

**Minutes for the first meeting of the Research & Enterprise Committee for the
2018/19 Academic Session, held on Tuesday, 2nd October 2018, 2.00pm in
B028, 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 P Maras	PVC (E&H) Nominee & uREC Chair
Prof D Wray	PVC (E&S) Nominee
Prof C Bailey	PVC (LAS) Nominee
Prof T Reynolds	PVC (LAS) Nominee
Prof A Mehra	Head of Research & Enterprise Training Institute
Mrs W Curran	Finance Manager
Ms P Gibson	ECR/PGR Nominee
Ms K Dawson	Student Union Representative
Mr A Papa	Student Union Representative
Mr W Fitzmaurice	Assistant Director Student Registry (invited)
Mr R Porter	Head of International Compliance and Advice (invited)
Mr P Angelo	Secretary

APOLOGIES FOR ABSENCE:

Dr C Papaix	PVC (BUS) Nominee
Dr D Poulter	PVC (E&H) Nominee
Mr N Cormack-Bissett	Head of Research Development Services

R&EC-18-1-1 ITEMS FROM THE CHAIR

R&EC-18-1-1.1 Introductions for new members

The Chair welcomed members to the first Committee of academic session 2018/19 and thanked everybody for attending this re-arranged meeting which had been previously scheduled for Wednesday, 26th September at Greenwich campus.

One of the significant changes that had taken place since the Committee last convened in July was a re-naming of the Faculty of Architecture, Computing and Humanities (FACH) to the Faculty of Liberal Arts and Sciences (FLAS) and will be referred to as such from this point forward.

The Chair also reminded panel members that at the last Committee meeting of academic session 2017/18, proposed changes to the membership for 2018/19 were discussed and agreed. The invitations to new members had been accepted and the Committee membership was now verified for the year. The only associate to be confirmed will be the new Head of Commercialisation and Innovation when the recruitment process for that post has been completed. The Chair invited all members to introduce themselves and explained the general format of the Research & Enterprise Committee to new colleagues.

R&EC-18-1-1.2 UoG Research Fellowships update

The Chair provided the Committee with an update regarding the Research Fellowships that were discussed at the last meeting, where it was agreed that 12 Research Fellows would be appointed for a fixed term period of three years to support and strengthen the REF 2021 submission. A total of 36 applications had been received by the deadline and the process had started to select the dozen that will be awarded according to topics. Assessments were being carried out by an independent panel against a strict set of criteria which were assigned to agreed research themes within specific Units of Assessment (UoAs). **The Chair confirmed that the hope was to complete the selection exercise by next month so that they could be advertised as soon as possible. Individuals will be informed of outcomes in due course with panel members fully briefed on developments at the next Committee meeting.**

ACTION: CHAIR

R&EC-18-1-1.3 UKRI Fellowships

The Chair reminded the Committee of the UKRI Future Leaders Fellowships programme that was announced earlier in the year and that was now open for Expressions of Interest (EoIs) in its second round. The University only submitted one application in the first round in July and the hope is that there will be more support and engagement for subsequent calls. There will be six in total with two further ones next year and a final two the year after and the Chair asked that Faculty Directors of Research & Enterprise promote this scheme to encourage applications. The programme is intended to support Early Career Researchers with outstanding potential and applications that are received will need to be screened for quality and sustainability in conjunction with Faculty Operating Officers due to the significant financial implications that are involved. The Chair has been invited to sit on both the peer review and interview selection panels and would hope for this to be promoted further as these are prestigious Fellowships.

R&EC-18-1-1.4 Research & Enterprise 2017/18 Career Pathway Promotions

The Chair briefed the Committee with the latest information that had

been provided by HR on the Research & Enterprise career pathway promotions for 2017/18. In summary, there were 15 promotions awarded to individuals on Research pathways (8 Lecturers to Senior Lecturers, 5 Senior Lecturers to Associate Professors, and 2 new Professorships) while there were 5 promotions awarded to members of staff on Enterprise pathways (2 Senior Lecturers to Associate Professors, and 3 new Professorships). To provide some context to these numbers, the Chair informed the Committee that there had been 8 promotions awarded to individuals on Teaching pathways (4 Lecturers to Senior Lecturers, 1 Senior Lecturer to Associate Professor, and 3 new Professorships) which gave a total of 28 overall.

There had been positive feedback around the process and the figure of 28 promotions from just over 700 academic staff represented a rate of around 4%. This was just under the target set out in the Research & Enterprise Strategy of 5%, but this was encouraging considering that it was the first time that career pathways had been used. For the record, HR carried out an equality impact exercise and the consensus was that the promotions were evenly spread across the University and the hope moving forward is for the promotions target to be reached in 2018/19.

R&EC-18-1-2 MINUTES OF THE PREVIOUS MEETING

R&EC-18-1-2.1 Minutes of the sixth meeting of the Research & Enterprise Committee for the 2017/18 academic session held on Wednesday, 4th July 2018

The minutes of the Research & Enterprise Committee held on Wednesday, 4th July 2018 were agreed by the Committee to be a true and accurate record of the meeting.

R&EC-18-1-3 MATTERS ARISING FROM THE MINUTES

R&EC-18-1-3.1 Please refer to the action sheet attached.

R&EC-18-1-4 RESEARCH EXCELLENCE FRAMEWORK 2021 PREPARATIONS

R&EC-18-1-4.1 GREAT 2018 update

The Chair provided the Committee with an update with regards to GREAT 2018 in terms of outputs/impact/environment statements. Just over 600 outputs had been received as part of the exercise which was extremely encouraging and these had now been sent out for internal assessment. The Head of Research Development Services will be liaising with Faculty Directors of Research & Enterprise along with main panel leads to co-ordinate the process and collate the data.

In terms of impact statements, a total of 19 new ones were received as part of GREAT 2018, and the intention is to now undertake a 'deep-dive' assessment of these and then to do the same for those received as part of the GREAT 2016 and GREAT 2017 exercises that had not been submitted this time around as an update. Assessment will be along the two broad criteria of 'Stage of Development' and 'Reach and Significance' and detailed feedback will be provided in due course.

With regards to environment statements, most of these had been received for each UoA but there were still a handful that were outstanding. The Chair reminded the Committee that these were now urgent as they will be used in determining the allocation of the internal Research Fellowships discussed earlier. In some cases, there were extenuating circumstances as to why they may not have been completed, and in those instances, deadlines had been extended to ensure fairness.

The hope is that for the next Committee meeting before the end of the year there will be a set of metrics that can be used to inform the current state of play for all UoAs, and **the Chair will ask the Head of Research Development Services to produce a table that captures information such as the total number of 3*/4* outputs, staff FTE, research income, impact case study assessments, PhD completions for each UoA to help inform REF strategy moving forward.**

ACTION: CHAIR/HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-18-1-4.2 REF 2021 consultation

The Chair informed the Committee that the relevant REF 2021 consultation documents that were published in the summer (Draft guidance on submissions, Consultation on draft panel criteria and working methods, Draft guidance on Codes of Practice) had been sent to Faculty Directors of Research & Enterprise and UoA leaders for comment as the deadline for the University response was Monday, 15th October. Remarks had been received from some UoAs but ideally all of them would provide feedback so as to inform the return.

There were a couple of areas of concern that the Chair will seek clarification on, such as the internal methods that will be employed to approve the Code of Practice, and some apparent contradictory advice surrounding the selection of outputs for submission. **The Chair asked the Secretary to circulate the working draft of the REF 2021 consultation response to Committee members after the meeting, and that any outstanding comments or suggestions be sent to the Chair and copied to the Head of Research Development Services as a matter of urgency.**

ACTION: CHAIR/HEAD OF RESEARCH DEVELOPMENT

R&EC-18-1-4.3 Code of Practice development

The Chair presented a paper to the Committee outlining the main issues in relation to the development of a Code of Practice for REF 2021 and proposed processes to write and approve it. Institutions will be required to submit their Codes of Practice by 7th June 2019 for approval by Research England.

The paper was discussed at length by the Committee and panel members agreed that a small 'Task and Finish' working group be established to draft it. This should have the Deputy Vice-Chancellor (R&E) as Chair, and include the Head of Research Development Services, a representative from HR, plus one additional academic member of the REF Strategy Working Group. This group will prepare the initial documents in line with the final REF 2021 guidelines, establish a consultation process with academic staff, leading to a formal draft Code of Practice to be submitted for approval at this Committee, Academic Council and VCG. In addition, consultation documents will be shared with the academic staff unions at appropriate JNC (Joint Negotiating Committee) meetings throughout academic session 2018/19.

As this is so critical to the REF 2021 submission, any key developments will be discussed at future Committee meetings to keep panel members updated.

R&EC-18-1-5 GREENWICH RESEARCH & ENTERPRISE

R&EC-18-1-5.1 Research & Enterprise End of Year Financial Summary Report 2017/18

The Committee noted the end of year financial summary report by Faculty from 1st August 2017 to 31st July 2018.

The Director of Research & Enterprise reported that the end of year total revenue figures were up on last year and had risen from £19.4m to £21.9m. This is the highest annual revenue figure recorded which was extremely positive news. This increase was mainly showing in NRI but the Faculties had also generally performed well. Revenues for FBUS had fallen for 2017/18 but their strong contracting figures were far healthier which bode well for an active 2018/19. Contracting figures for the other Faculties were generally good but NRI were significantly down compared to the same reporting period last year. All in all though, the figures were very promising and **the Director of Research & Enterprise will now work with Finance to set the revenues and contracting targets for 2018/19 which will be reported on in more detail at the next Committee meeting.**

***ACTION: DIRECTOR OF RESEARCH & ENTERPRISE/FINANCE
MANAGER***

R&EC-18-1-5.2 Research & Enterprise End of Year Bidding Activity Report 2017/18

The Committee noted the end of year bidding activity report by Faculty from 1st August 2017 to 31st July 2018.

The Director of Research & Enterprise briefed the Committee on all the bidding data for 2017/18 which was generally encouraging with most Faculties showing healthy profiles. The only real concern was with FES that had seen a significant decrease in bidding activity from the previous year, but there had been significant staff changes in the Faculty which was reflected in the data. The figures continued to show a shift away from EU bidding which may only intensify in the current political climate with Brexit approaching.

Additional tables had been included to show how many different individuals had been successful with bids to better highlight the research portfolio across the different Faculties, together with initial data obtained from the recently launched 'Statement of Intent'. The figures revealed an encouraging level of diversity of members of staff that had been awarded funding across the University, and good initial engagement with the new forms that Research Development Services had introduced. These will continue to be monitored as further information could be extracted which could be used to identify any potential training needs.

R&EC-18-1-5.3 UKRI Funding Assurance Audit update

The Finance Manager provided the Committee with a brief update on the desk-based review that the UKRI undertook of the University as part of the 2018/19 Funding Assurance Programme. The paper that was presented provided a selection of outcomes and recommendations and the University had received a 'moderate' assurance rating from the UKRI which showed that they were satisfied with the overall controls in place. The recommendations were of a financial nature and the grants tested were to a value of £4m with expenditure reviewed of £3.1m. Out of this, only £6k were found to be ineligible costs which is less than 1%. There were no concerns and this was duly noted by the Committee for information.

R&EC-18-1-5.4 GRE Research Awards

The Director of Research & Enterprise informed the Committee that the GRE Research Awards will take place on Wednesday, 28th November at Medway campus. As such, **the Director of Research & Enterprise invited Faculty Directors of Research & Enterprise to nominate individuals for all the different award categories (ECR Excellence, Outstanding Achievement in Research, Outstanding Achievement in Enterprise, Inspiring Researcher, Career Research Excellence) and for these to be sent through by Monday, 15th October.**

***ACTION: DIRECTOR OF RESEARCH & ENTERPRISE/FACULTY
DIRECTORS OF RESEARCH & ENTERPRISE***

R&EC-18-1-6 RETI

R&EC-18-1-6.1 ECR/PGR forum draft minutes

The Head of RETI presented the Committee with the draft minutes of the most recent meeting of the ECR/PGR forum that had been held on Monday, 24th September. There was representation from all the Faculties this time around and it would appear that the forum is gathering some momentum. The forum is split into both operational and discussion matters and the draft minutes were just for general noting by the Committee. The main concern that was picked up on at the meeting related to ECRs not feeling that they had adequate time to develop their research and that the BAW (Balanced Academic Workload) should be more reflective. **The Chair stressed that the issue surrounding ECRs and BAW points was an important one and asked Faculty Directors of Research & Enterprise to send any current Faculty policies to him, so that if necessary, a University one be developed that addresses the main problems and which could be initially presented to this Committee for approval and then to VCG for ratification.**

***ACTION: CHAIR/FACULTY DIRECTORS OF RESEARCH &
ENTERPRISE***

R&EC-18-1-6.2 3 minute thesis (3MT) competition update

The Head of RETI provided the Committee with an update regarding the 3 minute thesis (3MT) competition and tabled a paper for discussion. The Committee were in agreement that this was a great concept and confirmed their support for the running of four Faculty 3MT heats which would then lead to a University final. **The Chair explained that there were obviously cost implications involved with this and due to time restraints decisions would need to be taken outside of the meeting as to how this would be funded. The initial expectation would be for each Faculty to cover the costs of their own competitions but that the University final could potentially come from central funding.**

***ACTION: CHAIR/DIRECTOR OF RESEARCH &
ENTERPRISE/HEAD OF RETI***

R&EC-18-1-7 ITEMS FROM FACULTY RESEARCH & ENTERPRISE COMMITTEES

R&EC-18-1-7.1 Faculty HEIF/QR/PGR 2017/18 reports

The Chair invited the Faculties, in turn, to present their reports on 2017/18 QR and HEIF allocations and PGR endeavour. For the

purposes of the minutes these are all available from the Secretary.

R&EC-18-1-8 POSTGRADUATE RESEARCH MATTERS

R&EC-18-1-8.1 Change in process for PGR completions being presented at Research & Enterprise Committee

The Chair reminded panel members that the process for ratifying PGR completions had changed for academic session 2018/19 and that the Research & Enterprise Committee would now provide final approval rather than Academic Council. There were no PGR completions presented at this meeting as there had only been one FRDC in the current academic session.

R&EC-18-1-8.2 PGR engagement monitoring

The Assistant Director Student Registry and the Head of International Compliance and Advice presented a paper to the Committee that outlined the requirements of the University and options available for monitoring the engagement of PGR students. Although engagement was already currently monitored, there was scope for the approach to be made more consistent and effective. Panel members were presented with three options, and after considerable discussion **the Committee agreed that PGR students be requested to submit relevant parts of their student logbooks on a monthly basis to the appropriate Faculty's Research Office (or equivalent) as evidence of engagement. Completion of these logbooks is compulsory and is the responsibility of the student to update it on a regular basis. If no logbook is submitted then this would prompt a communication to be sent to the student as a reminder. This method would allow engagement monitoring to be undertaken at a central level within each Faculty, thereby creating greater consistency of approach.**

ACTION: RESEARCH & ENTERPRISE COMMITTEE

R&EC-18-1-9 ITEMS FOR INFORMATION

There were no items for information presented to the Committee.

R&EC-18-1-10 ANY OTHER BUSINESS

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

R&EC-18-1-11 DATES & TIMES OF 2018/19 MEETINGS

Meeting

December 5 th 2018, Avery Hill Campus, Room G104, 2.00pm
February 6 th 2019, Medway Campus, Room B028, 2.00pm
April 10 th 2019, Avery Hill Campus, Room G104, 2.00pm
May 22 nd 2019, Medway Campus, Room B028, 2.00pm
July 3 rd 2019, Greenwich Campus, Room QA075, 2.00pm