



Research Data & Network Services Executive

Paper Number 402

Title Minutes from Executive 300
Date 9th October 2013

Context and Purpose

Review and accept minutes from previous meeting 9th October 2013

Owner

Jacky PALLAS

Action Required: ***DECISION***

Accept or amend minutes from Executive 300 9th October 2013

RIISG WG2

Research Data and Network Services Executive

Minutes

9th October 2013

Document Location

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Revision History

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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:

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1. Meeting 300

These are the minutes for the UCL Research Data and Network Service Executive (300). Held on Wednesday 9th October 2013, 10.00am – 12.00pm, Room 103, The Podium Building, 1st Floor, 1 Eversholt Street, London, NW1 2DN.

1.1. Attendees

Jacky PALLAS (Chair) (JP)

Peter COVENEY (PC)

Jens GROTH (JG) representing Anthony FINKELSTEIN

Anthony PEACOCK (AP)

Daniel HANLON (DH) representing Max WILKINSON

Martin Moyle representing Paul Ayris

1.2. Apologies

Gavin MCLACHLAN

Dipak KALRA

Samuel MASSIAH

Melissa TERRAS

Oliver DUKE WILLIAMS

Mark GIROLAMI

Richard WORTLEY

2. Minutes of previous meeting and Actions

The minutes of the previous meeting (Project Board/ 13th June 2013) were accepted.

3. Outcomes from this meeting

Outcome	Status

4. Actions

4.1. Previous Actions

Action	Description	Owner	Status
A7.6	Circulate and publish Research Data policy, once signed off by the SMT. Awaiting re-instatement from PA	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
A1.4	SM/AP to provide regular updates as part of executive agenda (1 page summary)	AP	ONGOING
	JP to mention to RIISG, the issue of networking and priorities for UCL departments	JP	Completed
	GM and MW to review all three policies, update required for next meeting Open Access Policy Data storage/security policy Data protection policy	MW	ONGOING
	MW to liaise with Richard Wortley of Jill Dando institute, to further review the sensitive data policy	MW	Completed
	MW to develop communications plan for both Research Data and networks policy, as well as the Research Data Service launch	MW	Completed
	MW to re-write Research Data Benefits Register document	MW	NEW
	MW to collate comments on the Research Data Policy.	MW	NEW
	JP to liaise with PA to discuss LERU global perspective	JP	NEW
	DH to discuss LERU costing details with MW. A revised document to be forwarded to both MW and PA for further consideration.	DH, MW, PA	NEW
	MW to clarify details of projects and users in reporting KPIs	MW	NEW
	JP to provide guidance on how to report on costing and pricing for Research Data Services	JP	NEW

5. Notes from Meeting

Agenda

Item	Paper	Action	Description	Owner	Time (min)
1. Welcome:		D	Welcome new members	Chair	5

			Agree agenda and accept minutes from the previous meeting (13 th June 2013)		
2. Review actions from previous meeting	302	D	Review actions and close or carry over as required	Chair/All	5
3. Benefits	303	G	Benefits Review (Draft tabled for review)	JP/DH	5
4. UCL Research Data Policy Development	304	D	Agreement on review period and communication plan	PA	10
5. LERU report on research Data	305	D	Comment/review report	PA	10
6. Project Storage Update	306	I	Project status	DH	20
			Timelines	GM	
			Service Constraints	MW	
			Metrics (Users & Usage)	JP	10
7. Update IDHS		I	Update on the next phase of IDHS	AP/SM	5
8. Membership Review	307	D	New and Departing members	JP	10
9. AoB		D	Any other business	JP	10

5.1. Item 1: Welcome

Agree agenda and accept minutes from previous meeting.

The minutes from the previous project board (13th June 2013) meeting were accepted.

5.2. Item 2 – Actions from the previous meeting

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

5.3. Item 3 – Benefits

Previously circulated: (See Doc: Research Data & Network Services Executive, Paper 303. Title: Research Data Benefits Register (Draft) Date: 9st October 2013, File:300_RDS_Exe_Papers_20131009.pdf)

DH presented the draft Research Data Benefits Register and explained that each benefit must be mapped to at least one specific project of activity in order to aid in the delivery of project or activity goals. It was agreed that a clear distinction was required between the core services that would be deployed and any extra service that could be offered.

It was suggested that benchmarks were needed in order to measure success.

A3.1 ACTION: MW to re-write Research Data Benefits Register document.

5.4. Item 4 – UCL Research Data Policy Development

Previously circulated: (See Doc: Research Data & Network Services Executive, Paper 304. Title UCL Research Data Policy Date 13th June 2013, File:300_RDS_Exe_Papers_20131009.pdf)

Members had been requested to review the policy frequency and priorities. It was agreed that the Research Data policy must be consistent with the following policies:

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

It was also necessary to stipulate ownership and governance of the UCL Research Data policy, from OVPR.

It was suggested that the policy made clear statements of how the Research Data Service and other projects such as IDHS would assist in delivering the Research Data policy.

Members would provide comments which would then be forwarded to Paul Ayris for approval. The final document would be then sent on to David Price.

A3.2 ACTION: MW to collate comments on the Research Data Policy.

JP requested that GM/MW review existing policies on UCL website referencing data protection, information security, information governance etc as some statements could be misleading.

A3.3 ACTION: GM and MW to produce a detailed policies diagram, while cross-referencing and ensuring policies do not contradict each other.

5.5. Item 5 – LERU (League of European Research Universities) report on Research Data

*Previously circulated: (See Doc: Research Data & Network Services Executive, Paper 305. Title: League of European Research Universities RoadMap for Research Data
Date 30th September 2013, File:300_RDS_Exe_Papers_20131009.pdf)*

The LERU document was discussed in order to provide feedback to Paul Ayris on the content. JP commented that some global biomedical initiatives were missing.

A3.4 ACTION: JP to liaise with PA to add Global Alliance for sharing biomedical data in report, if appropriate.

Chapter 5 of this document, specifically point 74 was discussed and it was highlighted that the costing statement required review. The board asked for clarification on whether UCL was happy to disclose financial details in this document.

AGREED

A3.5 ACTION: DH to discuss LERU costing details with MW. A revised document will then be forwarded to both MW and PA for further consideration.

5.6. Item 6 – Storage Project Update

*Previously circulated: (See Doc: Research Data & Network Services Executive, Paper 306. Title: Research Data & Network Services Executive
Date 9th October 2013, File:300_RDS_Exe_Papers_20131009.pdf)*

DH gave a brief update on the Storage Project, explaining that pilot users consisted of 10 projects and approximately 40 individuals. JP requested an outline of pilot users and further technical details.

A3.6 ACTION: MW to provide report detailing pilot groups, why they were specifically chosen and what had been learnt so far from them.

AP enquired as to whether criteria had been set to measure the success of both this pilot and its soft launch.

A3.7 ACTION: MW to report up from the project executive to the project board detailing measurement of success, KPIs for both the pilot and soft launch.

The business model for this project was discussed and it was yet to be determined as to how to best work out the pricing for this service, which had to be in place by the beginning of 2014.

A3.8 ACTION: JP to provide guidance on how to report on costing and pricing for Research Data Services.

5.7. Update IDHS

Previously circulated: (See Doc: Title: Services for Handling Sensitive Data – Update for WG2 Date 9th October 2013, File: IDHS WG2 v1300.pdf)

AP gave a brief update and explanation of the Services for Handling Sensitive Data. AP emphasised the importance of handling information ethically and within the law in order for UCL to demonstrate good practice to research participants and clinical partners. The implications of any data protection breaches could have a major impact on UCL's integrity which could then prevent any research activities at UCL. AP informed all that Phase 1 and 2 of this project had been completed in September 2013 and that permission to proceed had been given with part funding from the CHAPTER project.

A3.9 ACTION: IDHS update to become standing agenda item

AP agreed to circulate the slides he showed at the meeting.

5.8. AOB and next steps.

PVC described the EUDAT project, a 3 year EU-funded project for biomedical data management, and the need for this project to be linked to UCL's ongoing Research Data policy and services.

JP described the new name, Research Data Group, for this project Executive and the new governance structure for Research IT Services, the RITS Executive comprising the Chairs of each Group led by David Price.

JP summarised the meeting and thanked members.

27th November 2013 from 10.00am – 12.00pm, Venue: Room 103, The Podium Building, 1st Floor, 1 Eversholt Street, London, NW1 2DN