Research Data & Network Services Executive

Paper Number 202

Title	Minutes from Executive 100 7th Feb 2013
Date	13th June 2013

<u>Context and Purpose</u>
Review and accept minutes from previous meeting 7th Feb 2013

<u>Owner</u>
Jacky PALLAS

<u>Action Required:</u> *DECISION*
Accept or amend minutes from Executive 100 7th Feb 2013

RIISG WG2
Research Data and Network Services Executive

Minutes
7th February 2013

Document Location

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Revision History

Date of this revision:

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Revision No.	Revision Date	Summary of Changes	Who	Changes marked
0.1	20130207	First draft from meeting notes	Max WILKINSON	draft
0.2	20130708	Accepted by Executive	Max WILKINSON	no

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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Contents

1. Meeting 100

These are the minutes for the UCL Research Data and Network Service Executive (100). Held on Thursday 7th Feb 2013 G14 'Committee Room' in the Wilkins building.

1.1. Attendees

Jacky PALLAS (Chair) (JP)

Max WILKINSON (MW)

Gavin MCLACHLAN (GM)

Mike COPE (MC)

Anthony PEACOCK

Dipak KALRA

Martin Moyle (MM)

Furio CORA (FC)

Peter COVENEY (PC)

1.2. Apologies

Samuel MASSIAH (SM)

Paul AYRIS (PA)

Richard CATLOW (RC)

Simon HODSON (SH)

2. Minutes of previous meeting and Actions

The minutes of the previous meeting (Project Board 700) were accepted.

3. Outcomes from this meeting

Outcome	Status
The executive agreed the decisions on Executive membership.	AGREED
The executive agreed ToR	AGREED
RDP phase 2 was an essential bid to support at the RIISG	AGREED
Moonshot would be run in RD as a minor works and NOT promoted to RIISG as a full project bid	AGREED
RDM bids would be re-purposed and not supported at the RIISSG in their current form	AGREED
The Executive agree to support OMERO to the RIISG	AGREED
IDHS should consolidate project ideas to one project and both RDS and IDHS will reference each other in the bids. This would be support to the RIISG	AGREED

4. Actions

4.1. Previous Actions

Action	Description	Owner	Status
A4.3	Discussion of Bloomsbury Network Map tabled as action A4.3 GM noted this action should be closed	GM	CLOSED
A6.3	Review internal networks of buildings: UCL Royal Free campus, Inst. of Child health, UCL Genomics, UCL Chemistry directed by GM. Update: Provide report at next meeting. GM briefed the group on needs of departments to leverage network infrastructure	MW	CLOSED
A6.4	Section and staffing requirement for the UCL Research Data Project Team. Update: Full team to be in place by end 2013 – ONGOING	MW	CLOSED
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
A6.8	Provide dependency information for Phase 2 Update: Provide report for next meeting	MW/TC	CLOSED
A6.11	Prepare and circulate to members user requirement document as initial communications plan for Commercial Milestone 2	MW	Carried Over
A7.1	Confirm if 1FTE Research Data Analyst for SLMS, role is filled or not: MC updated to intention for this post and wider SmartIT phase 5	MC	CLOSED
A7.2	Involve Library Services staff in metadata users project. MW noted this was part of phase 2 planning and service wrap	MW	CLOSED
A7.3	Provide advice on institutions and policies regarding data storage. MW noted he had received action item from SH	SH	CLOSED
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	ONGOING
A7.7	Liaise with Andrew Clark to establish if there is MPI engagement with Arts and Humanities.	JP	CARRIED OVER
A7.8	Daniel Hanlon would liaise with PC regards EU DATA project. MW noted Dh was liaising with the EUDAT project group	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
A6.11	Prepare and circulate to members user requirement document as initial communications plan for Commercial Milestone 2	MW	Carried Over
A7.6	Circulate and publish Research Data policy, once signed off by the SMT. Awaiting re-instatement from PA	MW	ONGOING
A7.7	Liaise with Andrew Clark to establish if there is MPI engagement with Arts and Humanities.	JP	CARRIED OVER
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	NEW
A1.2	MW to approach Clare WARRICK and invite her to join the WG2.	MW	NEW
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	NEW
A1.4	SM/AP to provide regular updates as part of executive agenda	AP	NEW
A1.5	AP and MW to establish regular contact and update	AP/MW	NEW

5. Notes from Meeting

Agenda

Item	Paper	Action	Description	Owner	Time (min)
1. Welcome:	101 102	*D*	Agree agenda and accept minutes from the previous meeting (7th Nov 2012)	Chair	5
2. Review actions from previous meeting	101	*D*	Review actions and close or carry over as required	Chair/All	20
3. Membership and ToR	103 104	*D*	Discuss and agree memberships and deputies for WG2 going forward in new role	Chair/All	20
4. Project Update and Budget	105	*I/D*	Research Data Storage Project update and Budget. DR Feature	MW	10
5. Projects to recommend to RIISG for FY13/14	106	*D*	Discuss and agree the project ideas to escalate to bid proposals for the RIISG	GM/MW	60
6. Roadmap and policy	107 108	*G*	UCL Research Data policy and Road Map	MW	5
7. Next steps AOB		*G*	Priority tasks and Agreed actions	Chair	10

5.1. Item 1: Welcome

Agree agenda and accept minutes from previous meeting.

The minutes from the previous project board (700/7th Nov 2012) 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 – Memberships and ToR

Memberships

MW tabled paper 103:

The Board discussed the current Executive membership.

MC noted he no longer needed to attend.

It was noted that while Simon FARRELL had left UCL, his post would be re-filled and so it should remain on this Executive as 'Enterprise Architect'

It was noted that while PC was notionally a deputy for RC, he should be promoted to a full member.

RC formally resigned from the Board, noting that claims on his time made his attendance difficult. FC was asked to represent RC in his absence and requested appropriateness for this.

JP introduced and welcomed Dipak KALRA as a new member from SLMS.

ACTION1.1: JP to discuss directly with RC a replacement and establish FC's attendance. Also to discuss similar with AF and JG membership.

It was noted that there was no key stakeholder from SLASH and the members discussed possible candidates and it was suggested Clare WARRICK who is also on the RIISG would be an appropriate members.

ACTION1.2: MW to approach Clare WARRICK and invite her to join the WG2.

AGREEMENT: The executive agreed the above decisions on Executive membership.

Terms of Reference

MW tabled paper 104:

The Board discussed the terms of reference.

DP suggested that a definition of research data up front would go some way to contextualising the ToR for example, where do we consider resrech data comping from, what our purpose to support it is and how it might impact other groups within ISD.

GM noted that this was a coordinated activiey from ISD to support all research data activity across the college. The executive agreed.

GM noted that the ToR should include research networks in the title as this group. MW asked for clarification around what was considered networks from ISD Technology Services and 'Research Networks'. GM noted that research networks would include any 'extra' infrastructure required over and above the established backbone network.

ACTION1.3: 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.

5.4. Item 4 – Storage Project Update and Budget

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

The project remained green status and the first 2 milestones of Phase 1 had been signed off. The final stage involved config and familiarisation activity with the team and introducing the pilot users to the system. User introductions were scheduled for mid February and involved three pilot users:

Computational Chemistry

Genomic statistical analysis

Physics Astronomy (to be confirmed)

MW noted that Library services were presently unable to resource interaction and would likely have a better requirement as the service develops.

MW also noted that the Dark Energy survey no longer wished to be pilot users and a substitute was beign found in Physics and astronomy.

The project phase was due to close in early April. On time and within budget.

MW explained the phase 2 dependencies particularly around Usability, Space and Performance.

AP noted that the term resilience could possibly be misleading as users generally expected enterprise systems to be resilient, often they meant service resilience.

MW noted that a consistent message was important in managing users and that the service offering was honest as to the levels of resilience available.

A key Phase 2 activity was to create a DR feature that would protect users data from loss rather than back up or service resilience. This provided service surety without the 2nd physical location for core equipment. MW noted that strategies involving off site activities were being looked at to broaden resilience but these needed consultation with users actively engaged with the system.

The project budget (paper 105) was not discussed.

5.5. Item 5 – Projects to recommend to the RIISG

MW tabled paper 106

MC introduced this item with an overview of the status and expected outcome of central funding decisions for ISD bids.

It will be necessary to make strong cases for the next bidding cycle as there will most likely be significant less spend allocated to RIISG for the next FY compared to this FY.

JP suggested the three criteria to assess bids

1. User need and evidence of need

2. Strategic Fit

3. Value for money and sustainability

GM added that at this stage these are ideas and we should assess those with impact that strectched across the University rather than fund specific or continuation projects.

Research Data Storage Phase 2

MW introduced the phase 2 bid and noted the budget had been reduced significantly. This phase was concend with capacity expansion and service wrap.

AGREEMENT: The executive agreed RDP phase 2 was an essential bid to support at the RIISG

Moonshot:

MW introduced Moonshot as a shared authentication project being run in JaNET which is gaining traction in the community. He noted that to begin this would be run as a small, minor works/BAU activity to establish suitability for ISD prior to any formal project.

AP questioned whether this was strategically wider than research data and whether it should be somewhere else. GM suggested that to begin a small PoC would be sufficient and this was most effective in a new service like Research Data, prior to any further activity. Going forward, it would likely be a project elsewhere.

AGREEMENT: moonshot would be run in RD as a minor works and NOT promoted to RIISG as a full project bid

Research Data Management

JP noted that RDM was a nationally important activity support, often requested from funding organisations. The ideas provided from the IoCH could be consumed into the later CHAPTER project as this was a specific fit for the work already completed.

AGREEMENT: These RDM bids would be re-purposed and not supported at the RIISSG in their current form.

OMERO

JP introduced OMERO, an open source image management system that users in SLMS and other faculty were extremely enthusiastic about. There was relevance and value for money in this idea and the apparent extensibility to general image management was considered strategically important for RD and wider UCL goals.

AGREEMENT: The Executive agree to support OMERO to the RIISG

Identifiable Data Handling Service (IDHS)

Presently represented as 2 project ideas and a strong relationship with CHAPTER.

JP noted that it was important for this group to encourage the integration of various research data activities across the college for the benefit of all faculty.

MC suggested three key questions for these discussions with a goal of providing a seamless service independent of service requirement from users.

1. How functionally bring RDS and IDHS together
2. How to provide raw storage
3. How to fund

All agreed this is a key goal

A consistent message as a consolidated ISD service.

AP and MW noted that now each project was commissioning and starting to use services they were in a stronger position to interact with each other. MW suggested putting IDHS into the executive 'projects update'. MW also suggested he could join the IDHS project board. AP agreed to provide, either as deputy or SM, updates aspart of the executive agenda, he would also invite MW to the most appropriate project group.

JP noted that IDHS was an important component of CHPATER and should be used to support the CHPATER work, introduced below). It was agreed that this identified an opportunity to supplement RIISG funding with external funding sources, e.g. MRC.

ACTION1.4: SM/AP to provide regular updates as part of executive agenda

ACTION1.5: AP and MW to establish regular contact and update

AGREEMENT: IDHS should consolidate project ideas to one project and both RDS and IDHS will reference each other in the bids. This would be support to the RIISG

CHAPTER

DK introduced CHAPTER, a data sharing eHealth project funded as part of a multi institutional MRC allocation.

The MRC will invest £20m capital funding in the establishment of a UK health informatics research institute, to be known as the Farr Institute. The Institute will add to an existing investment by charities, Research Councils and Government known as the Health e-Research Centres (HeRCs), one of which resides at UCL (CHAPTER).

MW noted that discussions had begun with the UCL members bidding for this capital investment and that Reserch Data Services would form an important capacity on which to build

5.6. Item 6 – Research Data Policy and Roadmap

MW noted that there had been no further work on the drafted policy and roadmap and he would consult with various stakeholders regarding the the next review. Stakeholders would include indivuals outside the Executive as he saw fit.

5.7. AOB and next steps.

There was no further or additional business.

JP summarised the meeting and thanked members.

Date of next meeting: 13th JUNE 2013, 10:30-12:30 Room 103, The Podium Building, 1st Floor, 1 Eversholt St NW1 2DN.

CLOSE: