

# Research Data Storage Project Project Board 600: Minutes 9<sup>th</sup> May 2012

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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		
Jacky Pallas		Project Board Chair		
Gavin McLachlan		Project Sponsor		
Project Board				

## Distribution

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Max WILKINSON	25 <sup>th</sup> May 2012	0.1

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## 1. Meeting 600

These are the minutes for the UCL Research Data Service project board (600). Held at 14:00 on the 9<sup>th</sup> May 2012. Room 602, Central House, 14 Upper Woburn Place.

### 1.1. Attendees

Richard CATLOW (RC)  
 Tony CROUDASS (TC)  
 Simon FARRELL (SF)  
 Gavin MCLACHLAN (GM)  
 Martin Moyle (MM)  
 Jacky PALLAS (Chair) (JP)  
 Anthony PEACOCK (AP)  
 Max WILKINSON (MW)

### 1.2. Apologies

Paul AYRIS (PA)  
 Peter COVENEY (PC)  
 Mike COPE (MC)  
 Anthony FINKELSTEIN (AF)  
 Simon HODSON (SH)  
 Samuel MASSIAH (SM)

## 2. Minutes of previous meeting and Actions

The minutes of the previous meeting (500) were accepted.

## 3. Outcomes from this meeting

Outcome	Status
Agree circulation of ITT draft to Board members for comment	Agreed
Updated Rrequirements analysis and use cases to be circulated	Agreed
External representation welcomed	Agreed

## 4. Actions

### 4.1. Previous Actions

Action	Description	Owner	Status
A4.1	MW to schedule a series of meetings for 2012, beginning Feb 2012	MW	Closed
A4.2	MW to update the Board membership to reflect deputies for each member	MW/All	Closed

A4.3	GM agreed to provide a Bloomsbury network map indicating backbone nodes and connection speeds together with projected upgrades	GM	Tabled, carried over
A4.4	MW to provide examples of titles for job descriptions to the Feb Board meeting.	MW	Closed
A4.5	MW to provide more formal reports from the PoCs for the Feb 2012 board meeting	MW/DH	Closed
A4.6	MW to keep standing line Item for RDP budget	MW	Closed
A5.1	Email circulation of potential external candidates to invite onto the Board. Invite comments and additions to the list. MW will approach individuals and report back.	MW	Closed
A5.2	User requirements use cases and funder summary expectations to be circulated to Board members.	MW	Closed
A5.3	Stakeholders providing effort should be remunerated in some manner which should be defined by each group. <b>MW;s team to help fund mutual equipment/kit i.e. trade time for kit</b>	MW	
A5.4	Defined project scope to be tabled and update communication activities at each Project Board. <b>Item 4</b>	MW	

## 4.2. New Actions

Action	Description	Owner	Status
<b>A4.3</b>	<b>Discussion of Bloomsbury Network Map tabled as action A4.3</b>	<b>GM</b>	<b>New</b>
A6.1	1 <sup>st</sup> draft of ITT to be circulated to members by 31 <sup>st</sup> May 2012 for comments prior to next board meeting.	MW	
A6.2	Undertake Campus Network Enhancements Project	TC	
A6.3	Review internal networks of buildings: UCL Royal Free campus, Inst. of Child health, UCL Genomics, UCL Chemistry	GM	
A6.4	Section and staffing requirement for the UCL Research Data Project Team be matched to the projects and services requirements	MW	
A6.5	Liaise with Research Services to devise sustainable business model	JP	
A6.6	Devise business model options to include costings and charges for sustainability	MW	
A6.7	Liaise with Natasha Williams regarding the purchasing of software and hardware development	TC	
A6.8	Provide dependency information for Phase 2	MW/TC	
A6.9	MW to provide Review or Terms of Reference	MW	
A6.10	Review Budget and circulate	MW	
A6.11	Prepare and circulate to members user requirement document	TC	
	What do you mean by an action and an outcome?		<b>New</b>
	Actions highlighted in the minutes are listed as agreed outcomes above		<b>New</b>
			<b>New</b>

## 5. Notes from Meeting

### Agenda

Item	Paper	Action	Description	Owner	Time (min)
1. Welcome		<b>D</b>	Agree agenda and accept minutes from the previous meeting (8 <sup>th</sup> Feb 2012 2011- Paper 602)	Chair	5
2. Actions		<b>D</b>	close or carry over actions from 500	Chair	10
3. Welcome new member		<b>I</b>	Simon HODSON as external representation (JISC)	MW	5
4. Project Update*	Paper 603 (slide deck)	<b>I</b>	Timelines	MW	5
		<b>I</b>	Recruitment Status	MW	5
	Paper 604	<b>G</b>	Communication plan	MW/All	5
5. Procurement Status		<b>D</b>	ITT Status (in principle decision)	MW/All	20
6. Governance	Paper 605	<b>D</b>	Review role and ToR	JP/MW	20
7. Budget*	Paper 606a FY21011/12 Paper 606b Bid 2012/13	<b>I</b>	Financial reporting: 2011/12 +bids	MW	10
8. Risks*		<b>D</b>	Selected Critical Risks to project benefits	MW	5
9. Next steps		<b>I</b>	Priority tasks	All	10

\*Standing Item

**I – Information, G – Guidance, D – Decision, A - Agreement**

### 5.1. Item 1: Welcome

#### Agree agenda and accept minutes from previous meeting.

The minutes from the previous project board (500/8<sup>th</sup> Feb 2012) meeting were accepted. There were no specific actions requiring further attention from the board.

#### Review actions from Previous meeting (500)

JP welcomed Project Board and requested review of actions from the previous meeting.

MW presented the actions from the last meeting which were accepted and closed. GM suggested that Faculty Deans circulate awareness of data sharing policies such as the Thunder Policy.

#### New Member(s)

MW informed all that Simon Hodson from JISC, had accepted the invitation to become a member of the board. MW also introduced Tony Croudass, the project manager for the board.

### 5.2. Item 4 – Project Update

MW presented project update and stated that the project was currently on “amber” and would require re-planning, and highlighted that the four pilot groups remained re-engaged. GM reminded all of the bid cycle, on the 21<sup>st</sup> May 2012 there would be an internal ISD meeting to reconcile bids and monies, to produce a report for the next RIISG to include funding for this project. It was agreed that the consultative ITT draft be completed by 31st May 2012 and circulated to members for comments prior to the next board meeting. (A6.1)

## Time Lines

MW presented the current timelines and highlighted that the overlapping of phase 1 and phase 2 would be helpful for the development of service wrap, build service and sustainable business model. GM explained the Campus Network Enhancements which included a 10Gig network upgrades for:

- UCL Chemistry
- UCL Genomics
- Institute of Child health

The UCL Royal Free campus would take precedence followed by the Institute of Child health and then either UCL Chemistry or UCL Genomics. Tony Croudass would undertake project management for the Campus Networks Enhancements (A6.2). GM to review the internal networks of buildings listed above. (A6.3)

## Recruitment Status

MW informed all of the current Recruitment Status, GM explained that SMART-IT was currently in Round two; recruitment was slow due to the slow organisational process. Round two would be completed by 16<sup>th</sup> May 2012 and it was predicted that posts would be filled by August/September 2012. JP highlighted the importance of a 1 x FTE Research Data Analyst for SLMS, and the UCL Research Data Project Team. JP suggested that these posts be included in the project bid. It was suggested that the sections and staffing requirements for the UCL Research Data Project Team be matched to the projects and services requirements (A6.4).

## Communication Plan

MW presented the UCL Research Data Project scope and highlighted the implication of this message was that Data Storage and Data Archive services were free service, when this was not the case. There is a fear that this service would be used to dump small scale data rather than storage of large scale data. It was emphasised UCL comply with UK Data policies regarding these service requirements.

MW presented the Stakeholder Analysis; JP invited all to forward suggestions for changes. GM emphasised that sustainability and cost of this service would be derived from the ITT. RC suggested that these services become a research facility and be incorporated in research grant applications. It was decided to devise an appropriate and sustainable business model as well as investigate alternative business model costings and services charges. (A6.5, A6.6).

## 5.3. Item 4 – Procurement Status

MW presented the current procurement status as follows:

May 2012: Issue ITT

July 2012: ITT awarded

July - August 2012: Contract and draft negotiation

August – September 2012: Begin Implementation

October – November 2012: Go Live

MW stated the ITT draft would not incorporate contracts as kit, service maintenance requirements are already listed. JP suggested liaising with Natasha Williams regarding the purchasing of software and hardware development. (A6.7). GM indicated that there would not be a change freeze over the Olympic period (July, August and September 2012).

MW presented and explained the logical components for the new data storage system, indicating that it would be resilient compared to what UCL has currently has in place. GM enquired as to whether pilot groups for each area had been confirmed. **MW confirmed that all pilot groups remained enthusiastic and primed to test the system with their use cases.**

It was decided that Phase 2 dependency information was required for of this system. (A6.8)

MW presented the capacity scale costs, based on:

- Usable capacity
- Ignoring replication
- Ignoring other replication

MW indicated that numbers were based on customer expectations and information from vendors for storage and purchase of disks. GM suggested that users should decide whether 1 copy or triplicate copies of their research are stored i.e. benefit against costs. However MW highlighted that once data is published in archive then the onus is on UCL to take responsibility for these data hence policies should be developed accordingly to permit N+1 copy to allow sharing of information and data. JP explained the problems of grant applications for the charge of archive services and highlighted that clinical data is required to be stored for thirty years.

#### 5.4. Item 5 – Governance

MW indicated that currently this group performed the following functions:

- Project Board
- Research Data working group
- Executive role

MW suggested reviewing the current terms of reference as this group has become more executive and performs an advisory role to the RIISG. This would then allow further time to undertake larger high level policy making issues. There was further discussion on project board and working groups. GM proposed that there be four representatives (preferably research team heads) who were real life users of each of the pilot groups. It was agreed that the terms of reference needed to be reviewed defining each role and level for:

- Research Data Project
- Working Group Research Data

Project definition to be devised, mapping out objectives with resource, while addressing service definitions and deliverables. (A6.9)

#### 5.5. Item 6 – Budget

MW tabled a revised budget for the Board (Paper 606a and Paper 606b). There were some anomalies that required review. (A6.10)

#### 5.6. Item 7 – Risks

MW presented the risks and issues update, SF enquired as to whether the user requirements had been agreed and circulated to the pilot groups. It was agreed that user requirements documents be circulated to board members with the ITT. (A6.11)

#### 5.7. Item 8 – Next Steps

**Date of next meeting:** 20<sup>th</sup> July 2012, 10am – 12noon, venue: South Wing G14 Committee Room, UCL main campus.

**CLOSE**