

Research Information and IT Services Group (RIISG)

Minutes of the 3rd meeting of 2016-17 held on Thursday 25th May 2017
Room G01, Taviton Street

Attendees: David Price (DP) – Chair, Phil Luthert (PL), Paul Ayris (PA), Karen Sergiou (KS), Clare Gryce (CG), Declan Chard (DC), Desmond McMorrow (DMc), Ed Manley (EM), Melissa Terras (MT)

Apologies: Jonathan Tennyson (JT), Mark Emberton (ME), Graham Hart (GH), Geraint Rees (GR), Tony Kenyon (TK), Peter John (PJ), Richard Moorhead (RM), Peter John (PJ)

In Attendance: Eva Pombo - minute taker (EP), Mike Atkins (MA)

1. Welcome and Introductions

1.1 David Price welcomed everyone to the meeting and Introductions were made round the table.

2. Minutes of last meeting and Review of Action List

(See paper – 07-03-17 RIISG Minutes Draft for approval.docx)

2.1 The group approved the minutes from the last meeting that took place on the 7th March 2017.

2.2 The list of open actions was reviewed, progress noted and status updated in the table appended below.

3. Reports from Chairs of Sub-Groups

Research Delivery – eResearch Domain (Phil Luthert)

3.1 The domain Executive had been facilitating institutional responses to various EPSRC and MRC calls including the recent call for Research Software Engineering Fellowships.

There are plans to establish two Working Groups: Big Data, Algorithms and Ethics (led by Sophia Olhede), and other looking at access and licensing for external Datasets (currently being scoped). The need for Library Services and the Dept. of Information Studies to be involved in the data group was noted.

3.2 There is also a plan to establish a Training Working Group.

Research Outputs – (Paul Ayris)

- 3.3 The final report from the Digital Curation Centre (DCC) on UCL's research data management readiness has been received. Work will be starting on reviewing the recommendations and taking forward implementation, over the summer.
- 3.4 There have been some recent technical issues relating to the Open Access monitor - colleagues from Library Services, RITS and OVPR are working together to resolve.
- 3.5 There have also been some challenges related to the migration of full texts from IoE. The RPS Working Group is going to be reconfigured to ensure that robust processes are in place to identify and respond to operational issues arising more effectively.
- 3.6 The LEARN project has its final conference in June, hosted by UCL.
- 3.7 A question was raised regarding engagement of 'non-users' of research data management processes and services – PA explained that this will be looked at as part of the DCC report review.
- 3.8 It was asked how UCL will be able to monitor compliance against RDM policy. PA and CG responded that the development of online Data Management Plans, currently in progress, will provide capability that could be integrated with Worktribe.

Research Management – (Karen Sergiou)

- 3.9 KS reported that the Worktribe/PAGS project is progressing well and that the Contracts module will be rolled out in the autumn.
- 3.10 The need for a 'Research Operations Board' has been noted by members of the group in discussion with other related stakeholders, to progress discussion on more challenging issues including those where there is no clear ownership of a business process or service, such as the Equipment Catalogue.

4. Report from Director of Research IT Services

(Verbal report from Clare Gryce)

- 4.1 CG reported Peter Maccallum is the new Head of Research Computing; he has been in post since the 13th February 2017.
- 4.2 CG reported that the project to launch the EPSRC funded Materials and Molecular Modelling hub is progressing well and the new service is scheduled to enter service in June.
- 4.3 CG informed the group that James Wilson has developed a Vision and Roadmap for the development of Research Data Services that will be communicated to the community over the summer.
- 4.4 CG notified the group that James Hetherington has commenced a part time secondment to the Alan Turing Institute as Head of Research Software Engineering. This appointment represents a great opportunity for RITS to forge a close working relationship with its equivalent teams and functions in the ATI.

5. 2016/17 Capital Projects Programme

(See spreadsheet: Research IT 16-17 Programme Report 170515 v2.xlsx)

- 5.1 CG and MA presented the report to the group; all 11 active projects are 'green'.
- 5.2 CG reported a forecasted underspend of approximately £70/80K on the overall project portfolio which will be allocated to a list of small works that will add value to existing services.

6. 2017/18 Capital Investment Programme

(Summary spreadsheet: 17-18 research IT project portfolio proposal RIISG 25May17.xlsx / Zip file of all proposals: Research IT 17-18 proposals.zip)

6.1 CG presented the proposed 2017/18 Capital Investment Programme to the Group with a total value of £3,107 million. She explained the proposed approach to manage the portfolio within £2,750 budget, and that further analysis and planning would take over the summer. The group approved the proposal.

ACTION 19: CG to report back on revisions to project portfolio following analysis during project start-up.

Actions

(Closed actions will be deleted after one meeting)

Action Number	Meeting raised	Minute item	Owner	Action	Status	Notes
17	7-March-17	4.4	PA CG	To develop a roadmap to promote RDM best practice	Open	25/05/17: PA to take this action forward jointly with CG.
18	7-March-17	5.3	CG	To consider how unmet training needs could be measured	Open	<i>25/05/17: not yet progressed</i>
19	25-May-17	7.1	CG	CG to report back on revisions to project portfolio following analysis during project start-up.	Open	25/05/17: action opened