🏛 **UCL**

Accepted minutes from RDSE 600

Research Data Services Executive (RDSE) Meeting
Minutes
Monday 23 June, 11am-1pm
Room 103 Podium Building

Chair:

Paul Ayris [PA]

Present:

Jacky Pallas [JP]; Anthony Peacock [AP] *(Deputising for SM)*; Max Wilkinson [MW]

Apologies:

David Beavan [DB]; Peter Coveney [PC]; Anthony Finkelstein [AF]; Daniel Hanlon [DH]; Dipak Kalra [DK]; Samuel Massiah [SM]; Gavin McLachlan [GM]; Melissa Terras [MT]; Richard Wortley [RW]

In attendance:

Corrinne Frazzoni [CF] (Minutes)

Minutes

1. **Welcome**

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

2. **Approval of Minutes of previous meeting and review actions**

   The minutes of the previous meeting held on 18th February 2014 were approved. The Action Points from the previous meeting were reviewed and amended as per the attached Action Sheet.

3. **Executive ToR**

   The Terms of Reference were reviewed by the Executive.

   Action: MW to re-word ToRs to reflect that Project Board should sign off PIDs, to avoid unnecessary delay, and remove or update responsibilities, e.g. "Act as the change control group for all major changes projects."

   ToRs should include related activities, e./g. DHS and JDI together with reference to ToR's from other RITS domains.

4. **Research Data Services: Benefits and Strategy**

   The benefits register and strategy were reviewed by the Executive.

   4.1 Benefits Register
   - Each benefit needs to owned by executive members
   - Owners should become sponsors of project bids and associated activities
   - What is the process for identifying owners?
   - Need to think about how to incorporate more widely
   - Benefits review should be a standing item at each meeting

   Action: AP to draft new benefit "Reducing institutional risk".

   4.2 Strategic Objectives

- Need to reflect the activities in data management across college, e.g. Secure data facilities and Jill Dando Institute secure data analysis suite: what is the procedure to show NHS and other data provider requirements have been met in terms of identifiable data?

Action: AP to re-draft Y13/14 annual objective achievement "Data Safe Haven implementation as part of wider IDHS services".

4.3 <u>EPSRC Expectations</u>

Action: PA/MW to re-draft and review EPSRC expectations section to assure they remain accurate, in addition should include a regular policy review across funding sources to assure contemporary alignment e.g. Wellcome Trust policy.

5. Project bids 2014/15

5.1 <u>UCL Research Data Archive Pilot</u>
- Issues raised:
  - Are costs front-loaded? Users pay up front for a set period
  - What happens if project funding has ended?
  - Clinical data must be kept for 30 years
  - What about identifiable data?
  - If institution gets funding for open access how does that count in terms of publication?
  - Free at point of use
  - Some is channeling into library via publishing fund
  - A model paper is being prepared for the VP by RDS on this
  - Need to keep cost low but highlight value
  - How to include in a funding application

Action: PA/MW to consider issues around publication and data archiving and report back to group
MW to circulate JISC statement
Action: JP to present the pFACT and TRAC process as it applies to services like RDS (Storage and Archive)

5.2 <u>Distributed Data Storage Facility</u>
Bid has been de-prioritised and unlikely to be funded in the FY

5.3 <u>UCL Research Data Management Coordinator</u>
<u>Bid will provide dedicated resource to facilitate the development and executing of the RDS Communication plan. The resource will be managed by RDS but be embedded in Library Services to leverage expertise.</u>

5.4 <u>Authentication Pathfinder</u>
Dedicated resource to elicit and promote RITS IAM needs intot he larger IAM project. It is intended to interact with related activities in the Farr@UCLP and ADRC activities.

6. Programme update

6.1 <u>Research Data Storage</u> **(MW)**

- System roll-out continues
  - User base increasing via word of mouth
  - HoDs presentation schedule planned over next 6 months
- Stage Plan phase 2
  - Capacity expansion (3500TB WoS) installed and commissioned
  - Maintenance contract renewal (existing and new storage)
- Issues (expired)
  - Premature sign off forced by need to spend. Not good practice and raised as a issue in lessons learned.
- Will seek to close this project in the coming weeks

- Senior user signoff, service introduction (ep), residual funds
- Move to service development phase

6.2 <u>IDHS Data Safe Haven</u> **(AP)**

- System roll out continues
- IDHS Phase 3
  - Additional capacity (~70Tb, 3x processing power)
    - Hardware installed in Rayne DC
    - Network upgrades complete in Rayne building (in preparation for 2nd site)
  - Second site for the IDHS
    - Dependent on Torrington Place 2, new data centre with secure section
  - External validation
    - IS027001 audit started
    - 2nd external penetration security testing completed
- Issues
  - Delays to TP2 delivery
- IG Advisory
  - Faculties: Brain Sciences, Population Health Sciences, Medical Sciences, Life Sciences (0)
  - 14 completed
  - 14 in progress
  - 28 registered
  - 12 not started
- IG Training and Awareness
  - Introduction to Information Governance - SLMS at Royal Free, NICOR, Portex Anaesthesia ICH, 112 in reporting period, 316 since 01/04/13
  - Awareness – 0 in reporting period, 103 since 01/04/13
- Event places offered – Total 302
  - SLMS all staff at IoN (priority Molecular Neuroscience) 31/03/14 - 120 (Capacity)
  - SLMS all staff at ICH 22/05/14 – 70
  - SLMS all staff at Cruciform Building 16/07/14 112

- IDHS Technical Environment
  - Users 72
    - Brain Sciences 12
    - Medical Sciences 11
    - Population Health Sciences 28
    - SLMS 4
    - Mathematical & Physical Sciences 2
    - ISD staff 14
  - Studies 20
  - Storage used by projects 74GB
  - Storage available to projects 71TB

6.3 <u>Jill Dando Institute</u> **(RW)**
Not provided as RW absent.

7.   Membership of RDSE

A list of names of potential members nominated by the Executive has been prepared but none yet approached.

Action: PA to draft letter setting out what is needed to send to potential members and see what response is received.

8.   AOB

There was no other business to be considered.

9.   Next meeting

The next RDSE meeting will be held on Wednesday 8th October 2014 from 11am to 1pm.

List of Current Actions

Closed (shaded) actions will be deleted after one meeting. New actions in bold.

No	Meeting Date	Minute item	Owner	Action	Status	Notes
1	29.11.13	2.3	MW	MW to develop communications plan for both Research Data and networks policy, as well as the Research Data Service launch	CLOSED	
2	29.11.13	3.1	MW	MW to rewrite Research Data Benefits Register document	CLOSED	
3	29.11.13	4.2	GM/SM	GM and SM to review benefits register and return comments and suggestions back to MW to compile for the next Executive meeting review.	CLOSED	
4	29.11.13	4.3	MW	MW to circulate the intranet URL to all executive members.	CLOSED	
5	29.11.13	4.5	MW	MW to include impact of internal markets on the business planning and continue charging level discussions off line with JP and the Financial Research Office. Needs wider input.	ONGOING	
6	29.11.13	4.6	MW	Members to email suggestions for executive membership to MW who will compile a list to present and decide at the next Executive meeting. GM to send out a general call.	ONGOING	
7	29.11.13	4.7	MW	MW to take ownership of updating the ToR and Governance paper given recent changes from RIISG	CLOSED	Action discussed and re-framed as action 10 23.06.14
8	18.02.14	4.3	JP/GM/AP	Plan for IDHS Data Safe Haven bid and establish the approach	CLOSED	
9	18.02.14	4.4	MW/AP	Plan advocacy/communications training bid	CLOSED	

No	Meeting Date	Minute item	Owner	Action	Status	Notes
10	23.06.14	3	MW	Terms of Reference: MW to redraft ToRs to reflect that Project Board should sign off PIDs, to avoid unnecessary delay, and delete the following term "Act as the change control group for all major changes projects."	NEW	
11	23.06.14	4.1	AP	Benefits register: AP to draft new benefit "Reducing institutional risk".	NEW	
12	23.06.14	4.2	AP	Y13/14 annual objective achievement: AP to re-draft "Data Safe Haven implementation as part of wider IDHS sevices"	NEW	
13	23.06.14	4.3	PA/MW	EPSRC expectations: PA/MW to re-draft and review section, to include future monitoring and Wellcome Trust policy	NEW	
14	23.06.14	5.1	PA/MW	Project bids 14/15 - UCL Research Data Archive Pilot: PA/MW to consider issues around publication and data	NEW	
15	23.06.14	5.1	MW	Project bids 14/15 - UCL Research Data Archive Pilot: MW to circulate JISC statement	NEW	
16	23.06.14	7	PA	Membership of RDSE: PA to draft letter setting out what is needed to send to potential members and see what response is received.	NEW	