Research Management Sub-Group

Minutes of the meeting held on Monday 26th September 2016
Podium 103, 1 Eversholt Street

Attendees: Karen Sergiou (KS) – Chair, Andrew Cooper (AC), Adrian Deeny (AD), Clare Gryce (CG), Graham Hunt (GH), Sinead Kennedy (SK), Tony Kenyon (TK), Krista Macmillan (KM), Richard Sharp (RS)

Apologies: Edna Murphy (EM), Jonathan Schott (JS), Melissa Terras (MT), Jason Warren (JW)

In Attendance: Eva Pombo- secretary (EP)

1. Welcome and Introductions

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

2. New Governance Structure and Terms of Reference

   (See paper – RITS Governance arrangements.pdf)

   2.1 CG reported the changes to governance arrangements for Research IT Services. The new structure prevents overlapping (excepting some ISD staff) but there are no changes to the services provided.

   2.2 It was agreed Dr Anne Mortimer (OVPE, Director of Planning) will be included in the membership of this group.

   2.3 KS noted the management systems need to be connected to the research data and stated it needs to be reflected in the Terms of Reference.

   **ACTION:** CG and GH to make amendments to the Terms of Reference which they will then circulate to the group

3. Research Management Group

   (Scope of projects and services group advises on how group can help in identification and prioritisation of new projects)

   3.1 It was highlighted on some occasion, projects do not fall in one of the ISD ‘domains’ where IT capital funding is allocated and services governed. These projects will then be picked up by one domain and championed.
3.2 GH presented to the group the services in scope and clarified quite often the service component is the common reference instead of the service name. The service name shows that the service is the actual need (e.g. Research Profiles) where as the component is only the current means of delivery of that service (e.g. Iris).

3.3 GH outlined the projects that fall within the oversight remit of the Research Management Sub-Group for financial year 2016/17: PAGS, Ethics Review and LAMIS.

3.4 PAGS: KS informed the group of the current work on post award processing within Worktribe. She highlighted the recent visit to Edinburgh University and Heriot-Watt. KS outlined her preference for changes in the MyFinance system to allow better ability to view research spend and to maintain that Worktribe be placed as a system to allow “balance only” viewing.

3.5 PAGS: GH informed the group there is a budget of £787K and highlighted the objective to build on UCL’s investment of the Worktribe Research Management service with additional services for Post Award and Contracts management.

3.6 Ethics Review: GH stated this project will work in concert with the Research Ethics Process Pilot project. He highlighted the need to determine the development requirements irrespective of potential vendor. However it may be necessary to manage development, delivery, testing and implementation in conjunction with continuous development and implementation of the Worktribe Research Management solution if Worktribe is considered a practical solution.

3.7 LAMIS: GH highlighted at present there are no funds for this project from RIISG, this year Biological Services are providing all funds. It is not clear if it should be funded by RITS or the Administrative domain but it should be part of the IT portfolio due to the resources it is consuming in ISD. This year the project will support completion of LAMIS Phase V, which will complete necessary functionality for LAMIS to cover UCL’s critical animal management and compliance needs. Additional sources of funding are being investigated. It was agreed to give a sense of direction of this project in the next RMG meeting.

4. Research Management Portfolio
   (Presentation and verbal report from Graham Hunt/Clare Gryce. Outline of projects underway this year)

4.1 CG informed the group there is an allocation of £2.6 million and a total of £3.086 million planned. She highlighted the confidence of achieving the objectives with the current allocation believing some projects will defer some payments into the next financial year once they are fully scoped and planned. CG stated there will be an agenda item in the spring Research Management Sub-Group meeting to discuss the long-term RITS strategy.

4.2 The group discussed options to create awareness of this group and highlighted the need to form a user group as a conduit of opinions

   **ACTION:** KS to facilitate a User Group meeting as part of the Worktribe Implementation work – scheduled for November.

   **ACTION:** KS to invite a member of central planning to the next RMG meeting.

5. AOB and date of next meeting
5.1 The date of the next meeting needs to be arranged. It was agreed it would be organised at the beginning of February 2017.
### Actions

*(Closed actions will be deleted after one meeting)*

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<th>Action Number</th>
<th>Meeting raised</th>
<th>Minute item</th>
<th>Owner</th>
<th>Action</th>
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<td>1</td>
<td>26-Sept-16</td>
<td>2.3</td>
<td>CG/GH</td>
<td>CG and GH will make amendments to the Terms of Reference and they will be circulated to the group.</td>
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<td>26-Sept-16</td>
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<td>KS</td>
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