

Research Information and IT Services Group (RIISG)

Minutes of the meeting held on Friday 18th November 2016
Room G01, Taviton Street

Attendees: David Price (DP) – Chair, Jonathan Tennyson (JT), Phil Luthert (PL), Karen Sergiou (KS), Clare Gryce (CG), Declan Chard (DC), Graham Hart (GH), Tony Kenyon (TK), Desmond McMorrow (DMc), Peter John (PJ), Martin Moyle (MM), Ed Manley (EM), David Beavan (DB)

Apologies: Paul Ayris (PA), Mark Emberton (ME), Geraint Rees (GR), Alan Penn (AP), Richard Moorhead (RM), Melissa Terras (MT)

In Attendance: Eva Pombo - minute taker (EP)

1. Welcome and Introductions

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

2. Minutes from the Last Meeting

(See paper – 24-02-16 RIISG Minutes Draft EP2.pdf)

2.1 The group approved the minutes from the last meeting that took place on the 25th May 2016.

3. Review of Action List

(See paper – 24-02-16 RIISG Minutes Draft EP2.pdf)

3.1 The list of open actions was reviewed, progress noted and status updated in the table appended below.

4. Terms of Reference

(See paper – RIISG 18Nov2016 TORS.pdf)

Clare Gryce presented the proposed Terms of Reference which had been adapted from those in use last year to reflect the new Governance structure.

4.1 The group reviewed the Terms of Reference and approved them.

4.2 Clare Gryce noted that 'dashboard' style operational reports are being developed for all Research IT Services which will be presented to the group in due course.

5. Reports from Chairs of Sub-Groups

Research Delivery (Phil Luthert/Jonathan Tennyson)

5.1 Phil Luthert highlighted the importance of the domain in better understanding community needs. It was noted that it was important that the domain continue to communicate its role in representing these needs to feed into governance processes.

5.2 It was reported that at the launch of the eResearch domain in spring, "access to support and expertise" was ranked as the most important factor for their research, by attendees. The role of training to enable UCL researchers to use external facilities was noted.

5.3 The importance of the role of the domain in coordinating interaction with funding bodies was noted.

Research Outputs (Paul Ayris)

5.4 Paul Ayris summarised some of the key recommendations of the EU Expert Group on the European Open Science Cloud and explained that these will provide an input to the work of the sub-group. The need to refresh strategy in relation to adoption of ORCID was also noted.

5.5 The group discussed challenges relating to measurement of the impact of research and noted the growing interest in Altmetrics approaches.

Research Management (Karen Sergiou)

5.6 Karen Sergiou provided a summary report on the successful roll-out of the new Worktribe grant costing tool and the development and enhancements planned for 16/17 through the ongoing PAGS project. These include improvements to the platforms functionality (development of a new contracts module) and integration of Worktribe with My Finance.

6. 16/17 Capital Programme

(See paper – RIISG 18Nov2016 16-17 Capital Programme Report.pdf)

6.1 Clare Gryce presented the Research IT 16-17 Capital Portfolio which was agreed in the last meeting. She highlighted that all projects have a green RAG status with the exception of LAMIS which is currently AMBER.

6.2 Projects for 2016-17 are currently in their early phases with a focus on assembling project boards to ensure representation from key stakeholders, requirements gathering and analysis, and planning of procurement approaches.

6.3 Clare Gryce explained the overall role of the group in relation to the development of project proposals for 17/18. It was noted and agreed that should any minor decisions need to be taken outside the meeting cycle to align with UCL's planning timescales, then this could be done via email.

7. Research IT Strategy development

7.1 Clare Gryce informed the group that work is underway to develop an overarching strategy for Research IT Services and this will be presented at the next meeting.

8. Next Meeting Date

8.1 Two dates have been pencilled for the Spring Term meeting: 23rd February and 7th March 2017. A doodle poll will be set up nearer the time to determine preferred date.

Actions

(Closed actions will be deleted after one meeting)

Action Number	Meeting raised	Minute item	Owner	Action	Status	Notes
13	24-Feb-16	8.2	ATN	Clare Gryce asked Andrea Townsend-Nicholson to share her concerns re-governance with David Price, Paul Ayris and herself	Closed	18/11/16: Concerns were raised by a previous member of this group, no further input received. Agreed to close this action and re-raise any future concerns as appropriate.
15	25-May-16	5.1	CG	Clare Gryce to report back on revisions to project portfolio following analysis during project start-up.	Open	18/11/16: verbal report provided: as major infrastructure project progress, project spend profiles will be adjusted during Spring Term to address overbooking. <i>No further action - CLOSE</i>
16	25-May-16	5.2	CG	Clare Gryce to investigate overall funding approach for Management Information and report back at the next meeting.	Open	18/11/16: verbal report provided: £400,000 to be invested in Management Information from the IT Admin domain in 2016/17. <i>No further action - CLOSE</i>