**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 19 March 2021**

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

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|  |  | **ACTIONS** |
| **1.**  1.1 | **Minutes of meeting held 8 March 2021**  The minutes were approved as a correct record. |  |
| **2.**  2.1 | **UoA Environment Statements**  Only 2 UoA environment statements remain outstanding. Final versions will be checked by LTA and should be ready soon. |  |
| **3.**  3.1 | **Impact Case Studies**  All ICSs have now been received, but Esmay/Tracy are still checking content to ensure there are no significant issues. This checking process has identified problems such as critical pieces of evidence that use broken or non-existent links that require the sourcing of a new link. Checking and quality control are therefore the main elements of activity. Good progress has been made in the last week and there are no major concerns. |  |
| **4.**  4.1  4.2 | **UoA Output Pools**  KT confirmed that output reports were sent to each UoA for final checks and all were returned by the deadline. All UoAs are ready to submit apart from one that requires checks due to complications with the formatting of their word documents which will not be accepted by the submission system.  Physical outputs ordered have in the main been received by KT, with now only a few elements still outstanding, mainly where they are being sent from Europe or where print to order is the only option available. Final chasing of items are under way so all items can be boxed up ready for onward delivery on 13 April. |  |
| **5.**  5.1 | **REF Submission System**  TT advised it is hoped we will be ready to submit mid w/c 22 March. There is a final validation process to go through prior to submission. |  |
| **6.**  6.1  6.2 | **Any Other Business**  There will be a lot of other work to do after submission to complete everything which will take another 2-3 months.  AB suggested that, as the next meeting is on 25th March, that we could look to press ‘submit’ during the meeting if ready. |  |