

## Institutional Repository Project

**Steering Group Meeting Minutes (confirmed)**Friday 25<sup>th</sup> January 2008, 10 am – 12 pm

**Present** Carole Goble (Chair, CG), Phil Butler (PB), Lorraine Beard (LB), Alan Dickson (AD), Nick Higham (NH), Ivan Leudar (IL), Vic Lyte (VL), Andrew Walsh (AW), Steve Milner (SM), Pedro Mendes (PM)

**Invited** Nilani Ganeshwaran

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**1. Apologies**

None

**2. Minutes and actions from last meeting**

Actions rolled forward where

**ACTION 9: PB to canvas for representatives from engineering and the performance arts**

The Group felt further work was required on the Project Brief to make it easier to read and more concise. PB noted that there may be some confusion over the purpose of this document and suggested if a concise document was required it would be better to revise the one page Executive Summary. The Group agreed to review and sign-off a revised version of the Executive Summary by Friday 1<sup>st</sup> February.

**ACTION 10: PB to revise executive summary and distribute via email****ACTION 11: Group to review summary and sign-off by 1st February**

CG noted that the Project required input from the University's communications and marketing function and a standing action should be to invite a representation at a future meeting

**ACTION 12: STANDING ITEM - Marketing and communications representative to be invited to appropriate future Steering Group meetings****3. Highlight report**

PB summarised the highlight report.

The Group signed-off Phase I of the Project, start up and initiation.

The Group still needed to sign-off the Project Brief (see actions 10 and 11)

PB outlined the strategic value of the confirmed early adopters and the Group accepted these.

PB noted that it was proving difficult to identify an early adopter in MHS. AW indicated it was critical to obtain an early adopter from this Faculty. The group recommended a number of avenues to pursue.

**ACTION 13: PB to continue efforts to identify MHS early adopter**

Professors Richard Heeks and Andrew Murray had stepped down from the Steering Group due to other commitments. Professor Stephen Milner was confirmed as representing HUM replacing Professor Heeks.

**4. Demonstrations**

RH and PB demonstrated a number of repository functions to the group. These were: Manchester Institute for Mathematical Sciences (MIMS) ePrints [<http://eprints.ma.man.ac.uk/>]; Pilot Repository I, version 1.0, [<http://www.manchester.ac.uk/institutionalrepositoryproject/pilotrepository/>]; Repository related functions: Connotea [<http://www.connotea.org/>], Zotera [<http://www.zotero.org/>], CiteBase

[<http://www.citebase.org/>], CiteULike [<http://www.citeulike.org/>], OAISter [<http://www.oaister.org/>], Intute [<http://www.intute.ac.uk/>]. Arising issues where,

AD noted that software features should continually be assessed against benefits as outlined in the Project Brief and Executive Summary. The Group agreed this should be a standing action.

**ACTION 14: STANDING ITEM – Steering Group and Implementation Team to continually assess project priorities and deliverables against benefits**

## **5. Research Excellence Framework**

AW outlined the current status of the Research Excellence Framework (REF) and the potential impacts on the Institutional Repository Project. It was noted that overall the University is under-performing in citation metrics that measure research impact and that these are likely to be critical in REF. As a consequence research revenues received by the University are at risk.

## **6. Research Information Project**

This issue was rolled forward to the next meeting.

## **7. Topics for next meeting**

The group agree key topics for discussion at the next meeting are

- Business case and full costs (capital and on-costs)
- Electronic theses and dissertations