RESEARCH INFORMATION & IT SERVICES GOVERNANCE GROUP (RIISG)

Minutes
Monday 27th October 2014, 11.30-1pm
Rooms 103 & 104 Podium Building

Chair:
David Price [DP]

Present:
Paul Ayris [PA]; Jon Butterworth [JBU]; Andrew Clark [AC]; Peter Coveney [PC]; Spiros Denaxas [SD]; Clare Gryce [CG] (deputising for GM); Alan Johnston [AJ]; Sinead Kennedy [SK]; Nick Luscombe [NL]; Jacky Pallas [JP]; Andrea Townsend-Nicholson [ATN]

Apologies:
John Brodholt [JB]; Richard Catlow [RC]; Oliver Duke-Williams [ODW]; Anthony Finkelstein [AF]; Graham Hunt [GH]; Dipak Kalra [DK]; Nik Kaltsoyannis [NK]; Gavin McLachlan [GM]; Angelos Michaelides [AM];

In attendance:
Corrinne Frazzoni [CF] (Minutes); Max Wilkinson [MW]

Minutes

1. Approval of Minutes of previous meeting and matters arising [Chair]

The Chair welcomed the group to the meeting and apologies were noted.

New members: Spiros Denaxas (Institute of Health Informatics) and Nick Luscombe (UCL Genetics Institute) had now joined the RIISG.

Departing members: David Balding and Marek Zeibart had both stepped down from the RIISG since the previous meeting.

The minutes of the previous meeting held on 2nd June 2014 were approved. The Action Points from the previous meeting were reviewed and amended as per the attached Action Sheet.

2. IT Governance & value of governance meetings, RIISG ToR Review [CG]

CG presented a reminder of the RIISG ToR and the Group discussed the value of the governance meetings at a faculty-wide level:

Existing ToR:
- Discuss and agree broad Research IT Strategy – focusing on mid-term and long-term strategy and broad roadmaps.
- Suggest broad area of strategy to the working groups for detailed consideration & planning.
- Monitoring the effective delivery and operation of Research Information & IT Services.
- Seek to continually improve the relevance, cost efficiency and efficacy of RITS Services.
- Create as needed, and receive and agree feedback from any groups established on a particular subject area – such as the Research Computing Platforms Group.
- Receive feedback, reports and links from various UCL and other groups (such as the Thomas Young Centre and Computational Biology) and establish how these relate to and may affect the Research IT plans.
- Develop a roadmap for the evolution and enhancement of the services in a way which is aligned with UCL’s Research Strategy and plans.
• From the recommendation presented by the Research IT Executive to determine which projects (otherwise known as ‘bids’) related to Research Information & IT Services are included in the domain’s project portfolio for the forthcoming year. To ensure, in this review, that what we are doing in the short term is aligned against the long term plan and strategy. Send this approved final straw man to the ISGC.

• From the Executive Board’s recommendation on capital projects, to discuss the risks and to either accept or challenge the risk.

• Oversight of projects aimed at changing existing services or adding new services.

• Receive any project or policy escalations sent from the Executive board.

• To be the senior advocate group prioritising the critical IT needed to support and grow research at UCL.

**ACTION:** GM to discuss initially with DP; DP to then discuss with Mike Cope the need for the Chairs of the IT Domain Groups (ISGC) to meet outside main SMT meeting. [GM/DP]

**ACTION:** Minutes of ISCG meetings to be included in papers for RIISG. [GM]

**ACTION:** Distill current ToR down to 5 bullet points. [GM/CG]

**ACTION:** Schedule additional RIISG meeting focusing on School/Faculty concerns and ambitions relating to Research IT, to take place before next RIISG. [CF/GM]

**ACTION:** Update existing document providing overview of membership and ToR for all RIISG governance groups, and distribute to all groups with explanatory note. [GM/CG]

**ACTION:** Email all Deans soliciting bullet-pointed comment and advice with respect to Action 4 above, also including document at Action 5, and with specific request for input on eLab Notebooks proposal. GM/CG to prepare email for DP to send. [GM/CG/DP]

3. **FY 2015/16 “First look” Budgets allocation (following discussion at the Research IT Executive) [CG]**

CG presented proposed budget allocations for 2015/16.

**ACTION:** Drive for uplift to budget to respond to LAMIS compliance risks. [GM]

4. **HPC strategy and Service strategy [CG]**

CG presented an overview of HPC and service strategy.

**HPC strategy**

• Scalable facilities
  - Capability to absorb grant income
  - Pricing framework

• Succession plan
  - Legion and new facility
  - Reliable budget forecasting needed
  - Hosting options
  - Dual-facility model?

• Governance oversight of large-scale strategic Consortia

**Major HPC Refresh Project**

• FY 15/16 Budget = £1,500,000 (may include other RC initiatives, and DC or network capital work)
  - 14/15: £525k
  - 15/16: £1.5m

• Objectives
  - Establish new scalable (offsite) facility
  - De-commission old technology
  - Replace CfI services as needed
  - Maintain overall capacity

• Status
  - Start-up
  - Project Board representative from SLMS TBC

**Service ‘Wrap’ Strategy**
• Increase capacity for collaboration/R&D
  - Efficient and flexible working practices
  - Automation
• Continual improvement of support processes
  - Online
  - Drop-ins
  - Facilitation
• Training: capacity and capability
  - New courses
  - New delivery methods
• Maximise UCL use of national/international facilities
• Promote end-to-end use of RITS services

Impacts and Outcomes
• Data gathering
  - Grant income
  - Publications
• Promotion
• Relationship to Research Applications

• Issues raised:
  - Impact should be tracked for grant income purposes
  - What do people get out of the service wrap e.g. training, support
  - Need to promote the outcomes to wider UCL

5. Research IT Applications Strategy

14/15 Services in place
• Research Profiles
• Research Publications
• Research Equipment
• Research Reporting
• Animal Welfare

15/16 Services expected
• Research Profiles
• Research Publications
• Research Equipment
• Research Reporting
• Animal Welfare
• Impact Curation
• RIM (PAGS)

Projects 14/15
• PAGS (RIM Phase 1)
• LAMIS
• Research Impact Curation
• Open Access Support
• IRIS
• (Not being run as project, additional BAU funding only)

15/16 Projects (TBC)
• LAMIS
• RIM (Phase 2)
• Studentships?
• Ethics approval?
• Open Access Support
• eLabNotebook (Research/Teaching collaboration?)
• IRIS++
• Research Equipment
• Internal fund management system

6. Research IT Department futures and resource allocations [CG]
CG presented an overview of RITS current staffing and future vision.

The issue was raised of clarification of the role of IT for SLMS in relation to RITS.

**ACTION:** Role of IT for SLMS in relation to RITS to be clarified. GM to discuss with DP in first instance.

7. Research IT services report (results and comments) [CG]

8. AOB

There was no other business.

9. Next meeting

The next RIISG meeting will be held on Monday 16th February 2015 from 2-4pm.

An additional extraordinary meeting will be scheduled before that date as noted in Item 2 above.
List of Current Actions

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

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Date</th>
<th>Minute item</th>
<th>Owner</th>
<th>Action</th>
<th>Status</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1</td>
<td>24.01.12</td>
<td>1.5.7</td>
<td>GM</td>
<td>Research Network – Gavin McLachlan to deliver a report on the current and future planning Research Network and Research Network Strategy</td>
<td>Ongoing</td>
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<tr>
<td>4</td>
<td>20.01.14</td>
<td>7.2</td>
<td>GM</td>
<td>Three year strategy plan – Gavin McLachlan to produce a summary paragraph for each major project with a revised Strategy paper to be sent to RIISG &amp; Vice Dean for Research for comment</td>
<td>Ongoing</td>
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<tr>
<td>5</td>
<td>02.06.14</td>
<td>4</td>
<td>GM</td>
<td>Research IT draft proposed programme of work for FY 2014/15: GM to revise scope of description</td>
<td>Ongoing</td>
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<tr>
<td>6</td>
<td>27.10.14</td>
<td>2</td>
<td>GM</td>
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