



UCL Research Data Services Executive

Paper 602

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Approvals

This document requires the following approvals

Name	Signature	Title	Date of Issue	Version
Max Wilkinson		Head of Research Data Services		
Paul AYRIS		Project Board Chair		
		Project Board	Acceptance at 600	

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A. Meeting Summary 500

These are the minutes for the UCL Research Data Service Executive (500), held at 10:00am on Tuesday 18th February 2014. The minutes were taken by CF, supplemented with comments from MW and JP.

1. Attendance

<i>In Attendance</i>	<i>Apologies</i>
Jacky PALLAS (Chair) (JP)	
Max WILKINSON (MW)	
Gavin MCLACHLAN (GM)	
Daniel HANLON (DH)	
Anthony PEACOCK (AP, deputy for SM)	
	Peter COVENEY (PC)
	Samuel MASSIAH (SM)
	Anthony FINKELSTEIN (AF)
	Jens GROTH (JG, deputy for AF)
	Martin Moyle (MM, deputy for PA)
Paul AYRIS (PA)	
	Melissa TERRAS (MT)
	Oliver DUKE-WILLIAMS (ODW, deputy for MT)
	Dipak KALRA (DK)
Richard WORTLEY (RW)	
David BEAVAN (DB)	
Corrinne FRAZZONI (Minutes) (CF)	

2. Previous Actions

Action	Description	Owner	Status
A2.3	MW to develop communications plan for both Research Data and networks policy, as well as the Research Data Service launch	MW	ONGOING
A3.1	MW to rewrite Research Data Benefits Register document	MW	ONGOING
A3.2	GM and MW to produce a detailed policies diagram, while cross-referencing and ensuring policies do not contradict each other.	MW	CLOSED
A4.1	In partnership with RW and AP, MW to re-draft the Scope statements to include clearer service propositions and present at the next Executive.	MW	CLOSED
A4.2	GM and SM to review benefits register and return comments and suggestions back to MW to compile for the next Executive meeting review.	GM/SM	ONGOING
A4.3	MW to circulate the intranet URI to all executive members.	MW	ONGOING
A4.4	SM/AP to present the MRC tender at the next meeting	SM/AP	CLOSED
A4.5	MW to include impact of internal markets on the business planning and continue charging level discussions off line with JP and the Financial Research Office. Needs wider input.	MW	ONGOING
A4.6	Members to email suggestions for executive membership to MW who will compile a list to present and decide at the next Executive meeting. GM to send out a general call.	MW	ONGOING
A4.7	MW to take ownership of updating the ToR and Governance paper given	MW	ONGOING

Action	Description	Owner	Status
	recent changes from RIISG		

3. New Actions (numbered by Meeting No. plus Item No.)

Action	Date added	Description	Owner	Status
500.4.3	18.02.14	Plan for IDHS Data Safe Haven bid and establish the approach	JP/GM/AP	New
500.4.4	18.02.14	Plan advocacy/communications training bid	MW/AP	New

B. Minutes

1. Welcome

Introduction of new members and agreement of agenda

David Beavan (Research Manager, UCL Centre for Digital Humanities) and Corrinne Frazzoni (ISD Administrative Services) were introduced. The agenda was agreed for this Extraordinary Meeting of the Executive.

2. Review of actions and acceptance of Minutes from previous Meeting (Paper 502)

The Minutes from Meeting 400 held on 27th November 2013 were accepted and carried over actions were reviewed by members of the Executive. Comments and status were updated accordingly in the actions register.

Seven actions were noted as ongoing (additional comments in bold):

*A2.3 MW to develop communications plan for both Research Data and networks policy, as well as the Research Data Service launch. **In progress.***

*A3.1 MW to rewrite Research Data Benefits Register document. **In progress.***

*A4.2 GM and SM to review benefits register and return comments and suggestions back to MW to compile for the next Executive meeting review. **In Progress***

A4.3 MW to circulate the intranet URI to all executive members.

*A4.5 MW to include impact of internal markets on the business planning and continue charging level discussions off line with JP and the Financial Research Office. **MW noted this needs a wider input from the Executive and requested contributions.***

*A4.6 Members to email suggestions for executive membership to MW who will compile a list to present and decide at the next Executive meeting. **GM to send out a general call.***

A4.7 MW to take ownership of updating the ToR and Governance paper given recent changes from RIISG

3. Benefits and Strategy (Paper 503)

The group were presented with a distillation of the overall Research IT Services Strategy for 2014/15 to 2016/17 for discussion of the areas relevant to Research Data and asked to review the strategy and profile an ideal capital spend for RDS projects within the overall budget. It was noted that good programme management practice suggests a strategy can be used to realise benefits, and that this is best achieved through a series of approved projects. Thus the executive was encouraged to formulate the strategy with an aim of realising benefits of the Research Data Services objectives.

In 2013/14 there were two projects supported in the Research Data Domain:

- Research Data Storage Phase 2, £91k plus £550k MRC Farr Inst. Award
- SLMS Identifiable Data Handling Solution Phase 3, £268K plus £441k MRC Farr Inst. award

Key strategic business objectives for Research Data Services:

- Answer the critical need for research storage for researchers at UCL and meet the needs of the funding bodies for research data storage
- Provide secure data facilities (Data Safe Haven) that meet the requirements of NHS and other data providers (e.g. for patient identifiable data and Census data)
- Provide advanced search, collaboration and Research Data warehouse capabilities to extend the use and analysis of data
- It was noted that new concepts e.g. 'data warehouse' should be defined and aligned to a benefit in order for it to be included
- Provide secure, scalable and high bandwidth networking

_ it was not clear that this was returned to the scope of the service initiative.

The group discussed the annual objective targets for 2014/15 to 2016/17:

Year 2014/15

Annual objective targets

- Core Research Data Storage capacity - scale out according to needs.
 - It was suggested a scalability discussion was needed to clarify 'actual' needs rather than implied or expected.
- Digital preservation will be required for long term (>10years) data storage. UCL researchers could reference their data objects as with publications. UCL would have a comprehensive manifest of the data generated (and re-used) by UCL researchers. Research Councils would be able to report on the data generated by the research they fund.
 - Digital preservation was an important focus for UCL and could provide it with a huge advantage and an opportunity for ground-breaking work.
- Data Safe havens would be expanded to cover data granted in social sciences, crime and security or any other data that have security obligations (whether from UK Legislation or IPR)
 - Training and good data management were key issues.
 - It was agreed that Data Safe havens needed to remain a focus.
 - There would be a soft roll-out – streamlining needed
 - Possibility of targeted workshops/clinics

Year 2015/16

Annual objective targets

- Consolidated access to a full Research Data Service wrap would completely remove the data storage barriers to UCL research: researchers can be directed to most appropriate and cost efficient data storage and management facility rapidly and with an open and honest cost burden.
 - It was suggested that UCL could archive data externally.
- Promote UCL Research Data access as UCL's response to the Open Data movements. Research Data Services could be used as a revenue generating facility to organisations without their own service.
 - Open Data should be a part of the overall initiative but has to be seen as a process embedded over the three-year budget period, not for automatic mass adoption. Needs more discussion and an

understanding that disciplines vary according to acceptance of 'open' initiatives and thus activity is likely to be equally diverse.

- Open Data could be seen in parallel with the new UCL open-access press. Free to UCL users but externals could be charged. Possibly follow the HPC model.
- However, it was necessary to proceed with caution where external revenue generation was concerned due to UCL's charitable status.
- Provide advanced search, collaboration and Research Data warehouse capabilities to extend the use and analysis of data.
- It was noted that new concepts e.g. 'data warehouse' should be defined and aligned to a benefit in order for it to be included
-

Year 2016/17

Annual objective targets

- UCL researchers to be fully compliant with UK funding body requirements in data management and sharing with minimal overhead. UCL RDS to support good research practice in data management.
- UCL to have an established and leading reputation in research data management. Storage, archive and search/access services to build features and capacity according to researcher needs
- Provide advanced search, collaboration and Research Data warehouse capabilities to extend the use and analysis of data.
 - There was a clear need for joined-up service areas and a question of how to coordinate them within the same timescale: not just data, but storage and archiving needs and training.
 - Would need a harmonisation of authentication processes.
 - The group was assured that a merge of activities was underway and the intention was to avoid too much happening too quickly.

4. Project Bids (Paper 504)

Members were requested to review the bid ideas and select those to develop into full bids for recommendation and support for full funding by RIISG.

Deadlines:

End Feb 2014: Bid ideas with estimated costs

End of March 2014: First draft bids with accurate costs

First week of May 2014: Submit the final copy of bid documents to PMO

- Bid 1: UCL Research Data Archive
 - Suggested to start with departments such as Digital Humanities or Chemistry.
 - 50-100 terabytes for 10 years – benefits to be gained from scale and longevity.
 - What demand exists for this service?
 - Need to consider best use and value.
 - Need to learn to look after data and not just use storage as a dumping ground for everything.
 - Bid needs to look at the wider remit of archiving; different levels and cases.
 - Scalability based on need– discussion to be held.
 - Look at alternatives: keep archive onsite or outsource? Costings of both.
 - Acknowledge separate needs, e.g. existing community or discipline repositories like the EBI, DiRAC, Dryad etc
 - Regional archives or those available via consortia like SES.

- Bid needs to link to funders e.g. EPSRC.
 - Proof of concept – is there an understanding of true user demand and cost impact?
 - Parallel need for training.
 - Need for joined-up service.
 - Need to ensure people understand there is a cost to data preservation.
- Bid 2: Distributed Data Storage facility
 - Based on user feedback there was an expectation that the service would replace existing and often out-dated practices.
 - Complete local storage solutions are not scalable and make not sense being managed centrally
 - Centrally managed storage solutions require data to moved from local provisioning .
 - Possibly a temporary solution would be to provide local storage solution that would be made resilient using the central storage solutions.
 - Bid to be worked up and the solution would be aimed at facilitating change behaviour to a centrally provisioned storage solution that is resilient and accessed as required.
 - Bid 3: IDHS Data Safe Haven [perhaps Anthony Peacock could comment on this section]
 - 4 strands.
 - Ability for HPC on identifiable data.
 - User requests for more compute.
 - Continuity – capacity increase
 - Service process improvement
 - Paperless
 - Consulted with user group – they like but need more.
 - There is a need for secure archiving.
 - UCL doesn't own a lot of its data
 - £600k rough cost. Capacity difficult to predict.
 - A number of users were confused by options – need a 'one-stop shop' – maybe via a web portal

Action 500.4.3: Plan for a different bid and establish the approach (JP/GM/AP)

- Bid 4: Advocacy and communications training package (potential bid)
 - Provides for the need of a dedicated advisor/resident facilitator for the research data services and researcher compliance with Data policies, particularly regarding management
 - Leverage existing library resource and relationship across college
 - Bring together RITS facilitators, Library staff and run clinics and amplify communication messages
 - Ensure what is needed cross-faculty

Action 500.4.4: Prepare bid (MW/PA)

- Discussion has occurred regarding work with the Farr Institute and joining up of national infrastructure.
- Have also talked with JANET
- Possible need for secure networking project
- Research authentication bid may emerge from next workshop
- Issue of unified services
- How to support external users of DSH? Issue of profit making.

- Build data lab to handle non-anonymised data? Still getting accreditation.
- Not as a repository
- Work to be done regarding collaboration and means of interaction. Governance discussion needed

5. Sustainability Planning

Not discussed due to time constraints.

6. Programme update

Not discussed due to time constraints.

7. Executive Membership

- Question of how to get academics to engage. Not discussed due to time constraints.

8. AOB

Next meeting to be held Wednesday 30th April 2014 at 10.00am