



RIISG Combined Working Group # 3 & Working Group # 4
20th March 2013
MINUTES

PRESENT:

Henriette Bruun, Office of the Vice-Provost Research (HB)
Andrew Clark, Office of the Vice-Provost Research (ACk)
Andrew Cooper, Assistant Director (Policy and Communications / REF Manager)
(Registry) (ACo)
Sue Cooper, Research Services (Finance) (SC)
Graham Hunt, Head of Research Applications and Services ISD, (GH)
Sinead Kennedy, Office of the Vice-Provost Research (SK)
Krista Macmillan, Office of Vice-Provost Enterprise (KM)
Gavin Mclachlan, Director of Information Systems (ISD) (GMc)
Anne Mortimer, Office Vice-Provost Enterprise (AM)
Jeffrey Packman, Biological Services (JP)
Antony Peacock, Advanced Information Services Centre (AP)
Nour Shublaq, Department of Chemistry (NS)
Jacob Sweiry, Office of the Vice-Provost Research (JS)

APOLOGIES:

Nikki Clayton, Information Manager (HR) (NC)
Geoff Dunk, Faculty of Life Sciences (GD)
Anthony Finkelstein, Dean of Faculty of Engineering Sciences (AF)
Mike Griffiths, Director of Research Services (Finance) (MG)
Ofer Lahav, MAPS Faculty (OL)
Martin Moyle, Digital Curation Manager (Library Services) (MM)
David Selwood, Faculty of Medical Sciences (DS)
Jonathan Tennyson, Department of Physics and Astronomy (JT)

Matters Discussed

1.1 Welcome and apologies

- 1.1.1 SK welcomed colleagues to the meeting and introduced herself as new Chair of combined WG3 & WG4 Meetings
- 1.1.2 Apologies were noted.

1.2 Approval of Minutes of previous meeting

- 1.2.1 The draft minutes of the meeting held on 9th January 2013 were approved.

1.3 Update on status of Actions from previous meetings

- 1.3.1 The list of current actions from the previous meeting were reviewed and updated.

It was noted that no researchers/academics were present at the meeting, and given the importance of the agenda in reviewing the 2013-2014 bids, we should in these cases highlight when/where their input is needed. We should ask current academic WG member's to identify a deputy.

SEE NEW ACTION 23: GH and SK to follow up with current academic WG members.

From Action 18 – To circulate the IRIS Communications Plan to the group

1.4 2013/14 Bids

- 1.4.1 GH explained the bidding process and indicated that confirmed bids must be submitted by 5th April 2013. GMc explained that £3.7million would be made available for Research IT services denoting that each domain group would receive £1 million. This decision would be directed by the UCL Senior Management Team and Finance.

The following bids were reviewed:

Must Priority

- Management Information for Research Administration system (MIRA)
- REF2014

Should Priority

- Research Equipment Catalogue
- IRIS Phase V
- LAMIS - Laboratory Animal Management Information System
- RITA Service Improvements

1.4.2 There was discussion regarding the priority status of projects. GMC indicated the importance of gauging this correctly, matching both projects and funding. AC indicated it was unclear whether the whole RIM Phase project was a “Must” priority, as some areas of the project could be undertaken for approximately £100k while still having a good impact on improving services. AC also implied that there would be a slight chance that the LAMIS and Equipment Database would be funded externally.

1.5 LAMIS – Laboratory Animal Management Information System

1.5.1 JP explained that there was a strong argument for the LAMIS project to be given “Must” priority, as if it was not undertaken there would be severe legal implications for UCL, such as the revoking of licenses which would impact greatly on research at UCL. GH clarified that currently two systems were running at UCL ARMIS (old system) and LAMIS, as soon as the upgrade for LAMIS was completed, ARAMIS would be switched off. JP explained that LAMIS upgrade would allow Project License holders to monitor cost factors such as: space, stock of animals, aiding the planning of work for individual experiments, tracking and reporting, as well as being both efficient and ethical. UK law dictated that Project License holders must be trained, tested and judged on competencies required to work with animals. UCL had a legal responsibility for implementing a system for checking and recording this. As the LAMIS system checked licenses, recorded procedures and held secret information, it required tight security. GMC suggested that this point be included in the bid, and also that LAMIS would be used by the Sainsbury Wellcome Centre. JS highlighted the importance that LAMIS be linked to research grants and UPI systems to track health and safety checks on users which could then feed into occupational health.

BID APPROVED: Subject to changes.

SEE NEW ACTION 24: GH to amend LAMIS bid and add to ‘Must’ list

1.6 Research Equipment Catalogue

1.6.1 SK explained that currently the Catalogue covered equipment valued over £25k and was undertaken as a minor works project by ISD, Office of Vice Provost (Research) and Research Services (Finances). The catalogue currently has over 1300 equipment items listed and it is imperative that the catalogue is maintained and build on the momentum created by this project.

The UCL buildings information and equipment information was manually loaded, however it was now deemed necessary this year to submit a project bid.

This project is being driven by the Research Councils, and the cut in Capital Equipment funding (Wakeham Efficiency 2010), with the possibility that they would perform a research equipment audit.

GH suggested that if UCL had a clean equipment data set tied with technology links, in the future UCL would be able to share equipment across institutions. KM highlighted that the SME (Small or Medium Sized Enterprise) would be very much interested in generating income via small research facilities across UCL via the sharing of equipment across Institutions. KM explained that allowing external people to see what equipment was available for sharing and when could be extremely useful as currently equipment information was disparate and lacking for external use. SK informed all that this system would replace the UCL insurance register

GMc considered that a bid of £62k seemed rather a small for such a large system. SK explained that communications, promotion and adoption had already been undertaken via an EPSRC grant. AC confirmed that funding was required for the linking into other UCL systems and everyday usage and that this project was very much dependent on the RIM project.

BID APPROVED: Subject to changes.

SEE NEW ACTION 25: GH to amend Research Equipment Catalogue bid

1.7 IRIS Phase V

1.7.1 GH explained that some UCL departments were not happy with the occupational lists; the module required changing to add function enhancements and accommodate revised occupation lists. It was proposed that contextual help functions be added on both the IRIS system and IRIS help. AC also suggested pneumatic information e.g. transport, environment, research profile etc. be added to the bid. GMc indicated that 68% of UCL staff used IRIS for profile information however the system did not record the number of times information was updated. NS advised that IRIS be introduced to staff as part of the UCL induction programme. It was suggested that the communications and promotions plan be linked into the bid and state how IRIS is helpful for the REF in terms of CV generation, functionality for department use etc.

BID APPROVED: Subject to changes.

SEE NEW ACTION 26: GH to amend IRIS Phase V bid.

1.8 Research IT Applications (RITA)

1.8.1 GH explained that RITA covered three services as below:

- RPS
- IRIS
- UCL Discovery

Funding was required to implement architectural reviews, Operational Level Agreements and Service Level Agreements across systems and services, service resource review and additional functionality linked to architecture. It was decided that this project be given “should” priority as systems would not grind to a halt if the project bid was not approved.

BID APPROVED: Subject to changes.

SEE NEW ACTION 27: GH to amend Research IT Applications (RITA) bid.

1.9 REF 2014 Information Systems Support Bid

1.9.1 AC explained that funding was required for continued support for REF 2014, specifically for the data systems area, REF support and training, as well as supporting a HEFCE system. GH informed all that the vendors would provide a robust extraction tool, therefore it was agreed that an extra 25% be added to the bid request for unknowns.

BID APPROVED: Subject to changes.

SEE NEW ACTION 28: GH to amend REF 2014 bid.

1.10 Management Information for Research Administration system (MIRA)

1.10.1 GH explained that it had been agreed to procure and implement a system or modules for key priority areas such as pre/post award management, while integrating and interfacing with existing systems to enable reporting across the UCL research life cycle. AC enquired as to why there was the move away from purchasing a large system as opposed to the “bits and pieces” system now proposed. GH explained that a large system would incur huge costs for licences and support. The proposed system would allow for better integration with UCL systems, allowing sources of data to be clean and authoritative, with the option of purchasing additional “bolt on modules” for future enhancements. AP highlighted the omission of the benefit to Researchers and PIs stakeholder group; these were priority for the bid

proposal. It was also indicated that data and information extracted using this system would be integral for complex bids e.g. EU, NIHR and cross-disciplinary bids and legislative requirements hence welding together the research and business areas. It would also include estates management for research.

GMc indicated that it must be specified to the SMT that this would be a five year project (and should therefore include a budget for 5 years with future scope (staff numbers in departments, PhD progression, Complex bids, Estates, HESA returns) and constitutional requirements,

BID APPROVED: Subject to changes.

SEE NEW ACTION 29: GH to amend MIRA bid.

1.11 Budget Plan 2013-16, Service and Programme Status

1.11.1 GH presented and explained the 2013-2016 budget plans for Working Group 3 and Working Group 4. As well as, the current service status and 2012/13 programme status.

1.12 AOB

Agenda item for the next meeting: To discuss the formal amalgamation of Working Group 3 and Working Group 4, as well as the promoting of further academic involvement.

2. ACTION POINTS

No	Date first raised	Minute	Owner	Action	Status	Notes
12	12/10/2012	1.3.3	GH	Confirm with Martin Moyle, Library Services if RPS, ROS extraction can be expanding to help monitor adherence to UK & EU Open Access Policies.	CLOSED	Suggested to Symplectic as feature enhancement. They are looking at incorporation of new Sherpa services to help enable that.
14	12/10/2012	1.3.7	GH	Implement Equipment Register (Kit-Catalogue)	ONGOING	Development, Test and Production instances installed. UAT underway. Live release expected late March
15	12/10/2012	1.3.7	GH	Associate Implement Equipment Register (Kit-Catalogue) with CRICK Institute	CLOSED	Included in 2013/14 bid. One issue is that currently consortium regarding equipment sharing UCL are part of does not include KCL.
16	12/10/2012	1.3.8	NC	Review the UCL HR Induction Portal and report back	CARRY FORWARD	Ongoing – new starters do not engage quickly with REF.
17	12/10/2012	1.4.1	GH	Investigate who is owner of PhD Log book	CLOSED	Ben Colvill. However not considered a source of student data that comes from Portico
18	09/01/2013	1.5.3	GH GMc	Discuss communication and promotion of the IRIS service.	CLOSED	Part of IRIS Project - comms plan for Phase IV and service improvement work (these two are linked)
	04/03/2013		GH	IRIS Project Communications Plan	NEW	GH to produce and circulate IRIS Communications Plan
19	09/01/2013	1.6.1	GMc	Circulate published list of deadlines for bidding	CLOSED	

				process, prior to next meeting		
20	09/01/2013	1.7.1	GMc/AP	Circulate list to members of critical requirements, regarding internal/cloud based storage for data in EU include definitive statement of how and where data is stored.	CARRY FORWARD	
21	09/01/2013	1.8.1	GH	RITA: GH to make work content available online	CARRY FORWARD	Ongoing – all service improvement work will be hosted on an appropriate site
22	09/01/2013	1.9.1	GMc	Present agenda item to the next RIISG; to either rename Combine WG3 & WG4 working group or collapse it.	CARRY FORWARD	Outstanding – has been placed on RIISG Agenda
23	20/4/2013	1.3.2	GH SK	Academic and Researcher input: To highlight when/where their input is needed. Request current academic WG member's to identify a deputy.	NEW	
24	20/4/2013	1.5.1	GH	LAMIS: Change to "Must" status. Include in bid: UK legislative requirement, UCL legal responsibility for checking license, procedure and recording data. Include "protecting UCL Users and UCL" as system holds secret information. Stock control audit resulting in decreased numbers of animals used, space and storage, reducing overall cost, efficient and ethical, to be used also by Sainsbury Wellcome Centre	NEW	
25	20/4/2013	1.6.1	GH	Research Equipment Catalogue: Include in bid: system to link into UCL	NEW	

				insurance & research register, listing UCL buildings/locations, dependant on RIM project.		
26	20/4/2013	1.7.1	GH	IRIS Phase V: Include in bid: link communications & promotions plan, functions enhancement, contextual help on IRIS system & IRIS help, change module to accommodate revised occupation lists, add pneumatic information e.g. transport, research profile etc.	NEW	
27	20/4/2013	1.8.1	GH	RITA Service Improvement: Change to "Should" status as IRIS, RPS & UCL Discovery will not collapse if this bid is not approved	NEW	
28	20/4/2013	1.9.1	GH	REF 2014: Add 25% contingency to overall bid proposal for unknowns	NEW	
29	20/4/2013	1.10.1	GH	MIRA: Indicate in proposal the priority of Researchers/Pis, how this system would aid EU/Complex bids & legislation requirement by welding together the research business areas. Add in sections 15, 16, 17 the long term vision of "bolt on ambitious modules" highlighting a five year plan with future scope based on constitutional requirements.	NEW	

3. Next Meeting

Currently next meeting of this working group is planned for:

18th July 2013 from 10am to 12noon, Venue: HALDANE ROOM, WILKINS BUILDING
GOWER STREET, LONDON, WC1E 6BT