**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 11 February 2021**

**PRESENT:** Prof Andrew Ball (AB), Prof Alistair Sambell, Tracy Turner (TT), Kirsty Taylor (KT), Deborah Wills (notes)

**APOLOGIES:** Siobhan Moss

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|  |  | **ACTIONS** |
| **1.**  1.1  1.2 | **Minutes of meeting held 18 January 2021**  The minutes were approved as a correct record.  AB has received access to the box account and asked that KT give all REFOC access. | **KT** |
| **2.**  2.1  2.2 | **Environment statements**  TT confirmed that UoA26 has been finalised. UoA5 is still to submit.  LTA has given feedback to 8 more statements and has another 10 to review. Therefore, there is still work ongoing, but progress is on track. |  |
| **3.**  3.1  3.2  3.3  3.4  3.5 | **Impact case studies**  TT confirmed a total of 60 case studies are required to be submitted across all units – current progress is that 39 have been prepared and received for proof reading and final checks. We are therefore waiting for the remaining 21, some of which mainly require final revisions, others needing more writing work.  10 UoAs are ‘green’ with final versions ready for proofing.  5 UoAs are at ‘red’ stage, with several ICS not yet received for upload to Pure, but expected to be ready in the next couple of weeks. TT and ES have met with the key people and will continue to support them.  The remaining 4 UoAs are ‘amber’.  The overall position on ICSs is therefore acceptable with the work that is in progress. |  |
| **4.**  4.1  4.2  4.3  4.4 | **Output pools**  KT advised that the Research Intelligence team are now checking for errors on each UoA’s final output pool.  An example of a common query being thrown up at the checking stage is a number of outputs with more than 15 authors for which an author contribution statement is required. KT is enlisting the help of the UoA lead to support academics in clarifying demonstrable input, otherwise those outputs are not be able to be included and substitute outputs will need to be found.    KT reported on compliance issues with open access which are due to a number of different factors, including outputs not published in time and lack of availability of the output in a suitable format. There are some other problems with physical v electronic outputs. It was noted that the total output pool requirement is around 1,600.  KT advised that of those in first stage finalisation, gender balances have been addressed wherever possible. |  |
| **5.**  5.1  5.2  5.3  5.4  5.5  5.6 | **REF submission system**  31 March is the final deadline for all outputs, data, impact case studies and environment case studies.  REFOC were pleased to note that staff and output aspects for UoA24 are now in the final submission system.  KT confirmed that all staff metadata has now been transferred to the submission system. Some validation statements for individuals on an unusual FTE have to be added, but there are only 6 errors out of all staff to resolve.  KT is also working on inputting environment data onto the submission system.  TT has uploaded Institutional Environment Statement and Covid annex to the submission system.  AB reassured that in comparison to come other universities, we are making very good progress overall in terms of our REF submission and asked for the thanks of REFOC to be passed in particular to the Research Intelligence team. |  |