

**Minutes for the third meeting of the Research & Enterprise Committee for the
2019/20 Academic Session, held on Wednesday, 5th February 2020, 2.00pm in
P130, Medway Campus**

PRESENT:

Prof J Bonet	Chair, Deputy Vice-Chancellor (R&E)
Prof A Westby	Vice-Chair
Prof P Griffiths	Director of Research & Enterprise (GRE)
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
Prof C Bailey	PVC (LAS) Nominee
Ms R Nunn	Head of Commercialisation & Innovation
Prof A Mehra	Head of Research & Enterprise Training Institute
Mr N Cormack-Bissett	Head of Research Development Services
Ms M Femi-Obalemo	Student Union Representative
Mr P Angelo	Secretary

APOLOGIES FOR ABSENCE:

Dr C Papaix	PVC (BUS) Nominee
Prof T Reynolds	PVC (LAS) Nominee
Mrs W Curran	Finance Manager
Ms P Gibson	ECR/PGR Nominee
Mr S Mujunga	Student Union Representative

R&EC-19-3-1 ITEMS FROM THE CHAIR

R&EC-19-3-1.1 RCIF applications 2019/20 update

The Chair reminded the Committee that the deadline for the submission of any RCIF applications for the current year had now passed and that a total of 8 had been received (FEHHS = 2, FES = 3, FLAS = 3). These were now to be assessed by an independent panel in the coming days with any final decisions communicated in due course. The Committee was reminded that any awarded funds had to be spent by 31st March, so decisions would need to be made

quickly to ensure sufficient time for expenditure. **The Chair asked the Secretary to co-ordinate the assessment of the applications with panel members and to inform Faculty Directors of Research & Enterprise of the outcomes as soon as this had been completed.**

ACTION: SECRETARY

R&EC-19-3-1.2 KEF – Decisions for the first iteration

The Chair presented a report that provided details on the decisions taken by Research England for the implementation of the first iteration of the Knowledge Exchange Framework. This was for general noting by the Committee but not much had changed since the consultation. Panel members were reminded that Research England had applied several benchmarking metrics to sort institutions into clusters, and that the University remained grouped in 'Cluster E', along with other HEIs with similar discipline portfolios. Two new metrics had been included (in addition to HECIS data) which were the amount of money received from Innovate UK, and the percentage of publications with authors from outside of academia. Further clarification will be sought outside of this meeting as to what the exact definitions of 'non-academia' are but **the Chair asked the Head of Commercialisation & Innovation to start planning KEF workshops that could run at each campus to help with the dissemination of the latest information and keep members of staff suitably informed of developments.**

ACTION: HEAD OF COMMERCIALISATION & INNOVATION

R&EC-19-3-1.3 E3 award (FaNSI) update

The Vice-Chair provided the Committee with a brief update on the latest developments with regards to the E3 award that the NRI had secured. It has been named FaNSI (Food and Nutrition Security Initiative) and there have been a number of new appointments. These new individuals have strong REF profiles and good progress is being made. Work of new facilities to accommodate these new members of staff has begun, with ongoing discussions with Medway Council taking place. There were also plans to develop dual PhD programmes (which need to be communicated via RETI) and a conference on Food and Nutrition Security scheduled to take place in the middle of July at Greenwich campus.

In addition to all this, the intention was to appoint around 18 PhD students but that there have been some initial problems with IELTS (International English Language Testing System) scores. **There have been several applications from good students but who have failed the current IELTS requirements as they currently require a score of at least 6.5 in all categories. This has been a source of**

frustration and the Vice-Chair will discuss this with the Head of RETI outside of this meeting to see if there was any flexibility in this to help with recruitment.

ACTION: VICE-CHAIR/HEAD OF RETI

R&EC-19-3-2 MINUTES OF THE PREVIOUS MEETING

R&EC-19-3-2.1 Minutes of the second meeting of the Research & Enterprise Committee for the 2019/20 academic session held on Wednesday, 4th December 2019

The minutes of the Research & Enterprise Committee held on Wednesday, 4th December 2019 were agreed by the Committee to be a true and accurate record of the meeting.

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

R&EC-19-3-3.1 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.

Action points still in progress from previous meeting:

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 19-2-4.6 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.

R&EC-19-3-4 RESEARCH EXCELLENCE FRAMEWORK 2021 PREPARATIONS

R&EC-19-3-4.1 REF 2021 preparations audit report

The Chair presented the audit report from BDO outlining the level of assurance for both the design and operational effectiveness of the University's preparations for the REF 2021 exercise. Panel members were reminded that the audit was carried out last November and the report was extremely positive with the level of assurance recorded as

‘substantial’ for both activities. There were some recommendations proposed by BDO but there were no real concerns and that this was an excellent outcome.

R&EC-19-3-4.2 Unit of Assessment meetings update

The Chair informed the Committee that all the Unit of Assessment (UoA) meetings had taken place as scheduled and that there were some actions on UoA leads to start to tidy up the REF 2021 data being held for each UoA. It was clear from the meetings that there was still a lot of work to do on certain UoAs, and as such, these meetings were to be repeated again in March/April to monitor progress and will follow a similar pattern to the first round. The Committee will be kept informed of any developments.

R&EC-19-3-4.3 Identification of REF 2021 panels update

The Chair presented a paper that provided the details of the final confirmed membership of the REF EDI Committee, REF Staffing Committee, and REF Appeals Committee. The Chair explained that the issue around the Director of HR being on both the REF Staffing Committee and the REF Appeals Committee had now been resolved, but that a replacement would now need to be found for the Deputy Vice-Chancellor (Academic) who will be leaving the University in March. A suitable successor would need to be found and the Chair welcomed any ideas outside of this meeting to take this forward as this needed to be decided relatively quickly.

R&EC-19-3-4.4 REF 2021 summary paper to Academic Council

The Committee was presented with a paper that provided a brief summary of the outcomes of the GREAT 2019 cycle, together with the latest developments with regards to the implementation of the University’s Code of Practice, which was presented at the last meeting of Academic Council. The Chair explained that this was just for noting by panel members as all the information included in the summary paper had previously been through this Committee. There were no issues and the Chair stressed that some of the data in the summary paper was already out of date as the institution continued its progress towards submission.

R&EC-19-3-4.5 Review of staff REF 2021 data

The Chair provided the Committee with a table that summarised current staff data by UoA for REF 2021 with a profile comparison to the previous REF 2014 submission. This was for noting by panel members and broadly made for healthy reading, but there were some issues that required further discussion. The REF Strategy Working Group (RSWG) had met earlier in the week and proposed for some UoAs to be merged that needed to be endorsed by this Committee.

For the purposes of the minutes the following proposed mergers were approved by the Committee.

- UoA3 (Allied Health Professions, Dentistry, Nursing and Pharmacy) with UoA4 (Psychology, Psychiatry and Neuroscience)
- UoA10 (Mathematical Sciences) with a combination of UoA11 (Computer Science and Informatics) and UoA12 (Engineering)
- UoA20 (Social Work and Social Policy) with UoA23 (Education)

The following one required further discussion outside of this meeting, but despite the recommendation of the Committee, was not officially authorised until further clarification over some of the data had been sought.

- UoA13 (Architecture, Built Environment and Planning) with UoA32 (Art and Design: History, Practice and Theory)

The Chair requested that the potential merger of UoA13 (Architecture, Built Environment and Planning) and UoA32 (Art and Design: History, Practice and Theory) be discussed in more detail as a matter of urgency outside of this meeting so that a final decision could be made.

ACTION: CHAIR/PVC (LAS) NOMINEE/DIRECTOR OF RESEARCH & ENTERPRISE/HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-19-3-4.6 Consultation on REF 2021 Codes of Practice – Complaints and Investigations process

The Chair briefed the Committee on the paper from Research England that set out for consultation, a draft process for the management of complaints and investigations relating to the implementation of the Codes of Practice produced by HEIs for the REF 2021 exercise. The Chair stressed the importance of this, and that the consultation was expected to be returned by 6th March. It was imperative that all members of staff familiarised themselves with the Code of Practice and that all UoA leads have read and understood it. There will be no deviations from the Code of Practice and UoA leads were expected to disseminate it to all staff that had been identified for submission for their UoA. Potentially there would be significant consequences for the University if it got this wrong and **the Chair asked for any comments from panel members to be sent to him and the Head of Research Development Services before the 6th March deadline.**

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

R&EC-19-3-4.7 REF Strategy Working Group (RSWG) update

The Head of Research Development Services provided the Committee with a brief summary of the main points from the latest REF Strategy Working Group (RSWG) that had taken place earlier in the week but that the main issues had already been dealt with. The other information was just for noting by panel members.

R&EC-19-3-4.8 Revised REF 2021 timelines

The Head of Research Development Services presented the Committee with an updated list of the timelines, milestones and responsibilities for various target audiences up until the institutional submission to the REF 2021 exercise. **There would now be some updates to include the developments from RSWG, and the next round of scheduled UoA meetings, and the Head of Research Development Services will update the REF 2021 timelines again and circulate the document to all panel members in due course.**

ACTION: HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-19-3-4.9 Survey of submission intentions

The Head of Research Development Services briefed the Committee on both the summary of the survey of submission intentions for the University that was submitted in December, as well as a press release from Research England detailing the expectation of a significant increase (approximately 40%) in the number of staff being submitted to REF 2021 in comparison to REF 2014. This was just for general discussion and noting by the Committee and there were no concerns.

R&EC-19-3-5 GREENWICH RESEARCH & ENTERPRISE

R&EC-19-3-5.1 Research & Enterprise Financial Summary Report 2019/20

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

The Director of Research & Enterprise reported that revenues stood at £7.7m for the first five months of the year and that this figure was down by approximately £1.3m at the same stage for 2018/19. This was predominantly showing in NRI with some Faculties demonstrating marginal gains, but there were no real concerns at

this stage. Contracting totals were presently at £10.6m which represented a drop of around £5.8m for the same period last year. The contracting totals at the end of last year were particularly high with large awards for both NRI and FES and there was also a significant contract in GRE for EEN (Enterprise Europe Network) but these figures will continue to be monitored closely throughout the year.

R&EC-19-3-5.2 Research & Enterprise Bidding Activity Report 2019/20

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

The Director of Research & Enterprise 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 stage and followed similar patterns to those of previous meetings.

R&EC-19-3-5.3 Knowledge Exchange Strategy update

The Head of Commercialisation & Innovation provided the Committee with an update on developments with regards to Knowledge Exchange and Enterprise via Innovation and Commercialisation of Academic Research within the University. The slides that were presented had been well received at the recent Leadership Forum and for the purposes of the minutes are available from the Secretary. Panel members discussed these at length and will be kept informed of developments moving forward as this was now a standing item on the agenda.

R&EC-19-3-6 RETI

R&EC-19-3-6.1 PhD programme codes update

The Head of RETI updated the Committee on the latest situation 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 not much progress had been made since the last meeting. As a result, **the Chair requested that the latest figures from across the institution be sent to him for further discussion with the Director of Strategic Planning and the Head of RETI to try and finally resolve this complex issue.**

ACTION: CHAIR/HEAD OF RETI/DIRECTOR OF STRATEGIC PLANNING

R&EC-19-3-6.2 PGR/ECR forum minutes

The Head of RETI provided the Committee with a brief update on the main points that arose from the last PGR/ECR forum that was held on Friday, 24th January. These were just for noting by panel members, but attendance from some Faculties had been poor and individuals need encouragement to attend. One suggestion would be for members to send a suitable replacement if they could not be present but there were no major concerns raised at the forum.

R&EC-19-3-6.3 Concordat to Support the Career Development of Researchers (Vitae) update

The Head of RETI reminded panel members that the revised version of the Concordat to Support the Career Development of Researchers had been published last November and that the University had signed up to it. Currently, a GAP analysis was being carried out together with HR which was scheduled to be presented at the next Committee meeting in April. The Chair stressed the importance of this as this could be referred to in the institutional REF environment statement.

R&EC-19-3-7 ITEMS FROM FACULTY RESEARCH & ENTERPRISE COMMITTEES

R&EC-19-3-7.1 FES seminars - webcasts

The Vice-Chair proposed to the Committee that the current internal FES/NRI seminar series be made available as webcasts and invited comments from panel members. This would be dependent on getting the appropriate software to do this but it could be trialled in FES before being potentially rolled out across the University. **The Committee agreed that this would be a positive step, and as such, the Chair requested that the Vice-Chair take this forward and report any progress or issues at a subsequent meeting.**

ACTION: VICE-CHAIR

R&EC-19-3-7.2 'Pint of Science' event

The Vice-Chair announced that the next 'Pint of Science' event was scheduled to take place between Monday, 11th May – Wednesday, 13th May at the Command House Pub in Chatham. This was essentially for information but follows on from the successful event last year and panel members were invited to register online and disseminate any details through their own Faculties.

R&EC-19-3-8 POSTGRADUATE RESEARCH MATTERS

R&EC-19-3-8.1 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-19-3-8.2 Summary of PGR related business by FRDCs for 2019/20 to end of Q2 (31st January 2020)

The Head of RETI provided a summary of FRDC activity in terms of submissions of various RDA forms across all four Faculties to the end of 31st January 2020. This was for general noting by the Committee, but the total number of PGR students was presently 497 which was significantly lower than the target figure and was a concern.

The Chair again 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 Committee agreed that PGR numbers were too low and new initiatives would continue to be explored in a hope to raise numbers. This was a concern and the figures will continue to be monitored closely throughout the rest of the year and beyond.

R&EC-19-3-8.3 PGR completions for REF 2021 update

The Head of RETI presented some updated figures for the total number of PGR completions for the current REF period for consideration by the Committee. The new totals indicated that there would be approximately 400 completions (PhD/EdD) for the REF period which was extremely positive and would represent nearly double the amount of the REF 2014 submission. There was still hope that this could exceed 400 (including the Medway School of Pharmacy) and plans were in place to maximise the number of completions before the census date of 31st July 2020. The Chair emphasised the importance of this and asked Faculty Directors of Research & Enterprise to continue to support those students that could possibly complete before the end of July and to liaise with RETI.

R&EC-19-3-8.4 PGR attendance monitoring update

The Director of Research & Enterprise reminded panel members of the new process that had been endorsed by the Committee last year with regards to monitoring PGR attendance. The Assistant Director Student Registry had recently provided an update on this, but it was becoming clear that this was proving to be administratively burdensome for Faculty staff. This was just for

noting at this stage, but the process would need to be reviewed in the coming months and possibly be amended. Committee members will be informed of more details in due course.

R&EC-19-3-9 ITEMS FOR INFORMATION

There were no items for information presented to the Committee.

R&EC-19-3-10 ANY OTHER BUSINESS

The PVC (E&S) Nominee informed the Committee that FES were looking to hold a Faculty Research day on Friday, 5th June which will involve three parallel sessions for Engineering, Science, and NRI and to note this in their diaries.

The Director of Research & Enterprise briefly mentioned that some preliminary dates had been scheduled in the second week of December for the GRE Research Awards this year which will be communicated shortly.

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

R&EC-19-3-11 DATES & TIMES OF 2019/20 MEETINGS

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