



# Research Data & Network Services Executive

**Paper Number** 302

---

**Title** Minutes from Executive 200  
**Date** 9<sup>th</sup> October 2013

---

Context and Purpose

Review and accept minutes from previous meeting 13<sup>th</sup> June 2013

Owner

Jacky PALLAS

Action Required: ***DECISION***

Accept or amend minutes from Executive 300, 13<sup>th</sup> June 2013

# RIISG WG2

## Research Data and Network Services Executive

### Minutes

### 13<sup>th</sup> June 2013

#### Document Location

The source of the document can be found in:

#### Revision History

Date of this revision:

Date of next revision:

Revision No.	Revision Date	Summary of Changes	Who	Changes marked

#### Approvals

This document requires the following approvals

Name	Signature	Title	Date of Issue	Version
Max Wilkinson		Head of Research Data Services		
Jacky Pallas		Executive Chair		
Executive				

#### Distribution

This document has been distributed to:

Name	Date of Issue	Version

## Contents

Document Location.....	1
1. Meeting 100.....	3
1.1. Attendees.....	3
1.2. Apologies.....	3
2. Minutes of previous meeting and Actions.....	3
3. Outcomes from this meeting.....	3
4. Actions.....	3
4.1. Previous Actions.....	3
4.2. New, carried over and ongoing Actions.....	4
5. Notes from Meeting.....	4
Agenda.....	4
5.1. Item 1: Welcome.....	5
Agree agenda and accept minutes from previous meeting.....	5
5.2. Item 2 – Actions from the previous meeting.....	5
5.3. Item 3 – Memberships and ToR.....	5
Memberships.....	<b>Error! Bookmark not defined.</b>
Terms of Reference.....	<b>Error! Bookmark not defined.</b>
5.4. Item 4 – Storage Project Update and Budget.....	6
5.5. Item 5 – Projects to recommend to the RIISG.....	6
Research Data Storage Phase 2.....	<b>Error! Bookmark not defined.</b>
Moonshot:.....	<b>Error! Bookmark not defined.</b>
Research Data Management.....	<b>Error! Bookmark not defined.</b>
OMERO.....	<b>Error! Bookmark not defined.</b>
CHAPTER.....	<b>Error! Bookmark not defined.</b>
5.6. Item 6 – Research Data Policy and Roadmap.....	7
5.7. AOB and next steps.....	7

## 1. Meeting 200

These are the minutes for the UCL Research Data and Network Service Executive (100). Held on Wednesday 13<sup>th</sup> June 2013 G14, 'Committee Room' in the Wilkins building.

### 1.1. Attendees

Jacky PALLAS (Chair) (JP)  
 Paul AYRIS (PA)  
 Max WILKINSON (MW)  
 Gavin MCLACHLAN (GM)

### 1.2. Apologies

Peter COVENEY (PC)  
 Anthony FINKELSTEIN (AF)  
 Jens Groth (JG)  
 Simon HODSON (SH)  
 Dipak KALRA (DK)  
 Samuel MASSIAH (SM)  
 Anthony PEACOCK  
 Melissa Terras (MT)  
 Oliver Duke Williams (ODW)

## 2. Minutes of previous meeting and Actions

The minutes of the previous meeting (Project Board/ 7<sup>th</sup> Feb 2013) were accepted.

## 3. Outcomes from this meeting

Outcome	Status

## 4. Actions

### 4.1. Previous Actions

Action	Description	Owner	Status

A7.4	Discuss new members list once new WG2 is established	JP/MC	Tabled TODAY CLOSED
A7.5	Produce “strawman” for new ToRs for WG2 and project groups for the next RIISG meeting taking place on February 2013.	MW	Tabled TODAY CLOSED
A7.6	Circulate and publish Research Data policy, once signed off by the SMT. Awaiting re-instatement from PA	MW	CLOSED
A7.7	Liaise with Andrew Clark to establish if there is MPI engagement with Arts and Humanities.	JP	CLOSED
A1.1	JP to discuss directly with RC a replacement and establish FC’s attendance. Also to discuss similar with AF and JG membership.	JP	CLOSED
A1.3	MW to add a research data definition to the pre-amble for the ToR and change the name of Research Data Services to Research Data and Network Services	MW	CLOSED
A1.5	AP and MW to establish regular contact and update	AP/MW	CLOSED

## 4.2. New, carried over and ongoing Actions

Action	Description	Owner	Status
A6.5 & A6.6	Liaise with Research Services to devise sustainable business model Devise business model options to include costings and charges for sustainability Update: JP & MW to liaise offline	JP / MW	ONGOING
A7.6	Circulate and publish Research Data policy, once signed off by the SMT.	MW	CLOSED
A1.4	SM/AP to provide regular updates as part of executive agenda (1 page summary)	AP	ONGOING

## 5. Notes from Meeting

### Agenda

Item	Paper	Action	Description	Owner	Time (min)
1. Welcome:	201 202	<b>D</b>	Agree agenda and accept minutes from the previous meeting (7 <sup>th</sup> Feb 2013)	Chair	5
2. Review actions from previous meeting	203	<b>D</b>	Review actions and close or carry over as required	Chair/All	20
3. Storage Project Update and Budget	204	<b>I</b>	Status, Usage, Planning and Budget	MW	20
4. UCL Research Data Policy Development	205	<b>G</b>	Agreement on actions and referral to RIISG	PA/MW	400
5. Project Bids Status	206	<b>I</b>	117 Storage project Phase 2	GM	30
			OMERO	GM	
			IDHS	MW	
				JP	
6. Membership and ToR	207	<b>D</b>			10
7.		<b>G</b>			

## 5.1. Item 1: Welcome

### Agree agenda and accept minutes from previous meeting.

The minutes from the previous project board (7<sup>th</sup> Feb 2013) meeting were accepted.

## 5.2. Item 2 – Actions from the previous meeting

The outstanding actions were carried forward. There were four actions requiring further attention from the Executive members, detailed in 'new and on-going actions.

## 5.3. Item 3 – Storage Project Update and Budget

### Change Notice Request

MW informed all that currently all RSD hardware was located in one place (Torrington Place Data Centre) and there was no provision for a dedicated disaster recovery feature. A change notice and plan had been agreed with the supplier which would alleviate resilience concerns and increase service infrastructure, by taking up an opportunity to part buy a tape library (UCL Computer Science). This tape library would insure against data loss, the option of tape storage would increase resilience in the system in the event of disk failure and allow disaster recovery. Although there would be no back up per se, additional nodes would further increase resilience. JP raised concern of sole allocation of the Cisco switch at KLB to the MAPS faculty and would the purchasing of this switch for MAPS set precedence for other UCL Departments? E.g. who would decide who pays for switches? MW explained that MAPS obtained significant funding from EPSRC and compliance with EPSRC data policies were a key element of the Research Data business case which underpinned the Phase 1 investment and the Research Data initiative. Also not leasing the tape library space from UCL Computer Science would risk service liability for data loss.

**ACTION:** JP to mention to RIISG, the issue of networking and priorities for UCL departments.

### Project Update

MW updated the Executive on the status of the Research Data Storage project.

The project remained on green status; the project close date had been delayed to end of July 2013 to incorporate the re-purposing of budget, as well as to increase resilience and quality as follows:

- DR insurance tape library (Opportunity)
- Increase virtualisation stack (Quality)

The project launch timeline for October/November 2013 was still in force, the long pilot phase had been required to build trust and gain traction in the research data area. There had been a soft launch of the Beta pilot for the end of July this would continue until the virtualisation stack had been installed. The Beta phase had been extended until the end of the year.

### Project Budget

MW presented the project budget update, informing all of the hardware cost of £600k leaving a surplus of £130k which would be spent elsewhere.

### Phase 2 Objectives

MW presented the Cloud based system for Research Data uploaded from a variety of mobile devices, which allowed the synchronisation of files that were scalable and limited by transfer i.e. network speeds. This system would cater to 90% of UCL users who required access to their large scale research data. JP enquired as to

platform services of 120TB and 150TB for Genomics, MW explained that these would be integrated into Research Data services. PA enquired as to charges to end users for Cloud based service; MW explained that initially this was a free service for up to 5TB and for anything above this, there were a variety of different models available that would be charged against grants. The Cloud based service would allow researchers to initially think seriously about data storage as well as consider pragmatic archive services.

#### 5.4. Item 4 – UCL Research Data Policy Development

JP explained that all MRC applications would require a data management plan, currently UCL had in place the following policies:

- Open access policy
- Data storage/security policy
- Data protection policy

It was imperative that these policies be reviewed so as to ensure that there were no inconsistencies.

**ACTION:** GM and MW to review all three policies.

PA would include the following change to the Research Data policy:

After 3.5: Insert description of the Governance structure responsible for implementing and initiating the policy.

GM explained the importance of linking the Research Data policy to the Identifiable Patient Data policy which linked to the Identifiable Data Handling System (IDHS) owned by UCL SLMS.

MW also indicated that sensitive data policies held in other departments such as the Jill Dando Institute should also be linked to the Research Data policy. **AGREED**

**ACTION:** MW to liaise with Richard Wortley of Jill Dando Institute to further review the sensitive data policy.

JP indicated that representatives from these different groups responsible for sensitive data policies should also be invited to join the Research Data and Networks Services Executive, in order to ensure that there is policy cross over and information consistency.

It was agreed that the Research Data policy would be ratified by the RIISG, approved and signed off by the Vice Provost (David Price), the SMT and the new Provost. It was also suggested that the Research Data policy be launched in October and the Research Data Service be launched in December. MW highlighted that both service and policy were linked and required guidelines. MW was currently developing guidelines for Research Data policy.

**ACTION:** MW to develop communications plan for both Research Data and networks policy and Research Data Service launch.

#### 5.5. Item 5 – Project Bid Status

JP informed members of the last RIISG meeting which indicated that capital spend would be decreased from £11million to £6.6million. GM explained that the following projects would not be affected as they were considered high risk due to legislative implications:

- REF
- LAMIS
- IDHS
- IRIS

GM also indicated that an extra £100k would be deducted from Research Data however this would not impact the research data project.

## 5.6. Item 6 – Terms of Reference

MW informed all of the change of title from “Research Data Group” to “Research Data and Networks Services Executive”.

**Changes to membership:**

**Resignations:**

Professor Richard Catlow

**New:**

Professor Richard Wortley

Professor Mark Girolami

GM suggested the membership be extended to representatives of heavier user groups in order that they may advise on user ability. MW indicated that the executive and users should be separated. JP indicated that this executive have high level and strategic oversight. However there could be potential to develop the Executive similar to the WG1# Research Computing Working Group and the CRAG.

## 5.7. AOB and next steps.

There was no further or additional business.

JP summarised the meeting and thanked members.

**9<sup>th</sup> October 2013 from 10.00am – 12.00pm, Venue: Room 103, The Podium Building, 1st Floor, 1 Eversholt Street, London, NW1 2DN.**