

**Research Data Services Executive (RDSE) Meeting  
Minutes  
Wednesday 8 October 2014, 11am-1pm  
Room 103 Podium Building**

**Chair:**

Paul Ayris [PA]

**Present:**

Daniel Hanlon [DH]; Anthony Peacock [AP] (*Deputising for SM*); Max Wilkinson [MW]; Richard Wortley [RW]

**Apologies:**

David Beavan [DB]; Peter Coveney [PC]; Anthony Finkelstein [AF]; Jens Groth [JF]; Dipak Kalra [DK]; Samuel Massiah [SM]; Gavin McLachlan [GM]; Jacky Pallas [JP]; Melissa Terras [MT]

**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 23<sup>rd</sup> June 2014 were approved. The Action Points from the previous meeting were reviewed and amended as per the attached Action Sheet.

**3. Programme update****3.1 Research Data Storage (MW)**

- Service Introduced
  - ISD Service catalogue
- Objectives delivered
  - On time - On budget
  - Storage facility to all UCL
- Issues (lessons learned)
  - Project closure report
- Request closure ratification
  - Senior user signoff, service introduction (ep), residual funds
  - Move to service development phase

**Agreed: The RDSE approved closure of the project.**

**3.2 UCL Research Data Archive (MW)**

- Project start up
  - PM assigned and PID created
  - Start up funds released
- Project Board identified
  - Kick off 27<sup>th</sup> Sept 2014

- Key users
  - ISD creative service (imaging)
  - MRC LHAA unit
  - UCL Physics & Astronomy (ATLAS/CERN)
- Key Outcomes
  - Pilot UCL Research Data Archive with ingest, egress and persistent identification (DOI)
  - Possible launch event – could be similar to UCL Press launch, with demonstrations and speeches, involve DARO and external. PA/MW to discuss.

### 3.3 RDM Coordinator (MW)

- Project start up
  - JD written and submitted to HR
- No Project Board
  - Resource only project
- Key tasks
  - Own, develop and deliver RDS communication plan
  - Design and undertake outreach
  - Become focus for initial training
- Key Outcomes
  - Initiate train-the-trainer process
  - Deliver open access products and other comms products
  - Promote RDS across UCL and beyond

### 3.4 RITS IAM Pathfinder (MW)

- Project start up
  - JD written
- No Project Board
  - Resource only project
- Key tasks
  - Comprehensive IAM/networking needs analysis (RITS focused)
  - Product and solutions analysis
  - Options analysis
- Key Outcomes
  - White paper with recommendations
  - Business case with options
  - Key RITS requirements for wider IAM project

### 3.5 IDHS Data Safe Haven (AP)

Not discussed as AP absent at that point of the meeting.

### 3.6 Jill Dando Institute – Data Lab (RW)

- Background
  - £1m facility at UCL
  - Based on model at Simon Fraser – believed to be the only other accredited secure lab in a University.
  - Allows confidential and sensitive data sets to be brought into the University
  - Two levels – ‘restricted’ and ‘confidential’
  - 22 work stations (11 + 11)
  - Access to data determined by the provider
- A number of delays to opening of the data lab:
  - Recruitment of lab manager
  - Manual needed to be written and approved
  - A number of security features needed attention based on feedback by accreditors (doors, pin entry system)
- Formal certification by police currently underway (PASF – Police Assured Secure Facility)

- Will be going for ISO270001
- Other disciplines may require their own certification
- Official meeting and opening event planned to promote facility

#### 4. Service Business Planning

##### Research Data Services Business Analysis Context (MW)

- To establish a business model for the three Research Data Services, Storage, Archive, Search & Access:
  - Two models for the Storage and Archive services
  - Search & Access service can be supported through business as usual.
- RD Storage:
  - Time-bound capacity allocation model where projects purchase capacity at £cost/TB/Year in a flexible and scalable manner.
  - A freemium model is suggested that provides a modest allocation to all projects, but which can accumulate funds from those projects exceeding this threshold.
- RD Archive:
  - Single capital endowment charged to all projects to ‘publish’ selected and important data into a preservation environment at a rate periodically fixed at £cost recovery/TB.
- RD Search & Access service
  - Re-use existing infrastructures and processes, with a minimal commissioning of hardware, in doing so the costs, excluding start up, are trivial and can move directly to BaU for the RDS team.
- The storage model is already represented in pFACT; archive model could also be entered in pFACT.
- Four concerns for data management at UCL:
  - A ‘critical concern’ of data storage during project life. Reducing the use of retail grade storage by researchers by providing local enterprise grade storage to ensure data safety
  - A ‘scaling concern’ of data archiving and preservation for long periods of time so that it remains vital and uncorrupted.
  - A re-use concern of making data findable and re-useable to benefit the data creators, data consumers and institutional reputation.
  - Finally a ‘sustainability concern’ in providing suitable and transparent business models to support the services and channel financial support from the appropriate sources whether funding bodies, institutes, external markets etc.
- Issues
  - How to get overhead portion allocated and fed into RDS to support the archive
  - Portion of budget to serve metadata
  - Advocacy
  - Future work for RDSE to raise awareness of RDS services – to be considered by RDS manager when appointed. MW to draft

**Action: MW to draft brief for post – input required from RDSE**

#### 5. Membership of RDSE

A list of suggestions for academic representation on the RDSE was presented for consideration. Input from the Executive was invited.

**Action: PA to contact non-attending members**

**PA to contact Deans to nominate faculty members/research leads**

**PA/MW to define role and expected commitment**

**6. AOB**

There was no other business to be considered.

**7. Next meeting**

The next RDSE meeting will be held on Wednesday 14th January 2015 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
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.	CLOSED	Closed 08.10.14
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.	CLOSED	Closed 08.10.14
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."	CLOSED	Closed 08.10.14
11	23.06.14	4.1	AP	Benefits register: AP to draft new benefit "Reducing institutional risk".	ONGOING	
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 services"	ONGOING	
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	CLOSED	Closed 08.10.14
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	CLOSED	Closed 08.10.14
15	23.06.14	5.1	MW	Project bids 14/15 - UCL Research Data Archive Pilot: MW to circulate JISC statement	CLOSED	Closed 08.10.14
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.	CLOSED	Closed 08.10.14
17	08.10.14	4	MW	RDS Manager: MW to draft brief for post – input required from RDSE	NEW	
18	08.10.14	5	PA/MW	RDSE Membership: PA to contact non-attending members PA to contact Deans to nominate faculty members/research leads PA/MW to define role and expected commitment	NEW	