**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 20 August 2020**

**PRESENT:** Prof Andrew Ball (AB), Prof Dave Taylor, Liz Towns-Andrews, Tracy Turner (TT), Kirsty Taylor (KT), Deborah Wills (notes)

**APOLOGIES FOR ABSENCE:** Siobhan Moss

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|  |  | **ACTIONS** |
| **1.**1.11.2 | **MINUTES OF THE MEETING 27 JULY 2020 AND MATTERS ARISING**The minutes were approved. Matters arising from the minutes of 27 July:1. List of staff with a doctorate not yet publishing at 2\* - KT received the list of leavers but has not yet sent the information to Deans, as many staff are on leave until September. KT will therefore send it at the beginning of September when staff have returned.
2. External review of Research Outputs by UoA – As many academics are out of the office at present, KT will ask UoA Co-ordinators for evidence of external reviews in September.
 | **KT****KT** |
| **2.**2.12.2 | **UOA 32**KT reported that Rowan Bailey would be UoA Co-ordinator and Tracy Cassidy the Deputy**.** Star ratings that came back from the external review were 3\* therefore REFOC agreed all staff under consideration following some recent inter-School research group transfers be included in UoA32. KT to inform them accordingly. | **KT** |
| **3.**3.13.23.3 | **REF COP REVISIONS (COVID-19)**In the light of the recently issued REF Guidance on revisions document by Research England, TT has reviewed and revised the UOH REF COP with LTA and Ruth Sivori. It has been placed on the intranet page. REFOC agreed that following this meeting an email will be sent to staff confirming the uploading of the updated document including details of the revisions made, so that they can be aware of the changes as soon as possible. As there will be no further changes required to the document in advance of the deadline, REFOC agreed that TT should send the updated document to Research England and ensure confirmation of its receipt is received.  | **TT** |
| **4.**4.1 | **FINAL ROUND IDENTIFICATION OF STAFF**43 new starters have been identified of which half have a PhD. However, KT cannot complete the process as UOACs are not returning from leave until September. Only 1 output for each person needs reviewing for now, the remainder can be done at a later date. REFOC agreed therefore that KT should contact the Deans given the urgency and lack of availability of key staff. The HESA return is also due 19 September and it needs to be consistent with REF staff submission. It was noted and agreed that there may be more SRR included for the HESA return than are actually finally submitted.  | **KT** |
| **5.**5.15.2 | **OUTPUTS**A process to identify the final output pools for each UOA is required to include outputs from new starters and additional or better quality substitute outputs from others. KT requested that such outputs are nominated through the UoA Co-ordinators to KT and she can then add to the individual’s profile in PURE. The REF module will therefore not be opened up to all staff so that changes can be controlled.If there are any differences in assessment score for outputs between the staff member and the UoA Co-ordinator, KT will request that the outputs be externally reviewed |  |
| **6.**6.16.2 | **ENVIRONMENT STATEMENTS**LTA has provided detailed feedback to all ADREs and UoA Co-ordinators. There is a huge amount of work to do yet in some UoAs, but the story and evidence are available and staff are now aware of what is required. Metrics and sources have been identified and collection of this data to assist UoA Co-ordinators with their statements is being undertaken. Some statements have been jointly written by different individuals and require revising by one to ensure ‘one voice’ in the final version.Meetings in mid-September / early-October will be held to review further.  |  |
| **7.**7.17.2 | **IMPACT CASE STUDIES**Central R&E assessment of ICSs is almost complete. The remaining feedback meetings with ADREs and UOCs will be held in September/October. 10 case studies are with Bulletin Academic for re-writing and strengthening. TT/ES are working closely with Applied Sciences, involving the ADRE in regular progress meetings.  |  |
| **8.**8.1 | **REF TIMELINE**KT/TT are working on an extensive timeline and will also produce a condensed version for the UoA Co-ordinators. KT to share with REFOC when complete. | **KT** |
| **9.**9.1 | **CONTINGENCY PLANNING**An ‘Advice on contingency planning’ document has been issued by Research England containing what might need to be considered in a COVID-19 context in the run up to submission in March 2021 e.g. the need to be on campus for shipping physical outputs, cover for key staff, allowing sufficient time. A further document will be issued in the autumn. .  |  |
| **10.**10.1 | **ANY OTHER BUSINESS**KT advised that an individual in one of the UoAs in C&E has been identified as potentially more suitable for UOA23 (Education). REFOC suggested that Education be approached to consider the possibility.  |  |