

# Research Data Storage Project Project Board 700: Minutes 7<sup>th</sup> November 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		0.1

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## 1. Meeting 700

These are the minutes for the UCL Research Data Service project board (700). Held at 14:00 on the 7<sup>th</sup> November 2012. Room G14, Committee Room South Wing UCL

### 1.1. Attendees

Paul AYRIS (PA)  
 Mike COPE (MC)  
 Tony CROUDASS (TC)  
 Simon FARRELL (SF)  
 Simon HODSON (SH)  
 Dai JENKINS (DJ)  
 Jacky PALLAS (Chair) (JP)  
 Anthony PEACOCK (AP)  
 Max WILKINSON (MW)  
 Stefan ZASADA (SZ) (representing Peter COVENEY)

### 1.2. Apologies

Richard CATLOW (RC)  
 Peter COVENEY (PC)  
 Anthony FINKELSTEIN (AF)  
 Samuel MASSIAH (SM)  
 Gavin MCLACHLAN (GM)  
 Martin MOYLE (MM)

## 2. Minutes of previous meeting and Actions

The minutes of the previous meeting (600) were accepted.

## 3. Outcomes from this meeting

Outcome	Status
Revised governance accepted by Board, referred to the RIISG	Agreed
	Agreed
	Agreed

## 4. Actions

### 4.1. Previous Actions

Action	Description	Owner	Status
A4.3	Discussion of Bloomsbury Network Map tabled as action A4.3	GM	Carried Over
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	CLOSED
A6.2	Undertake Campus Network Enhancements Project.	TC	CLOSED
A6.3	Review internal networks of buildings: UCL Royal Free campus, Inst. of Child health, UCL Genomics, UCL Chemistry	GM	Carried Over
A6.4	Section and staffing requirement for the UCL Research Data Project Team be matched to the projects and services requirements	MW	CLOSED
A6.5	Liaise with Research Services to devise sustainable business model	JP	Carried Over
A6.6	Devise business model options to include costings and charges for sustainability	MW	Carried Over
A6.7	Liaise with Natasha Lewis regarding the purchasing of software and hardware development	TC	CLOSED
A6.8	Provide dependency information for Phase 2	MW/TC	Carried Over
A6.9	MW to provide Review or Terms of Reference <b>TODAY</b>	MW	CLOSED
A6.10	Review Budget from previous meeting and circulate <b>TODAY</b>	MW	CLOSED
A6.11	Prepare and circulate to members user requirement document	TC	Carried Over

### 4.2. New /Carried Over Actions

Action	Description	Owner	Status
A4.3	Discussion of Bloomsbury Network Map tabled as action A4.3	GM	
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.	MW	ONGOING
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	ONGOING
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	Carried Over
A6.11	Prepare and circulate to members user requirement document as	MW	Carried

	initial communications plan for Commercial Milestone 2		Over
A7.1	Confirm if 1FTE Research Data Analyst for SLMS, role is filled or not	MC	
A7.2	Involve Library Services staff in metadata users project.	MW	
A7.3	Provide advice on institutions and policies regarding data storage.	SH	
A7.4	Discuss new members list once new WG2 is established	JP/MC	
A7.5	Produce "strawman" for new ToRs for WG2 and project groups for the next RIISG meeting taking place on February 2013.	MW	
A7.6	Circulate and publish Research Data policy, once signed off by the SMT.	MW	
A7.7	Liaise with Andrew Clark to establish if there is MPI engagement with Arts and Humanities.	JP	
A7.8	Daniel Hanlon would liaise with PC regards EU DATA project.	MW	

## 5. Notes from Meeting

### Agenda

Item	Paper	Action	Description	Owner	Time (min)
1. Welcome	Paper 701	<b>D</b>	Agree agenda and accept minutes from the previous meeting (7 <sup>th</sup> July 2012-Paper 602)	Chair	
2. Project Update*	Paper 700 (slide deck)	<b>I</b>	Project Status	MW	
	Paper 700 (slide deck)	<b>I</b>	Recruitment Status	MW	
	Paper 700 (slide deck)	<b>I</b>	Procurement Status	MW	
3. Governance	Paper 703	<b>I</b>	RIISG WG2 – Research Data/Research Data Project Board		
		<b>D</b>	WG2 memberships		
4. Roadmap & Policy	Paper 704 Paper 705	<b>G</b>	UCL Research Data policy & Roadmap		
5. Budget*	Paper 706	<b>I</b>	Financial Reporting		
6. Risks*	Paper 700 (slide deck)	<b>D</b>	Selected Critical Risks to project benefits		
7. Next steps		<b>G</b>	Priority tasks		

\*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 (600/7<sup>th</sup> July 2012) meeting were accepted. There were no specific actions requiring further attention from the board.

## Review actions from Previous meeting (600)

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

MW presented the actions from the last meeting which were accepted and closed accordingly.

## New Member(s)

TC introduced Dai Jenkins from ISD Project Delivery Services, who would now replace TC on this project from 1<sup>st</sup> April 2013.

## 5.2. Item 4 – Project Update

### Project Status

MW presented project update and stated that the project would now go from amber to green as the tender had been awarded and both policy and roadmap had now been drafted.

### Recruitment

MW explained the function of the all the roles that had been filled in the areas of:

- Head of Research Data and Network Services
- Research Data Platform Operations
- Research Data Support Services

JP enquired as to whether the role had been filled for 1FTE Research Data Analyst for SLMS. MC would confirm this and report back to MW and the AISC. See new action (A7.1)

### 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. MW stated that timelines had slipped however phase 1 installation was imminent. MW explained that phase 1 required six months for system commissioning, and then Phase 2 planning would extend a further six months.

### Procurement Status

MW noted procurement had completed and the team were now commissioning the phase 1 equipment. The stages of the of the project were as follows:

Commercial Milestone 1: System Installation (December 2012) involving:-

- Delivery and install of system
- Systems configuration tools
- Full systems documentation

Commercial Milestone 2: System config and commissioning (February 2013) involving:-

- Acceptance testing
- System performance
- Full user documentation

Commercial Milestone 3: Continued usage of System by users (April 2013) involving:-

Successful operation

Failure Recovery & Performance resilience

TC explained that users groups would comprise the following UCL departments:

- Genomics users
- Library Services
- Computational Chemistry
- Astronomy & Particle Physics

Commercial Milestone 3 would report the users interaction of the system. JP enquired whether users were aware of this and had a communication should be circulated to users. See new action (A6.11)

MC enquired as to whether a contract and purchase order had been instigated. TC stated that this had been completed and that a kick off meeting with DDN and Dell had been arranged for 19<sup>th</sup> November 2012. TC also explained that 75% of the system would be used by Biomedical Research and therefore would currently be VAT exempt at zero rating.

## Expansion

MW presented the preliminary estimates for expansion based on usable capacity. The goal was to have 10 petabytes of raw storage for non-archive and live data. JP indicated that as technology shifts so will the requirement for data storage and was concerned regarding the storage of high level data rather than technology layers or research platform layers. MW indicated that data storage services must be advanced so that users do not revert to old data storage methods and that there would be five key metadata requirements from users, to allow access to service for capture and storage. PA highlighted that staff in Library Services were commencing outreach to explain the storage of metadata for active projects i.e. how much would be stored and how much would be published. JP suggested that MW involve PA's staff in the users stage of this project. See new action (A7.2)

SH explained the particulars of metadata for publications and research, MW explained that UCL would like to integrate existing data storage systems with the new system. SH would provide advice on institutions and policies regarding data storage. See new action (A7.3)

## 5.3. Item 3 Governance (paper 703)

MW presented the current Research IT Services Governance structure and proposed revised terms of reference for WG 2 that would make it more appropriate to the RIISG requirement. MW suggested that WG 2 be promoted to an executive function and in doing so devolve authority to a collection of project boards, as required, ensure project delivery. In this way WG 2 keeps a strategic vision on projects and project boards can focus on delivery. JP enquired as to whether WG2 required more academic presence, as with the case of WG1 as this would give a higher profile to WG 2, if it were championed by senior academics. MC highlighted that WG1 was a mature group and that WG2 was very reliant on project progression and delivery. JP also enquired whether to invite members of the Human Digital Storage Board to the WG. The new Research IT Services Governance structure with a new Research Data Services Group responsible for project portfolio under WG2 was agreed. JP and MC would discuss new members of new WG2 once it was established and once the project matured.

See new action (A7.4)

It was agreed that MW would produce a "strawman" for new ToRs for WG2 and project groups for the next RIISG meeting taking place on February 2013. See new action (A7.5)

## 5.4. Item 4 – Research Data Policy and Road Map (Paper 704 and 705)

MW presented the previously circulated Research Data Policy and Road Map documents and highlighted that these documents were drafted at the request of the RIISG, in response to the Research Councils expectations for long term data management and access. MW also stated that once the Research Data Policy was signed off by the SMT, it would then be published and circulated at the Provost's HoDs meeting. Library Services would then launch a road show for communication of policy and consequences across UCL. See new action (A7.6)

SH commented that although policies at the Digital Curation Centre and other Institutions are approved, they are not realised until service infrastructure such as support, guidance, training, points of contact, advice on storage, metadata are put into place for researchers. SH would forward advice on institutions and policies regarding data storage. See new action (A7.7)

PC informed all, of the three year EU DATA project regarding data infrastructure across Europe, the objective was for user communities to drive requirement. Senior people from Research Data Alliance, along with the Max Planck institutes (MPI) indicated interest in working with UCL. PC suggested liaising with other UCL departments who work already with MPI. It was agreed that JP would liaise with Andrew Clark to establish if there is MPI engagement with



Arts and Humanities. See new action (A7.8) and Daniel Hanlon would liaise with PC regards EU DATA project. See new action (A7.9)

### 5.5. Item 5 – Budget

MW presented the budget update.

### 5.6. Item 6 – Risks

MW presented the risks and issues update. Risks involving procurement delay and installation were closed as the equipment had been agreed and delivered.

### 5.7. Item 7 – Next Steps

**Date of next meeting:** 7<sup>th</sup> February 2013 from 10am – 12noon, South Wing G14 Committee Room, SOUTH WING, UCL, LONDON, WC1E 6BT

**CLOSE**