



RESEARCH IT EXECUTIVE (RITE)

Extraordinary Meeting

MINUTES

Monday 31 March, 3pm-4pm

Ground Floor Meeting Room, 2 Taviton Street

Chair:

Professor David Price [DP]

Present:

Dr Andrew Clark [AC]; Ms Clare Gryce [CG]; Mr Gavin McLachlan [GM]; Dr Jacob Sweiry

Apologies:

Dr Paul Ayris [PA]*; Professor John Brodholt [JB]; Professor Anthony Finkelstein [AF]; Mr Graham Hunt [GH]; Dr Sinead Kennedy [SK]; Dr Max Wilkinson {MW}

In attendance:

Corrinne Frazzoni [CF] (Minutes)

*Note: Dr Paul Ayris has replaced Dr Jacky Pallas as Chair of Research Data Governance Group, hence his new membership of the RITE.

Minutes

1. Approval of Minutes of previous meeting and matters arising [Chair]

The minutes of the previous meeting held on 9th January 2014 were approved.

The Action Points from the previous meeting were reviewed and amended as per the attached Action Sheet.

2. Research IT 3 year draft business plan [GM]

GM presented the draft 3-year Strategic Operating Plan for the RITS Department for 2014-17, summarising ISD's key strategic objectives within the research domain and how these link to UCL's overall strategic aims.

The Research Strategy, as outlined by the Vice Provost for Research, is encapsulated in three research aims, all of which need to be underpinned by world leading research support, scientific equipment, research estate and IT infrastructure to enable these aims to be achieved:

- Leadership founded in excellence
- Cross disciplinary grounded in expertise
- Realising the impact of a global University

ISD Key Strategy:

- Provide world leading IT services for Research and Teaching & Learning.

ISD Strategic Objectives 2014-17:

- Grow the RITS department and resources by shifting resources from commodity IT to direct support for Research and growing the department through grants funding and external income
- Support for REF 2014 (preparedness for REF 2020)

- Provision of High Performance Computing, Research Data Management services and Research Software Development services
- Improve research applications to better support the research lifecycle including research management facilities and bid process support
- Support for collaboration and multi-disciplinary activity (both within UCL and with its industry and academic partners) through the reduction in IT barriers to cross-disciplinary research with ease of connectivity and common platforms
- Broaden the use of IT services among UCL researchers including the introduction and expansion of computationally and data intensive research techniques to new domains and researchers across UCL
- Complete and comprehensive view of UCL research activities and outputs available for greater dissemination and application
- Help facilitate UCL becoming a global leader in the integration of research and education, underpinning an outstanding student experience, adding training resources through grant funding to provide more research data management and research software training for graduates

3. Capital bid ideas for Fiscal Year 2014/15 [GM]

GM presented the following list of ideas for proposed capital bids for discussion by the Executive. Final bids should be ready for the next RITE meeting on 21st May. It was agreed that some of the bids would need modification and further debate.

1. Research Information Management (RIM)
2. IRIS
3. Research Equipment Catalogue
4. LAMIS
5. Open Access Support
6. Research Student Log
7. Research Professional
8. Research Impact Curation
9. UCL Research Data Archive
10. Distributed Data resilience infrastructure
11. IDHS DSH Phase 3 (Data Safe Haven)
12. RDM Advocacy and outreach
13. UCLP Network - IAM service for Farr@UCLP network
14. iPython Notebook
15. Unix-like Desktop Environment
16. Major UCL HPC refresh
17. Software Development Dashboard
18. Legion Research Data integration
19. Legion maintenance bid

NB The following agenda items were not covered due to lack of time:

- 4. Agree agenda for next RIISG [2nd June 2014]**
- 5. Research IT Service report [GM]**
- 6. AOB**
- 7. Next meeting: Wednesday 21st May 2014 at 11.30am**

List of Current Actions

Closed (shaded) actions will be deleted after one meeting.

No	Meeting Date	Minute item	Owner	Action	Status	Notes
1.	9.1.14	2.1	Group Heads	Budgets (Capitalisation): Individual groups to decide on 2014/15 purchases, 5 year strategies & spend plans.	Ongoing	Research domain groups to plan the spend at the next RITE (21 May 2014)
2.	9.1.14	2.1	JS/AC	Research Applications Group (RAG – WG Group #3 &4): Seek further Academic and Faculty membership	On hold	Go back to original plan.
3.	9.1.14	2.1	WG#1 & WG#2	HPC/Datacentre HPC Communications Group to be set up and formally report to Governance Group.	Ongoing	
4.	9.1.14	2.1	GM	SLMS Facilitation & Communication: Draft facilitation & communications document for SLMS Faculty Deans	Ongoing	Need to consider e-health plans
5.	9.1.14	2.1	DP/JP	Joint academic & e-infrastructure Partnership and Collaborations: Further meeting with MC to deal with the FARR/CHAPTER spend.	Ongoing	31.3.14 Update: GM preparing document for MRC. ISD plan to hire PM for this but no money so letter to be sent to MRC. DP to meet with GM, David Lomas, Mike Cope & Sammy Massiah to discuss structure of grant.
6.	9.1.14	3.2	GM	Budget £1.7m breakdown: Request for complete breakdown and contribution charges. If less than £15k submit quote for project	Closed	Need also per faculty
7.	9.1.14	3.3	GM	Priority areas for £200-£250k additional spend: Keep RITE informed	Closed	
8.	9.1.14	4.1	GM/CG	Chair rotation of Working Groups: A timetable to be proposed with a three year cycle.	Ongoing	Add timetable to TORs

9.	9.1.14	4.2	GM	Working Groups/Domain Groups: The remit, current membership and proposed rotation of each domain group to be emailed to Deans and HODs to encourage the academics engagement and input into how the £2m budget should be spent each year.	Closed	
10.	9.1.14	6.2	CG MW GM GM	RITS statistics and measurements: <u>Research Computing:</u> Data to be simplified, metrics refined and made more consistent. <u>Research Data:</u> A breakdown to be provided across Faculties showing justification of usage <u>Incidents:</u> Data definition to be clearer and more defined. <u>Research Applications:</u> A list to be provided of all non engagers in RPS/IRIS Faculty Engagement	Ongoing	Include all 8 areas and add training reports
11.	9.1.14	8.1	GM	Statistics on CPU and data usage: To prepare a condensed version	Closed	
12.	9.1.14	8.1	GM	Project bid timetable: To communicate to Deans and HODs	Closed	