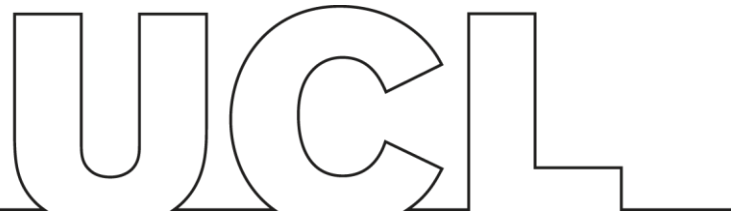


INFORMATION SERVICES DIVISION**Research Applications Governance Group (RAGG)****25th February 2014****Minutes****Present:**

Jacob Sweiry, Office of the Vice-Provost Research (JS) (*Acting Chair*)
Helen Brown, HR Administrative Process Team (HBro)
Henriette Bruun, Office of the Vice-Provost Research (HBru)
Edith Chan, Faculty of Medical Sciences (EC) (*Deputy for David Selwood*)
Andrew Clark, Office of the Vice-Provost Research (ACK)
Eva Farace, Research Services (Finance) (EF)
Corrinne Frazzoni, ISD Administrative Services (CF) (*Minutes*)
Graham Hunt, Head of Research Applications and Services ISD (GH)
Dai Jenkins, Project Manager, ISD Project Delivery Services (DJ)
Ofer Lahav, MAPS Faculty (OL)
Krista Macmillan, Office of Vice-Provost Enterprise (KM)
Gavin McLachlan, Director of Information Systems ISD (GMc)
Antony Peacock, Advanced Information Services Centre (AP)
Nour Shublaq, Department of Chemistry (NS)

Apologies:

Andrew Cooper, Policy & Communications/REF Manager (Registry) (ACo)
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)
Martin Moyle, Digital Curation Manager (Library Services) (MM)
Jeffrey Packman, Biological Services (JP)
Jonathan Tennyson, Department of Physics and Astronomy (JT)
David Selwood, Faculty of Medical Sciences (DS)

1. Welcome and apologies

The Chair welcomed the group to the meeting. Introductions were made and apologies noted.

2. Approval of Minutes of previous meeting (15th October 2013)

The minutes of the previous meeting were approved and the list of previous actions reviewed.

3. Update on 2013/14 budget and long term ISD capital budget plan with relation to Research Applications (GH/GM)

GH presented the Research Applications Capital Funding plan for 2014 – 2017. ISD have asked the SMT to support a long term IT Capital Investment Plan, discussed and agreed by SMT in late 2013 and built on 3-4 year strategy discussed at RIISG during 2013.

4. Current ideas and timeline for 2014/15 Bids/Budgets (JS/GH)

4.1. Research Information Management (RIM):

DJ (Project Manager) gave the group a short update on RIM. The system was currently being developed and engagement of a senior data architect to undertake the scoping was in progress. It was hoped this would be in place by early March. The procurement approach (whether to build or buy in) and process for software delivery were being assessed. This was planned to be in place by September 2014.

Discussion between the group followed of the proposed 2014/15 bids.

- It was agreed it was important to get input on the level of involvement
- Need to pick up on areas of difficulty such as within REF
- It would be helpful to have case documents for RIM
- It would be supporting a large community – once there was a spec it would be possible to consult the wider stakeholders.
- Consult the Vice Deans when a plan in place.

Action: DJ to provide list of those consulted so far.

4.1.1. IRIS:

- IRIS is critical as a showcase
- Key issue is how it relates to RIM.
- Would perhaps need to become a part of RIM – possibly for 2016. Depends on who the system is purchased from.
- Would be helpful if profile data could be exported

4.1.2. Research Professional

- Separate bid to be produced [see item 6]

4.1.3. Qlik View Data Visualisation:

- Should be kept within RIM
- Good temporary solution

4.1.4. Open Access Support:

- Keep separate for the moment – no need for a large bid.
- Have trialled Open Monograph

4.2. Funder Reporting Solution(s)

4.3. Internal Call Platform:

- Looking into it but possibly not a priority
- How to 'triage' calls?
- Issue of visibility – how to bring it to attention of researchers – too many emails already?
- To be considered as part of RIM longer term or possibly via Research Professional – no bid to be submitted

4.4. Research Staff Log:

- Look at post-doc possibilities – small project similar to PhD log
- Need to establish requirement and reporting features

4.5. eLab notebook:

- Could be used as ongoing notebook or at a more sophisticated level e.g. for lab costings
- Ability to reconcile approvals, ethics etc.
- A key question is the definition of functionality spec within a single solution
- Further assessment needed as to who needs what within UCL – perhaps an initial small pilot run
- Need an academic champion
- No ISD bid for 14 – 15 to be produced

Action: JS to prepare short paper for Vice Deans

4.6. Research Equipment Catalogue:

- Possibly a small bid, for internal users only for the moment

4.7. LAMIS (Laboratory Animal Management Information System):

- An important area of concern, particularly in terms of new legislation and the Brown Report, following revelations of a bad practice incident in animal research at Imperial.
- Issues of function and training to be considered
- Bid to be made

4.8. UCL Research Impact Curation:

- Possibly could site within IRIS
- Perhaps link to individual researchers or department

Action: GH to look into.

5. IRIS Data Visualisation update (KM)

- Needs assessment and to look at potential sources and new data streams
- Should include in RIM

6. ResearchProfessional: recent developments (JS)

Possibly take up with Vice Deans – to be assessed. Awaiting options from ResearchProfessional.

7. SCi-Val evaluation (JS)

Action: comments to JS by 28th February 2014.

8. Bibliometrics Working Group: Minutes (JS)

Action: comments to JS

9. IRIS/RPS: KPIs (GH)

Document circulated to group.

10. AOB

There was no other business.

11. Next meeting

Wednesday 9th April 2014 from 10am to 12pm

Venue: Central House, Room G01: 14 Upper Woburn Place, London WC1H 0NN

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	CLOSED	25/02/14 CLOSED
20	09/01/2013	1.7.1	GM/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.	ONGOING	
21	09/01/2013	1.8.1	GH	RITA: GH to make work content available online	CLOSED	25/02/14 CLOSED
23	20/4/2013	1.3.2	GH GM	Academic and Researcher input: To highlight when/where their input is needed. Request current academic WG members to identify a deputy.	ONGOING	25/02/14 GM to work on formal academic invite. Is putting together announcement.
30	15/10/2013	1.3.8	GH, EF, OL, JS, GM	Promotion of Academic input: <ul style="list-style-type: none"> Open consultative invitation to academics. Academic Research Away Day. Departmental level. 	ONGOING	25/02/14 Attempt to persuade more academics to become involved

31	15/10/2013	1.4.1	GMc	2013/14 Budget: GMc to give budget update at least 3 weeks prior to the next meeting.	ONGOING	25/02/14 Budget to be agreed. Bids to be drafted. Expressions of interest need to be made as soon as possible.
32	15/10/2013	1.8.1	All	IRIS/RPS – KPIs - To be discussed further at the next meeting. GH to circulate KPI reports regularly.	ONGOING	KPI reports now for all of RITS circulated monthly. Extracts to be available at RAG meetings
33	25/02/2014	4.1	DJ	RIM spec	NEW	25/02/14 Provide list of those consulted Project has met with over 30 stakeholders – on going meetings progressing
34	25/02/2014	4.5	JS	eLab	NEW	25/02/14 Prepare short paper for Vice Deans
35	25/02/2014	7	All	SCi-Val evaluation	NEW	Review and comment to JS by 28th February 2014.
36	25/02/2014	8	All	Bibliometrics Working Group Minutes	NEW	Review and comment to JS