

RIISG Research Management Sub-Group

Minutes of the 2nd meeting of 2017-18 held on Tuesday 13th February 2018
Podium 103, 1 Eversholt Street

Attendees: Karen Sergiou (KS) – Chair, Clare Gryce (CG), Andrew Cooper (AC), Anne Mortimer (AM), Tony Kenyon (TK), Graham Hunt (GH), Krista Macmillan (KM), Sinead Kennedy (SK), Claire Glenn (CG), Loleta Fahad (LF), Adam Creswell (AC)

Apologies: Adrian Deeny (AD), Richard Sharp (RS), Kason Warren (JW), Jonathan Schott (JS)

In Attendance: Eva Pombo- secretary (EP)

1. Welcome and Introductions

1.1 KS welcomed everyone to the meeting.

2. Minutes of last meeting and Actions update

(See paper – 26-04-17 RIISG Research Management Sub-Group Minutes.pdf)

2.1 The group approved the minutes from the last meeting that took place on the 26th April 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 <http://www.ucl.ac.uk/isd/about/governance/research-it/research-management>)

3.1 The group discussed the current membership in view of recent personnel changes. It was agreed that the Terms of Reference should be higher-level, not referring to specific applications.

ACTION 8: KS and CG to review the Membership and Terms of Reference and circulate to the Group.

4. Report on 17-18 capital project programme, focus on Research Management related projects

(See paper – Research IT 2018-19 Capital Project Programme: First draft proposals.pdf)

A highlight report on current projects was presented.

i. PAGES/Worktribe

GH reported the reporting dashboards will be released at the end of February 2018. It is expected that this project will transition to 'Business as Usual' operations this financial year.

ii. Research-related Costings

The group agreed the working title for the project needs to be reviewed as it does not represent the description which focusses on Innovation and Knowledge Transfer activities. GH summarised the description of the project and highlighted it takes work from 17-18 looking at sources of income that need costings not served currently by Worktribe.

ACTION 9: GH to circulate the report on costing and financial management for income that is not Sponsored Research, produced in 2016/17.

iii. REF Preparedness

This project will continue to develop a REF systems strategy based on information released by HEFCE ahead of REF2021 and to undertake associated tactical system improvements.

iv. Ethics Review

GH highlighted the benefits of this project will be the implementation of a streamlined system/ service fit for purpose for the management and monitoring of UCL's Research Ethics Review processes, including reporting facilities. The system is likely to be implemented in 2019/ 20.

5. Research IT Strategic Roadmap – progress report

5.1 CG explained the Research IT Services management team had developed a draft programme of actions to take this forward. Following discussion with David Price it was recommended that a small group be formed to oversee delivery of the roadmap. The first meeting will take place on Tuesday 13th March.

6. 18/ 19 Capital Programme; group to review high-level draft projects proposals (*Paper: 2018-18 Research IT Capital Programme first draft outline proposals.pdf*)

6.1 CG presented the outline research IT 2018-19 Capital Project programme: full proposals and costings will be developed and finalised before Easter following RIISG approval. CG asked the Board Members for feedback and highlighted the importance of mainly providing it for the projects that affect this Group.

6.2 It was noted that a project proposal for LAMIS for 18/19 was being developed, funded by Biological Services. Oversight arrangements for the LAMIS application and service were discussed. CG explained that the service does not align well with current governance arrangements but that relevant teams within ISD were coordinating and liaising with Biological Services regarding future developments. SK noted that a new LAMIS working group had been set up in SLMS to oversee the service.

ACTION 10: CG and SK to discuss LAMIS governance with David Price.

Actions

(Closed actions will be deleted after one meeting)

| Action Number | Meeting raised | Minute item | Owner | Action | Status | Notes |
|---------------|----------------|-------------|---------|---|--------|--|
| 3 | 26-Sept-16 | 4.2 | KS | KS to invite to a member of central planning to the next RMG meeting to discuss options to create awareness of this group. | Open | 13/02/17: KS reported this action remains open. A member of central planning will be invited to the Summer Term meeting. 26/04/17: KS reported this action remains open. 13/02/18: KS reported this action remains open. |
| 4 | 13-Feb-17 | 4.2 | KS | KS to reinforce the need of engaging wider with the community of academicians. | Closed | 26/04/17: KS reported this action remains open. 13/02/18: The action was closed. |
| 5 | 26-April-17 | 3.1 | GH | GH to ensure to implement the move to authentication against supported Active Directory Domain for Research Equipment Catalogue | Closed | 13/02/18: The action was closed. |
| 6 | 26-April-17 | 3.1 | SK & KS | SK and KS to consider governance needs for Research Equipment Catalogue | Open | 13/02/18: KS reported this action remains open. |

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| 7 | 26-April-17 | 4.2 | GH | GH to review the proposal of the Research Related Costing and Approval, re-estimate in light of reduced scope and circulate to the Group. | Closed | 13/02/18: The action was closed. |
| 8 | 13-February-18 | 3.1 | KS & CG | KS and CG to review the Membership and Terms of Reference and circulate to the Group. | Open | |
| 9 | 13-February-18 | 4 (ii) | GH | GH to circulate the report on costing and financial management for income that is not Sponsored Research, produced in 2016/17. | Open | |
| 10 | 13-February-18 | 6.2 | CG & SK | CG and SK to discuss LAMIS governance with David Price. | Open | |