update - Hassan gave us an update on the project timeline. He noted that we have a timeline prepared, but we have recently found out from CGI that there will be some delays with the project, but at this stage, we do not know how long the delays will be. The timeline therefore, will need to be adjusted.

User Acceptance Testing (UAT) – Hassan presented an overview of the UAT process, and noted that we are not certain of the starting date for each cycle at this stage. We are currently planning to start in April, and continue through to June. Testing will involve six parts:

- Business function testing: e.g. the ability to record a birth
- Administrative function testing: e.g. the ability to create users
- Integration testing: e.g. the ability to integrate an animal's record across functional areas, such as scheduling x-rays, collecting samples, breeding throughout its life
- Performance testing: e.g. time required for screens to load
- Security testing: e.g. stability of system against deliberate hacking
- Usability testing: e.g. can novice users use it

Deployment – A deployment guide is available on the Work In Progress portal for people to view, at <https://zims.isis.org/sites/Develop/WIP/Shared%20Documents/Deployment%20Documents/Deployment%20Guide/Deployment%20Guide%201.07.doc> It is high level, and doesn't contain a great deal of detail. The final deployment plan will depend on financial resources.

Training – ZIMS training will include:

- Types of Training for Alpha Adopters
 - Introductory Walkthrough (I and II)
 - UAT Training
 - In-house training
 - On-site support for limited time
 - Support hot-line
- Types of Training for Beta Adopters

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- Classroom training
- On-line help
- Self-paced learning
- Support hot-line
- Workshops
 - February Walkthrough
 - March Walkthrough
 - UAT Training in April (Delayed)
- In-house training
 - On-site deployment specialist (individually scheduled)
 - On-site support (Individually scheduled)

Data Migration – All the data mapping has been done for ARKS, SPARKS and MedARKS. Discussions happening with CGI about how we will synchronize data during the period after ZIMS being deployed, and while some ISIS members are still using ARKS 4. Alpha and beta testers will be testing using their own migrated data. There is a migration strategy document on the WIP portal with additional detail in it: [https://zims.isis.org/sites/Develop/WIP/Shared%20Documents/Data%20Documents/Data%20Migration%20Strategy%20May%2012%20Release%20\(3.00\)/ZIMS%20JN002-OT-Data%20Migration%20Strategy%20v03.00.doc](https://zims.isis.org/sites/Develop/WIP/Shared%20Documents/Data%20Documents/Data%20Migration%20Strategy%20May%2012%20Release%20(3.00)/ZIMS%20JN002-OT-Data%20Migration%20Strategy%20v03.00.doc)

Hosting – A Request For Proposal (RFP) will be released in a couple of weeks time to locate a company who will host the ZIMS application. Hosting will depend very much on the resources we have available for hosting. The possibility of ZIMS being hosted by ISIS was also mentioned.

IADISC Officers

Committee positions - We have not had people in the roles of Vice Chair or Secretary for over a year now. Noted that the position of Secretary may not actually be required. Kevin will draft a change to the Bylaws to reflect this.

There was discussion on how the workload of IADISC might better be shared, and it was proposed that an IADISC Executive Committee would be formed. This would include the Chairs and Vice-Chairs of each of the established regional ADISCs. Currently, this would be:

Name	Association
John Inkson	ARAZPA
Kevin Johnson	ARAZPA
Paul Boyle	AZA
Sue DuBois	AZA
Duncan Bolton	EAZA
Frands Carlsen	EAZA

The Executive Committee would be able to make rapid decisions on behalf of IADISC, if required, and would be available to share IADISC's workload. This proposal was formally put forward by Robert and seconded by Sue. Everyone agreed. Kevin will draft an appropriate change to the Bylaws and circulate for comment.

Sue suggested that it would be great for Nilda to be an additional Vice-Chair on AZA's ADISC (and thus on the Executive Committee). AZA's ADISC will follow up on this and advise us accordingly.

Chair position – Kevin has held this position for the past year. Apologized for missing a few deadlines, and asked for additional feedback on performance. It was agreed by all that Kevin should stay in this position for the coming year. It was also recommended that the Chair make use of the newly-formed Executive Committee, and delegate tasks to them.

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Next IADISC Meeting

Meeting Location/ Dates – It was felt by all that the next meeting should be in about six months time, and ideally, held in conjunction with another meeting to try to reduce travel costs. Possibilities include WAZA meetings in Leipzig in August, with the UAT training session in Minneapolis in May-June, or reviewing Woodland Park Zoo's previous offer of hosting a meeting. It was decided to have the meeting right after the UAT training meeting. We will have a half-day break after the UAT meeting, followed by a one and a half day IADISC meeting.

Consideration should be given to inviting additional people to the next meeting who are not necessarily IADISC members, but who could provide additional advice, e.g. people involved in training. We should try to include someone from South America or Japan to ensure that we meet their requirements for training. We should consider including a half-day session with the ISIS support staff to look at ways that IADISC could play a role in mentoring and hand-holding of alpha and beta adopters. People involved in ZIMS training and deployment should be invited to update us on the progress. IADISC should be having involvement in the development of these plans between now and then.

It was also suggested that we should formally approach WAZA and hold our meetings in conjunction with the WAZA meetings, however these meetings already run for more than a week, and this makes things a little difficult. Is there a possibility of having our meetings in conjunction with other regional association meetings?

Communications

All agreed that communication is essential to ensure the continued success of the project, especially with regards to training and deployment.

System Use Case (SUC) Review Process

Focus Groups' involvement in SUC Review Process – Four of the focus groups will help us with the review of some of the SUC documents. They will check that business requirements, rules and functionality were properly captured in the page layouts, and that all focus group related functional requirements in the ZIMS Discovery Document, Business Use Cases and Page Layouts exist and flow properly without missing any important steps or data entry.

ISIS staff have been working with the focus group leads to set up suitable times for holding Webex meetings to review the SUC documents. The SUC documents are now complete and are available as pdf files on the public ZIMS portal at:

<https://zims.isis.org/sites/zims/System%20Use%20Cases%20%20PDF/Forms/AllItems.aspx> Hassan noted that the review of the SUC documents will only be a partial review – we do not have the resources or the skills within the SMEs to undertake a complete review. It was also noted that the Sampling Focus Group have done a huge amount of work and it would be good to ensure that their critical SUCs are reviewed and checked. Review will include business use cases, data standards and business functions.

Reports – We have undertaken a review of the status of ZIMS reports development. It looks like some of the status levels on the portal might not be completely up to date. ISIS will review the status of all reports. ISIS and IADISC will then do a review of the priority reports to determine the highest priority ones, and ensure that they get written. It was noted that the number of hours that SMEs have been contributing have decreased over the past few months, and we are about to ask them to do lots of additional work in the coming few months. CGI require the report specifications as soon as possible, in order for them to be included in the first release of ZIMS.

We should ensure that draft report specifications that are almost complete should be finished as soon as possible and passed to CGI, along with the finished reports. There are approximately 16-20 entities in the application, and we should ensure that we have at list one report that will list each of the entities (a list of enclosures, a list of specimens etc.).

Hassan also reminded us that the report builder tool in ZIMS will be relatively easy to use and therefore ISIS and ISIS-member institutions will be able to build new and modify existing reports after ZIMS has been deployed. A small group of people will be trained in using this tool.

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Data Standards

Electronic Review Process for standards – We have undertaken a review of the status of ZIMS data standards development. It looks like some of the status levels on the portal might not be completely up to date. ISIS will review the status of all data standards. CGI will require all data standards in the near future in order to include them in the screens. This means we have a lot of work ahead of us, most of which will fall on the SMEs, many of whom are overloaded already.

Contested standards - There are a number of data standards that were contested during the voting process. We reviewed each of these, and suggested a suitable process for attempting to resolve all of them. In most cases, this will require that the document champion works with those SMEs who took part in the review and voting process to further discuss the issues. It might be useful to provide access to Webex meetings for these standards champions, so they can discuss the issues in a group situation. We will need to deal with these by March 15th.

There are a number of data standards champions that we have not heard from for some time. We need to follow up on these, and if they are unable to complete their data standards, we should seek an alternative champion.

Continuing data standards development – We will need to establish a process for adding new values to the standards after deployment – these will be suggested by individual institutions, but we need a process for community review of these. It was suggested that we could use the ZIMS Oversight Committee (see below), who could seek advice from the document champion and specific SMEs as required. This should include the people who reviewed the document on the forum.

Early Adopters

IADISC's role (if any) with Alpha and Beta Early Adopters – Depending on the state of ISIS finances during the coming year, there could be a role for mentoring and hand-holding alpha and beta adopter institutions. We should set up a Frequently Asked Questions (FAQ) section on the ZIMS portal. IADISC will set up and manage a question and answer area on the forum for early adopters. (IADISC members could act as “super SMEs” to monitor and answer topics that are posted on the forum). ISIS will manage the FAQ area on the portal.

Deployment

Deployment in various regions – This discussion was deferred to the next meeting. At this time, the deployment plan will be more complete, and we will have a better idea of the resources available to us. ADISCs have already started thinking about how deployment might be achieved in their respective regions.

ZIMS Project Risk Management Review

Funding – There were two major disappointments in November/December. One was that the “Special Opportunity” Packard Foundation grant funds discussed earlier were limited to \$100,000 or less. This is much less than we had thought. The other was news that our almost-expected US legislative appropriation have disappeared. On the good news side, approximately \$600,000 in ISIS-member pledges came in during 2005 as expected. There are a number of new funding opportunities that are being pursued, and IADISC members are encouraged to also consider any possible avenues for ZIMS funding. It was noted that we should also look for funding opportunities to support IADISC travel and meetings, including support from regional associations.

We need immediate funding for:

- building consensus on data standards
- travel to IADISC meetings
- hosting regional training workshops.

ISIS staff might also be available to assist with grant-writing if required.

It was also noted that there are standards bodies who charge for their services, and that this might be an option in the future for IADISC.

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We did not review the remaining items in the Risk Management Document, but noted that it was available from the ZIMS portal at:

<https://zims.isis.org/sites/Develop/Core/ZIMS%20Core%20Documents/Risk%20Management/ZIMS%20Risk%20Management%20Plan.doc>

IADISC Strategic Planning

Six month – 1 year plan – In the short-term, the plan is to achieve the tasks in the list below. Plans for the medium-longer term will depend on the potential delays we are facing with the project. Further discussion was postponed until the next meeting, when we will have a much better idea of the timeline and resources available for training and deployment. By that stage, the data standards, reports and SUC development review processes should be well and truly over, and we will be in a better position to plan for the coming year.

Summary and Task Review

Report to CBSG/WAZA/ISIS Board – Kevin will draft a report for the ISIS Board on the achievements of IADISC and the regional ADISCs during the past year. This report should also be presented at the annual CBSG/WAZA meetings.

Review Task list – three items were on the task list from the previous IADISC meeting. These have all been carried forward to the task list below. A number of items have been added to the task list during this meeting, and responsibilities and due dates were added to all of them.

Other Issues

ZIMS Oversight Committee – IADISC had previously been asked to comment on the formation of a ZIMS Oversight Committee. The proposal is for a three person rapid ZIMS decision making team to make fast and final screen, report, and other detailed decisions wherever they are needed (in collaboration with the ZIMS program developers) as the ZIMS project moves to final construction and testing. It was proposed that the three people on this committee would be the Chair of ISIS' Science Advisory Committee (Jon Ballou), the Chair of IADISC (Kevin Johnson) and an ISIS staff person (yet to be decided). IADISC had recommended that a fourth person be added to the committee to represent veterinary issues. AZA's ADISC has been asked to draw up a short list of potential vets, and seek input from the American Association of Zoo Veterinarians, to decide on a suitable candidate for the role.

Coralie mentioned that she had found it very beneficial to be included in the meeting, as she was able to learn a lot more about our goals and our processes.

Wrap-up

Kevin thanked the participants for coming to the meeting, and thanked ISIS and the ISIS staff for hosting the meeting for us.

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Task list

Task	Date due	Responsibility	Status
ISIS to review status of reports specifications and update the data on the portal accordingly.	14 Feb	HS	
IADISC and ISIS to generate a list of priority reports.	28 Feb	DB, KJ, PS, CA	
Target focus groups and/or individuals and plead for help with writing report specifications.	21 Feb	ISIS, KJ	
Maybe schedule a Webex to train people in drafting report specifications.			
Meet with ISIS to ensure report and data standards document management process continues.	8 Feb	KJ	Done
Finished report specifications should be sent to CGI.	15 Feb	CA	
Report specification review group to develop a list of standard parameters that need to be applied to all reports.	15 Feb	DB, KJ, PS, CA	
Review contested data standards and attempt to resolve them all. ISIS staff to communicate with data standards champions to help resolve these.	15 Mar	ISIS, SMEs	
Contact data standards champions that we have not heard from in some time, and request completed standards, or a new champion.	21 Feb	ISIS, KJ	/ Done
Include IADISC updates in future ISIS Newsletters.	On-going	KJ	Underway
Send the ZIMS glossary to ISIS to update with standards terms, screen terminology etc. and make this available on the portal.	15 Feb	KJ / CA	Done /
Send IADISC email list to MP for adding to ISIS News mailing list.	14 Feb	KJ	Done
Identify some key trainers within a variety of regions (KJ to speak with Lorne Roberts). Sally Walker is keen to assist here.	ASAP	All	
Draft appropriate changes to the IADISC Bylaws to include the new Executive Committee.	21 Feb	KJ	
Setup a discussion area for Early Adopters on the ZIMS Forum. Notify the early adopter project managers that it is there.	14 Feb	KJ/MP	Done
IADISC members (especially Executive Committee) to monitor the early adopter discussion forum, and post replies to questions if required.	On-going	All	
ADISC Chairs to review memberships of their respective ADISCs and then update the lists on the IADISC web site.	7 Mar	PB/NF, KJ DB/FC	
IADISC members to notify Michele if they are attending key regional meetings.	21 Feb	All	
Produce ISIS Board meeting report by end of April – send to Kim Hastings.	30 Apr	KJ	
ADISC Chairs to communicate results of IADISC meeting to their respective ADISCs.	7 Mar	ADISC Chairs	
Finish and circulate IADISC meeting minutes for review.	21 Feb	KJ	Done
Add ZIMS Project Update link to IADISC web site and link to ISIS Newsletters page.	15 Feb	KJ	Done
Review IADISC mission statement with regards to changing it in line with the long-term direction of the group. KJ to circulate existing mission statement to IADISC.	28 Feb	All	
Talk with Wenlei Fang to merge Paul Q's volunteer list with the IADISC one (in the IADISC format) to update the master list. ADISCs to then review the merged list and update it. Fields should be added for Active / Inactive and Contributed / Didn't contribute.	8 Feb	SD, WF	Done
Modify structure of SME page on the IADISC website to include additional meetings. Wenlei Fang to send structure changes to SD.	7 Apr	SD, WF	