



November 28, 2016, 10:00, Clifford Allbutt Building, room 306

Present: Professor Ed Bullmore (EB), Professor Bertie Gottgens (BG), Dr Guy Williams (GW), Robin Uttin (RU), Richard Bartlett (RB)

HPHI OVERSIGHT COMMITTEE

1. Apologies

Professor John Danesh (JD), Professor Paul Pharoah (PP), Professor Ken Smith (KS), Professor Eamon Maher (EM), Professor Kevin Brindle (KB), Dr James Brenton (JB), Dr Ferdia Gallagher (FG), Dr Ari Ercole (AE)

2. Minutes

This being the first meeting of the committee, no minutes required approval.

3. Matters arising

There were no matters arising.

4. Review and approve the Terms of Reference of the Committee

As the committee was not quorate (with less than half the members present) it was not possible to approve the terms of reference, however the terms were discussed, and the following amendments proposed;

- (a) That the membership be refreshed, with the core membership being Professor Ed Bullmore (Chair), Professor Bertie Gottgens (representing Single Cell), Dr Guy Williams (representing Neuroinformatics) and Dr James Brenton (representing Bioinformatics) [**action 12(a)**].
- (b) That, in addition to Robin Uttin (School Finance Manager), Richard Bartlett be added as a member of the Committee representing the School in Governance including Information Security and Minimum Standards of Service [**action 12(a)**].
- (c) That the remaining members of the committee who were unable to attend are asked to confirm whether they wish to remain members of the committee, and can attend such that the business of the committee can be conducted [**action 12(b)**].
- (d) That Dr Paul Calleja (UIS Deputy Director, Research and Institutional Services) be invited to join the committee, and if required bring a second representative who could speak on behalf of UIS in his absence [**action 12(c)**].
- (e) That sections 5.2 and 5.3 of the terms of reference are merged as there are unlikely to be any reserved items in the minutes [**action 12(a)**].

5. Agree how the committee should link with UIS Research and Institution Services

This matter was covered above under item 4, and see actions below.

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6. Confirm the current state of readiness of the HPHI elements

GW confirmed that the WBIC/Neuroinformatics portion was progressing well, although there had been delays in the deployment, and that he had a number of users beta testing the system. EB requested that a report on the two HPHI elements be presented to the next meeting [**action 12(d)**].

Agenda items 7-10

As the meeting was not quorate or sufficiently representative these items were only discussed briefly. However, EB noted that the lifetime of the systems (4-5 years) was from the purchase date, and some time had already passed, so it was critical to proceed quickly to ensure good value was gained from this investment. GW also raised that requests for use which fall outside the original intended purpose would potentially require changes to their cost recovery model.

11. Date of next meeting

The next meeting will be held in January, RB to arrange scheduling, all present confirmed they should be able to attend, and RB to contact JB to confirm he will also be available [**action 12(e)**].

12. Actions

(a) RB amend the terms of reference

Terms to be amended to reflect the core membership, the additions proposed, and the merger of sections 5.2 and 5.3

(b) RB contact all other committee members to confirm their membership

Those who were unable to attend and are not core committee members will be invited to confirm their willingness and availability to attend.

(c) RB invite Dr Paul Calleja to join the committee

As a high level committee the School needs the right level of representation from UIS/HPCS, we'd be delighted if Paul could attend, and he could he nominate someone to come with him, as backup, or regular representative who attends more frequently.

(d) GW and JB present report on the state of each HPHI element to the next meeting

The reports to include to what extent the systems are functionally complete, what testing has been completed and how many Researchers are already using the system.

(e) RB arrange scheduling of the next meeting

The meeting to be held in January, with all core members present, and others to opt in.