



## Research Committee Minutes

### April 2018, 12pm, Turing Room

**Present:** Jane Hillston (Chair), Ian Simpson, Julie Young, Barbara Webb, He Sun, Mahesh Marina, Jacques Fleuriot, Nigel Goddard, Johanna Moore, Martin Wright, Michael Rovatsos, Jim Ashe, Frank Keller, Angela Sturniolo (Secretary), Lorna Adams

Apologies: Kousha Eteessami, Murray Cole, Chris Bank, Alistair Hill

	Summary	ACTION
<b>1.</b>	<b>PREVIOUS MEETING</b>	
<b>1.1</b>	<b>Approval of previous meeting minutes</b> Minutes from the previous meeting were approved as a true representation of the meeting.  JH welcomed HS and MM to the meeting who were representing KE and MC in their absence. It was also noted that MM will be taking over from MC as DoI from August 2018.	
<b>1.2</b>	<b>Matters arising from previous meeting:</b> The investigation into using data extracted from Worktribe to graph income profile of the current grant portfolio by the year is still ongoing.  Chancellor's Fellows - JH advised that there were three streams for the Chancellor's Fellows across CSE, ie Space and Satellites; Robotics and Digital Technologies, with Informatics recruiting to the latter two categories. The longlist meeting has identified seven candidates, which we would expect to be reduced at the shortlisting meeting tomorrow. It was also noted that this round of CF's is strongly dominated by Physics and Informatics. We could expect that there will three days of interviews for Digital Technologies and two days for Robotics.	AH
<b>2.</b>	<b>Items for information</b>	
<b>2.1</b>	<b>Success stories</b> The committee noted the papers 3.1 for the success stories for February and March.	
<b>2.2</b>	<b>Open access statistics</b> JY advised that an additional column has been inserted to this table to cover an exception with regards to a member of staff who joined from another institution.	
<b>2.3</b>	<b>Research KPIs</b> JY reported that both applications and awards are up on last month and indeed on this time last year too.	
<b>2.4</b>	<b>Research Day</b> The Research day will take place on the 24 <sup>th</sup> April. The agenda for the day will be circulated along with the registration link, before the end of the week. JH has invited various speakers for the morning session, who will speak about City Deal. VP Jonathan Seckl will also be attending and will give a short presentation after the lunch break. JH has also invited a couple of our PhD students to do a three minute presentation on their thesis topics, as well as inviting our new colleagues to present on their research areas.	

	<p>The second part of the morning will be focusing on the “funding landscape”. There will be two breakout sessions of 45 minutes, which will allow people to attend to more than one session.</p>	
3.	<p><b>Mock REF</b></p> <p>JH advised that the University has set the rules for the upcoming Mock REF exercise. All academic staff and research staff at Grade 8 and above are eligible. All staff will have to submit up to six papers through PURE by the end of April and will also be required to do the 100 words for each. There will be an internal panel within Informatics and they will rate the papers and select the best set to represent the School. On average, there should be 2.5 papers per individual, with the hope being that everyone will have at least one 4* paper. JH noted that she was extremely grateful to all those involved in the panel, as this is a big undertaking and will require much time in May and the early part of June to go through all the papers. As reiterated by MW, this is a REF readiness exercise, which will demonstrate how prepared we are for REF.</p> <p>There are a lot of staff within the School who have not been through REF yet and we would encourage them to bring at least one paper to the research day workshop, along with their 100 words.</p> <p>Action: JH suggested a meeting between Steve Renals and the panel to decide on the best way to approach this exercise, particularly with respect to confidentiality and what feedback will be given to those submitting.</p> <p>We will approach individuals for the REF impact case studies. There is a list of around 20 credible case studies, out of which we will need 12. JH advised that there will be support to help with writing these.</p>	SR/REF Panel
4.	<p><b>Informatics Showcase</b></p> <p>JA advised that we need a bank of promotional items, such as slides, posters, etc, that we can draw from to show visitors to Informatics. It was noted that we need to have something that is impressive and something we could use at short notice, particularly with the activity around Bayes, as well as the City Deal.</p> <p>JA felt that we should have a Comms and technical person work on developing the content and kit for the showcase. It was suggested that one of our PhD students could work with Segó Gallus to create this.</p> <p>JA also advised that as the Robotics lab would relocate to the Bayes Centres once it opens in the summer, the existing space, G.03, would then be fitted out to become the showcase area. There is an ongoing project to develop this space and JA will share what the space is anticipated to be like in due course. He did advise that there is possible funding to make this an interactive space.</p> <p><b>Action:</b> JA will talk to the Dol’s to go through these plans and gather their input.</p> <p><b>Action:</b> As a quick win, each Dol/Institute should work with Segó Gallus and the Comms team to create a banner that promotes their Institute.</p>	JA/Dols  Dols
5.	<p><b>GDPR and Data Management</b></p> <p>As the new legislation comes into force on 25<sup>th</sup> May 2018, it is a University priority for us to demonstrate our plan for GDPR. IS will be looking at the implications of GDPR from the view of research and ethics. A lot of the teaching element is covered by the University and we do not need to worry about that, however, what we as a school do need to be concerned with, is how</p>	

we deal with student personal data. We also have some high risk projects, where we hold HR information and these will need to be prioritised.

It is important to assess what is considered as high risk information, otherwise we can be held accountable. For this reason a data protection impact assessment (DPAI) must be carried out. IS will be meeting with the University's Data Protection Officer, Rena Gertz, in the next week. The University's Records Management website is a good resource: <https://www.ed.ac.uk/records-management/gdpr>.

The following key priorities were noted for action and which we would expect to do fairly quickly:

- We need to create an Informatics internal webpage
- We need to create a decision making flowchart
- We need a list of key contacts within Sol

IS will speak to Alastair Scobie for guidance on email sharing via cloud based platforms, as anticipate the University may begin to tighten up on this.

An all school email should be sent out requesting that if anyone has any high-risk data, they should contact IS. MW advised that we are expected to have one or more GDPR Champions, so will include a call for this in the School email.

A further priority which we need to look into, is to create a Data Management Policy, as we currently do not have one. JH requested that IS look into this further.

IS

It was also noted that there will be data management training, however this will not start until May!

<b>6.</b>	<b>Any other business</b> None.	
<b>7.</b>	Date of next meeting: Wednesday 2 <sup>nd</sup> May at 12pm in the Turing Room	