Research Information and IT Services Group (RIISG)

Minutes of the meeting held on Wednesday 25\textsuperscript{th} May 2016
Room G01, Taviton Street

\textbf{Attendees}: David Price (DP) – Chair, Nick Brook (NB), Clare Gryce (CG), Peter Coveney (PC), Jonathan Butterworth (JB), Andrew Clark (AC), Graham Hunt (GH), Angelos Michaelides (AM), Martin Moyle (MM), Jacky Pallas (JP), Karen Sergiou (KS), James Wilson (JW)

\textbf{Apologies}: Mike Atkins (MA), Paul Ayris (PA), Spiros Denaxas (SD), Oliver Duke-Williams (ODW), Alan Johnston (AJ), Nicholas Luscombe (NL)Anson Mackay (AM), Jacob Sweiry (JS), Andrea Townsend-Nicholson (ATN)

\textbf{In Attendance}: Eva Pombo - minute taker (EP)

1. \textbf{Welcome and Introductions}

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

2. \textbf{Minutes from the Last Meeting}

\textit{(See paper – 24-02-16 RIISG Minutes Draft EP2.pdf)}

2.1 The group approved the minutes from the last meeting on 24\textsuperscript{th} February 2016.

3. \textbf{Review of Action List}

\textit{(See paper – 24-02-16 RIISG Minutes Draft EP2.pdf)}

3.1 The list of open actions was reviewed, progress notes and status updated in the table below.

4. \textbf{15/16 Capital Programme}

\textit{(See paper – Research IT 15-16 Project Programme Report_180516_v2.xls)}
4.1 Clare Gryce presented the report to the group, all active projects are ‘green’ except Data Safe Haven improvements. It was also reported that start-up of the Research Data Management review project had been unavoidably delayed owing to staff absences. James Wilson will now be taking this forward, Martin Moyle will be leading in Paul Ayris’ absence.

4.2 Clare Gryce reported an underspend on the overall project portfolio and highlighted the overall state of projects is positive. She informed the group of the recommendation to re-allocate the underspent to the PAGS project and a new need in Research Data Storage for the remainder of the year.

4.3 The Group agreed and supported the proposal.

5. Research IT Capital Investment Programme for 16/17
(See papers – Research IT 16-17 Capital Programme SUBMITTED.xls, Research IT domain 16-17 project proposals.zip, Research IT domain 16-17 Capital Programme commentary.pdf)

5.1 Clare Gryce presented the proposed Research IT 16-17 Capital programme to the Group with a total allocation of £2.6 million from an overall IT investment of £13 million. She highlighted that the total value of the proposed projects is £3.086 million and explained the proposed approach to manage the portfolio within the £2.6m budget available, and that further analysis and planning would take place over the summer.

**ACTION:** Clare Gryce to report back on revisions to project portfolio following analysis during project start-up.

5.2 The Group expressed concern that administrative function are continuing to be funded from the research domain, but noted the expediency of the current approach and the success of the PAGS project. It was agreed that the level of funding being allocated to wider Management Information (‘MI’) developments should be monitored to ensure that the group are aware of any new funding where this may relieve pressure on the research domain arising from current arrangements.

**ACTION:** Clare Gryce to investigate overall funding approach for Management Information and report back at the next meeting.

6. eResearch Domain update

6.1 Clare Gryce, Jacky Pallas and Peter Coveney highlighted the UCL eResearch Domain Launch which will take place on Wednesday 29th June. They prompted all to encourage members of their departments and groups to participate in the event.

7 Research IT Governance
7.1 Clare Gryce reported the Research IT Services Governance arrangements’ revision and transition paper has now been presented to all current ‘sub-groups’ of RIISG. It was reported that some members of the Research Computing Group stated they expected another outcome although it was noted that this proposal has been extensively discussed over the last two terms. There is strong support for the proposal from the eResearch Domain Steering Group. It was reported that the constitution and terms of the proposed Research Outputs group will be discussed with Paul Ayris when he is back. The strong alignment of this area of activity with the emerging Open Science agenda, was noted.

7.2 Clare Gryce highlighted the importance of the needs for the RIISG to be reconstituted to ensure Faculty representation.

7.3 The group approved the proposal revision and transition over the summer months.
### Actions

(Closed actions will be deleted after one meeting)

<table>
<thead>
<tr>
<th>Action Number</th>
<th>Meeting raised</th>
<th>Minute item</th>
<th>Owner</th>
<th>Action</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>24-Feb-16</td>
<td>4.2</td>
<td>MM</td>
<td>Martin Moyle to give guidance to Jonathan Butterworth about the Open Access until this issue is resolved.</td>
<td>Closed</td>
<td>25/05/16: this action has now been resolved and closed.</td>
</tr>
<tr>
<td>12</td>
<td>24-Feb-16</td>
<td>4.3</td>
<td>CG</td>
<td>Clare Gryce to discuss with Mike Atkins and other Project Managers the possibility of allocation money to projects where it can be spent before the end of July 2016.</td>
<td>Closed</td>
<td>25/05/16: Clare Gryce reported £1.2 million has been allocated to an expansion of the Grace service and that this project has been taken forward rapidly.</td>
</tr>
<tr>
<td>13</td>
<td>24-Feb-16</td>
<td>8.2</td>
<td>ATN</td>
<td>Clare Gryce asked Andrea Townsend-Nicholson to share her concerns re-governance with David Price, Paul Ayris and herself</td>
<td>Open</td>
<td>Andrea Townsend-Nicholson has not been in contact with David Price/Paul Ayris.</td>
</tr>
<tr>
<td>15</td>
<td>25-May-16</td>
<td>5.1</td>
<td>CG</td>
<td>Clare Gryce to report back on revisions to project portfolio following analysis during project start-up.</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>25-May-16</td>
<td>5.2</td>
<td>CG</td>
<td>Clare Gryce to investigate overall funding approach for Management Information and report back at the next meeting.</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>