

ACADEMIC BOARD

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

CONFIRMED

Wednesday 3 February 2016

14.00 – 16.30

Dartington Suite, Frenchay

Present: Professor Martin Boddy (Chair), Professor Jenny Ames, Richard Bond, Amanda Conway, Professor Myra Conway, Professor Olena Doran, Professor Julie Kent, Jane Newton, Professor Nicholas O'Regan, Dr Chris Potter, Professor Peter Rawlings, Mandy Rose, Professor Mel Smith, Professor Jon Tucker, Professor Neil Willey, Dr Heidi Williamson.

Apologies: Liz Broadbent, Keith Hicks, Tracey Horton, Tracey John, Professor Glenn Lyons, Paul Manners.

In attendance: Alison Vaughton (Officer), Professor Lamine Mahdjoubi (for item 9)

WELCOME AND APOLOGIES FOR ABSENCE

- RKEC16.02.1 The Chair welcomed Dr Heidi Williamson as the representative of Research only staff.
Apologies were received from Liz Broadbent, Keith Hicks, Tracey Horton, Professor Glenn Lyons and Paul Manners.

MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- RKEC16.02.2 The minutes of the previous meeting (11 November 2015) were confirmed as an accurate record.

MATTERS ARISING

- RKEC16.02.3 RKEC15.11.2 No student representative had as yet been identified for the Committee. The Chair stated that he would follow this up with the Student Union President, Jack Polson.
Action: Chair
- RKEC16.02.4 RKEC15.11.9 Research Strategy document - The Chair reported that a version of the strategy was now on the University webpages and available both internally and externally. It was still the intention to work with Marketing and Corporate Relations to produce a branded version.

- RKEC16.02.5 RKEC15.11.22 Research Centre, Institutes and Departments annual reports – these were being used to inform ongoing discussions and would be looked at in more detail by the Research Strategy Implementation Group (RSIG).
- RKEC16.02.6 RKEC15.11.23 Central fund for interdisciplinary work – this would be considered by RSIG.
- RKEC16.02.7 RKEC15.11.28 Research Misconduct Procedures – these had now been fully signed off by Chair's Action following discussion at Academic Board in December.
- RKEC16.02.8 RKEC15.11.30 Research Data Management policy – Richard Bond reported that following endorsement by this Committee at the November meeting the policy now needed to be considered by the Learning, Teaching and Student Experience Committee, before going to Academic Board for final approval.
- RKEC16.02.9 RKEC15.11.38 Arrangements for health and safety risk assessments of research in HAS. Professor Ames reported that she had discussed the matter with Professor Kent. She confirmed that the existing process for ensuring a risk analysis is undertaken for every research project will be superseded once the research governance record is fully implemented.
- RKEC16.02.10 All other actions had been completed or were discussed as agenda items at the meeting.

CHAIR'S REPORT

- RKEC16.02.11 **Research Strategy.** As noted above at RKEC16.02.4 the Chair reported that an external-facing version of the Research Strategy was to be developed and would link through to relevant locations on the intranet. The Faculties were revising their implementation plans for the start of the next academic year following the format of the University strategy. Professor Boddy stated that he would compile a record of cross-university initiatives falling outside faculty plans. The implementation plans would be used for monitoring purposes.
- RKEC16.02.12 In response to a query about the timescale for providing support from the Professional Services for the research strategy the Chair reported that discussions about consultancy support for knowledge exchange were ongoing, with no timescale set as yet.
- RKEC16.02.13 The Information Services team in Research Administration was working on collecting the data for the research metrics and would shortly be sharing this with faculties for forward planning purposes. Headline indicators had already been provided.
- RKEC16.02.14 Overall, the Chair noted that the strategy documents were dynamic, progressing and focusing investment to ensure that the University was moving towards its objectives for research.

- RKEC16.02.15 **Research visibility.** The Chair noted that the present research webpages were in need of updating and refreshing. Much of the current content was for internal consumption rather than profiling the University's research. There was scope for significant improvement. It was noted that in some parts of the University research teams had resorted to developing their own websites. The Chair recognised that there was a need for better and clearer mechanisms to ensure that good research news stories had the right level of exposure. Proposals for how this might be achieved would be considered and brought back to the Committee.
Action: Chair
- RKEC16.02.16 Professor Boddy reminded members that the upcoming [UWE Learning and Teaching Conference](http://imp.uwe.ac.uk/imp_public/displayentry.asp?URN=7361&return=false), (http://imp.uwe.ac.uk/imp_public/displayentry.asp?URN=7361&return=false) includes a Research and Teaching symposium, which will demonstrate the links between research and teaching. Members were encouraged to participate and attend. Further work on the research and learning theme, with the aim of embedding and maximising research, was part of the ongoing Learning 2020 project.
- RKEC16.02.17 **Planning round.** Faculty plans were due to be submitted shortly. The Chair reminded members that there is a strong focus on student numbers planning, but that it was important to include research and knowledge exchange, to stress its importance and emphasise its value as an integral part of teaching.
- RKEC16.02.18 **University Enterprise Zone.** The Chair reported that the UEZ in T Block was progressing well and would provide space for 75-80 businesses (and 300-400 staff). It was hoped that strong links would be built between the businesses and the University. The UEZ was expected to be completed by August 2016. Details were on the UWE website at <http://uwe.oxin-centres.co.uk/uez-launch/>.
- RKEC16.02.19 **Research Investment.** Professor Boddy reported that New Blood and Professorial appointments were progressing well in faculties, with around £700k committed. He hoped that the remainder of the originally planned £1m would also become available in due course.
- RKEC16.02.20 **Principal forms of funding.** Faculty QR allocations were being confirmed at the same level as the previous year although the HEFCE allocation would not be known for another several weeks. HEIF funding had been confirmed as rolled forward for at least one further year. Allocations to faculties would remain at the same level with a steer that these funds should be used in the main for impact, and to a lesser degree for marketing and profiling. A new round of VC ECR Awards had been launched, details were available on the web, and a new round of PhD bursaries had been agreed, to be matched by external funding. In addition to spreading more widely the funds available, it was anticipated that this would also contribute to building strong relationships with external partners.
- RKEC16.02.21 **ASSOCIATE DEANS FACULTY UPDATES**
ACE Professor Rawlings presented his faculty update (RKEC 16/02/05). He highlighted Professor Dovey's success in securing £800k from the AHRC for his research 'Ambient Literature'. A faculty awayday had focused on the challenge of

matching the huge variety of activity in the faculty with addressing real life issues rather than concentrating on individuals' own particular interests.

- RKEC16.02.22 **FBL** Professor O'Regan noted from his report (RKEC 16/02/06) the ongoing review of Research Centres in the faculty. He also reported that the Faculty was planning an impact event in late February, and that there were many impact stories emerging which should make strong impact case studies.
- RKEC16.02.23 **FET** Professor Smith presented Professor Lyons' report (RKEC 16/02/07). He reported impressive successful bidding by the Faculty's staff and a forthcoming new starters' awayday in early March.
- RKEC16.02.24 **HAS** Professor Ames, presenting her Faculty update (RKEC 16/02/08), noted in particular the extent of cross-faculty working. The Faculty's impact group has met regularly and has now identified around 50 impact cases. Professor Ames proposed to use HEIF funding to take these forward. The Faculty had established a REF working group which had met for the first time earlier in the day. The leaders and deputies for the REF UOAs in the Faculty would work together as a team. A potential submission to the Philosophy UOA was still being considered.
- RKEC16.02.25 Also of note, Professor Ames stated that the Faculty was a major player in the West of England Genomic Medicine Centre (WEGMC) and this was expected to attract further high profile attention.
- RKEC16.02.26 The Faculty was very pleased to note the recent award of an OBE to Professor Nicky Rumsey.
- RKEC16.02.27 The Chair congratulated Dr Neil Willey and Dr John Hancock on their appointments to the professoriate. He went on to thank the Associate Deans for their reports, and felt it was helpful to have these in written form.
- RKEC16.02.28 **RESEARCH EXCELLENCE FRAMEWORK**
Richard Bond presented an update on preparations for the next Research Excellence Framework (REF) (RKEC 16/02/04). The Department for Business, Innovation and Skills (BIS) had commissioned a review of REF chaired by Lord Nicholas Stern which was due to report in the summer (2016). Until this time there was unlikely to be any certainty on the shape of the next exercise. Committee members were invited to feed any comments in response to the call for evidence into the University Alliance response. Given the timeframe for this review it was looking increasingly likely that the next REF would take place in 2021 rather than 2020.
- RKEC16.02.29 There remained a great many unknowns, including the UOA structure which would impact on the University's preparations. The REF CV, which all research active staff had been encouraged to complete, would provide a database of activity towards the REF. By the latest census date (end of January) some 500 staff had completed part or all of the REF CV form. Of these only 10% currently had no publications at this stage, and 25% had six publications logged. RBI would be working with the UOA leaders on next steps.
- RKEC16.02.30 The new impact repository would be launched on 2nd March, providing a home for

impact testimonies and evidence and would evolve over time. The RSIG would, in due course, consider the University's strategy for the next REF and its Code of Practice and would report back to this Committee.

RKEC16.02.31 Professor O'Regan asked whether any business intelligence had been sought to address the University's stated aim to be the 'best in class'. No specific work had been undertaken, although it had been noted that all competitor institutions had a current research information system (CRIS). An exercise had been conducted to identify the number of professorial appointments advertised by comparator institutions.

RKEC16.02.32 Professor Ames was keen that a clear message should be sent to thank staff for completing the REF CV. She stressed the importance of keeping staff informed of progress with REF preparations and saw this as an opportunity for communication. It was also suggested that the Library might remind staff to update their REF CV when they deposit publications in the Research Repository, and likewise that the REF CV should remind staff of the need to upload their publications to the Repository.

RKEC16.02.33 The Chair reminded the Committee of the need to balance in working towards the REF, recognising that the REF is not the sole factor, and that the key objective was to produce research with impact.

PROPOSAL TO CHANGE THE NAME OF THE CONSTRUCTION AND PROPERTY RESEARCH CENTRE (CPRC) TO THE CENTRE FOR BUILDING SUSTAINABLE FUTURES

RKEC16.02.34 Professor Mahdjoubi joined the meeting and presented paper RKEC 16/02/09 which provided a summary and the rationale for the new research strategy and change of name for the Construction and Property Research Centre (CPRC). He explained that the significant restructuring of the home departments meant that the Research Centre no longer reflected these changes. A new management team had been appointed and had presented a revised strategy to a Faculty awayday. The Faculty RKE Committee had discussed and given its support to the revisions.

RKEC16.02.35 The Committee raised concerns over the proposed new name for the Centre and felt that it did not effectively describe its purpose. Members felt that the proposed title would not adequately convey the Centre's remit to practitioners.

RKEC16.02.36 It was agreed that the Committee was happy with the re-shaping of the Centre, but asked Professor Mahdjoubi and his team to think further on its name and bring a revised clearer title to the next meeting.

Action: Professor Mahdjoubi

BUSINESS ENGAGEMENT

RKEC16.02.37 Professor Boddy gave a presentation on key business engagement activities over recent months, including the successful first phase of Innovation for Growth (I4G) and early activity on I4G2. This scheme is fully funded and gives very good value for money for the University. Considerable effort has been made by colleagues in RBI to assist with applications and good use has been made of contacts and links

made during I4G1. The scheme has contributed well to boosting the profile of the University in the region and nationally.

- RKEC16.02.38 The University had submitted three EU Structural and Investment Fund (SIF) bids in January with a total value of £9M. The outcomes were due in March, and while it would be optimistic to expect that all would be successful, the LEP is very supportive.
- RKEC16.02.39 HEBCIS data for 2014-15 showed an overall increase in income of £2.6M, including a significant value for FET from the iNets. The Chair reported that 2015-16 would also see a large chunk of income from I4G and the University Enterprise Zone (UEZ).
- RKEC16.02.40 Professor Boddy noted this large-scale activity alongside the University's research. To date this had not readily been converted into impact, but it was hoped that in future it should be possible to identify the research which supports some of this activity.
- RKEC16.02.41 Paper RKEC16/02/02 MIT Sloan Management Review was provided for information, and demonstrated good practice in industry-university collaboration.

FACULTY RKE COMMITTEES - REVISED TERMS OF REFERENCE

- RKEC16.02.42 Following a review of the Terms of Reference and Composition for the Faculty Research and Knowledge Exchange Committees these have been revised to bring them up-to-date (RKEC 16/02/10). The four Faculty Research and Knowledge Exchange Committees had each reviewed and supported the changes. These were approved by the Committee.

LIBRARY SERVICES

- RKEC16.02.43 Mrs Conway (RKEC 16/02/11) reminded members about the HEFCE requirements for open access and the REF which come into force from 1st April 2016. The Library planned to continue to raise awareness through reminders and guidance. Repository staff were available to advise and assist with compliance.
- RKEC16.02.44 The uptake for RCUK grant funding for publishing in open access journals had increased. Mrs Conway also alerted members to a further arrangement with Springer publishing for free open access publishing in their open access journals.
- RKEC16.02.45 The Library is continuing to encourage individuals to sign up for ORCID accounts as well as investigating institutional issues. The latter, which should reduce the burden on academic and professional services and improve information gathering is not, however, progressing as quickly as hoped.
- RKEC16.02.46 Library Services are working with IT Services to find a solution to the issues around data preservation. There is ongoing activity to support data management policy and Mrs Conway asked members to remind colleagues to take any opportunities they may have to build data management plans into bids for funding.

UNIVERSITY RESEARCH ETHICS COMMITTEE

RKEC16.02.47 Professor Kent alerted members to a forthcoming event on 11th May, when the theme for the UREC annual training day would be 'The Limits to Confidentiality: Research data management, storage, protection, and sharing'. A speaker from the UK Data Archive had agreed to present and the event was open to all staff and research students.

Action: Officer (to circulate UREC event details to members).

RKEC16.02.48 The focus of the UREC annual audit would be Research Council funded research, covering live projects (both those involving human participants and not) over the period August 2014 to March 2016. It was hoped that review of projects which were not required to have ethical approval at the time would provide the opportunity to identify the types of research which might now fall within the remit of the University's research ethics committees following the revisions to UREC's policy and procedures earlier this year.

PREVENT/SECURITY SENSITIVE DATA

RKEC16.02.49 Professor Kent introduced paper RKEC 16/02/12 and tabled papers 'UREC Proposals Regarding Security Sensitive Research' and 'Guidance on security sensitive research version 1 (for consultation)'. She reported on a meeting she had attended with Jo Midgley (Pro Vice-Chancellor - Student Experience) and Jayne Storey, Head of Strategy and Executive Services and identified a number of actions for consideration by the Committee. Following discussion of the issues by UREC she presented proposals on security sensitive research: the provision of guidance to all researchers on what constitutes security-sensitive research; modification of existing research ethics procedures to identify where research may be considered to be security-sensitive, and where this is the case to require full ethics review by UREC (including for relevant student projects) to build a body of expertise and for recording all such research in a single register. Professor Kent stated that issues relating to the storage of security-sensitive research data were beyond the remit of UREC. She presented, for consultation, a draft of guidance on evaluating and recording security sensitive research.

RKEC16.02.50 Professor Rawlings noted the current activity of the University's Prevent Task and Finish Group which was required to report to HEFCE and queried the connection between the work of the Group and the proposals from UREC. The Officer was actioned to send formally to Ms Midgley the papers from this meeting.

Action: Officer

RKEC16.02.51 It was proposed that the draft guidance be sent for feedback to Faculty Research and Knowledge Exchange and Research Degrees committees, and also to the Learning, Teaching and Student Experience Committee and the Faculty Academic Standards and Quality committees. The feedback and any subsequent draft of the guidance should then be brought back to the next meeting of this Committee.

Action: Officer

RKEC16.02.52 The Chair thanked Professor Kent for her clarity and for identifying the next steps.

HUMAN TISSUE SUB-COMMITTEE

RKEC16.02.53 *A) ANNUAL REPORT 2014-15*

Professor Conway presented the annual report for the Human Tissue Sub-Committee (RKE 16/02/13) highlighting the extensive review of the policy and procedures for human tissue research which culminated in the production of the new Quality Management System. With this new system in place, the University would have a robust system for the use, storage and registration of human tissue for research. Further consideration would be given to applying for a human tissue licence and a business case was to be developed. There were also plans in place to carry out an audit to determine how well the procedures are working. In the future the Sub-Committee also planned to focus on human tissue in teaching. Professor Conway clarified that the initial trigger to the Sub-Committee of human tissue being used in research was through the project approval system, and through ethics review. Researchers are ultimately responsible for being compliant with the law, and the new research governance system will capture the necessary information. Professor Boddy was satisfied that the University has robust systems in place.

RKEC16.02.54 *B) QUALITY MANAGEMENT SYSTEM*

Professor Conway presented the Human Tissue Quality Management System (QMS) (RKEC 16/02/14) and asked the Committee to approve its adoption. The QMS had been developed as a framework to govern the conduct of human tissue research at the University, and comprised operating procedures, a records management manual and guidance for staff and students. The Sub-Committee had consulted widely on the system. The Committee requested sight of the minutes of the Sub-Committee and would be content to approve the new system, subject to the minutes being made available on the URKE Committee SharePoint site.

Action: Officer

RKEC16.02.55 The Chair thanked Professor Conway, Ros Rouse, Emma Youde and Dave Corry on behalf of the Committee for their work in developing this system.

GRADUATE SCHOOL COMMITTEE

RKEC16.02.56 Professor Willey reported on the work being undertaken by the Graduate School Committee to address the finding in the QAA report on the requirement for PGR students to receive appropriate training before undertaking academic teaching duties. He hoped that it would be possible, working with the LTSE Committee and with URKE Committee support, to put in place arrangements that would meet requirements for the QAA return in September.

RKEC16.02.57 The fact that the QAA identified this as the only issue to be addressed provided tacit confirmation that all other aspects of Graduate School provision were deemed satisfactory. Therefore, three years on from its launch the Graduate School would now be able to concentrate more on strategy rather than process, including on investigating ways to secure more externally funded studentships,

such as the joint AHRC venture with the Universities of Plymouth and Falmouth, and engagement with the ESRC GWR in two pockets of excellence.

URKEC ANNUAL REPORT

RKEC16.02.58 The Committee received, for information, a copy of the annual report as submitted to Academic Board on 16 December 2015 (RKEC 16/02/15).

HEALTH AND SAFETY

RKEC16.02.59 No health and safety issues were raised.

ANY OTHER BUSINESS

RKEC16.02.60 There was no other business.

FUTURE MEETING DATES

Wednesday 20 April 2016, 14.00-16.30, Dartington Suite

Wednesday 8 June 2016, 14.00-16.30, 3A022 Frenchay Campus

The meeting closed at 16.35.

Actions:

RKEC16.02.3	The Chair to follow up with Student Union President, Jack Polson, the recruitment of a student representative for the Committee.	MB
RKEC16.02.15	The Chair to bring proposals for improving research visibility (through the web refresh and other outlets) to the Committee.	MB
RKEC16.02.36	Professor Mahdjoubi and his team to bring a revised clearer title for the re-shaped Construction and Property Research Centre to the next meeting.	Professor Mahdjoubi
RKEC16.02.47	The Officer to circulate to members details of the UREC annual training day on 11 th May.	AV
RKEC16.02.50	The Officer to send formally to Ms Midgley the papers on security-sensitive research from this meeting.	AV
RKEC16.02.51	The Officer to send for consultation the draft guidance on security-sensitive research to Faculty Research and Knowledge Exchange and Research Degrees committees, the Learning, Teaching and Student Experience Committee and Faculty Academic Standards and Quality committees, for feedback to the next meeting in April.	AV
RKEC16.02.54	<i>HUMAN TISSUE QUALITY MANAGEMENT SYSTEM</i> The Officer to acquire and upload to the URKEC SharePoint site the minutes of the HTSC confirming their approval.	AV

