



University of the
West of England

RKEC13.10.M

ACADEMIC BOARD

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

CONFIRMED

**Minutes of the meeting of the Research and Knowledge Exchange Committee held on
Wednesday 30 October 2013, 14.00 – 16.00pm, Room 3A022a, Frenchay**

Present: Prof P Gough (Chair), Prof J Ames, Prof G Attwood, Dr A Beringer, Richard Bond, Amanda Conway, Prof O Doran, Nick Jones, Prof J Kent, Prof G Lyons, Jane Newton, Prof N O'Regan, Prof J Tucker, Julia Weston, Dr N Willey

Apologies: Prof M Boddy, Prof R Coates, Tracey John, Paul Manners, Dee Smart, Prof M Smith

In attendance: Alison Vaughton (Officer), Prof J Greenman

WELCOME, APOLOGIES FOR ABSENCE AND MEMBERSHIP

RKEC13.10.1 The Committee noted apologies from Prof Boddy, Prof Coates, Tracey John, Paul Manners, Dee Smart and Prof Smith.

MINUTES OF THE PREVIOUS MEETING

RKEC13.10.2 The minutes of the previous meeting (3 June 2013) were confirmed as an accurate record.

ACTIONS AND MATTERS ARISING

RKEC13.10.3 RKEC13.6.15 The Standard Operating Procedures for the Ethical Review of Student Research had been approved by Academic Board at its June meeting.

RKEC13.10.4 RKEC13.6.21 It was confirmed that Ms John had taken forward the organisation of a working group on EU bidding.

RKEC13.10.5 RKEC13.6.27 and 29 The Graduate School Annual Report and regulation changes had been agreed at Academic Board and changes had now been implemented from the start of the new academic year.

RKEC13.10.6 RKEC13.6.37 The Chair reported that the Research Strategy Awayday (27th September) had gone well and that he was drafting a short paper on how to take forward the process. Further work was envisaged to draw together key datasets on bidding and REF data to inform a fuller discussion at the Research Strategy Implementation Group. Professor Gough stated that he intended to

use the RKE Committee as a checking group to keep the development of the research strategy on course, recognising that this is an iterative process. The Committee was happy with this approach. The Chair noted that three faculties had developed research strategy implementation plans, and that the ACE document was in preparation. He thought it would be helpful to make the documents available as pdfs on the RKE Committee's SharePoint site.

Action: RKEC Officer

RKEC13.10.7 RKEC13.6.38 - Details of the Academy of Social Sciences nominations process had been circulated. Professor O'Regan noted that these are advertised twice each year.

RKEC13.10.8 All other actions had been completed or were discussed as agenda items at the meeting.

REF UPDATE

RKEC13.10.9 Richard Bond provided an update on the University's submission to REF2014. This was now entering the final stage with a submission deadline of 29th November and was generally on track. The work of the Unit of Assessment Leaders was now virtually complete, but there remained work to be finalised: on impact case studies and the collection of corroborating evidence, and 'pending' outputs for which written proof of publication before the end of December was required. He noted the knock-on effects of any changes to UOA submissions at this stage, both within UOAs and also across the full submission.

RKEC13.10.10 The Chair reported that a presentation would be made to the Board of Governors on 26th November highlighting the many aspects of the REF exercise, including equality issues and the contribution of UWE's Professional Services.

RKEC13.10.11 The Committee noted that a huge amount of learning was to be taken from the whole REF process, and that a proper 'post-mortem' would be undertaken once the REF submission had been made. This would include analysis of the submitted data. The immediate post-REF period would also require significant work on ensuring that all websites were properly updated. It would be particularly useful to reflect on impact to make sure that lessons learned can be applied, with a view to embedding good practice into the research process and contributing to a culture of impact. This was already addressed in faculty plans to some extent. Professor Ames alerted Committee members to a video of a Faculty impact day earlier in the year which had included a Q&A session, and which members might find useful. The Chair suggested that Steve Byford might be invited to share his thoughts, through a workshop, following his work on the impact case studies.

UPDATE ON HEALTH DEVELOPMENTS IN THE REGION

RKEC13.10.12 Professor Ames presented a paper (RKEC13.10.4) outlining three major collaborative initiatives in which UWE is involved within the South West region: Bristol Health Partners (BHP), Collaborations for Leadership in Applied Health Research and Care (CLAHRC) and West of England Academic Health Science Network (WEAHSN). These represented a huge development over the past 12-18 months and were highly significant for UWE. Significant amounts of both staff time and effort were being invested to achieve the greatest possible involvement and benefit. In particular Professor Ames stressed the value of

joining networks so as to be well placed for collaborative bidding. She explained that UWE had leadership level involvement in three HITs (Musculoskeletal, Child Injury Prevention and Injury Care, and Supporting Healthy Inclusive Neighbourhood Environments); that CLAHRC has funding that HITs can bid into, and that WEASHN is an umbrella network bringing together health and other activities in the wider commercial community.

RKEC13.10.13 Professor Ames was working closely with Amanda Longley in RBI and requested that all involvement with the initiatives be channelled through Dr Longley. She suggested that Committee members may be interested to view a BHP and WEASHN familiarisation event held on 27 March 2013 which had been filmed (see <http://rbi.uwe.ac.uk/bhp.asp>).

RKEC13.10.14 Professor Ames confirmed the hope that staff from all faculties across the University would engage in these initiatives, and noted FET's involvement. Both she (and Amanda Longley) would be happy to talk to people about the initiatives, with the ultimate aim of maximising UWE's benefit, particularly through partnership working eg with the University of Bristol.

RESEARCH INVOLVING CHILDREN

RKEC13.10.15 Professor Kent, Chair of UREC, introduced paper RKEC13.10.4. She highlighted the work undertaken by the UREC Working Group on research with children, and stressed the importance of linking research activity and University activity on Safeguarding and the Disclosure and Barring Service (DBS – formerly CRB). Guidance was being developed by the Working Group and Professor Kent planned to circulate this for comment. The Chair thanked the Working Group for its efforts and Professor Kent noted that research with children would be the theme of the UREC annual training event in May, looking at different disciplinary perspectives. She stated that some policy recommendations were likely to emanate from the Working Group's activities, eg around Safeguarding training, and would be on the agenda of the new University Safeguarding Steering Group (to be chaired by John Rushforth and on which Professor Kent would be a member). It had been agreed that the soon-to-be-recruited Research Governance Manager in RBI would be the named contact point for Safeguarding concerns in research. As the extent of research with children by UWE staff and students was not clear at this stage, it was not possible to ascertain the overall level of risk.

RKEC13.10.16 Professor Kent confirmed that the consultation exercise on the guidance would extend beyond the University, and include engagement with local NHS RECs.
Action: Chair of UREC

UREC ANNUAL REPORT 2011-12 AND 2012-13

RKEC13.10.17 Professor Kent presented the Annual Report for the University Research Ethics Committee for 2011-12 and 2012-13 (paper RKEC13.10.5), noting that the report covered two years because of an adjustment to the reporting time-cycle and to make more timely.

RKEC13.10.18 She highlighted the key issues – in particular she stressed the Committee's concerns about recruitment to and retention of members of Faculty Research Ethics Committees and highlighted Appendix D to the report which provided clarification of the roles and responsibilities of FREC members. She noted that two faculties had recognised the importance of the work of FREC members by

allocating workload bundles. A second ongoing issue was the lack of IT support for an University-wide electronic system to support ethical review of research. The Chair suggested that it might be helpful to brief the new UWE Head of IT on the nuances of the research and knowledge exchange environment and include research ethics in subsequent discussions. This might involve looking at off-the-shelf IT products.

RKEC13.10.19 On the issue of workload recognition, Professor Ames reported that this had been taken to the HAS Faculty Resources Group for consideration. In ACE, a decision had been taken at this stage that committee membership in general would not attract workload bundles. The issue would be considered further at the Finance and Resources Executive Group, chaired by Professor Boddy, and the outcome would be monitored.

RKEC13.10.20 Following its presentation at this meeting the UREC report would be included in the Committee's annual report to Academic Board, the arrangements for which were to be confirmed with the acting Director of Corporate and Academic Services.

Action: Chair of RKEC/RKEC Officer

RESEARCH SPONSORSHIP

RKEC13.10.21 Professor Kent introduced paper RKEC13.10.6, Draft guidance for staff and students on Research Sponsorship at UWE. She reported that no comments had been raised on the proposed document and the Committee agreed that this could now go forward and be published on the University's web pages, with the only proviso that a review date should be added.

Action: Chair of UREC

HUMAN TISSUE SUB-COMMITTEE – TERMS OF REFERENCE

RKEC13.10.22 As requested at the meeting of the Committee on 3 June 2013, Professor Greenman presented proposed terms of reference for the University Human Tissue Sub-Committee (paper RKEC13.10.7). He confirmed that in addition to attending meetings of the University of Bristol's Human Tissue Working Group, a verbal invitation had been issued and accepted for a member of the University of Bristol Working Group to attend the meetings of UWE's group.

RKEC13.10.23 A number of issues were raised about inconsistencies between the presented document and the agreed comments from the minutes of the Committee at its meeting in June. There was discussion about whether the group should be a sub-committee or a group, whether its role was to advise or to regulate and enforce. It was proposed that the status of the group should be clarified before its composition and membership could be confirmed.

RKEC13.10.24 It was agreed that it may be best to take a step back and review the purpose of the group. The Chair stated that he would be happy to have a meeting with Professors Ames, Greenman, Kent and Doran to discuss the issue and bring it back to the next meeting of the Committee.

Action: Professor Gough/Professor Ames

LIBRARY SERVICES UPDATE

RKEC13.10.25 Amanda Conway provided a report on current and recent Library activity.

Research Repository – Emphasis was being placed on inputting new full text items (rather than legacy records), to help increase the visibility of UWE’s research. It was thought that the process should not be too onerous for staff if this was not applied retrospectively. Ms Conway tabled details of repository statistics at August 2013, noting in particular the tendency for UWE research to be accessed via a search engine – primarily Google and Google Scholar.

RKEC13.10.26 She further reported that a cross-faculty Repository Strategy Group had been formed, with the aim of developing the Repository to maximise its impact and encourage engagement. It was noted that there were some inconsistencies over the types of output on the Repository, but that this presented staff with an opportunity to make available their personal research and scholarship, both as a resource for others as well as for themselves. At other institutions on-line personal research plans were evaluated to determine allocation of resource equivalent to UWE internal research workload bundles. Institutional repositories were used to harvest data automatically into these research plans, resulting in a clear incentive for staff to upload their outputs to the repository. Professor Ames would forward details of this to the Chair to share with the membership. Ms Conway undertook to provide Ms Weston with further information on the statistics provided.

RKEC13.10.27 The Repository team were working on adapting the Repository to be more suitable for creative arts materials. This was alongside a national project to make repositories more flexible to handle more multimedia, web based and performance based material.

RKEC13.10.28 Richard Bond confirmed that links between the Repository and staff profiles were being looked at, and it was proposed that there be an option to exclude publications from being automatically shown on staff profiles. It was also proposed that publications should be classified to allow for filtering, eg to books, journal papers, conference presentations. These changes should be reasonably straightforward to implement and it was hoped that they would be made in the near future.

RKEC13.10.29 Research Data Management - Following Stella Fowler’s departure from UWE at the end of June, Ms Conway was now overseeing Library Services involvement in RDM, working with Richard Bond and the Research Data Management Group on policy and licence development, the development of a pilot Research Data Management Repository and training/awareness raising on research data management for UWE’s research community (researchers, admin/support staff). The project Steering Group had become the Research Data Management Group and would be focusing on establishing an institutional policy on research data management and open access research data.

RKEC13.10.30 Open Access Publishing - Cameron Neylon, Advocacy Director for PLOS1 (Public Library Of Science), would be leading an event at UWE on 10th December on Publishing in the 21st Century, covering open access, 21st century publishing and the value of individual article metrics. Details would be circulated shortly.

GRADUATE SCHOOL UPDATE

RKEC13.10.31 The Graduate School Director, Dr Willey, presented an update on activity. He reported that the changes approved at the June meeting of the Committee had

been implemented, that the majority of Skills Development Programme sessions were now using Visimeet, and that the Graduate School summer sessions would take place in Week 49.

- RKEC13.10.32 As indicated in his earlier report, he thought it likely that the Graduate School might undershoot its KPI on student numbers based on recruitment to date, while acknowledging that this may be a 'dip' year. The Graduate School was looking at developing a strategy for encouraging recruitment from home and EU applicants, including through partnership bursaries. It was hoped that some useful learning might be derived from the recent AHRC CDT success and the Graduate School would be working closely with the ACE Faculty. The need to be 'fleet of foot' in the present climate was stressed and consideration might be given to institutional investment in Autumn 2014.
- RKEC13.10.33 Dr Willey presented a summary of the results of the PRES survey. He noted that UWE had scored highly on all counts, except research culture (although this was broadly in line with the position in other post-92 HEIs), and that results for full-time and part-time students were very similar. Consideration would be given to how best to improve future results for research culture. Dr Willey confirmed that the results of the PRES survey had been shared with students who had contributed.
- RKEC13.10.34 It was noted that FBL had a good track record for recruiting doctoral students from overseas, and particularly from the Far East, but few, if any, from the UK. It was suggested that integrating doctoral students with teaching might help to address this issue. In FET it was hoped that the introduction of graduate tutorships would be attractive to both home and EU students. The variation between different faculty approaches, and consequent need to identify local best practice and an appropriate response, was acknowledged. It was agreed that there was scope to improve marketing and awareness-raising of PGR to undergraduate students, including allaying fears about the fees involved. This might include putting relevant content (including, for example, YouTube videos) on the University's webpages and working with the Careers Service to provide a session on undertaking a PhD.
- RKEC13.10.35 The Graduate School Director noted that a new chief external examiner was being sought following Professor Rosemary Deem's completion of her term of office.

RESEARCH WEB PAGES

- RKEC13.10.36 Ms Weston reported that the updating of the webpages – in terms of migrating content to the Content Management System - for the Research Centres was now largely complete for FBL, FET and HAS. There remained a significant amount of work to be done in ACE. Marketing and Communications were continuing to work with RBI on the main research pages, for example in deciding how the content of the REF impact case studies might be used to showcase UWE research. It was noted that 'rogue' webpages continued to come to light. Web edits for REF were being prioritised with a specific member of staff dealing with all requests.

END OF YEAR REPORT – MANAGEMENT ACCOUNTS

- RKEC13.10.37 The Committee received, for information, paper RKEC13.10.8, 2012-13 Bidding Overview. The Committee noted that the faculty breakdown highlighted

some notable successes with the trend towards fewer, but bigger and smarter, bidding. It was noted that there remained some local confusion about bidding policy, particularly around fEC. The Chair confirmed that paper RKEC13.10.8 could be used in communications with Faculty staff where this might be helpful, although it would be useful to contextualise the information within the national picture.

COMPLIANCE WITH THE CONCORDAT TO SUPPORT RESEARCH INTEGRITY

- RKEC13.10.38 The Committee received paper RKEC13.10.9, Compliance with the Concordat to support research integrity (HEFCE Circular Letter 21/2013) – for information only. Richard Bond noted that as of the current funding year, HEFCE funding was conditional upon the University's being compliant with the Concordat, and that the University would need to confirm this in its annual return to the Funding Council. Ensuring compliance with the Concordat would be a key role of the Research Governance Manager.

OPEN ACCESS CONSULTATION

- RKEC13.10.39 Richard Bond reported on the University's response to HEFCE's consultation on open access in the post-2014 Research Excellence Framework (paper RKEC13.10.10). He had received some useful input from a small number of responses from colleagues on the consultation. It seemed clear that the proposed changes would be brought into effect, and an early decision and announcement were expected.

- RKEC13.10.40 It was reported that there had been some confusion about institutional arrangements for using the University's RCUK fund for article processing charges. Information had been circulated to all current holders of Research Council funded research. It was agreed that some FAQs would be prepared after completion of the University's REF submission.

Action: Richard Bond

ANY OTHER BUSINESS

- RKEC13.10.41 Richard Bond confirmed that RBI would be providing the required data for the Research Centres annual reporting process and was aiming to have the data available a month before the deadline for the reports.

- RKEC13.10.42 The Chair expressed his congratulations to all involved in securing the recent AHRC Centre for Doctoral Training award, and also for the Athena Swan bronze award.

- RKEC13.10.43 The Chair reminded the Committee of its business and knowledge exchange remit alongside research and asked the Officer to ensure that this is included as a standing item on future agendas.

Action: RKEC Officer

- RKEC13.10.44 The Chair reported on the feedback requested on the proposed change to the name of the CENTIENT Research Centre. It was the responsibility of this Committee to consider requested changes to the constitution of a University centre of excellence and where appropriate to approve any significant or radical amendments, and to report significant changes to Academic Board. Professor O'Regan stated that the proposed name change would better reflect

the activity of the Centre, and that no changes to its ethos or membership were intended. With a new Director now in place, and the consequent re-energisation of the Centre, there was a danger that this might be lost should the Centre be required to go through the full process of applying for Centre of Excellence status.

RKEC13.10.45 It was agreed that the name change to Bristol Enterprise and Innovation Centre (BEIC) was approved, that this should be reported back to the Faculty Research and Knowledge Exchange Committee by Christmas, and that the Centre should be reviewed a year from now.

Actions:

RKEC13.10.6	Faculty research strategy implementation plans to be made available to members on the URKEC SharePoint site.	RKEC Officer
RKEC13.10.16	Professor Kent to circulate further her paper on Research involving children.	Chair of UREC
RKEC13.10.20	Arrangements for annual reporting to Academic Board (including the content of the UREC report) to be confirmed with the acting Director of Corporate and Academic Services.	Chair of RKEC/ RKEC Officer
RKEC13.10.21	Guidance for staff and students on Research Sponsorship at UWE to be published on the University's web pages, and reviewed in due course.	Chair of UREC
RKEC13.10.24	Professors Gough, Ames, Greenman, Kent and Doran to meet to discuss the Human Tissue Working Group/Sub-Committee and its terms of reference and bring recommendations back to the next meeting of the Committee.	Professor Gough/Professor Ames
RKEC13.10.40	RBI to prepare FAQs on access to the University's RCUK fund for article processing charges.	Richard Bond
	Agenda items for next meeting	
RKEC13.10.24	Human Tissue Working Group/Sub-Committee terms of reference	
RKEC13.10.43	Business and Knowledge Exchange	

Future meeting dates:

Wednesday 19 February 2014, 15.00-17.00

Wednesday 2 April 2014, 14.00-16.00

Wednesday 11 June 2014, 14.00-16.00
(Meetings in Dartington Suite, Farmhouse, Frenchay Campus)