

Research Information and IT Services Group (RIISG)

Minutes of the meeting held on Wednesday 24th February 2016
Room G01, Taviton Street

Attendees: Paul Ayris (PA) – Chair, Clare Gryce (CG), Peter Coveney (PC), Jonathan Butterworth (JB), Andrew Clark (AC), Anson Mackay (AM), Angelos Michaeles (AM), Martin Moyle (MM), Jacky Pallas (JP), Karen Sergiou (KS), Jacob Sweiry (JS), Andrea Townsend-Nicholson (ATN)

Apologies: Prof. David Price (DV), Nick Brook (NB), Spiros Denaxas (SD), Oliver Duke-Williams (ODW), Graham Hunt (GH), Alan Johnston (AJ), Nicholas Luscombe (NL), Jacob Sweiry (JS)

In Attendance: James McCafferty (JM), Jonathan Tennyson (JT), Eva Pombo- minute taker (EP)

1. Welcome and Introductions

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

2. Minutes from the Last Meeting

(See paper – 2015-11-23 RIISG Minutes Draft v1.pdf)

2.1 The group approved the minutes from the last meeting on 23rd November 2015.

3. Review of Action List

(See paper – 2015-11-23 RIISG Minutes Draft v1.pdf)

3.1 Action 10 was closed. Overarching strategy for development of Management Information (MI) capability is being taken forwards within ISD, led by Mike Cope. (See Table appended)

4. 15/16 Capital Programme

(See paper – Research Domain Report for RIISG Feb2016.pdf)

4.1 CG presented the report to the group, noting that all projects within the research domain are currently 'green' in terms of RAG (Red/Amber/Green) status; on target to achieve planned outcomes on time and within budget. The overall underspent across the portfolio is currently forecast at £157,000. This is being monitored and plans to consume this underspend will be drawn up over the next few months. IT was noted that at the November meeting it was agreed that a possible option would be to purchase additional Grace nodes, depending on whether any new needs arose in the meantime. Action 10 was closed. Overarching strategy for development of Management Information (MI) capability is being taken forward within ISD, led by Mike Cope. (See Table appended)

4.2 JB reported that problems had been experienced regarding Open Access Subject Repositories; MM said they are trying to resolve this issue but a conclusion had not been reached. In the meantime the Library Services Open Access team are able to issue guidance on request.

ACTION: *MM to give guidance to JB about the Open Access until this issue is resolved.*

4.3 CG reported that owing to a significant forecasted cash underspent in the Estates programme the opportunity has arisen for current 'in-flight' IT project to be allocated additional budget in the current financial year. Any such allocations would need to be spent by the end of July 2016. The *Grace* project had already been identified as being a strong candidate for this additional budget and plans were being developed, and CG reported that the Vice Provost Research was very supportive of this proposal. The feasibility of allocating additional funding to other projects in the portfolio was being explored.

ACTION: *CG to discuss with MA and project delivery team the possibility of allocating additional budget to other research domain projects, to be spent before the end of July 2016.*

4.4 It was noted that a similar scenario may also arise in 16/17 and that plans should be made to take advantage of this if it happens.

5. Research IT Services Service Report

(See paper – RITS Service Report for RIISG Feb 2-16.pdf)

5.1 CG noted that historically, group meetings have focused almost exclusively on capital budget considerations; but that members have from time to time expressed a wish for more reporting on operational matters. This report provides this information. CG explained that the current report is a draft and the objective is to develop a Termly Service Delivery report including 'at a glance' data on usage of core services by Faculty. At present the report does not include KPIs but it will in the future as these are developed for all services; and the aim is to distribute this report not only to this group but to other key stakeholders.

5.2 The group welcomed the report but noted that the use of jargon needs to be minimised.

6. Research IT Capital Investment Programme for 16/17

(See paper – Research IT 16-17 Capital Programme.pdf)

6.1 CG explained that the paper set out a ‘strawman’ for allocations across the range of projects proposed for 16/17, noting that detailed costings still needed to be undertaken for all. It was reported that the overall capital allocation to IT was set to increase from £13.5m in 16/17 to £14m in 17/18 and £16m in 18/19. Detailed project proposals would be distributed to the group in the summer term.

6.2 CG introduced JM as Director of IT Service Delivery in ISD and explained that she would be working closely with him as many of his department provides many underpinning services for research and research IT. JM commented on two areas he is working on at present: Identity Management and Network Strategy.

7 eResearch Domain Update

7.1 JT introduced himself as one of the new Co-Chairs of the eResearch Domain, the other being Professor Phil Luthert. There has been some progress but not much. JT explained that the next step would be to establish a Steering Committee, and that assistance being provided by the new eResearch Domain Coordinator. JT talked about his focus on training as part of the new domain and reported on progress setting up a new Masters in Computational Science. This would have a strong focus on employability. CG said there is also the need to teach not only our students but our staff to make best use of research IT services and infrastructure.

8 Research IT Governance

(See Paper – Research IT Services Governance Transition.pdf)

8.1 CG recapped on the history of the current document which has been presented and discussed at previous RIISG meetings.

8.2 The Chair presented the paper. ATN said there were historical issues relating to governance processes that still needed to be addressed.

ACTION: *CG asked ATN to share her concerns re governance with DP, PA and herself.*

8.3 PA commented on the emerging Open Science agenda and noted that he is working with DP on this. PA said a Working Party is going to be organised in order to discuss issues related to this item and that DP has requested that taking forward governance changes be suspended until further consideration has been given to Open Science activity.

8.4 The group discussed the membership and roles of the sub-groups including the CRAG. It was agreed it would be positive to continue to include this group in governance arrangements as it performs a valuable function.

9 Any Other Business

9.1 No any other business were raised.

10 Next meeting date and Agenda Priorities

10.1 The date of next meeting is Wednesday 25th May 2016, from 14.00 – 16.00 in Room G01, 2 Taviton Street.

10.2 Item for next agenda: Papers on Open Science and request for approval.

Actions

(Closed actions will be deleted after one meeting)

Action Number	Meeting raised	Minute item	Owner	Action	Status	Notes
10	23-Nov-15	6.13	CG	RITS Governance document: CG liaise with Mike Cope regarding management information, of which PAGES could be a vital part.	Closed	26/02/16: Overarching strategy for development of Management Information (MI) capability is being taken forwards within ISD, led by Mike Cope.
11	24-Feb-16	4.2	CG	MM to give guidance to JB about the Open Access until this issue is resolved.	Open	
12	24-Feb-16	4.3	CG	CG to discuss with MA and other Project Managers the possibility of allocation money to projects where it can be spent before the end of July 2016.	Open	
13	24-Feb-16	8.2	CG	CG asked ATN to share her concerns re-governance with DP, PA and herself	Open	