

**UNIVERSITY OF HERTFORDSHIRE**  
**RESEARCH DATA MANAGEMENT TOOLKIT PROJECT (RDTK)**  
**Notes of the Steering Group** held on 30 March 2012

**Present:** Professor John Senior (JS), Pro Vice-Chancellor Research (Chair); Professor Di Martin (DM), Chief Information Officer; Dr Bill Worthington (BW), Project Manager; Dr Dave Ford (DF), Chief Technology Officer, Professor Bruce Christianson (BC), Professor of Informatics, Dr David Wellsted Chair of RDTK Stakeholder Group

**In Attendance:** Sharon Mackay (Minutes)

**Apologies:** Simon Hodson (SH), JISC Programme Manager; Kevin Ashley (KA), Director of the Digital Curation Centre;

Item No	Title	Issues of Note	Decision/Action	Lead
1	<b>WELCOME</b>	The Chair welcomed members to the Steering Group meeting		
2	<b>DECLARATIONS OF INTEREST</b>	There were no declarations of interest from Members present		
3	<b>NOTES OF THE PREVIOUS MEETING HELD ON 7 DECEMBER 2011</b>	Confirmed		
3.1	<b>TERMS OF REFERENCE &amp; COMPOSITION</b>	No proposed amendments had been received from members not present at the December meeting. The Terms of Reference and Composition of the Steering Group were therefore confirmed	The terms of reference and composition of the Steering Group were now confirmed	
4	<b>GOVERNANCE</b>	The Stakeholder Forum had been established and met on 22 March 2012 with a good cross section of attendees. The meeting considered the DCC CARDIO approach to audit to establish the existing baseline position across the University. DW had agreed to Chair the Stakeholder Forum. It was important for the Project and the Steering Group to identify matters for advice and consultation with the Forum and to clarify the benefits of good research data management to achieve their engagement and manage expectations.	DW to Chair the next Stakeholder Forum meeting DW/BW to arrange agendas and meeting dates Key benefits statement to be drawn up	<b>DW</b> <b>DW/BW</b> <b>DW/BW</b>

		<p>The Director of Research Degrees, Dr Susan Grey, would be asked to nominate research student representatives for the Forum.</p> <p>The Steering Group approved the terms of reference and composition of the Stakeholder Forum, allowing for a fluid membership according to the matters for consideration.</p>	Dr Susan Grey to nominate research student representatives	<b>BW/SG</b>
<b>5</b>	<b>PROJECT MANAGER'S REPORT</b>	<p>Noted:</p> <ul style="list-style-type: none"> <li>- the project was progressing well across several WPs in revised sequence from original plan</li> <li>- appointment to 0.5fte Project Officer role</li> <li>- a delay in recruitment to the 1fte Project Officer role</li> <li>- useful findings from WP1 for other WPs including data storage solutions in WP2</li> <li>- discussions with third party 'green' cloud hosted services in Iceland underway for WP2; costing model will need development especially for longer term data curation post project</li> <li>- WP3 on document management proceeding well</li> <li>- 'Champion' needed for each pilot; 1 in place so far</li> <li>- Timeframe for audit to establish initial baseline extended by 3 months</li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>- Prepare to make a route available in order to publish datasets</li> <li>- Promotion of good practice and further engagement activities</li> <li>- CARDIO Audit</li> <li>- Continue to work with third party cloud service to develop provision</li> </ul> <p>The Steering Group commended the progress to date and agreed to publication of the report on the website subject to removal of personal information.</p>	<p>Project Plan to be re-scheduled and re-circulate plan prior to next meeting</p> <p>Recruitment to continue to be progressed</p> <p>Alert UH Senior European Research Co-ordinator to the longer term data curation requirements in context of EU Policy for Horizon Framework</p> <p>Chair of Stakeholder Group to assist with Champion identification</p> <p>Publish report on the website</p>	<p><b>BW</b></p> <p><b>DF/BW</b></p> <p><b>JMS</b></p> <p><b>DW/BW</b></p> <p><b>BW</b></p>
<b>6</b>	<b>FINANCIAL REPORT</b>	<p>Noted that expenditure was in line with expectations and the modified workplan</p> <p>6 month report approved with minor amendments for</p>	Submit 6 month financial report to the JISC	<b>BW</b>

		submission to the JISC		
<b>7</b>	<b>ENGAGEMENT &amp; COMMUNICATIONS</b>	<p>Noted that:</p> <ul style="list-style-type: none"> <li>- the lunchtime presentation to University staff on 7 February led to a lively discussion and interest</li> <li>- it would be useful to present an update on the project at each Research Institute meeting in the summer term</li> </ul> <p>The Steering Group agreed the outline Communications Plan presented in the Project Managers Report. A more detailed plan would be developed and reported on at the next meeting.</p>	<p>Arrange as an agenda item at a meeting of each Research Institute</p> <p>Develop the Communications Plan further and present to the next meeting</p>	<p><b>BW</b></p> <p><b>BW</b></p>
<b>8</b>	<b>RISK REGISTER</b>	The Risk Register was considered and updated to reflect the delay in recruitment of a project officer, the need for increased engagement with stakeholders and commitment by external suppliers.	Update the Risk Register	<b>BW</b>
<b>9</b>	<b>FUNDING BID</b>	<p>BW reported the submission of a further funding bid under the JISC Data Management Programme for £60,000 to develop training materials directed at postgraduate and early career researchers in the physical sciences. The outcome would be known on 8 May 2012</p> <p>The Steering Group agreed to also act as the Steering Group for this additional project, if funding is granted.</p>	BW to notify Steering Group of the bid outcome	<b>BW</b>
<b>10</b>	<b>EMERGENCY BUSINESS</b>	None		
<b>11</b>	<b>FUTURE MEETINGS</b>	<p>To note future meeting dates:</p> <p>Friday 29 June 2012      10:00 – 12:00</p> <p>Friday 14 September 2012   10:00 - 12:00</p> <p>Friday 7 December 2012    10:00 – 12:00</p> <p>Friday 15 March 2013      10:00 – 12:00</p>		