UNIVERSITY of GREENWICH

Minutes for the second meeting of the Research & Enterprise Committee for the 2019/20 Academic Session, held on Wednesday, 4th December 2019, 2.00pm in G104, Avery Hill Campus

PRESENT:

Prof J Bonet	**Chair, Deputy Vice-Chancellor (R&E)**
Prof A Westby	Vice-Chair
Prof B Cronin	PVC (BUS) Nominee
Prof R Pacella	Director of Institute for Lifecourse Development
Prof C Monks	PVC (EHHS) Nominee
Prof D Wray	PVC (E&S) Nominee
Dr S Stoyanov	PVC (LAS) Nominee (invited)
Ms R Nunn	Head of Commercialisation & Innovation
Mrs W Curran	Finance Manager
Ms K Southgate	Training & Research Programmes Manager (invited)
Ms M Femi-Obalemo	Student Union Representative
Mr P Angelo	Secretary

APOLOGIES FOR ABSENCE:

Prof P Griffiths	Director of Research & Enterprise (GRE)
Dr C Papaix	PVC (BUS) Nominee
Prof C Bailey	PVC (LAS) Nominee
Prof T Reynolds	PVC (LAS) Nominee
Prof A Mehra	Head of Research & Enterprise Training Institute
Mr N Cormack-Bissett	Head of Research Development Services
Ms P Gibson	ECR/PGR Nominee
Mr S Mujunga	Student Union Representative

R&EC-19-2-1 ITEMS FROM THE CHAIR

The Chair invited the Committee to introduce themselves and welcome Prof. Rosana Pacella to the panel as the Director of the newly formed Institute for Lifecourse Development. The Institute for Lifecourse Development will oversee the research activity of the Faculty of Education, Health & Human Sciences, and as such, Prof. Pacella will also sit on the Committee in the capacity as a second PVC (EHHS) Nominee.

R&EC-19-2-1.1   Updated UKRIO 'Concordat to Support Research Integrity'

The Chair presented the revised version of the UKRIO 'Concordat to Support Research Integrity' to the Committee for general comment and discussion. The Chair reminded panel members that the intention was to provide a national framework for good research conduct and its governance, and that as signatories (Universities UK), the institution would be committed to upholding the highest standards of rigour and integrity for all aspects of research. Procedures needed to be robust and promoted throughout the University and adhering to this will ultimately be the responsibility of GRE. The Committee discussed the document at length and highlighted its importance as this was something that had to be reported on to the governing body and agreed with its principles which were essential in developing a culture of research integrity.

R&EC-19-2-1.2   RCIF applications 2019/20

The Chair announced that there was to be another round of the Research Capital Investment Fund (RCIF) for 2019/20 in which the University will deploy a total of £262k to fund the purchase of items of equipment that will support research activity at an international level of excellence, and invited research active staff to bid for these funds by submitting proposals for amounts between £25k and £75k. As in previous years, the Chair reminded panel members that there was a limit of three proposals per Faculty, and that these should be internally assessed before the shortlisted applications were submitted to GRE by the deadline of Friday, 31st January 2020. The final proposals received would be measured against several criteria as set out in the guidance and scored by a panel led by the Chair which was to be established in due course.

The Secretary was to circulate the guidance for the bidding process together with the funding application form template soon after the meeting in order to give Faculties as much time as possible to prepare any potential applications.

ACTION: SECRETARY

R&EC-19-2-1.3   2018/19 Annual Report to Court

The Chair briefed the Committee on the final version of the 2018/19 Research & Enterprise Annual Report that had been presented at the first meeting of Court in the new academic session. Due to timing issues of the dates of the meetings in question, it had not been possible for panel members to discuss this final version before going to Court, but extensive sections that provided a summary of the Research & Enterprise activities of the University throughout the year had already been reviewed by this Committee. As such, this was just

for noting and panel members had no concerns or issues with any of the final content.

R&EC-19-2-1.4 Smith Review – Future Frameworks for International Collaboration on Research and Innovation

The Chair presented the Committee with a paper that provided an executive summary, together with recommendations, from the Smith Review published earlier in the year that offered advice on future frameworks for international collaboration on research and innovation. Panel members discussed the document at length, although it was clear that there was still a high level of uncertainty following the Brexit extension until 31st January 2020. No new funds had been made available and resources were not to be diverted from any current programmes to international ones. This will continue to be monitored closely over the coming year when there may be more clarity and the Committee will be kept informed of any future developments.

R&EC-19-2-1.5 Advance HE – Essential Frameworks for Enhancing Student Success

The Chair commented that this item was just for noting by the Committee as it had links to the Research & Enterprise Strategy but that it was to be taken forward by the newly named 'Generator' team within FBUS (previously known as the i3 Centre). The 'Essential Frameworks for Enhancing Student Success' had been published by Advance HE and was a focus framework aligned to the Employability Framework (Enterprise and Entrepreneurship Education). Panel members stressed the importance of this for the further development of Knowledge Exchange activity and any updates were to be reported on at this Committee.

R&EC-19-2-2 MINUTES OF THE PREVIOUS MEETING

R&EC-19-2-2.1 Minutes of the first meeting of the Research & Enterprise Committee for the 2019/20 academic session held on Wednesday, 25th September 2019

The minutes of the Research & Enterprise Committee held on Wednesday, 25th September 2019 were agreed by the Committee to be a true and accurate record of the meeting.

R&EC-19-2-3 MATTERS ARISING FROM THE MINUTES

R&EC-19-2-3.1 Please refer to the action sheet attached.

All the actions other than those mentioned below are now complete or are to be discussed in more detail at this or subsequent meetings.

<u>Action points still in progress from previous meeting</u>:

R&EC 19-1-5.3 The Director of Research & Enterprise was to ask Faculty Directors of Research & Enterprise to contact the relevant Research Group Leaders outside of this meeting, and request them to complete a template form that will be provided, which asks them to either keep/archive/remove certain content in order to help cleanse the webpages and progress this project.

R&EC 19-1-5.6 The Director of Research & Enterprise requested that details of the BAME Researcher Forum be communicated at Faculty level via the Faculty Directors of Research & Enterprise so that a 'Champion' may be appointed to help set up the first one.

R&EC-19-2-4 RESEARCH EXCELLENCE FRAMEWORK 2021 PREPARATIONS

R&EC-19-2-4.1 GREAT 2019 update

The Chair provided the Committee with an update on the latest developments with regards to GREAT 2019. Panel members were presented with a number of tables that detailed the outcomes of the last cycle in terms of outputs, impact case studies, and profile comparisons to the REF 2014 submission. The Committee agreed that while the number and quality of outputs looked strong, the main concern related to the number of low scoring impact case studies for certain Units of Assessment (UoAs). In some instances, there were both insufficient numbers and scores that came out as 'unclassified' and this needed urgent attention as this was an obvious area of weakness. This was to be addressed in more detail in the following agenda item, but the Chair took the opportunity to thank panel members for all their efforts with GREAT 2019 and stressed that a high level of engagement be maintained over the next 12 months as the deadline for the REF 2021 submission was fast approaching.

R&EC-19-2-4.2 Unit of Assessment meetings

Following on from the previous item, the Chair informed the Committee that the intention was to now establish meetings for all the proposed UoAs as they currently stood. Individual working files were in the process of being put together that captured the key information for each UoA which was to be discussed with each UoA lead and other senior research staff. The main purpose of each meeting was to ensure that the data pertaining to REF 2021 being held by both GRE and HR was correct, and to start to identify those individuals that had a significant responsibility for research (SRR) who would be submitted. In addition, it was an opportunity to start working out the

staff FTE that would potentially be submitted to each UoA, and therefore establish how many outputs and impact case studies would be required.

The Chair stressed the importance of these meetings and that attendance was compulsory for Faculty Directors of Research & Enterprise and UoA leads. The meetings were to take place over the coming weeks and the individual working UoA files were to be finalised by the Head of Research Development Services. These were to be annotated by UoA leads after each meeting so that recommendations could then be made to the REF Staffing Committee in order to identify SRR and consolidate the final composition of the UoAs.

ACTION: CHAIR/DIRECTOR OF RESEARCH & ENTERPRISE/HEAD OF RESEARCH DEVELOPMENT SERVICES/FACULTY DIRECTORS OF RESEARCH & ENTERPRISE

R&EC-19-2-4.3 **Identification of REF 2021 panels**

The Chair informed the Committee that the membership of the key REF 2021 panels had now been established. The REF EDI Committee had recently been ratified by the University EDI Committee and was now set in stone. There were still some conversations to be had about finalising both the REF Staffing Committee and REF Appeals Committee, but panel members agreed with the proposed representatives. There was appropriate subject and gender diversity across all the panels, but there was concern that the Director of HR appeared to sit on both the REF Staffing Committee and REF Appeals Committee. **The Chair agreed that the REF Staffing Committee should not contain the Director of HR and that this will need to be addressed before both panels were finally approved. The Head of Research Development Services will take this forward after this meeting and update the Committee in due course.**

ACTION: CHAIR/HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-19-2-4.4 **REF 2021 preparations audit**

The Chair briefed panel members that the REF 2021 preparations audit had taken place in November and that early indications were that it had gone well. The University's auditors (BDO) had requested numerous files and documents and their final report is expected early in the new year. **The Chair requested that the Head of Research Development Services include this audit report in the agenda for the next scheduled Committee meeting in February for discussion.**

ACTION: HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-19-2-4.5 Minutes of REF Strategy Working Group

The Chair presented the draft minutes from the last meeting of the REF Strategy Working Group that took place on Monday, 4th November. These were just for noting by the Committee and most of the actions had been completed, but an important one still outstanding was for **the Vice-Chair to provide the Head of Research Development Services with an NRI equivalent table of research BAW allocations for all NRI staff. The Chair requested that this be followed up and form part of the REF data that was going to be used in the scheduled UoA meetings.**

ACTION: VICE-CHAIR/HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-19-2-4.6 Online EDI training

The Chair mentioned that online EDI training will be made available in the new year and that details were to be sent out in due course. The important message was that it was essential that every single member of staff named on the REF 2021 panels must either have attended one of the sessions that had taken place earlier in the year or complete the online version once available. **The Chair asked that registers of attendance be kept from the two sessions held at Greenwich and Medway in October, and that registration for the online EDI training be monitored closely to ensure that all named individuals on the REF 2021 panels had complied.**

ACTION: HEAD OF RESEARCH DEVELOPMENT SERVICES/FACULTY DIRECTORS OF RESEARCH & ENTERPRISE

R&EC-19-2-5 GREENWICH RESEARCH & ENTERPRISE

R&EC-19-2-5.1 Research & Enterprise Financial Summary Report 2019/20

The Committee noted the financial summary report by Faculty from 1st August 2019 to 31st October 2019.

The Vice-Chair reported that revenues stood at £4.4m for the first three months of the year and that this figure was down by approximately £1.6m at the same stage for 2018/19. This was predominantly showing in NRI with the Faculties demonstrating marginal gains, but there were no real concerns as this was so early in the year. Contracting totals were presently at £4.6m which represented an increase of around £1m for the same period last

year. This was also mainly down to NRI and these figures will continue to be monitored closely throughout the year.

R&EC-19-2-5.2   Research & Enterprise Bidding Activity Report 2019/20

The Committee noted the bidding activity report by Faculty from 1st August 2019 to 31st October 2019.

The Vice-Chair briefed the Committee on the current bidding data for 2019/20 which showed promising activity across all the Faculties. There were no concerns over any of the bidding profiles at this early stage, but one point of interest was the apparent rise in EU bidding as figures were reminiscent of those prior to the referendum vote.

R&EC-19-2-5.3   Knowledge Exchange Strategy update

The Head of Commercialisation & Innovation presented the Committee with a paper that provided an update on recent developments with regards to Knowledge Exchange within the University, and proposed workstreams moving forward to maximise engagement from across the institution. The first Knowledge Exchange Framework (KEF) comes into effect next year and four workstreams have been recommended to maximise the institution's chances of a positive outcome. These have been identified as the formation of a Knowledge Exchange Network and associated Innovation Ecosystems, the Innovation and Commercialisation Process, Knowledge Curation, and the creation of Innovation Hubs.

The Head of Commercialisation & Innovation stated that more and more focus will be placed on Knowledge Exchange in the coming years and will feature prominently on any new government's agenda. This will significantly influence potential revenues, and it was important that the University collaborate across all the Faculties and Professional Services teams and have buy-in from senior management. Panel members discussed the paper at length and agreed that greatest impact would be achieved by ensuring the broadest representation possible on the Knowledge Exchange Network and its Steering Group. The Committee will be kept informed of developments and this will remain as a standing item on the agenda moving forward.

R&EC-19-2-5.4   Regular reporting on Research Fellows

Following the recent appointment of most of the Research Fellows that have been discussed at previous Committee meetings, the Chair sought the opinion of panel members on whether regular reporting on their progress should be introduced. The recruitment of the Research Fellows represented a significant investment from the University, and following some deliberation, the Committee agreed that a progress report be completed and submitted every six months. GRE were to

develop a template to capture the essential information which was then to be circulated to Faculty Directors of Research & Enterprise for comment.

R&EC-19-2-5.5   GRE Research Awards

The Chair reported that the recent GRE Research Awards had been a great success and was well attended, and that there had been a lot of positive feedback following the event. A list of all the award winners was presented to the Committee for information, and the intention was to run the event again next year as this has proved to be popular among the research community.

R&EC-19-2-6 RETI

R&EC-19-2-6.1   PhD programme codes update

The Training & Research Programmes Manager updated the Committee on the latest developments with regards to the exercise to reduce the total number of PhD programme codes used by the institution. Panel members were reminded that the intention was to lower the number of codes from the present figure of 55. Despite receiving feedback from all the Faculties this was proving to be a challenging task and further discussions were going to be necessary to resolve the impasse. **The Chair stressed that this remained an important item that needed resolving and requested that a further update be provided at the next scheduled Committee meeting.**

ACTION: HEAD OF RETI/FACULTY DIRECTORS OF RESEARCH & ENTERPRISE/STUDENT UNION REPRESENTATIVES

R&EC-19-2-6.2   PRES 2019 report

The Training & Research Programmes Manager presented the final version of the Postgraduate Research Experience Survey report for 2019 to the Committee for review and comment. This is a detailed report available upon request from RETI but overall the results compared to PRES 2018 were encouraging. Improvements had been attained in many key areas such as supervision, resources, progress and assessment, research skills, and professional development, although there were some fluctuations within Faculties. One disappointing ranking continued to be research culture despite there being an overall improvement from last year.

Following detailed discussion on the main outcomes of the report, **the Committee agreed that Faculty action plans be written by each of the Faculty Directors of Research & Enterprise that highlighted plans for improvements in key categories for the**

next PRES submission scheduled for 2021. These were to be submitted to RETI before being presented at a subsequent Committee meeting later in the year for review and comment.

ACTION: FACULTY DIRECTORS OF RESEARCH & ENTERPRISE/HEAD OF RETI

R&EC-19-2-7 ITEMS FROM FACULTY RESEARCH & ENTERPRISE COMMITTEES

R&EC-19-2-7.1　Faculty QR + HEIF expenditure reports 2018/19

The Chair invited each of the Faculties to present their QR and HEIF expenditure reports for 2018/19. Panel members were reminded that these were necessary as per the requirements of the University's auditors. For the purposes of the minutes these are all available from the Secretary.

R&EC-19-2-8 POSTGRADUATE RESEARCH MATTERS

R&EC-19-2-8.1　PGR Completions – Recommendations for Committee

The Committee approved the list of postgraduate research degree awards recommended by examiners and considered at recent meetings of Faculty Research Degrees Committees.

R&EC-19-2-8.2　Summary of PGR related business by FRDCs for 2019/20 to end of Q1 (31st October 2019)

The Training & Research Programmes Manager provided a summary of FRDC activity in terms of submissions of various RDA forms across all four Faculties to the end of 31st October 2019. This was for general noting by the Committee, but the total number of PGR students was presently 463 which was significantly lower than the target figure and was a concern.

The Chair stressed that there had been an over-reliance on VC PhD Scholarships in recent years and that Faculties needed to be more creative with their PGR recruitment. The Vice-Chair commented that the NRI had been invited to join the London Interdisciplinary Doctoral Programme (LIDo) and were also looking to invest some of the funding secured from the recent Expanding Excellence in England Fund (E3) award, but new initiatives needed to be looked at to reverse this trend. The Committee agreed that PGR numbers were too low and would need monitoring throughout the year.

R&EC-19-2-8.3　Research & Enterprise Strategy 2016-2021 – Monitoring progress against PGR related targets for 2019/20 to end of Q1 (31st October 2019)

The Committee was presented with a series of tables providing a summary of progress against PGR related targets for 2019/20 to the end of 31st October 2019. The concerns around the low level of registrations had been addressed in the previous item, but doctoral awards for the year currently stood at 16. The overall total for the current REF period was just under 300, and plans were in place to maximise the number of completions before the census date. This was essentially for noting by the Committee, but this will be kept track of throughout the year, and that targets for subsequent years were to be reviewed following the REF 2021 submission.

R&EC-19-2-8.4   VC PhD Scholarships – Recruitment process

The Training & Research Programmes Manager introduced a paper that had been sent by the Admissions Office that set out a proposal for amendments to the implementation of the VC PhD Scholarships recruitment process. Essentially three changes had been proposed, but the request to possibly start all the VC PhD Scholarships in January was problematic. The Chair explained that the main issue was in the timing of when certain budgets were signed off by Finance. This can take place late in the calendar year, so to calculate how many have been made available, advertise the posts, and recruit the students in that timeframe is challenging. After considerable discussion, **the Committee agreed that this feedback would need to be communicated back to the Admissions Office via RETI, and although two of the proposed changes were agreed to, the issue around a possible January start date for all the VC PhD Scholarships required further consultation.**

ACTION: HEAD OF RETI

R&EC-19-2-8.5   PGR attendance monitoring update

Due to time constraints the Chair decided that this should come back to the next Committee meeting. The Secretary will ensure that this is included as an agenda item for the next meeting in February.

R&EC-19-2-8.6   Electronic thesis submission

The Training & Research Programmes Manager presented a paper that set out a proposal for the University to implement a procedure for electronic only thesis submission resulting in a move away from the submission of hard copies. **The Committee considered the recommendation and endorsed both the interim procedure to move to e-submission from the start of next year, as well as the proposal to develop a more comprehensive system to improve the full examination process from September 2020.**

R&EC-19-2-9 ITEMS FOR INFORMATION

There were no items for information presented to the Committee.

R&EC-19-2-10 ANY OTHER BUSINESS

No other business was discussed and the meeting was duly closed.

R&EC-19-2-11 DATES & TIMES OF 2019/20 MEETINGS

Meeting
February 5th 2020, Medway Campus, Room P130, 2.00pm
April 8th 2020, Avery Hill Campus, Room G104, 2.00pm
May 20th 2020, Medway Campus, Room P130, 2.00pm
July 1st 2020, Greenwich Campus, Room QA075, 2.00pm