

RESEARCH INFORMATION & IT SERVICES GOVERNANCE GROUP

MINUTES

Date: Tuesday 4th December 2012
Time: 11.30am – 13.30pm
Venue: Barlow Room, 8th floor Electronic & Electrical Engineering. UCL

Chair: David Price (**DP**)

Present (18):

Jon Butterworth (**JBu**), Andrew Clark (**AC**), Peter Coveney (**PC**), Hazel Crossley (**HC**),
Clare Gryce (**CG**), James Hetherington (**JH**), Graham Hunt (**GH**), Alan Johnston (**AJ**), Dipak
Kalra (**DK**), Nik Kaltsoyannis, Samuel Massiah (**SM**), Gavin Mclachlan (**GM**), Jacky Pallas
(**JP**), Max Wilkinson (**MW**),

Deputies: Oliver Duke-Williamson (**ODW**) representing Dr Clare Warwick

Secretary: Rabina Choudhry

Apologies: Paul Ayris (**PA**), David Balding (**DB**), John Brodholt (**JB**),
Richard Catlow (**RC**), David Mcalpine (**DM**), Angelos Michaelides (**AM**), Martin Moyle (**MM**),
Clare Warwick (**CW**), Marek Zeibart (**MZ**)

Matters Discussed

- 1.1 Welcome and apologies
 - 1.1.1 The Chair welcomed colleagues to the meeting.
 - 1.1.2 Apologies were noted.

- 1.2 **Approval of Minutes**
 - 1.2.1 Minutes of the last meeting were approved by the Board.

1.3 Research Software (James Hetherington)

Previously circulated: (See Doc: Research Information and IT Services Group RIISG File: RIISG_04 Dec 2012.pptx).

1.3.1 JH presented the current activities and responsibilities for the Research Software Development Team as follows:

- Development and maintenance of UCL developed scientific software in collaboration with researchers
- Engineering and architectural consultation
- Best practice consultation and training
- Software development infrastructure and environment
- Targeted support for making UCL-developed software ready for emerging computational architectures (e.g. Cfl Emerald)

ODW enquired if guidelines for training were available. JH stated that a comprehensive training program would be in place by the end of 2013/14.

DK highlighted the importance of sourcing in house pocket resources and skills at UCL which would also be free.

1.3.2 JH explained the governance and organisational structure of the Research Software Development Team which report to the Research Software Development Executive, and this Executive would then report to the Research Development Board.

1.4 Research Applications (Graham Hunt)

Previously circulated: (See Doc: Research Information and IT Services Group RIISG File: RIISG_04 Dec 2012.pptx).

1.4.1 GH presented an update of REF 2014 as follows:

- Production reports service would now be available for 15th November 2012 as the reporting costs for hardware servers had not originally been anticipated.
- RPS upgrade to V3.8.2 had been completed 9th October 2012.
- A new project manager had been assigned as of 16th October 2012 to undertake the additional infrastructure, project support and business analysis.
- Project was on RED due to budget issues, the original requested budget had been £151K, however the current budget requirement is £249K as additional staff are required to assist in support and testing.

1.4.2 GMc emphasised that the increased budget requirement for REF 2014 was because this was a complete new build system at UCL.

1.4.3 GH also presented the current “straw man” programme proposal for both WG3 Research Management Applications and WG4 Researcher Applications. GH explained the “small works” projects which were currently RPS ROS enhancements and Equipment Register (Kit-Catalogue), this service would become live June 2013 and would allow the sharing of research equipment across UCL. It was agreed that the Equipment Register project currently set at Blue category (Bids 2012/2013) go to Green category (Anticipated Bids 2013/2014) as this would be a continuing project.

Action: GH

1.5 Research Computing Working Group (Clare Gryce)

Previously circulated: (See Doc: Research Information and IT Services Group RIISG File: RIISG_04 Dec 2012.pptx).

1.5.1 CG presented and explained the current Research Computing and Research Software Development projects. CG also explained the re-allocation of £42k from Legion IV to Cfl development, it was noted that the drivers for Cfl services were set by the EPSRC. £42k was required for Cfl operating costs and machines would be shut down if funding ceased.

1.5.3 GMc explained that UCL was the IT supplier to the CRICK (partnership between the MRC, Cancer Research UK, the Wellcome Trust, UCL, Imperial College London and King's College London) and the CRICK was looking for a strategic partner to provide HPC facilities, UCL could offer this and also offer Research Data services. GMc indicated that Legion services could not be offered as Legion was running at full capacity. GMc informed all that the UK government would fund centres that engage with industry.

1.5.4 DP indicated the urgency for UCL to have an off-site data facility and CG would take this guidance to the Research Computing Working Group (WG1). PC indicated the wish to see cross institution user groups to promote information swapping.

Action CG: To present Cfl usage at next RIISG meeting.

1.6 Research Data Working Group Update (Max Wilkinson)

Previously circulated: (See Doc: Research Information and IT Services Group RIISG File: RIISG_04 Dec 2012.pptx).

1.6.1 MW presented and explained the Research Data services Bid 117 (£900k), Phase 1 (Procurement) which had been completed, and a contract had been awarded and signed. Phase 2 (Planning) for sustainability and scaling would comprise Business analysis, digital preservation and resilience. MW would require input and guidance for this phase. MW had drafted the Research Data roadmap and policy and had circulated these documents to members of RIISG and WG2 for further comprehensive consultation.

1.7 Identifiable Data Handling Service (IDHS) project (Sam Massiah)

Previously circulated: (See Doc: Research Information and IT Services Group RIISG File: RIISG_04 Dec 2012.pptx).

1.7.1 SM gave an update of this project as follows:

- IDHS project set at Amber by UCLH.
- IDHS policy requires strict adherence to the NHS Information Guidance Toolkit and would be deployed across whole of UCL School of Life and Medical Sciences.
- Information Guidance policy for UCL requires endorsement by Information Governance Board
- 2013/14 Pilot phase to commence February 2013 via a “walled garden” and would provide a costing model as well as establish training and awareness.

1.7.2 GM informed all that this project was initially created as a solution for researchers within SLMS for handling identifiable patient data. This service could also be used for other areas as it had already been put through a high level process.

Action SM: To advertise and promote awareness of this service.

1.8 Proposed changes to FY 12/13 Research IT Portfolio

Previously circulated: (See Doc: Research Information and IT Services Group RIISG FY12/13 IT Project Portfolio File: FY1213 ISD IT Project Portfolio RIISG v03.docx).

1.8.1 The following changes were agreed:

- Bid: 135.0.4. REF2014 Submission Support System to be increased by £98k.
- Bid: 169.0. Legion IV to be reduced by £42k.
- Bid: 336.0. Research Management Systems: Strategic Framework Definition and Evaluation to be reduced by £30k.
- Bid 384.0. Off-site HPC Pilot to be reduced by £20k and deferred.

AGREED

2. Action Points

No	Date	Minute	Owner	Action	Status	Notes
1	16.11	1.3.1		Review Membership	OPEN	
2	24.1	1.4.1	GM	Provide details of Working Group leads and contact details, for comments from Group members.		
3	24.1	1.4.4	G.H	WG3 - Seek replacement for Andrew Clarke		
4	24.1	1.5.5	G.M	E-infrastructure South Consortium: Report on subsequent maintenance cost.		
5	24.1	1.5.6	All	Discuss HPC strategy for 2012/2013		
6	24.1	1.6.1	C.G	Research Computing User survey: Write report & distribute		
7	24.1	1.7.2	M.W	Research Data Update: Investigate E-Health engagement & shared research data system		
8	24.1	1.8.2	G.H	Research Accelerator: Graham Hunt to liaise with Kate Oliver Engineering Faculty re promotion strategy		
9	24.1	1.5.7	GM	Research Network: Gavin McLachlan to deliver a report on the current and future planning Research Network and Research Network Strategy.		
10	24.1	1.5.7	GM	Datacentre: Gavin McLachlan to provide an update on the UCL ISD datacentre strategy for Research IT for review by the RIISG.		
11	24.1	1.5.7	CG	Long term RC Strategy and roadmap: Clare Gryce to provide and updated and long term Research Computing strategy and roadmap for consideration.		Completed
12	18.4	1.5.1	GM	The Research Network map: Gavin McLachlan to liaise with Prof Alan Smith, Department of Space and Climate Physics to discuss HPC access problems for MSSL.		
13	18.4	1.7.1	GM	Report from WG#1 Research Computing: Gavin McLachlan to present transparency of costs.		
14	18.4	1.8.1	MW	Report from WG#2 Research Data: Max Wilkinson to liaise with: <ul style="list-style-type: none"> Institute of Genetics UCL Computational Biology 		
15	18.4	1.10.1	GM	Report from WG#4 Research Applications: Gavin McLachlan to investigate funding from UK RC for equipment register		
16	4.12	1.4.3	GH	Equipment Register (Kit-Catalogue): Graham Hunt to place this project under Green category (anticipated bids 2013/14)		
17	4.12	1.5.4	CG	Cfl usage: Clare Gryce to present Cfl usage data at next RIISG meeting.		

18	4.12	1.7.2	SM	Identifiable Data Handling Service (IDHS) project: Sam Massiah to advertise and promote awareness of this service		

3. Next Meeting

3.1. Special Meeting 18th February 2012, 2.00pm to 3.30pm, 2 Taviton St, Ground Floor Meeting Room