INFORMATION SERVICES DIVISION

🏛 UCL

Research Data Services Executive (RDSE) Meeting
Wednesday 14ᵗʰ January 2015: 11:00-13:00
Room 103 Podium Building

Chair:

Paul Ayris [PA]

Present:
David Beavan [DB]; Daniel Hanlon [DH]; Anson Mackay [AM]; Gavin McLachlan [GM]; Jacky Pallas [JP]; Anthony Peacock [AP]; Alan Penn [APenn]; Geraint Rees [GR]; Melissa Terras [MT]; Max Wilkinson [MW]; Richard Wortley [RW]

Apologies:
Peter Coveney [PC]; Oliver Duke-Williams [ODW]; Anthony Finkelstein [AF]; Asim Khwaja [AK]

In attendance:
Corrinne Frazzoni [CF] (Minutes)

Minutes

1. **Welcome [Chair]**

   The Chair welcomed the group to the meeting and apologies were noted. A number of new members were also welcomed to the group:

   - Asim Khwaja, Faculty of Medical Sciences (in absentia)
   - Anson Mackay, Faculty of Social and Historical Sciences
   - Alan Penn, The Bartlett, UCL Faculty of the Built Environment
   - Geraint Rees, Faculty of Life Sciences

   The following members had stepped down from the group:

   - Dipak Kalra
   - Samuel Massiah (left UCL)

2. **Approval of Minutes of previous meeting and review actions [Chair/All]**

   The minutes of the previous meeting held on 8ᵗʰ October 2014 were approved.

   The Action Points from the previous meeting were reviewed and amended as per the attached Action Sheet.

3. **Terms of Reference (ToR) and Memberships [Chair/All]**

   The ToR and Membership had been reviewed and updated since the last meeting.

3.1 **Updated membership as of 14 January 2015**

   As per item 1 above.

Action: Invite Spiros Denaxas to join RDSE [PA]

3.2 **Updated ToR as of December 2014**

- Review, advise and recommend project bids in UCL-wide Research Data activity for consideration to the Research IT Executive (RITE) to realise RIISG strategic objectives and benefits.
- Act as UCL's representatives and champions for Research Data Management good practice and related activity across campus.
- Own the UCL Research Data Roadmap; guide project activity to reach destinations/ strategic objectives.
- Own the UCL Research Data Policy; review policy every 12 months.
- Own and take responsibility for the Research Data Benefits register; actively review the register and guide projects in the research data domain to realise benefits.
- Commission and consider post-project reviews and promote learning.
- Act as the escalation group to resolve issues that are beyond the authority/ability of Project Boards.
- Escalate major issues and aspects of the research data domain that impact or are impacted by UCL policy to the RITE and RIISG.

The Group discussed the role of Research Data Services as a strategic body to oversee and support research data across UCL.

Points raised:

- What strategic responsibilities does the Group have?
  - To reflect the needs of different areas
  - Monitor operational development in terms of structure, staffing, good practice and 'best value'
  - Working to ensure compliance and security
  - To ensure the provision of services necessary to underpin the above
- The ToR should clarify that risk is not the RDSE's responsibility
- More representation needed from SLMS. MW to invite Spiros Denaxas to join (see item 3.1 above).
- Activities that assist sustainability should be prioritised
- Need for new IT infrastructure to empower research.
- Compliance with new EPSRC requirements is essential. JP to clarify.

Action: Add clarification to the ToR that risk is not the RDSE's responsibility [PA]
Action: Clarify EPSRC compliance requirements and deadlines [JP]

4. **Strategic Roadmap [MW/PA]**

The Group was asked to discuss and provide comment and input on highlighted areas of the roadmap and relate them to the benefits register, and to offer guidance on strategy to reach destination and realise benefits.

The road map consists of key messages that describe the vision of the UCL Research Data services, a series of thematic work streams that aggregate similar or dependent activities along a delivery pathway and a communication plan that lays out plans to make RD services available to the widest possible audience.

Key messages:
- UCL needs to consider research data outputs as 1st class research objects and treat them as institutional assets
- UCL Research Data Services to provide resilient and scalable data storage infrastructure in response to need
- UCL Research Data Services to provide data archive facilities enabling data management and preservations activities to support research data as referential objects
- UCL Research Data Services will enable UCL researcher compliance with UCL Research Data Policy in addition to relevant Research Council and other funder policies
- UCL Research Data Services will make service provision sustainable by developing sound business models

Six work streams were considered for this road map:
- Organisation: the people and processes required to reach our goals
- Policy: the development, ratification and review of UCL Research Data Policy that supports the goals
- Infrastructure: the hardware, software and support required to reach our goals
- Data Management: the tools and services that are necessary for the effective management of data through its lifecycle
- Service Integration: how and when Research Data Services will integrate with existing research services, e.g. IRIS, UCL Discovery, pFact, etc.
- Business Analysis: how to make our services sustainable

Points raised:
- Data volume and scalability
- Realistic costings needed
- Potential for acquisitions and business/industrial partnerships
- Revenue generation and enterprise
- A complex field – anything to help researchers put realistic plans in place will be useful
- Challenge of getting the message across to wider UCL
- Issue of who owns the data – ownership/licensing is currently a muddy area
- Can data be charged for or must it be free? Commercial aspect to metadata

Action: Discuss licensing issue with UCL Faculty of Laws and draft a paper [PA]

5.   UCL Research Data Policy [MW/PA]

The purpose of the policy is to provide a framework to define the responsibilities of all UCL members and to guide researchers and students in how to manage the data, enabling research data to be maintained and preserved as a first class research object and made available to widest possible audience for the highest possible impact.

The policy is intended to ensure that research data created as part of the research process is:
- Accurate, complete, authentic and reliable
- Attributable and citable
- Identifiable, retrievable and available with minimal barriers
- Secure from loss and degradation
- Retained for a minimum of ten years after publication or public release
- Compliant with legal obligations, ethical responsibilities and the rules of funding bodies

Points raised:
- Can people be forced to acknowledge data? New publications should be obliged to cite if making use of existing data.
- How to incentivise attribution.

Action: Review acknowledgement issues in paper on licensing (see item 4 above) [PA]

6.   Benefits Register [MW/All]

The Group was asked to consider and review the current Benefits Register:

- Support good research practice
- More efficient and productive collaborations between UCL researchers, wider HEI and industry sectors
- Increase UCL reputation across UK HEI/Public sector and internationally
- Increased sharing and re-use of research data leading to increased institutional impact;
- Remove the burden of data storage, archiving and preservation from researchers;
- Support a complete scholarly record and preserve UCL's unique Institutional heritage;
- Reduce Institutional risk with a Data Safe Haven.

Action: Gather examples of best practice [PA]

7.   Programme report

7.1   <u>Research Data Storage</u> **[MW]**

- The spread across faculties is increasing.
- Representation now across all faculties
  - Free at point of use
  - Two types of storage, bulk is in HP. Default allocation of 5TB
  - Data is used to identify areas of growth/shrinkage, targeting the faculties with lower usage to make sure the facility is either useable for them or not required. This will be fed into the RDM Outreach project that will start shortly.
- The slight dip in project registrations was suspected to be a combined effect of the holiday period slowing registration rate, combined with a number of projects coming to an end.
- Closing 'projects' were primarily test and inter-ISD allocations

7.2   <u>UCL Research Data Archive</u> **[MW]**

- Contracts finalised (delay primary cause of current amber status)
  - Arkivum/JaNET
  - DataCite/British Library
- Integration to presentation services (complexity secondary cause of amber status)
  - RPS (Discovery, IRIS, ePrints)
  - Symplectic Elements (statement of work expected)
- Pilot use cases
  - 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)

Action: Draft policy on data retention period, including issues of long-term security and safety, the need for selectivity, how to promote and advocacy [PA]

7.3   <u>RDM Coordinator</u> **[MW/MM]**

- Project start up
  - JD written and authorised by HR
  - Library service leading recruitment Q1 2015
- No Project Board
  - Resource only project
- Key tasks
  - Own, develop and deliver RDS communication plan
    - o Develop key messages and design outreach activities to promote the services and better research data management practice
    - o Re-use the open access products already produced by Library services for Research Data Management activity
  - Promote good practice in research data management
    - o By producing licencing guidance
    - o Data management planning
  - Design and undertake outreach
    - o In partnership with RITS facilitators and Library services design and run research data clinics and workshops to promote good practice in RDM by using RDServices (Storage, Archive, Search & Access)
  - Become focus for initial training
    - o Liaise with external organisations such as the DCC and JISC to maximise the impact of community activity in RDM for the benefit of UCL researchers
    - o Develop guidance for grantees in relation to data management planning

- Key Outcomes
  - Greater uptake of RD services
  - Embed train-the-trainer processes
  - Deliver open access products and other communication products
  - Promote RDS across UCL and beyond

7.4   RITS IAM Pathfinder **[MW]**

- Project start up (amber status)
  - JD drafted
- 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

7.5   IDHS Data Safe Haven **[AP]**

- Service update
  - Continuing monthly training; uptake has not dropped off on IG Toolkit training
  - DSH training has grown
  - Over 200 users
  - 1.3TB used out of 70TB; many are storing (non-identifiable) participant data rather than research data
  - Big users are Population Health, MAPS. Need to encourage researchers to think about this model for storage.
  - Two large migrations from existing service to DHS
  - Ongoing two main strands
  - Farr funding has enabled pseudoanonymisation tool
  - Institute of Education (IoE) now joined UCL so will need representation on RDSE

Action: Contact IoE to find representative for RDSE [PA]

7.6   Jill Dando Institute **[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
- Formal certification by police currently underway (PASF – Police Assured Secure Facility) – close to accreditation now
- Other disciplines may require their own certification

8.   RDM Advocacy and Library Workshops [PA]

8.1   New RDM support role in UCL Library Services

Already discussed in item 7.3 above.

8.2   Training in Research Data Management for UCL Library Services staff

UCL Library Services, working closely with the Information School, University of Sheffield, have developed a three-day workshop series to inform and train library staff about current issues in Research Data Management.

Sessions will cover: the nature of data and Research data services; copyright and licensing; information security; issues around Text Data Mining; Research Data Services in practice, including support for data management planning, metadata production, data citation and data sharing. Participants to be provided with the opportunity to present and discuss findings from group project work related to the workshops. Specific action points will be identified to take major recommendations forward.

9.   **AOB [All]**

For the ease of reference of new members, it was agreed to attach a glossary of acronyms and specialist terms used in future reports and papers circulated.

Action: Create glossary for next meeting [PA]

10.   **Next meeting**

The next RDSE meeting will be held on Tuesday 5th May 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
11	23/06/2014	4.1	AP	Benefits register: AP to draft new benefit "Reducing institutional risk".	ONGOING	
12	23/06/2014	4.2	AP	Y13/14 annual objective achievement: AP to re-draft "Data Safe Haven implementation as part of wider IDHS services"	ONGOING	
17	08/10/2014	4	MW	RDS Manager: MW to draft brief for post – input required from RDSE	ONGOING	
18	08/10/2014	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	ONGOING	
19	**14/01/2015**	**3.1**	**PA/MW**	**RDSE Membership: Invite Spiros Denaxas to join RDSE**	**NEW**	
20	**14/01/2015**	**3.2**	**PA/MW**	**RDSE ToR: Add clarification to the ToR that risk is not the RDSE's responsibility**	**NEW**	
21	**14/01/2015**	**3.2**	**JP**	**RDSE ToR: Clarify EPSRC compliance requirements and deadlines**	**NEW**	
22	**14/01/2015**	**4 & 5**	**PA**	**Strategic Roadmap/Research Data Policy: Discuss licensing issue with UCL Faculty of Laws and draft a paper. Also look at acknowledgement of data issues.**	**NEW**	
23	**14/01/2015**	**6**	**PA**	**Benefits Register: Gather examples of best practice**	**NEW**	
24	**14/01/2015**	**7.2**	**PA**	**UCL Research Data Archive: Draft policy on data retention period, including issues of long-term security and safety, the need for selectivity, how to promote and advocacy.**	**NEW**	
25	**14/01/2015**	**7.5**	**PA**	**Data Safe Haven: Contact IoE to find representative for RDSE**	**NEW**	
26	**14/01/2015**	**9**	**PA**	**For the ease of reference of new members, it was agreed to attach a glossary of acronyms and specialist terms used in future reports and papers circulated.**	**NEW**	