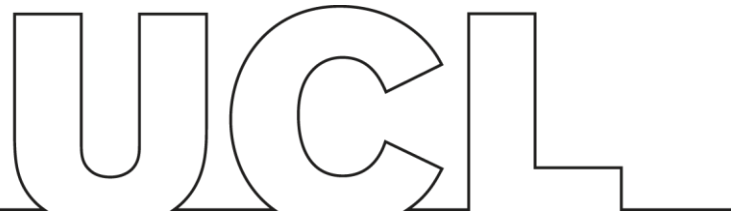


**INFORMATION SERVICES DIVISION****Research Applications Governance Group (RAGG)****20<sup>th</sup> May 2014****Minutes****Chair:**

Sinead Kennedy, Office of the Vice-Provost Research (SK)

**Present:**

Henriette Bruun, Office of the Vice-Provost Research (HBru)

Andrew Clark, Office of the Vice-Provost Research (ACK)

Andrew Cooper, Policy & Communications/REF Manager (Registry) (ACo)

Corrinne Frazzoni, ISD Administrative Services (CF) (*Minutes*)

Mike Griffiths, Director of Research Services (Finance) (MG)

Graham Hunt, Head of Research Applications and Services ISD (GH)

Dai Jenkins, Project Manager, ISD Project Delivery Services (DJ)

Krista Macmillan, Office of Vice-Provost Enterprise (KM)

Jeffrey Packman, Biological Services (JP)

David Selwood, Faculty of Medical Sciences (DS)

Jacob Sweiry, Office of the Vice-Provost Research (JS)

Jonathan Tennyson, Department of Physics and Astronomy (JT)

**Apologies:**

Helen Brown, HR Administrative Process Team (HBro)

Eva Farace, Research Services (Finance) (EF)

Anthony Finkelstein, Dean of Faculty of Engineering Sciences (AF)

Ofer Lahav, MAPS Faculty (OL)

Gavin McLachlan, Director of Information Systems ISD (GMc)

Martin Moyle, Digital Curation Manager (Library Services) (MM)

Antony Peacock, Advanced Information Services Centre (AP)

Nour Shublaq, Department of Chemistry (NS)

**1. Welcome and apologies**

The group welcomed the return of the Chair from maternity leave. SK thanked JS for acting as Chair in her absence. Introductions were made and apologies noted.

**2. Approval of Minutes of previous meeting (25<sup>th</sup> February 2014)**

The minutes of the previous meeting were approved and the list of previous actions reviewed. (see action sheet at end).

### 3. Review of prioritisation and agreement on recommendations to RIISG regarding funding options on 2014-15 bids

The group reviewed the prioritisation of the group 2014-15 bids.

It was agreed the group would support a reduction in scope or change in approach for IRIS than previously considered - i.e. reduction of PM support etc to allow the bid to be cheaper. Open Access was considered as a higher priority than IRIS by the group due to the new HEFCE REF2020 Open Access policy recently released. Within IRIS, ORCID integration was considered very important for IRIS – this is already underway and should be significantly completed as part of Phase V. LAMIS – concerns raised by JP regarding how Home Office will conduct future inspections means that ensuring completion and take up of the LAMIS system must remain a high institutional responsibility. They promoted Research Equipment Catalogue to 2 and demoted the Research Staff Log as there were felt to be other and more appropriate ways to tackle that. HR appraisals featured strongly in that discussion.

UCL Research Impact Curation was almost made a Priority 1 but the group was concerned that there were too many in that category. However, not providing a solution is considered a risk for REF2020 preparation, given limited time, presuming bids will be made again next year and large scale bid co-ordination assistance.

KM offered the following support to the Impact Curation bid:

- RIC team posts currently only funded to July 2015 so imperative to maximise progress in developing and populating the database to the point where it can be continued.
- The two biggest challenges in developing impact-related components of UCL's REF2014 submission were poor staff engagement and a frequent lack, in the absence of a systematic method of or resource for collating and storing it, of evidence to support impact claims. Delaying the development of the RIC database would mean failing to capitalise on momentum built up during REF2014 preparations to redress these issues, entrenching disengagement with impact across the College.
- A delay in the Impact curation database would mean lack of support for major bids for 2015
- A delay would also affect the timeline for integration of the impact case studies with IRIS which is currently scoped within Phase 6, and also subsequently with RIM.

It was agreed that the bids should be placed in three priority groupings, 1, 2 and 3, in decreasing priority, as follows:

#### 3.1. Priority 1 (justification and impact if not done)

##### 3.1.1. LAMIS (Laboratory Animal Management Information System)

- Cannot successfully respond to legislative needs.
- Cannot provide evidence of management to Home Office requirements
- Will expand user interface to comply with Home Office and necessary audit trail

##### 3.1.2. Research Information Management (RIM)

- Delay to replacement of PFact
- Unacceptable risk to UCL if RIM implementation postponed which will begin to impact on REF2020 processes etc
- Scope to provide cradle-to-grave IT system

##### 3.1.3. Open Access Support

- Need to react to HEFCE requirements for REF2020
- May impact long term REF2020
- Move of infrastructure to more supportable versions including EPRINTS upgrade

**3.1.4. IRIS**

- No further enhancement or refresh.
- Reduction in engagement – impact on institutional reputation
- Would be a pity to lose momentum but does not have priority of other 3 projects

**3.2. Priority 2 (justification and impact if not done)****3.2.1. UCL Research Impact Curation**

- Lack of easily searchable solution.
- Lack of integration with IRIS etc. for visualisation outside of UCL
- May impact long term REF2020 success

**3.2.2. Research Equipment Catalogue**

- Lack of integration with UCL systems
- Degradation of quality of data within system over time
- No booking system to allow easier booking of equipment for use
- Standardise charging

**3.3. Priority 3 (justification and impact if not done)****3.3.1. Research Staff Log**

- Unable to improve post Doc management of projects
- Impact on reporting to research councils
- Need to establish and link reporting requirements e.g. multiple PIs

**3.3.2. Research Professional**

- Lack of integration with UCL systems

**4. IRIS/RPS – Key Performance Indicators (document circulated)****5. AOB**

Item for agenda of next meeting: consideration of UCL merger with the Institute of Education.

**6. Next meeting**

The next meeting is currently being scheduled.

**ACTION POINTS**

No	Date first raised	Minute	Owner	Action	Status	Notes
20	09/01/2013	1.7.1	GM/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.	CLOSED	<b>20/05/14 CLOSED</b>
23	20/4/2013	1.3.2	GH GM	Academic and Researcher input: To highlight when/where their input is needed. Request current academic WG members to identify a deputy.	ONGOING	25/02/14 GM to work on formal academic invite. Is putting together announcement.
30	15/10/2013	1.3.8	GH, EF, OL, JS, GM	Promotion of Academic input: <ul style="list-style-type: none"> <li>Open consultative invitation to academics.</li> <li>Academic Research Away Day.</li> <li>Departmental level.</li> </ul>	ONGOING	25/02/14 Attempt to persuade more academics to become involved
31	15/10/2013	1.4.1	GMc	2013/14 Budget: GMc to give budget update at least 3 weeks prior to the next meeting.	CLOSED	25/02/14 Budget to be agreed. Bids to be drafted. Expressions of interest need to be made as soon as possible. <b>20/05/14 CLOSED</b>

<b>32</b>	15/10/2013	1.8.1	All	IRIS/RPS – KPIs - To be discussed further at the next meeting. GH to circulate KPI reports regularly.	CLOSED	KPI reports now for all of RITS circulated monthly. Extracts to be available at RAG meetings <b>20/05/14 CLOSED</b>
<b>33</b>	25/02/2014	4.1	DJ	RIM spec	ONGOING	25/02/14 Provide list of those consulted Project has met with over 30 stakeholders – on going meetings progressing. <b>20/05/14 Stakeholders have been consulted. On track to complete 2/6</b>
<b>34</b>	25/02/2014	4.5	JS	eLab	ONGOING	25/02/14 Prepare short paper for Vice Deans
<b>35</b>	25/02/2014	7	All	SCi-Val evaluation	CLOSED	Review and comment to JS by 28th February 2014. <b>20/05/14 None received. Evaluation period now ended. CLOSED</b>
<b>36</b>	25/02/2014	8	All	Bibliometrics Working Group Minutes	CLOSED	Review and comment to JS <b>20/05/14 None received. CLOSED</b>