

**UNIVERSITY OF HERTFORDSHIRE  
SERVICE ORIENTED TOOLKIT FOR RESEARCH DATA MANAGEMENT (RDTK)  
PROJECT STEERING GROUP**

The second meeting of the Steering Group for the RDTK will be held on Friday 30 March 2012 at 09.00-11.00 hours in Room AA191 on the College Lane Campus

**AGENDA**

**1 ATTENDANCE AND APOLOGIES FOR ABSENCE**

**To welcome** Dr David Wellsted as Chair of the Stakeholder Group

**To note** apologies for absence from Simon Hodson and Kevin Ashley

**2 DECLARATIONS OF INTEREST**

**To receive and note** any declarations of interest by Members or Officers in Attendance in any of the matters to be considered during the meeting

**3 NOTES OF PREVIOUS MEETING** held on 7 December 2011

3.1 **To confirm** the Notes of previous meeting as a correct record Paper 3.1

3.2 **To consider** any matters arising not covered by the agenda for this meeting

**4 GOVERNANCE**

**To consider and agree** the Terms of Reference, Composition and Membership of the Stakeholder Group Paper 4

**5 PROJECT MANAGER'S REPORT** Paper 5

5.1 **To receive** the Project Manager's Progress Report (to follow)

5.2 **To consider** any issues arising from the Report

5.3 **To consider** any change requests

5.4 **To note** the project staffing position

5.5 **To consider** the next steps

(see also the regular progress reports available at [www.herts.ac.uk/research-data-toolkit](http://www.herts.ac.uk/research-data-toolkit) )

**6 FINANCIAL REPORT** Paper 6

**To receive** the financial report (to follow)

**7 ENGAGEMENT & COMMUNICATIONS**

7.1 **To note** that a Lunchtime presentation open to all UH staff took place on 7 February 2012

(Presentation available internally at:

[www.studynet.herts.ac.uk/ptl/common/ict.nsf/resource+library/2012.02.07Research\\_Data\\_Toolkit\\_pres.pdf/\\$FILE/2012.02.07Research\\_Data\\_Toolkit\\_pres.pdf](http://www.studynet.herts.ac.uk/ptl/common/ict.nsf/resource+library/2012.02.07Research_Data_Toolkit_pres.pdf/$FILE/2012.02.07Research_Data_Toolkit_pres.pdf)

7.2 **To receive** a progress report on engagement & communications from the Project Manager

7.3 **To advise on** the engagement and communications activities for the Project

**8 RISK REGISTER**

**To consider** the Risk Register Paper 8

## **9 FUNDING BID**

**9.1 To note** that a further funding bid for £60,000 has been submitted under the JISC Managing Research Data Programme for a Training Materials Project for Physics & Astronomy (RDMPA)

**9.2 To note** that if this bid is successful, the terms of reference for the Steering Group will be amended to cover the additional remit.

## **10 EMERGENCY BUSINESS**

To be notified prior to the start of the meeting

## **11 SCHEDULE OF MEETINGS**

**To note** the future meeting dates:

Friday 29 June 2012	10.00-12.00
Friday 14 September 2012	10.00-12.00
Friday 7 December 2012	10.00-12.00
Friday 15 March 2013	10.00-12.00