UNIVERSITY OF CAMBRIDGE

SCHOOL OF BIOLOGICAL SCIENCES IT COMMITTEE

Unconfirmed Minutes of the Meeting held on the 22 June 2017

Present:

Abbi Abbioui (Pharmacology)	Andy Judd (UIS/Vet Medicine)
Jenny Barna (SBS/UIS)	Paul Judge (Genetics)
Alistair Downie (Gurdon Institute)	Graham Ladds (Pharmacology)
Phil Brereton (Pathology)	Liz MacRae (Zoology)
Ian Clark (Genetics)	Alwyn Scally (Genetics)
Richard Fieldsend (Psych/Plant Sci)	Christof Schwiening (PDN)
Richard Farndale (Biochemistry)	Mark Sharpley (CSCR)
Mark Holmes (Chair, Vet Medicine)	Paul Sumption (UIS)
Marko Hyvonen (Biochemistry)	

In attendance: Judith Drinkwater (Minutes)
  Richard Hey (UIS) - item 5

1. **Apologies**
    Apologies were received from Henrik Jönsson (Sainsbury Laboratory), Gabriella Rustici (Genetics), Wentao Song (PDN), Andrew Welchman (Psychology).

2. **Declaration of Interests**
    No declarations of interest were received.

3. **Minutes of the meeting held on 23 March 2017**
    The minutes of the previous meeting were agreed as a true and accurate record.

4. **Matters arising**
    Matters arising were dealt with under the main agenda items.

5. **Cybersecurity**
    Richard Hey explained that cybersecurity was the top item on the University's risk register. Responsibility for championing and enforcement of measures to embed cybersecurity rested with Heads of Institutions and he would make a presentation at the October 2017 meeting of the Council of the School of the Biological Sciences in order to take a top down approach to raising awareness about the loss of reputation, financial loss and loss of life that might result from failure to implement appropriate measures. Awareness-raising presentations and training would be offered to other key groups such as IT staff and senior administrators, who would have a role in the deployment of training, and there were on-line training modules for all University staff.
    UIS had developed a Maturity Model, or self-assessment tool, for institutions to use in order to assess their policies and processes in order to understand their own level of

cybersecurity risk and respond with appropriate actions. There were 5 levels of response, and UID hoped that over time all institutions would achieve a minimum level of 3 or higher. The emphasis was on improvements in process and procedure rather than on a prescriptive approach to the measures to be implemented.

Volunteers were sought to pilot the Maturity Model and interested institutions should contact Jenny Barna in her capacity as relationship manager for the UIS cybersecurity programme.

6. Governance of Research Computing

Mark Holmes spoke in his capacity as a member of the School of the Biological Sciences Research Governance Sub-Committee. He explained that High Performance Computing (HPC) was an excellent resource that met the needs of academic colleagues with heavy computing requirements, to which SBS had contributed through Biocloud funding. There was an obvious advantage in this pooling of resources over individual processor clusters attached to single research groups in each Department, although the latter might be appropriate for certain research groups in defined circumstances. Funds had been raised within the School of the Biological Sciences to fund HPC; going forward, a line should be drawn under the provenance of this funding, in favour of concentrating on the evolving needs of researchers and ensuring that they made optimal use of HPC. It was important to achieve an effective governance structure that would have oversight of research computing, ensure fair and equitable use of HPC, and enable all researchers to function at the highest level regardless of their personal resources, funding and needs. Members of the IT Committee should engage with their constituencies to ascertain why researchers might feel discouraged from taking up the HPC resource, and to correct any misunderstandings about the availability of HPC.

In discussion, the IT Committee agreed that provision of a virtual server service, with a clear pricing structure, was key to the delivery of HPC. It was also vital for costing the planned refurbishment of the Gleeson building for the MRC, and for costing of the Biocentrum.

Action: Mark Holmes to invite Gos Micklem to join SBS IT Committee as co-opted member
Action: Mark Holmes to confirm membership of HPC Strategy Group
Action: All IT Committee members to consult with their Departments about perceptions of HPC
Action: Mark Holmes to communicate with Paul Calleja about a price for virtual servers, and liaise with the Head of the School of the Biological Sciences as required

7. General UIS update

Mark Holmes thanked Jenny Barna for the publication of the monthly SBS IT Newsletters, which were a useful and timely source of updates, and suggested that IT Committee members should approach Jenny with any questions about the content of the Newsletters.

8. Review of Terms of Reference of SBS IT Committee, standing items for agenda

The Terms of Reference remained fit for purpose. They would be updated to include Department membership against one single bullet point (rather than two).

The following standing items were agreed for future meetings: research computing; general UIS update.

9.   Electronic notebooks

A trial of electronic lab notebooks was underway, although the uptake was not as good as had been hoped. It was likely that more than one package would be preferred and that the introduction of a single notebook service provided by the University was unlikely. This was a research governance issue rather than an IT matter, but sooner or later RCUK would introduce a requirement of electronic archiving. In light of this Departments should engage with the pilot and the SBS IT Committee would follow up if there was an instruction from higher bodies to do so.

10.   Dates and venue of future meetings

It was agreed that meetings should continue to take place in the Department of Pathology.

Michaelmas Term 2017: 28 September and 7 December
Lent Term 2018: 22 March
Easter Term 2018: 21 June