



RESEARCH INFORMATION & IT SERVICES GOVERNANCE GROUP (RIISG)

Minutes

Monday 16th February 2015, 14.00-16.00

Rooms 103 & 104 Podium Building

Chair:

David Price [DP]

Present:

Paul Ayris [PA]; Nick Brook [NB]; Jon Butterworth [JBU]; Andrew Clark [AC]; Peter Coveney [PC]; Clare Gryce [CG]; Andy Heap [AH] – *dep for Alan* Johnston; Nik Kaltsoyannis [NK]; Sinead Kennedy [SK]; Jacky Pallas [JP]; Melissa Terras [MT]; Andrea Townsend-Nicholson [ATN]

Apologies:

John Brodholt [JB]; Spiros Denaxas [SD]; Oliver Duke-Williams [ODW]; Anthony Finkelstein [AF]; Graham Hunt [GH]; Alan Johnston [AJ]; Nick Luscombe [NL]; Angelos Michaelides [AM];

In attendance:

Mike Atkins [MA]; Corrinne Frazzoni [CF] (Minutes); Max Wilkinson [MW];

Minutes

1. Welcome and apologies [Chair]

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

New members: Nick Brook (MAPS); Anson Mackay (Social and Historical Sciences).

Departing members: Gavin McLachlan had stepped down from the RIISG as he had left UCL to take up the post of CIO at Edinburgh University.

2. Approval of Minutes of previous meeting [Chair]

The minutes of the previous meeting held on 27th October 2014 were approved.

3. RIISG Terms of Reference (ToR) Review [Chair]

At the previous RIISG meeting on 27th October 2014 it was agreed that the current ToR should be revised to reduce the number of clauses to a target of five. The Group was therefore asked to approve or amend the following revised ToR:

- 3.1. To discuss and agree high-level strategy for the development and operation of Research IT Services at UCL, convening sub-groups as required and reporting on peer developments
- 3.2. To seek and maintain links with key UCL groups, Institutes, Centres and Departments in relation to their Research IT needs
- 3.3. To oversee allocation annual allocation of capital funding within the Research IT domain and monitor the delivery of the associated programme of projects

- 3.4. To monitor the effective and efficient delivery of Research IT services
- 3.5. To pro-actively advocate on the need for IT services to support, enhance, and develop UCL's research excellence

Agreed: the Group approved the revised RIISG Terms of Reference

4. 14/15 Capital Programme – Status Report [CG]

CG reported on the status of the 2014/15 Capital Project programme.

5. 15/16 Capital Programme – Proposals and Draft Allocations [CG]

CG reported on draft project proposals for 2015/16; current value of proposals exceeded likely available budget by over £900k. Guidance was requested regarding prioritisation prior to development of full proposals. Final proposals to be reviewed by RIISG at May meeting.

6. Review of Extraordinary RIISG meeting held 4th February 2015 [CG]

CG gave a brief recap of the Extraordinary RIISG meeting held on 4th February 2015.

Matters arising:

- The meeting had sparked some very helpful input.
- A great deal of material had now been gathered from the different faculties, which would be circulated to the Group along with the actions raised by the meeting.
- The need for SLMS representation on the RIISG
- The need for a closer link to the ISGC – plans to convene an executive group to cover the gap between the RIISG and the ISGC

Action: CG to prepare report and circulate for comment

7. Review of Current Actions [Chair]

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

8. AOB

The Chair noted that Max Wilkinson would be leaving UCL to move to New Zealand at the end of March and offered thanks on behalf of the RIISG for his work in UCL research data services.

9. Next meeting

The next RIISG meeting will be held on Wednesday 20th May 2015 from 2-4pm.

List of Current Actions

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

No	Meeting Date	Minute item	Owner	Action	Status	Notes
1.	24.01.12	1.5.7	GM	Research Network – Gavin McLachlan to deliver a report on the current and future planning Research Network and Research Network Strategy	CLOSED	Closed 16/02/15
4.	20.01.14	7.2	GM	Three year strategy plan – Gavin McLachlan to produce a summary paragraph for each major project with a revised Strategy paper to be sent to RIISG & Vice Dean for Research for comment	CLOSED	Closed 16/02/15
5.	02.06.14	4	GM	Research IT draft proposed programme of work for FY 2014/15: GM to revise scope of description	CLOSED	Closed 16/02/15
6a	27.10.14	2.1	DP/GM/CG	IT Governance & value of governance meetings, RIISG ToR Review: GM to discuss initially with DP; DP to then discuss with Mike Cope the need for the Chairs of the IT Domain Groups (ISGC) to meet outside main SMT meeting.	Ongoing	16/02/15 DP has asked MC to prepare note to RIISG
6b	27.10.14	2.2	GM/CG	IT Governance & value of governance meetings, RIISG ToR Review: Minutes of ISGC meetings to be included in papers for RIISG.	Ongoing	16/02/15 CG to discuss with MC. Include as standing link
6c	27.10.14	2.3	GM/CG	IT Governance & value of governance meetings, RIISG ToR Review: Distill current ToR down to 5 bullet points.	CLOSED	16/02/15 Completed
6d	27.10.14	2.4	GM/CF	IT Governance & value of governance meetings, RIISG ToR Review: Schedule additional RIISG meeting focusing on School/Faculty concerns and ambitions relating to Research IT, to take place before next RIISG.	CLOSED	16/02/15 Completed

6e	27.10.14	2.5	GM/CG	IT Governance & value of governance meetings, RIISG ToR Review: Update existing document providing overview of membership and ToR for all RIISG governance groups, and distribute to all groups with explanatory note.	Ongoing	
6f	27.10.14	2.6	GM/CG/ DP	IT Governance & value of governance meetings, RIISG ToR Review: Email all Deans soliciting bullet-pointed comment and advice with respect to Action 4 above, also including document at Action 5, and with specific request for input on eLab Notebooks proposal. GM/CG to prepare email for DP to send.	CLOSED	16/02/15 Completed
7	27.10.14	3	GM/CG	FY 2015/16 "First look" Budgets allocation: Drive for uplift to budget to respond to LAMIS compliance risks.	CLOSED	16/02/15 Completed
8	27.18.14	6	GM/CG	Research IT Department futures and resource allocations: role of IT for SLMS in relation to RITS to be clarified. GM to discuss with DP in first instance.	CLOSED	16/02/15 Completed