



**RIISG Combined Group # 3 & Group # 4 Research
Applications Group
15th October 2013
MINUTES**

PRESENT:

Jacob Sweiry, Office of the Vice-Provost Research (JS) (*Acting Chair*)
Andrew Clark, Office of the Vice-Provost Research (ACk)
Andrew Cooper, Assistant Director (Policy and Communications / REF Manager)
(Registry) (ACo)
Geoff Dunk, Faculty of Life Sciences (GD)
Eva Farace, Research Services (Finance) (EF)
Sue Cooper, Research Services (Finance) (SC)
Graham Hunt, Head of Research Applications and Services ISD, (GH)
Ofer Lahav, MAPS Faculty (OL)
Martin Moyle, Digital Curation Manager (Library Services) (MM)
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)
David Selwood, Faculty of Medical Sciences (DS)
Jonathan Tennyson, Department of Physics and Astronomy (JT)

APOLOGIES:

Henriette Bruun, Office of the Vice-Provost Research (HB)
Nikki Clayton, Information Manager (HR) (NC)
Anthony Finkelstein, Dean of Faculty of Engineering Sciences (AF)
Sinead Kennedy, Office of the Vice-Provost Research (SK)
Mike Griffiths, Director of Research Services (Finance) (MG)

Matters Discussed

1.1 Welcome and apologies

- 1.1.1 JS welcomed colleagues to the meeting and introduced himself as the new Acting Chair of combined G#3 and G#4 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 20th March 2013 were approved.

1.3 Amalgamation of the two Groups:

(See document: RIISG Working Group TORs Comb 3-4 draft 3.docx)

(See document: RIISG Research Data Vis TORs draft 3.docx)

1.3.1 Review of Terms of Reference and Memberships

1.3.2 It was discussed that the Academic membership of this group needed to be increased, although this combined group had been meeting for over a year, academic representation was still low. No discussion had yet taken place to formalise this particular group.

1.3.3 GH informed all of the new Research IT Executive Group. This Executive Group would meet more often making recommendation, suggestions and setting the Agenda for RIISG. It would also prioritise the final bid portfolio.

1.3.4 Promotion of Academic input

1.3.5 It was suggested that an open consultative invitation to academics be made for this group. This would allow academics to comment and advise on areas that are of importance to them, and give an academic perspective to IT for Research Applications.

1.3.6 It was decided that IRIS and RPS issues would be discussed at the Academic Research Away Day.

1.3.7 EF suggested promoting this group on a departmental level across UCL and would follow up accordingly.

1.3.8 It was also suggested that academic interest could be generated, by the promotion of this group at the top ten Deans meetings across UCL.

SEE NEW ACTION 30: GH, EF and OF to investigate further and instigate.

1.4 2013/14 Bids

1.4.1 GMc explained that capital budgets had not yet been decided however bid planning for both £11m and £6.6m scenarios had been prepared for. With a budget of £11m, £250k would be allocated to the RIM project whereas all project allocated within the £6.6m would go ahead.

SEE NEW ACTION 31: GMc to give budget and bid update 3 weeks prior to the next meeting.

1.5 Research IT Executive Group

1.5.1 GH informed all of the new Research IT Executive Group. This Executive Group would meet more often making recommendation, suggestions and setting the Agenda for RIISG. It would also prioritise the final bid portfolio.

1.6 Research Information Management (RIM)

1.6.1 It was discussed that there was a need to replace pFact. There was considerable and rising risk to UCL of pFact, significantly failing. Options identified by project to date included were Agresso ACP, Ideate and WorkTribe.

1.6.2 It was discussed that there was a need to hire a Project Data Architect to ensure data design could be extensible and consistent with RIM's long term commitments, and also to work along with other projects (e.g. Abacus). Also to ensure RIM's needs were served within those areas..

1.7 IRIS Data Visualisation

(See document: RIISG Research Data Vis TORs draft 3)

1.7.1 It was decided that another sub group was required to cover the research data visualisation area. KM explained the scope for this group as follows:

- Reporting/Visualisation from Existing services such as IRIS, RPS, Discovery etc.
- Reporting/Visualisation needs of new services being proposed – e.g. RIM
- Incorporation of reporting from activities to be tracked in Research Computing, Research Data and Research S/W development.
- Members currently included - Krista Macmillan, Graham Hunt, Suren Rajeswaran.

1.8 IRIS/RPS – Key Performance Indicators

1.8.1 KPIs were initially produced for internal ISD use. However, it was discussed that monthly KPI reports would be produced for the Service Board, although there were concerns over duplication, publication and lack of administrative support to regularly input data manually. This item would be discussed in further detail at the next meeting.

SEE NEW ACTION 32: This item would be discussed in further detail at the next meeting.

1.9 AOB

1.9.1 None

2. ACTION POINTS

No	Date first raised	Minute	Owner	Action	Status	Notes
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. Implementation of HR induction portal in IRIS to be followed up in the near future.
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
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	
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	NEW	

				Discovery will not collapse if this bid is not approved		
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	
30	15/10/2013	1.3.8	GH, EF, OL	Promotion of Academic input: <ul style="list-style-type: none"> • Open consultative invitation to academics. • Academic Research Away Day. • Departmental level. 	NEW	
31	15/10/2013	1.4.1	GMc	2013/14 Bids: GMc to give budget and bid update 3 weeks prior to the next meeting.	NEW	
32	15/10/2013	1.8.1	All	IRIS/RPS – KPIs - To be discussed further at the next meeting.	NEW	

3. Next Meeting

Currently next meeting of this working group is planned for:

3rd December 2013 from 10am to 12noon, Venue: Room 103, Podium Building, 1 Eversholt Street, London NW1 2DN