

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

CONFIRMED

Wednesday 24 October 2018

14.00 – 16.30

Room 7X111, Frenchay Campus

Present: Professor Martin Boddy (Chair), Professor Richard Bolden, Richard Bond, Professor Myra Conway, Dr Lauren Devine, Professor Olena Doran, Dr Stephen Draper (Hartpury College), Hazel Edwards, Dr Farnon Ellwood, Professor Di Harcourt, Professor Catherine Hobbs, Tracey John, Jane Newton, Professor Nicholas O'Regan, Mandy Rose, Professor Neil Willey, Dr Heidi Williamson.

Apologies: Amanda Conway, Rachel Cowie, Catherine Frankpitt, Paul Manners, Professor Mel Smith

In attendance: Alison Vaughton (Officer), Heather Moyes (representing Academic and Student Services)

WELCOMES AND APOLOGIES FOR ABSENCE

RKEC18.10.01 The Chair welcomed Heather Moyes to the meeting, attending in place of Rachel Cowie to represent Student and Academic Services. Professor Boddy congratulated Dr Draper on the recent conferment of university status for Hartpury College.

RKEC18.10.02 Apologies were received from Amanda Conway, Rachel Cowie, Catherine Frankpitt, Paul Manners and Professor Mel Smith.

TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

RKEC18.10.03 Members noted the Committee's terms of reference, composition and membership (paper RKEC18.10.01). The Chair noted that the Committee still had no student representative and had been trying to recruit since February 2015. He felt that more positive steps should be taken to address this. Current Faculty representatives might be approached to see if they would be prepared to step up to the University Committee. Professor Boddy suggested that he might write a note to all PGR students encouraging them to consider this opportunity. Professor Willey reported that two students had come forward as potential representatives on the Graduate School Committee earlier that day and one might be encouraged to join URKEC. Professor O'Regan offered to ask Dr Cicmil to forward the names of interested parties in FBL. It was hoped that a student representative might be recruited in time for the next meeting.

Action: NW, NO'R

RKEC18.10.04 The Committee noted the change to the Terms of Reference to recognise AWEC as a sub-committee, and welcomed Professor Ellwood as a full member of the Committee in his role as AWEC Chair.

MINUTES OF THE MEETING ON 13TH JUNE 2018 AND MATTERS ARISING

RKEC18.10.05 The minutes of the meeting on 13th June 2018 were agreed as an accurate record of the proceedings.

RKEC18.10.06 RKEC18.06.04 Governance of student projects falling outside the remits of the RECs, HTSC or AWEC. The Chair reported that he had sent a note to Professor Harrington and Teaching and Learning colleagues saying that this matter had been raised by URKEC. He would report back to the next meeting.

Action: Chair

RKEC18.10.07 RKEC18.06.05 Research Data Management Implementation. Professor Boddy had notified Executive Deans but had not yet followed up. He anticipated that while this was the responsibility of the Deans, it would be delegated to Associate Deans. The Chair would follow up on this matter.

Action: Chair

RKEC18.10.08 RKEC18.06.14 Assigning ISBNs/ISSNs for published reports. Amanda Conway had responded by email on this action. She stated that:

- These could be assigned but she was unsure of the value in doing so
- The ISBN would mean a copy of the report would be registered with the British Library (this is not technically a quality indicator but effectively is)
- The key issue is that inclusion in the UWE Research Repository ensures an output's visibility and makes accessible its metrics

The expectation was therefore that ISSN/ISBNs should be assigned although it was recognised that this may be extra work for the Library.

RKEC18.10.09 RKEC18.06.21 UREC Appeals Procedure. Professor Devine reported that the comments of the Committee had been addressed and the procedure submitted to Academic Board. UREC, at its meeting on 17 October, had noted Academic Board's concern that academic judgment was excluded from the grounds for appeal. Professor Devine would liaise with the Committee officer if any further action was required.

RKEC18.10.10 RKEC18.06.23 AWEC composition. Dr Ellwood reported later in the meeting – see RKEC18.10.38 below.

RKEC18.10.11 RKEC18.06.27 University-wide 50:50 Partnership Fund for PGR. Mr Bond reported that the guidance had now been published and applications invited. These would not necessarily have to be on a strictly 50:50 basis. This was an open call, so no deadlines had been set, recognising that funds from partners are available at different times. The scheme would remain open for as long as funds were available. Professor Boddy would clarify with Faculty accountants on how these should be costed.

Action: Chair

CHAIR'S REPORT

RKEC18.10.12 Professor Boddy reported that contracts had been signed for the PIMS and a set-up meeting held. Preliminary work on the Repository was already underway. Implementation was now beginning and the project remained currently on schedule and in budget. It was anticipated that phase 1 would be complete in summer 2019, and that should align with the timetable for REF. The replacement

for PASS would be further down the line. No interruption to Repository access was anticipated.

- RKEC18.10.13 The collaboration between Burleigh Pottery and CFPR had been recognised by through its shortlisting for a THE Award for the most innovative contribution to business/university collaboration, with the Awards to be made on 29 November. UWE had also been shortlisted for Business School of the Year.
- RKEC18.10.14 The Chair reported that additional UKRI funds had been secured from the Global Challenges Research Fund. This was extra funding for projects with countries which qualify for overseas development. The scheme is administered through UKRI, for 3 years, beginning is 2018-19. UWE has a number of projects, mostly in FET and HAS.
- RKEC18.10.15 Professor Boddy stated that UWE's HEIF allocation had increased, but this also brought additional reporting and accountability requirements. UWE is leading on a Research England Connecting Capability Fund project to build a creative technology network, working with the University of Bristol and VR Lab.
- RKEC18.10.16 Professor Boddy reported that the HealthTech hub had been successfully launched the previous week, and was building up an impressive list of companies. Members were invited to attend the launch of the SQW Bristol and Bath Innovation Cluster on 7 November (details had been circulated to members on 24th October).

REF2021 UPDATE

- RKEC18.10.17 The Chair reported that since the last meeting the Funding Bodies had published three draft papers: Guidance on submissions, Panel criteria and working methods and Code of Practice. The consultation process had run to mid-October and UWE had sent a response. The UWE Code of Practice was now being drafted, the key elements of which were identifying staff with significant responsibility for research, research independence and selection of outputs. The Code would ensure that decisions are fair and transparent. It was confirmed that all outputs would have two independent reviews, and an overall score would be determined by the Unit of Assessment (UOA) Lead. Consultation on the Code of Practice was due to commence in November.
- RKEC18.10.18 A query was raised about the proposed assumption that SRFs satisfy the criteria of independent researcher, as there may be staff who run a project for which the funding has been won by another academic (Di Harcourt). The REF Manager stated that he would look into this.

Action: RB

- RKEC18.10.19 The Committee noted paper RKEC18.10.02a Timetable for UWE's REF submission. First drafts of the UOA environment statements and impact case studies would be prepared by the beginning of 2019, with a full mock submission in summer 2019. UOA Leads would have the opportunity to consult and communicate with the staff in their units on their draft environment templates if they chose to do so. Richard Bond advised the Committee that an institutional environment template also needed to be provided for the first time for REF2021.
- RKEC18.10.20 The Chair confirmed that final decisions on the content of the submission lay with the Associate Deans and RSIG rather than the UOA Leads and that decisions would be based on process rather than academic judgements. It was acknowledged that some decisions needed to be taken on which UOAs UWE would submit to and which UOAs some staff would be included in. These decisions were likely to be taken in early 2019 but it was important that such decisions should be fully

informed, and it must be recognised that the Code of Practice and process for deciding may not be fully confirmed until December 2019.

ATHENA SWAN STEERING GROUP

Report of activity 2017-18

- RKEC18.10.21 Professor Hobbs presented paper RKEC18.10.03 Athena SWAN Steering Group Annual Report 2017-18. She explained the relevance of Athena SWAN 'accreditation' for the University, noting that it was required by some funders and recognised by REF. It was also a clear demonstration of the University's commitment to equality and diversity. The University is required to renew the award 4-yearly, and this is a demanding process. The AS Steering Group's role at this stage of the cycle is to follow through the action plan, working closely with HR.
- RKEC18.10.22 Departmental submissions are dealt with locally, with senior leaders taking on responsibility, but these are not particularly well resourced. The Athena SWAN scheme is currently under review nationally, following its incorporation into Advance HE, and it is not clear at this stage how it may alter. It may be a good time for UWE to give more consideration how best to use the resource available to secure 'badges' such as this.
- RKEC18.10.23 Professor Hobbs reported that unfortunately neither of the two submissions made in April had been successful (and that the overall success rate was just 54%). In one case it was felt that the feedback had been harsh, and that the concerns raised could be addressed without too much difficulty. In the second case the application was problematic, and some re-assessment was needed of how best to submit.
- RKEC18.10.24 The Steering Group was making good progress on the actions identified in the action plan and this would provide good evidence for future submissions. There was still work to be done in raising awareness, particularly in student bodies, and it was thought that the name, Athena SWAN, was not very helpful in this regard, and perhaps a re-brand as gender equality would be worth considering.
- RKEC18.10.25 Professor Boddy thanked Professor Hobbs, Dr Rogers, Evanthia Triantafyllidou and the whole panel for their work on this. Having the Athena SWAN bronze award and the activity related to it is significant in terms of REF environment reporting. He noted that acquiring accreditation was a tough process and getting tougher, and that the bronze award was a high level of achievement. To achieve a silver award the University would need to provide evidence of implementation. It was worth considering whether the effort currently being expended on trying to achieve departmental ratings (particularly during the national review of the scheme) might better be spent on addressing the actions rather than making submissions, ie undertaking any necessary activity, recognising that the outcomes are for the benefit of staff and students rather than the acquisition of an award. In order to apply for an institutional silver award, one department must have a silver award. It was suggested that it might be better to focus resources strategically rather than try to attain a minimum of bronze status in all departments, so that the proposed submission timeline for departmental Athena SWAN applications might be revised. There was also scope for further thinking around data capture and data cleaning – the data might look more impressive if more activities were captured.

LIBRARY SERVICES UPDATE

RKEC18.10.26 Amanda Conway, by email, had asked the Committee to note the theses download figures in the Library Report. She stated that these were theses which would previously have been on a shelf in the Library with nowhere near the reach and access that having them available on the Repository has had. The volume of thesis downloads was very impressive and Professor Willey noted that this was a feature common to other universities as well, and provided some interesting intersection between HEIs and the 'real world'. He advised that not all theses were deposited as a single PDF, so sometimes 5 PDFs would equate to one thesis. Professor Doran asked whether PhDs were screened to identify commercialisation opportunities, as the downloads could potentially be from industrial companies looking to exploit such opportunities.

RKEC18.10.27 The Chair noted the Open Access REF compliance report data and the report on Plan S.

GRADUATE SCHOOL COMMITTEE (GSC)

RKEC18.10.28 Professor Willey reported that the Graduate School Committee had made its annual report directly to Academic Board, as directed following an external review of governance. The report therefore had a particular 'flavour' for Academic Board. He noted that total PGR numbers continued to rise, largely due to the number of Professional Doctorates, partnerships and UKRI students. The completion rate had gone up, and for the first time since the Graduate School was instigated both FT and PT PGR submissions were within the UKRI thresholds.

RKEC18.10.29 Of particular note was the increase in the availability of accommodation for PGRs, and its contribution to the research culture. Other work highlighted was in the area of mental health, where a survey had been conducted, and Dr Frisby from the Graduate School had presented at the UKCGE annual conference, with a subsequent article in the Times Higher.

RKEC18.10.30 Professor Willey highlighted figures 3 to 5, and noted that UWE had a relatively small PGR:UG ration for a gold TEF institute – though he was not sure what this signified. Professor Boddy thanked Professor Willey for this excellent report and noted that it had been well received by Academic Board.

RKEC18.10.31 Professor Willey hoped that flexible doctorates would be introduced by September 2019. He noted disciplinary differences in the proportions of international students recruited: in FBL recruits were predominately international, while in ACE almost all were home/EU students. Noting the total numbers of current students (in comparison with numbers over recent years), Professor Boddy stated that this was an example of a high level strategy (to manage the number of PGR students) that has worked. Members were asked to note the extensive list of partners in the report (p10). Mrs John noted the need for building in IP arrangements with partners from the outset of periods of study. She noted that funds occasionally become 'lost' ie money has been received but been transferred into a central UWE cost centre rather than allocated against a particular student or partner. This was being looked into. Professors Boddy, Willey and Cleaver had discussed the possibility of using the apprenticeship levy to engage a PhD student to carry out evaluations and it was thought that it would be good if Associate Deans were able to identify this option on big bids.

UNIVERSITY RESEARCH ETHICS COMMITTEE (UREC)

- RKEC18.10.32 Professor Devine reported that a new external committee member had joined the Committee. She advised members that the report of the UREC Working Group was now available on the URKEC SharePoint site and invited comments. She explained that she had convened the group shortly after taking over as UREC chair as she wanted to review fully the range of ethics activity and documentation including process review, policy and guidance review, training review, CPD and education. Practice across the University was very patchy currently. The Working Group report included 16 recommendations, mostly for action by UREC.
- RKEC18.10.33 Specific highlights reported by Professor Devine were the issue of resourcing the committees and their work; an overarching strategy for research ethics and how it should fit into to UWE and beyond; the need to 'move with the times'. Professor Devine asked members to advise her of any gaps in the report and stated that while no bad practice had come to light, in some areas practice was patchy and there was scope for improvement.
- RKEC18.10.34 She reported that a new online application form was in development which should be easier to use and to process. Professor Devine noted that the report included an appendix on resourcing. Members were invited to read and comment on the report, and to forward any comments to her or to Alison Vaughton. She hoped to be able to implement the recommendations by the end of this academic year.
- RKEC18.10.35 Professor Harcourt asked for an update on safeguarding training for research with children. Professor Devine explained that this was a longstanding issue. Researchers (working with children) have been advised that relevant training is mandatory, but UWE is not yet in a position to provide this training. Professor Devine's ambition is to have online training by the end of the academic year. Other universities in the region do not have this training either, and Professor Boddy suggested that there might be an opportunity for some collaborative effort. Overall, the Chair stated that this was an excellent report, with a clear indication for members to comment.

HUMAN TISSUE SUB-COMMITTEE

- RKEC18.10.36 Professor Conway reported that the Committee's business was progressing well. There were some issues related to off-site working, where the University has no legal responsibility. The Committee had discussed this and needed to formulate a decision which it would then bring back to this Committee.
- RKEC18.10.37 Recent HT research training had gone well and the next focus would be on what constitutes human tissue. Professor Conway concluded that – for the time being – there was no requirement for UWE to hold a HT licence.

ANIMAL WELFARE AND ETHICS COMMITTEE (AWEC)

- RKEC18.10.38 Dr Ellwood reported that following the Committee's request that membership be expanded to include representatives from other faculties Melvyn Smith from FET and Judith Aston from ACE had been recruited. The Committee now had broad experience. Applications continued to be processed in a timely fashion (all within the target of 6 weeks).
- RKEC18.10.39 Dr Ellwood noted a lag in applications for teaching with animals/animal by-products, and that an amnesty period had been set. Processes were being streamlined, and 'safe systems of work' (SSOW) being introduced - if people show that they are working to that standard they do not need to go to full scrutiny.

FACULTY RESEARCH UPDATES FROM ASSOCIATE DEANS (RKE)

- RKEC18.10.40 FET – Professor Hobbs presented her report (paper RKEC18.10.07) noting that there was significant activity in the Faculty around the Industrial Strategy. Consortia were being put together, and collaborative work ongoing with colleagues in CFPR.
- RKEC18.10.41 HAS – Professor Doran (paper RKEC18.10.08) reported on highlights from her Faculty, particularly the wide variety of grants gained, including from overseas funding opportunities, such as the EU/NIHR funded Nepal Injury Research Centre. Staff at the recent away day had reviewed the Faculty’s research strategy implementation plan, and themes in CHCR were being restructured to reflect activity in the Centre. Discussions were ongoing to align faculty activity to University themes.
- RKEC18.10.42 ACE – Hazel Edwards (paper RKEC18.10.09) reported on a second successful IS challenge bid, with a total project value of £10M (£3M net to UWE). The SW Creative Technology Network was up and running, led by Professor Jon Dovey. Ms Edwards noted that the WCTN Fellows call had received almost 400 applications for 24 posts.
- Further highlights included the THE Awards shortlisting of UWE’s KTP with Burleigh Pottery, and Dr Rose Wallis’ work on historic courthouses (which had stemmed from her award of a VC ECR grant in 2017-18).
- RKEC18.10.43 FBL – Professor O’Regan presented his report on activity (paper RKEC18.10.10). Highlights included hosting the BAM conference and fringe events. He hoped to run a research showcase in the Faculty to which the public would be invited.

HR EXCELLENCE IN RESEARCH AWARD

- RKEC18.10.44 Richard Bond reported that UWE had been re-awarded this ‘badge’ to recognise the University’s support for researchers. An action plan had been devised for the coming two years (this still required some further work) to be overseen by a working group of the Researchers Forum. Mr Bond noted that much in the narrative and action plan was of far wider relevance than to the 140 research only staff.

INDUSTRIAL STRATEGY AND FUNDING OPPORTUNITIES

- RKEC18.10.45 Ms John reported that the Vice Chancellor’s Challenge Fund (interdisciplinary research awards) would be launched later in the week. Awards would be in the range of £10-25k, fully funded. Projects must be interdisciplinary, and initial applications would be via a light touch expression of interest, which would need to identify the team, the project idea and explain why the project is eligible. The deadline for expressions of interest would be 14th January, with applicants pitching their projects by Pecha Kucha 3-minute presentations at a research event in late January. The audience would be given an opportunity to vote on what might be considered for funding. The RSIG would then decide on which proposals to take through to full application. The deadline for full applications would be mid-February, with successful applicants able to start as soon as feasible. RBI would offer a match-making service, and Associate Deans and Research Centre Directors would be encouraged to disseminate details of the scheme.
- RKEC18.10.46 Industrial Strategy: Groups were now emerging across UWE with some aiming to submit very substantial bids. Interested parties were encouraged to get in touch. There were still opportunities for bidding to schemes such as the Audience of the

Future, and a new scheme to be launched shortly – International Investment Initiative (I3), similar to E3 but on an international level. Information would be sent out as it becomes available.

RKEC18.10.47 The Local Enterprise Partnership (LEP) would be determining how local funds would be spent over the coming year. The WECA was planning to hold workshops on each of the grand challenge area. The Officer would circulate dates to members and the Chair would forward to key individuals. He encouraged people to attend where possible. These events would be held in addition to the deep dives on technologies.

Action: Chair and Officer

RKEC18.10.48 Impact: Two new impact roles were shortly to be advertised. These would be full-time posts to support evidence gathering for REF impact case studies across the university.

HOUSE OF COMMONS RESEARCH INTEGRITY REPORT

RKEC18.10.49 Paper RKEC18.10.13 was noted.

EXTERNAL BIDDING DETAILS

RKEC18.10.50 The Committee received and noted paper RKEC18.10.16 and welcomed the increase in research income. The University had set itself a target of increasing total research income to £15M, and the 2017-18 figure of £13.6M represented good progress towards this. It should be noted that the figures were for actual income, rather than bidding data.

HEALTH AND SAFETY

RKEC18.10.51 No incidents were reported and no issues raised.

ANY OTHER BUSINESS

RKEC18.10.52 Professor Boddy reported that he is the UWE lead on Technician Commitment. UWE has around 180 technical staff who are generally not very visible or well recognised, but very important for teaching, KE and research. This initiative aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. Professor Boddy suggested that a technical representative might be invited to be a member of this committee. If the Committee agreed, this proposal would need to be taken to the technician community.

The proposal was generally welcomed and it was agreed that Professor Boddy would go back to the group, emphasise that this is a *research and knowledge exchange* Committee and therefore welcome appropriate representation.

Action: MB

MEETING DATES FOR 2018-19

Wednesday 24th October 2018, 14:00-16:30

Wednesday 30th January 2019, 14:00-16:30

Wednesday 3rd April 2019, 14:00-16:30

Wednesday 12th June 2019, 14:00-16:30

Actions:

RKEC18.10.03	Committee student representative: Professor Willey and Professor O'Regan to provide details to the Officer of potential interested parties.	NW, NO'R
RKEC18.10.06	RKEC18.06.04 Governance of student projects falling outside the remits of the RECs, HTSC or AWEC. The Chair to report back to the next meeting on response from Professor Harrington and Teaching and Learning colleagues.	MB
RKEC18.10.07	RKEC18.06.05 Research Data Management Implementation. The Chair to follow up on notification to Executive Deans.	MB
RKEC18.10.11	RKEC18.06.27 University-wide 50:50 Partnership Fund for PGR. The Chair to clarify with Faculty accountants on costing these.	MB
RKEC18.10.18	The REF Manager to look into the proposed assumption that SRFs satisfy the criteria of independent researcher.	RB
RKEC18.10.47	The Chair and Officer to circulate details of workshops on each of the LEP grand challenge/deep dive areas.	MB and AV
RKEC18.10.52	Technician representative on URKEC. The Chair to invite the Technicians Group to nominate a representative, emphasising the requirement for appropriate (to research and knowledge exchange) representation.	MB