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LDaCA Onboarding Process

Initial Contact Checklist

- ☐ Introduce LDaCA - who we are and what we do
    - ☐ Explain goals and purposes of LDaCA
    - ☐ Explain benefits of collaboration
    - ☐ Explain LDaCA portal / interface functionality
- ☐ Identify Data Steward
- ☐ Explore the current situation of this data - are you ready for onboarding?
    - ☐ Is there sensitive data involved?
    - ☐ Is there sensitive metadata involved?
    - ☐ Is there a current license which applies to the data?
    - ☐ Is the data published (available) currently?
    - ☐ Is the data sustainably hosted?
      (If not, discuss collaborative development of hosting strategy)
- ☐ Discuss needs/goals in relation to this data with reference to FAIR and CARE principles of data governance
    - ☐ Review use cases for the data
    - ☐ Review needs for data discovery and access
- ☐ Schedule the next meeting to work on the Work Plan