

Research Data Storage and Management Executive Terms of Reference

1. Main objective

- To oversee the day-to-day management of the Research Data Storage Facility (henceforth 'the Facility').

2. Strategic objectives

- To advise the Advanced IT Board on the development and application of the Facility.
- To inform the HPC Executive on developments in research data storage and management.
- To consider and ensure financial sustainability of the Facility.
- To build business cases to ensure future funding of the Facility.
- To review, devise and provide advice on strategic policy relating to research data storage and management.
- To identify strategic and/or resource issues for recommendation to the Advanced IT Board.
- To act as a programme management board for research data storage capital projects.
- To identify resource shortfalls or requirements for recommendation to the Advanced IT Board.
- To identify, monitor and advise on new opportunities in storage research and teaching, academic and industrial collaboration.
- To advise the University Research Committee on research data storage and management activities.
- To support researchers in achieving compliance with funder policies.

3. Management objectives

- To review and approve applications to the Facility which do not fit within the standard allocations.
- To resolve and, if necessary, escalate any disputes about applications to use the Facility to the Advanced IT Board, who will act as the final arbiter.
- To monitor, consider and represent the views of the storage user community.
- To define and agree management, access and resource allocation policies.
- To provide management advice to the research data storage operations team (ACRC) on the running of the Facility's systems.
- To consider financial aspects including fEC charging and cost recovery processes.
- To act as steering group for the Research Data Service and review activities on a quarterly basis.

4. Promotional and teaching objectives

- To promote a coordinated approach to research data storage both inside and outside the University.
- To consider training and teaching issues arising, with reference made to the University Education Committee as appropriate if research staff are storing research data for teaching purposes.

Proposed Membership from November 2023:

Professor Dima Damen, (Chair)

Head of Governance, IT Services

Directors of Advanced Computing,

ACRC Facilitation and Advanced Computing Group Manager,

ACRC Research Computing Manager,

ACRC Representative from academic membership of HPC Executive

Representative of Faculty of Arts

Representative of Faculty of Engineering

Representative of Faculty of Health Sciences

Representative of Faculty of Life Sciences

Representative of Faculty of Science

Representative of Faculty of Social Sciences and Law

Representative of DREI

Assistant Director of Library Services (Research Services), Library Services

Director of the Jean Golding Institute

Tenure – 3 years

A deputy to the Chair is appointed from within the academic membership of the Research Data Storage and Management Executive on a three-year tenure.

The Chair of the Research Data Storage and Management Executive is responsible for approaching the Faculty Deans and the Faculty Research Directors to seek their nominations for membership.

Reporting lines

Reports to the Advanced IT Board.

Meetings

Meets once every six weeks or as appropriate.

