

Research Excellence Framework (REF) Operational Working Group Terms of Reference

1. Constitution

- 1.1 The Academic Council has established a committee known as the REF Operational Working Group (REFOWG) which reports to the REF Strategy Working Group.

2. Scope

- 2.1 The REFOWG is responsible for implementing the University's Research Excellence Framework (REF) strategy and overseeing the processes in support of the annualised Greenwich REF Exercise Assessment and Trial and final Research Excellence Framework submission.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Deputy Vice Chancellor, R&KE (Chair)

Other Members

- Director GRI
- Associate Director GRI
- Executive Director of Strategic Planning / Head of Strategic Planning
- Senior Finance Business Partner / Research Finance Business Partner
- Senior People Business Partner
- Academic Staff Representative
- Impact Framework Manager
- R&KE Information Manager
- Research Training Programmes Manager
- Head of Funding Support and Information Services
- Director of Equality, Diversity & Inclusion
- Scholarly Communications Manager (Secretariat)

Co-opted Members

The REFOWG has the authority to co-opt other members as necessary. Co-opted members include:

- University Secretary
- Professor in Open Scholarship
- Training & Research Programmes Manager
- Deputy Head of Communications

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Working Group may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Working Group.

5. Frequency of meetings

- 5.1 The REFOWG will normally meet as required from August 2024 and monthly during the last 12 months before the submission deadline.
- 5.2 The Chair may call additional meetings as necessary.

6. Delegated authority

- 6.1 The REFOWG implements the policy set by the REF Strategy Working Group so does not have delegated decision-making authority.

7. Other duties

The other duties of the REFOWG are to:

- 7.1 Provide overall administrative oversight of the research assessment process. This includes:
- In consultation with key stakeholders, co-ordinating the preparation of relevant data commissioned by the REF Working Groups, pertaining to research activity such as staff data, research income and student data for review by the REF Strategy Working Group and Unit of Assessment Co-ordinators.
 - Providing support for the capture, preservation and dissemination of research outputs, the research environment and impact case studies in compliance with criteria determined by Research England.
 - Maintaining the quality, integrity and confidentiality of data held on the University's information systems likely to contribute to REF returns - including PULSE, Horizon and GALA.
 - Ensuring a timely submission to the request of services/data.
 - Facilitating implementation of the University's Code of Practice on the preparation of the REF.
 - Ensuring adherence of the University's obligations under the Equality Act 2010 to avoid unlawful discrimination in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

8. Standing Orders

- 8.1 The Working Group must adhere to the [Standing Orders for Academic and Executive Committees](#).

Approved by the Academic Council on 11 June 2025
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