



RIISG Research Outputs Sub-Group

Minutes of the 2nd meeting of 2017-18 held on Monday 22nd January 2018
Room 104 | Main Library | Wilkins Building | Gower Street

Attendees: Martin Moyle (MM) – Chair, Clare Gryce (CG), Andrew Cooper (AC), June Hedges (JH), Graham Hunt (GH), James Wilson (JW), Rebecca O’Connell (RO), Krista Macmillan (KM), Jonathan Cooper (JC)

Apologies: Paul Ayris (PA), Geraint Rees (GR), Alan Penn (AP), Nicholas Tyndale (NT), Anne Mortimer (AM), Isaac Bianco (IB), Manuel Arroyo-Kalin (MAK)

In Attendance: Eva Pombo- minute taker (EP)

1. Welcome and any introductions

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

2. Approval of Minutes October meeting and review of Action List

(See paper – 09-10-17 RIISG Research Outputs Sub-Group Minutes Draft.pdf)

2.1 The group approved the minutes from the last meeting that took place on the 9th October 2017.

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

3. Research IT Strategic Roadmap – progress report

3.1 CG explained the Research IT management team had developed a draft programme of actions to take these forward. Following discussion with the RIISG and 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.

4. 18/19 Capital Programme; group to review high-level draft projects proposals

(See paper – 2018-19 Research IT Capital Programme first draft outline proposals.pdf)

4.1 CG presented first draft outlines of project proposal for 2018-19, explaining that these will be reviewed by all the RIISG sub-groups and then the Research Information and IT Services Group (RIISG) before full bids are developed.

The group approved all draft outlines, noting the overlap between the REF Preparedness project and the Research Outputs Architectural Strategy project. Fully costed proposals will be discussed in the Summer term meetings.

5. Report on 17-18 capital project programme, focus on Outputs related projects:

(See paper – Research IT 2017-18 Capital Projects – Summary Report 17Jan2018.xlsx)

Research Data Repository

- 5.1 JW reported the tender has now been written and it is scheduled to be published today (Monday 22nd January). This will be open for two months.
- 5.2 Depending on chosen supplier and implications for implementation, it is hoped that a soft launch will take place in the summer and a full launch in the next financial year.

Research Outputs Architecture Strategy

- 5.3 GH reported that recruitment for a technical lead for the project and the development of the Project Brief are proceeding simultaneously.
- 5.4 GH stated that a business vision is going to be drafted and there will be an articulated vision by the end of July 2018.

6. Report from Research Outputs (operational) Working Group

- 6.1 This item was deferred to the Summer meeting.
- 6.2 It was agreed that the Minutes of the last meeting of the Research Outputs WG should be distributed with the Minutes of this meeting.

ACTION 14: Minutes of the last meeting of the Research Outputs WG to be distributed with the Minutes of this meeting.

7. Other matters and report from the Chair

- 7.1 Manuel Arroyo-Kalin said he believed he was not the best person to attend the RIISG Research Outputs Sub-Group.

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.	Closed		22/01/18: CG reported she, MM, JW, GH met on 15 th Jan and have agreed approach and timelines in relation to other activities. Agreed to close action.
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 Summer Term meeting	22/01/18: PA wrote to Deans over summer period. It was agreed in the 1 st meeting of 2017-18 that representation at meetings still not at desired level. PA and CG to discuss possible next steps. Agreed to leave action open in PA's absence.
6	30-Jan-17	4.2	CG/GH	CG and GH to discuss the use of Worktribe date to inform capacity planning for the Research Data Repository service with Karen Sergiou in the first instance.	Closed		22/01/18: CG reported a meeting took place between RITS team and Research Services on Monday 15 th January. Actions and suggestions were made to take the action forward. Agreed to close.

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 Summer Term meeting	22/01/18: JW reported the pricing and cost recovery model for Research Data Repository to be reviewed to implement.
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 Summer Term meeting	22/01/18: Not yet progressed; action to remain open.
13	9-Oct-17	10.1	JC	JC to draft a paper on the policy and guidelines on open source software.	Pending	17/18 Summer Term meeting	22/01/18: Not yet progressed; action to remain open. CG reported that concerns have been raised about the revised IP policy currently out for consultation, in relation to open software, and that this has been raised with Innovation and Enterprise vis RIISG.
14	22-Jan-18	6.2	EP	Minutes of the last meeting of the Research Outputs WG to be distributed with the Minutes of this meeting.	Open		