



RIISG Research Outputs Sub-Group

Minutes of the 1st meeting of 2017-18 held on Monday 9th October 2017
Room 417 | Science Library | DMS Watson Building | Gower Street

Attendees: Paul Ayris (PA) – Chair, Clare Gryce (CG), Alan Penn (AP), Martin Moyle (MM), June Hedges (JH), James Wilson (JW), Rebecca O’Connell (RO), Nicholas Tyndale (NT), Krista Macmillan (KM), Adam Creswell (AC), Jonathan Cooper (JC)

Apologies: Andrew Cooper (AC), Geraint Rees (GR), Graham Hunt (GH), Anne Mortimer (AM), Isaac Bianco (IB), Manuel Arroyo-Kalin (MAK)

In Attendance: Eva Pombo- minute taker (EP)

1. Welcome and any introductions

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

2. Previous Minutes and Actions

(See paper – 17-05-17 Research Outputs Sub-Group Minutes Draft.pdf)

2.1 The group approved the minutes from the last meeting that took place on the 17th May 2017.

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

3. Membership and Terms of Reference

(See paper – 25-09-17 RIISG Research Outputs Sub-Group – Membership and TORS Draft.pdf)

3.1 PA welcomed the new group members and highlighted the importance of representation from all key stakeholder areas.

3.2 Concerns of not having enough representation from all Faculties was once again raised. PA to liaise once again with Deans and SLMS in order to have nominations for the Spring meeting.

4. Capital funding programme

a) Report on final 16/17 capital financial position

(See paper – Research IT capital domain 16-17 final report v3. Word)

- 4.1 CG provided the End of Year report from the Research IT capital programme. She highlighted an underspend of only £168k against the total allocation of £2750k; and that most projects had finished the year on course. The Research Data Storage expansion project and the Research IT Services Online Training Courses project had both suffered some slippage.
- 4.2 JW reported the Research Data Storage expansion is running behind schedule due to incorrect configuration of the rack layout in Slough datacentre. The initial data transfer from Wolfson House to Slough datacentre has been completed and the migration of the service to Slough will be performed in the next couple of weeks.
- 4.3 The Research IT Services Online Training Courses project is now expected to roll-out its first courses by the end of autumn term.
- 4.4 It was noted that it would be helpful for the report to include data on start and projected end dates for 'ongoing' projects.
 - b) [Recap of approved 17/18 project portfolio](#)
(See paper – [Research IT 17-18 capital programme report 06Oct17.Excel](#))
- 4.5 A table summarising the current status of all projects funded in 2017/18 was presented. A question was raised regarding oversight of the LAMIS project funded by Biological Services. AP remarked that that the Research Outputs Vision and Architecture project should include early prototyping activity.

5. Project Reports

- a) [Research Outputs Architecture Strategy – proposed approach Project Board membership](#)
- 5.1 PA stated the objective is to recognise the increased inter-dependence of the various types of research output and that this requires the development of an architectural strategy. The project would not implement any major system changes until after the next REF.
- 5.2 PA briefed the group on the current state and the approach to take it forward is:
 - (1) Convene a project board to define our Open Science vision.
 - (2) Once defined, to conduct a market survey of possible solutions. Use learning from this survey to refine the vision.
 - (3) Start developing an architecture in order to develop a vision.
- b) [Research Data Repository project](#)
- 5.3 JW reported on recent progress.

JW said that as part of a Request for Information exercise responses from nine suppliers have been received; following review of these to determine that the market could provide a solution suitable for UCL's needs it has been decided the project will go out for tender. It is anticipated that some level of customisation would still be needed. Implementation is likely in August/ September 2018.

6. Report from RPS Working Group

- 6.1 PA stated a permanent group has been established to discuss operational issues arising and that meetings are now being held on a monthly basis.
- 6.2 It was agreed to circulate the minutes of the RPS Working Group together with the minutes of this Group.

7. Update on response to DCC Research Data 'Readiness' Report

- 7.1 PA recalled to the group that to the group that the Digital Curation Centre had been commissioned to undertake a review of UCL's service provision in support of its researchers' research data management activities. This review specifically focused on four services: Research Data Services, Digital Collections, the Data Safe Haven and the Jill Dando Institute laboratory.
- 7.2 PA stated RITS Research Data Services and Library Services teams will be working together on the action plan.

8. Proposal for UCL hosted Open Science Workshop

- 8.1 PA stated the Open Science Platform has been meeting for a year in preparation of a global movement looking at 'open' approaches to make the processes of research and education and their outputs more open and available for legal sharing and re-use.
- 8.2 PA informed the group that there is a plan to organise some workshops in UCL once the roadmap is produced. He suggested having two workshops: the first workshop would be designed for UCL academics, with the focus on evangelisation for Open Science, and the second between the six universities that form part of the Science and Engineering South (SES) consortium.

9. Look ahead to Spring Meeting

- 9.1 CG informed the group of the items to be discussed in the Spring Meeting:
- (1) Ongoing projects
 - (2) 18/19 Capital Programme (Project Proposals) – placed in context with the formerly year plan.
 - (3) Research IT Strategic Roadmap
 - (4) Orcid – work on timetable and report recommendations

10. Any Other Business

- 10.1 PA reported that a group has been convened to begin the process of reviewing and updating UCL's Research Data policy.
- 10.2 JC raised the issue of drafting a policy and guidelines on open source software.

ACTION 13: JC to draft a paper looking at options and to discuss in the Spring meeting.

Actions

(Closed actions - shaded - will be deleted after one meeting)

Action Number	Meeting raised	Minute item	Owner	Action	Status	Due	Notes
1	10-Oct-16	2.4	CG	To draft a short paper on possible future ORCID adoption.	Pending	17/18 Spring Term meeting	09/10/17: Not yet progressed owing to other commitments on all. CG to schedule meeting of key individuals to discuss approach and timelines.
5	30-Jan-17	3.1	PA/CG	Concerns of not having enough representation from all Faculties were raised. PA and EP to liaise with Deans in order to have nominations for the Summer meeting.	Pending	17/18 Spring Term meeting	09/10/17: PA wrote to Deans over summer period. Agreed that representation at meetings still not at desired level. PA and CG to discuss possible next steps.
6	30-Jan-17	4.2	CG/GH	CG and GH to discuss the use of Worktribe data to inform capacity planning for the Research Data Repository service with Karen Sergiou in the first instance.	Pending	17/18 Spring Term meeting	09/10/17: Not yet progressed; action to remain open. CG and GH to discuss with Karen Sergiou.
8	30-Jan-17	4.4	JW	JW to bring proposed pricing and cost recovery model for Research Data Repository service to the group, when available.	Pending	17/18 Spring Term meeting	09/10/17: JW reported the pricing and cost recovery model for Research Data Repository is being developed.

9	30-Jan-17	5.2	JC	JHe to develop Communications Plan for the Research Software Dashboard service, for consideration at the next meeting.	Pending	17/18 Spring Term meeting	09/10/17: Not yet progressed; action to remain open.
11	17-May-17	4.3	All	All to provide further feedback on the RDS Services Roadmap in the 2017-18 Autumn RIISG Research Outputs meeting.	Closed		09/10/17: feedback has been received – agreed to close this action.
12	17-May-17	5.1	CG	It was agreed to form a separate group to review and approve the RDM policy.	Closed		09/10/17: a separate group has been formed.
13	9-Oct-17	10.1	JC	JC to draft a paper on the policy and guidelines on open source software.	Pending	17/18 Spring Term meeting	