

**Minutes for the first meeting of the Research & Enterprise Committee for the
2019/20 Academic Session, held on Wednesday, 25th September 2019, 2.00pm
in QA075, Greenwich 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 (EHHS) Nominee & UREC Chair
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
Mr S Mujunga	Student Union Representative
Ms M Femi-Obalemo	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
Prof T Reynolds	PVC (LAS) Nominee
Mrs W Curran	Finance Manager
Ms P Gibson	ECR/PGR Nominee

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

The Chair confirmed that for the purposes of the minutes, the Faculty of Education & Health (FEH) will now be referred to as the Faculty of Education, Health & Human Sciences (FEHHS) for academic session 2019/20. This follows the creation of the new Institute for Lifecourse Development that oversees the research activity of the Faculty. The Director of the Institute for Lifecourse Development will be invited to become a member of the Committee once in post.

R&EC-19-1-1.1 Introductions for new members

Following on from the previous announcement, the Chair invited the Committee to introduce themselves and welcome new members to the panel for academic session 2019/20. Rosemary Nunn has joined as Head of Commercialisation & Innovation and both Sam Mujunga and Mayo Femi-Obalemo have now officially joined as the Student Union Representatives this year following the elections held earlier in the summer.

R&EC-19-1-1.2 QR + HEIF allocations 2019/20

The Chair presented the Committee with a paper that set out both the QR and HEIF allocations to each of the Faculties for 2019/20. The Chair reported that Research England had announced the block allocation of these funds to the University later than in previous years, and that the institution had received a modest uplift in its overall allowance. The Chair explained that the distribution to Faculties set out below took into account performance in the GREAT 2016, GREAT 2017 and GREAT 2018 exercises, as well as preparations for REF 2021 in terms of 3*/4* outputs, and the ongoing recruitment of the Research Fellows.

FBUS – QR = £320k + HEIF = £57k (2 Research Fellows)
FEHHS – QR = £200k + HEIF = £43k (2 Research Fellows)
FLAS – QR = £600k + HEIF = £72.5k (3 Research Fellows)
FES – QR = £260k + HEIF = £80k (4 Research Fellows)
FES (NRI) – QR = £630k + HEIF = £80k (0 Research Fellows)

The Chair commented that the QR allocation to the NRI reflected their successful activity in the Global Challenges Research Fund (GCRF) as well as other charity income. The Committee discussed and agreed these final figures.

R&EC-19-1-1.3 Launch of ‘The Concordat to Support the Career Development of Researchers’

The Chair briefed panel members on the revised version of ‘The Concordat to Support the Career Development of Researchers’ that had recently been published by Vitae. The Chair reminded the Committee that the expectation was for all institutions to sign up to this which will lead to a number of developments that HEIs will be required to adhere to. e.g. the requirement that researchers receive a minimum of 10 days of personal development, provision of sufficient time and resource for researchers to develop their own research independence etc. The Committee commented that further discussion would be required outside of this meeting with regards to ownership, as it was clear that individuals in Human Resources would need to be identified to support RETI in ensuring these commitments were implemented. **The Chair requested that this be**

disseminated across the Faculties via the Faculty Directors of Research & Enterprise, as well as the PGR/ECR forum, and that the institution's commitment to this be officially launched at the GRE Research Awards scheduled to be held in November due to its significance and importance.

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

R&EC-19-1-1.4 Audit Committee/BDO report and response

The Chair reminded the Committee of the outcomes of the internal audit report that was carried out earlier in the year relating to 'Enterprise Activities and Commercialisation' within the University. The audit was performed by BDO who identified a number of shortcomings with Enterprise activities in evidencing that agreed policy and procedure had been followed and were only able to provide limited assurance over both the design and effectiveness of the controls in place for such activities at the University. Consequently, a new set of recommendations had been drawn up by the Director of Research & Enterprise and presented at the recent Audit Committee that is Chaired by the Board of Governors.

The Chair reported that these recommendations were generally well received by the Audit Committee and were now to be discussed in further detail at this meeting. After much deliberation, the Committee endorsed the recommendations and the Head of Commercialisation & Innovation will take these forward. It was agreed that NRI should keep their own independent procedures, but this will continue to be monitored closely throughout the year.

R&EC-19-1-1.5 Research & Enterprise Contracts – Financial Procedures

Following on from the previous item, the Chair presented an updated version of the 'Research & Enterprise Contracts – Financial Procedures' document that now incorporated some of the feedback from the audit mentioned above. This was just for noting by the Committee as the amendments reflected the recommendations and panel members agreed with these changes.

R&EC-19-1-1.6 Ethical Research Collaboration Policy

The Director of Research & Enterprise presented the Committee with a draft version of an 'Ethical Research Collaboration Policy' for consideration and agreement to ensure that the institution had the appropriate compliance mechanisms when engaging with external sources. The document set out a number of guidelines and was designed to protect members of staff from potentially risky collaborations which tend to be at the smaller end of the financial

scale (under £10k). After further discussion, **the Committee endorsed the Ethical Research Collaboration Policy with no further amendments to be made and it was now to be sent to Academic Council for ratification.**

ACTION: DIRECTOR OF RESEARCH & ENTERPRISE

R&EC-19-1-2 MINUTES OF THE PREVIOUS MEETING

R&EC-19-1-2.1 Minutes of the sixth meeting of the Research & Enterprise Committee for the 2018/19 academic session held on Wednesday, 3rd July 2019

The minutes of the Research & Enterprise Committee held on Wednesday, 3rd July 2019 were agreed by the Committee to be a true and accurate record of the meeting.

R&EC-19-1-3 MATTERS ARISING FROM THE MINUTES

R&EC-19-1-3.1 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 18-6-4.1 The Committee was reminded that the deadline to submit both the impact case studies and environment statements was Wednesday, 31st July and that the final outcomes of GREAT 2019 were expected to be presented at the first Committee meeting of the new academic session.

R&EC-19-1-4 RESEARCH EXCELLENCE FRAMEWORK 2021 PREPARATIONS

R&EC-19-1-4.1 GREAT 2019 update

The Head of Research Development Services provided the Committee with an update on the latest developments with regards to GREAT 2019. The deadline for receiving the internal outputs assessments had passed at the end of August and approximately two thirds of these had been returned. This was a relatively positive outcome considering that over 1,500 outputs were received as part of the exercise. However, there were concerns over the low numbers of environment statements and impact case studies that had been submitted prior to the end of July deadline. All of those that had been received by GRE were documented in a paper presented to the Committee, but it was clear that there needed to be a higher level of

engagement from appropriate members of staff. The impact case studies that had been tendered were in the process of being reviewed, both internally and by an external organisation, which should be completed in the coming weeks with constructive feedback being provided to both authors and UoA leads.

The Head of Research Development Services also reported that the current academic appraisal cycle had been extended to the middle of October, which was significant in that this will be used to capture a number of metrics (individuals on a Research career pathway, BAW points allocation etc.) that will influence the number of impact case studies required and the composition of certain UoAs. **The Chair expressed his concerns about the low numbers of environment statements and impact case studies that had been submitted and asked the Head of Research Development Services to organise a REF Strategy Working Group in the coming weeks to discuss some of the issues in more detail.**

ACTION: HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-19-1-4.2 Code of Practice update

The Chair informed the Committee that the institution had received a letter from Research England providing conditional approval for the Code of Practice that was sent earlier in the summer. Two elements had needed further clarification, and a revised Code of Practice was recently re-submitted to Research England for final affirmation. These amendments were discussed by panel members, but the expectation was that this will be ratified before the next meeting scheduled for December and the Committee will be kept informed of any developments. The Chair reminded the Committee of the intention to implement the Code of Practice as soon as the GREAT 2019 exercise had closed to facilitate planning for the actual submission next year.

R&EC-19-1-4.3 Timelines and schedule for REF 2021 activities

The Head of Research Development Services presented a list of the timelines, milestones and responsibilities for various target audiences up until the institutional submission to the REF 2021 exercise. The Chair stressed the importance of abiding by the tasks on this schedule and for staff to be actively engaged. The Committee discussed these at length and agreed with the proposed timelines and milestones which will be monitored regularly through this Committee and meetings of the REF Strategy Working Group.

R&EC-19-1-4.4 Composition of Code of Practice Committees

This item was just for noting by the Committee but the Chair informed panel members that the REF EDI Committee had now been

established and would be Chaired by the PVC Faculty of Liberal Arts and Sciences. This Committee is scheduled to be formally approved by the University EDI Committee at its next meeting at the end of October.

The REF Staffing Committee, who will ultimately be responsible for identifying staff with a significant responsibility for research, was in the process of being created, which will in turn be approved by the REF EDI Committee.

R&EC-19-1-4.5 EDI training

Following on from the previous item, the Chair briefly informed the Committee that REF EDI training sessions were in the process of being organised to take place at both Greenwich and Medway campuses for the middle of October. The expectation was for all UoA leads and for all other staff heavily involved with the REF 2021 submission to attend, with details of the exact dates and times to be circulated in due course. The intention was for the sessions to be recorded so that they could be made available to any members of staff who could not be present.

R&EC-19-1-4.6 REF Research Policy Forum

The Head of Research Development Services informed the Committee of a recent REF Research Policy Forum event that had been attended in which the latest developments with regards to the institutional level environment statement for the REF 2021 exercise were discussed. The Chair reminded panel members that this was a pilot exercise that had come about following the Stern Review and was a task that the institution had to address in the coming months. The final guidance and criteria were discussed by the Committee, and the document will help inform each of the individual UoA environment statements. There was emphasis on the fact that the repetition of information should be avoided where possible, although cross-referencing would be encouraged, but that this would be discussed in more detail at the next meeting of the REF Strategy Working Group.

R&EC-19-1-5 GREENWICH RESEARCH & ENTERPRISE

R&EC-19-1-5.1 Research & Enterprise End of Year Financial Summary Report 2018/19

The Committee noted the end of year financial summary report by Faculty from 1st August 2018 to 31st July 2019.

The Director of Research & Enterprise reported that the end of year figures for 2018/19 were £22.6m which was an increase of just over

£700k on the previous year. NRI had performed well and showed significant increases compared to the previous 12 months but that this was offset slightly by small decreases across some of the other Faculties. Final contracting figures stood at £27.4m which was an increase of £12.4m over the same period last year. This again was mainly showing in NRI, but both FES and GRE had demonstrated favourable gains.

R&EC-19-1-5.2 Research & Enterprise End of Year Bidding Activity Report 2018/19

The Committee noted the end of year bidding activity report by Faculty from 1st August 2018 to 31st July 2019.

The Director of Research & Enterprise briefed the Committee on the end of year bidding data for 2018/19 which demonstrated strong bidding activity across all the Faculties. There were no concerns over any of the bidding profiles, and in addition, data had now been produced that personalised bidding and success rates which will act as a beneficial metric moving forward for the REF 2021 exercise. These figures required some further analysis but may help inform discussions moving forward.

As reported at previous Committee meetings, the other main headline revealed by the data was the continued shift away from EU bidding to UK funding schemes by bidding value. This has virtually halved since the referendum vote and the ongoing uncertainty surrounding Brexit will continue to impact this dynamic. However, overall, the financial data for 2018/19 was positive and the hope was to continue on this path for the year ahead.

R&EC-19-1-5.3 Webpage presence

The Director of Research & Enterprise reminded the Committee of the current project with ILS to improve the web presence of Research across the University that will be especially important in the build-up to the REF 2021 submission. The intention was to re-profile some of the Research webpages so that individual webpages would link to identified Research Groups which in turn would be aligned to a Unit of Assessment. This would be done through 'dynamic tagging' and some examples of how this may work were provided by the webpages from both Engineering and the Tourism Research Group.

Following further discussion by panel members, **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.**

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

R&EC-19-1-5.4 Initial thoughts on Knowledge Exchange Strategy

The Head of Commercialisation & Innovation presented some initial thoughts on the Knowledge Exchange Strategy to the Committee and invited questions and comments. For the purposes of the minutes, the slides are available from the Secretary, but **the Head of Commercialisation & Innovation was to arrange meetings with all the Faculty PVCs to discuss this further and report any developments at the next scheduled Committee meeting.**

ACTION: HEAD OF COMMERCIALISATION & INNOVATION

R&EC-19-1-5.5 GRE Research Awards

The Director of Research & Enterprise provided the Committee with details for the GRE Research Awards which were scheduled for Wednesday, 27th November. The intention was for the awards to follow a similar format to last year's successful event, with a poster competition set up in the Cooper Powerhouse, and the awards and various presentations taking place in Stockwell Street. A guest speaker will be invited in due course and the official list of awards is to be circulated amongst the Research community in the coming days. **The Director of Research & Enterprise requested that all nominations for the awards be received from Faculty Directors of Research & Enterprise by Friday, 18th October.**

ACTION: FACULTY DIRECTORS OF RESEARCH & ENTERPRISE

R&EC-19-1-5.6 Established Researchers Forum/BAME Researcher Forum

The Director of Research & Enterprise reported that the first Established Researchers Forum had now taken place with a second one planned for the new year. The intention was for this forum to convene twice a year to discuss high-level Research issues that affect the University.

Following on from this, the aim was to also establish a BAME Researcher Forum before the end of the year, as concerns had been raised by research active members of staff that the views of BAME colleagues were not being sufficiently well considered. As such, **the Director of Research & Enterprise requested that details of this 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 BAME Researcher Forum.**

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

R&EC-19-1-6 RETI

R&EC-19-1-6.1 PhD programme codes update

The Head of RETI updated the Committee with 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. Feedback had now been received from all the Faculties but that this was proving to be a challenging task. **The Chair stressed that this remained an important item that needed resolving and requested further consultation between RETI, Strategic Planning, the International Office, the Faculties, as well as the students themselves to propose a final structure that could be presented at a future meeting.**

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

R&EC-19-1-6.2 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 Thursday, 12th September. These were just for noting by panel members, but the forum was well attended and was the first one of this academic session. One of the main discussion points related to the allocation of BAW points for their research, and the Head of RETI explained that this had been covered by the 'Supporting the Research Development of Early Career Academics' paper presented at this Committee earlier in the year. **The Head of RETI reported that this was well received by the PGR/ECR community and that this guidance on BAW points was now to be communicated to Faculty PVCs for this to then be passed on to relevant line managers.**

ACTION: HEAD OF RETI

R&EC-19-1-6.3 New training provision for 2019/20

The Head of RETI introduced details on all the training sessions and courses that were available for both PGR students and staff for academic session 2019/20. This was just for noting by the Committee as this new training provision had already been disseminated to all members of staff and the PGR community.

R&EC-19-1-7 ITEMS FROM FACULTY RESEARCH & ENTERPRISE COMMITTEES

R&EC-19-1-7.1 Faculty reports for QR + HEIF expenditure 2018/19

The Director of Research & Enterprise reminded Faculty Directors of Research & Enterprise that the Faculty QR and HEIF expenditure reports for 2018/19 were now due as per the requirements of the University's internal auditors (BDO). **The Secretary was to circulate the template form to Faculty Directors of Research & Enterprise in order for these to be completed and presented at the next Committee meeting in December.**

ACTION: SECRETARY/FACULTY DIRECTORS OF RESEARCH & ENTERPRISE

R&EC-19-1-8 POSTGRADUATE RESEARCH MATTERS

R&EC-19-1-8.1 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-19-1-8.2 Summary of PGR related business by FRDCs for 2018/19 to end of Q4 (31st July 2019)

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 July 2019. This was for general noting by the Committee with the figures being very similar to the previous meeting, but the total number of PGR students currently stood at just over 520. The ongoing concern was the significant number of interruptions and extensions and the Committee agreed that the figures were too high and would need monitoring for the year ahead.

R&EC-19-1-8.3 Research & Enterprise Strategy 2016-2021 – Monitoring progress against PGR related targets for 2018/19 to end of Q4 (31st July 2019)

The Committee was presented with a series of tables providing a summary of progress against PGR related targets for 2018/19 to the end of 31st July 2019. This information was shown in a different format to previous meetings, but final figures disclosed that registrations stood at 86 for the year with doctoral award completions totalling 54. Both were below the set annual targets, but the Committee agreed that these should be reviewed after the current REF period. At this stage these were just for noting and the

Committee expressed their preference for this data to be presented in this format moving forward.

R&EC-19-1-8.4 Interruptions for PGR students on 'Tier 4' visas update

The Head of RETI provided the Committee with a summary of the revisions that had been made to sections of the PGR Students and Supervisors Handbook relating to international students following further conversations with Student Registry and review from the Student Union Representatives. **The Committee discussed these amendments and approved all the changes, and as such, the PGR Students and Supervisors Handbook could be finalised and published with these corrections being communicated via each of the Faculty Research & Enterprise Committees.**

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

R&EC-19-1-8.5 Staff members undertaking PhDs and BAW points update

The Head of RETI reminded the Committee that this item had been brought forward from the last meeting and that further clarification had since been provided which was detailed in the paper presented. However, despite panel members discussing this at length, it was apparent that there was still ambiguity around this issue which may be open to variation and different interpretation from Faculties. **The Chair requested that this go back to the Faculty in question one last time to resolve the issue of minimum part-time hours/BAW implications for members of staff undertaking a PhD as part of their employment contract, and that this be brought back to the next Committee meeting for further discussion and closure.**

ACTION: PVC (LAS) NOMINEE

R&EC-19-1-8.6 PGR attendance monitoring update

The Assistant Director Student Registry provided the Committee with an update regarding monitoring the engagement of PGR students following the introduction of a new process earlier in the year that was endorsed by this Committee. The paper presented was for noting and panel members were asked to consider the information on the working of the procedure to date.

The Head of International Compliance and Advice also briefed the Committee on the UKVI (UK Visas and Immigration) visit which coincided with the launch of this new process, and the feedback from the auditors was reassuring in that it does meet the requirements of the UKVI. However, there may be some wholesale changes to the regulations next summer which may result in further modifications to this for academic year 2020/21.

Faculty Directors of Research & Enterprise reported that feedback from staff had been positive and this was echoed by comments from the Student Union Representatives. This will continue to be reviewed throughout the year but at this stage there were no concerns.

R&EC-19-1-8.7 Paperless FRDC meetings

The Head of RETI summarised a paper to the Committee that set out a proposal to reduce the amount of paperwork for the Faculty Research Degrees Committee meetings and to minimise levels of administration. The details were discussed by panel members, and after careful consideration, the Committee endorsed the proposal and approved RETI to proceed with this process as long as there was an appropriate audit trail.

R&EC-19-1-9 ITEMS FOR INFORMATION

There were no items for information presented to the Committee.

R&EC-19-1-10 ANY OTHER BUSINESS

The Chair took the opportunity to thank the PVC (EHHS) Nominee & uREC Chair for her contributions to the Committee and for all her other endeavours and support as this was her last meeting before stepping down from this particular role. As recorded earlier, the new Director of the Institute for Lifecourse Development will be joining the membership at the next meeting in December. The Committee also expressed their gratitude and best wishes for the future.

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

R&EC-19-1-11 DATES & TIMES OF 2019/20 MEETINGS

Meeting
December 4 th 2019, Avery Hill Campus, Room G104, 2.00pm
February 5 th 2020, Medway Campus, Room P130, 2.00pm
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