



RIISG Combined Working Group # 3 & Working Group # 4
9th January 2013
MINUTES

PRESENT:

Henriette Bruun, Office of the Vice-Provost Research (HB)
Andrew Clark, Office of the Vice-Provost Research (ACk)
Nikki Clayton, Information Manager (HR) (NC)
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)
Ofar Lahav, MAPS Faculty (OL)
Gavin Mclachlan, Director of Information Systems (ISD) (GMc)
Anne Mortimer, Office Vice-Provost Enterprise (AM)
Martin Moyle, Digital Curation Manager (Library Services) (MM)
Jeffrey Packman, Biological Services (JP)
Antony Peacock, Advanced Information Services Centre (AP)
David Selwood, Faculty of Medical Sciences (DS)
Nour Shublaq, Department of Chemistry (NS)
Jacob Sweiry, Office of the Vice-Provost Research (JS)

APOLOGIES:

Geoff Dunk, Faculty of Life Sciences (GD)
Anthony Finkelstein, Dean of Faculty of Engineering Sciences (AF)
Mike Griffiths, Director of Research Services (Finance) (MG)
Krista Macmillan, Office of Vice-Provost Enterprise (KM)
Jonathan Tennyson, Department of Physics and Astronomy (JT)

Matters Discussed

1.1 Welcome and apologies

- 1.1.1 GH welcomed colleagues to the meeting
- 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 12th October 2012 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.

1.4 Current Service Status

- 1.4.1 IRIS phase three was closed and phase four was to commence transitioning IRIS to a service.
- 1.4.2 Two new modules were purchased for RPS as follows:
 - Grant association to publication via ROS extraction, in order for researchers to create an output file for download.
 - Cross reference feed to provide improved DIY function on books no longer published.
- 1.4.3 Version4 of REF was now in UCL development and implementation environment and the next REF release would be 14th February 2013.
- 1.4.4 Research Accelerator license would not be renewed, although UCL has been offered free use for 6 months.

1.5 Programme Status

- 1.5.1 IRIS Enhancements for phase 4 had commenced, the new profile editing functions had now migrated incorporating the new look and feel, and an IRIS project user group would also be formed. OL enquired as to whether IRIS could be populated automatically, NC confirmed that there was no intention for information from UCL HR appraisal to be fed into IRIS. GH explained that to retain continuous engagement, it was important that a minimum requirement for IRIS population be:
 - Biography
 - Research Summary
- 1.5.2 GMc explained the critical nature for IRIS was to promote UCL and hence the quality of information was important as it was the face of UCL to the public.

1.5.3 GH highlighted the review of Funnel Back and its uses as a research tool instigated the review of IRIS. Investigations were still being undertaken as to whether extra functions were required for IRIS or a better search facility for Funnel Back. AP enquired as to whether the IRIS service had been publicly communicated to researchers and that researchers were now “live” on IRIS which also included number of hits.

SEE NEW ACTION 18: GH & GMc to liaise further regarding the communication and promotion of the IRIS service.

1.6 New Projects

1.6.1 Research Information Management System: Sue Cooper had been assigned senior user, the project board membership had been confirmed and that plans for information gathering workshops would commence in January 2013. GMc explained that a decision would be required at the next meeting as to whether to go forward with RIM or other products for the bidding process.

SEE NEW ACTION 19: GMc to circulate published list of deadlines for bidding process, prior to next meeting.

1.7 Budget

1.7.1 Budget funding changes included a decrease in RIM project of £30k. IRIS enhancements, KPS ROS and Equipment Register would now be classed as small works.

The bids forecast for 2013 were as follows:

- IRIS
- LAMIS
- eLab notebook evaluation
- Equipment Register

There was discussion on the viability of eLab notebook. GMc highlighted that three companies had been shortlisted to demonstrate their particular products.

SEE NEW ACTION 20: GMc and AP to circulate list to members of critical requirements, with regards to internal and cloud based storage for data in EU including definitive statement of how and where data is stored.

1.7.2 There was discussion on viability of eLab books, it was agreed that this could be further discussed at the next meeting.

1.8 Research IT Applications (RITA)

1.8.1 GH explained the service review of research IT applications of RPS, IRIS and UCL/Discovery and that the fundamental values drew on the intrinsic part of service. GH explained how this work had been carried out and how jobs priorities were categorised by:

- High value to customer
- Complexity of job

SEE NEW ACTION 21: GH to make work content available online.

1.9 Service Strategy and Governance

1.9.1 GH explained the terms of reference of both WG3 and WG4 groups and the intention to move forward with service strategy, improvements and briefs on existing programs, in order to provide reports for feedback from WG3 and WG 4 members. AP highlighted that combined meetings allowed information to be circulated and decisions to be made ahead of RIISG meeting. It was also proposed that the Combined WG3 and WG4 meeting required a standing agenda item on service standards and metrics.

SEE NEW ACTION 22: GMc to suggest as agenda item to the next RIISG; to either rename Combine WG3 & WG4 working group or collapse it.

1.10 AOB

1.10.1 To discuss project bids at next meeting.

1.10.2 To discuss viability of eLab notebook.

2. ACTION POINTS

No	Date first raised	Minute	Owner	Action	Status	Notes
8	16/03/12	1.4.10	GH	Build up a risk register for milestones, implementation dates and any impact on REF.	CLOSED	GH to circulate document for REF
11	12/10/2012	1.3.2	GH	Organise knowledge transfer interactions.	CLOSED	Meetings held, proposal to project board and being reviewed within IRIS Phase IV project
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	New	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	New	Ongoing
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)
19	09/01/2013	1.6.1	GMc	Circulate published list of deadlines for bidding process, prior to next	Closed	

				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.	New	
21	09/01/2013	1.8.1	GH	RITA: GH to make work content available online	New	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.	New	Outstanding

3. Next Meeting

Currently next meeting of this working group is planned for:

20th March 2013 from 10am to 12noon, Venue: G14 Committee Room, South Wing, Gower Street, London WC1E 6BT