**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 22 February 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  1.2 | **Minutes of meeting held 11 February 2021**  The minutes were approved as a correct record.  KT has now provided access to the box account for the Committee. |  |
| **2.**  2.1 | **UoA Environment Statements**  One environment statement is complete and has been successfully uploaded to the submission system. LTA has given feedback to the other Unit leads who are working on revisions and is providing support in writing statements for 2 other units. |  |
| **3.**  3.1  3.2 | **Impact Case Studies**  TT has been working on uploading impact case studies to the submission system and has identified major issues. There are two types of case study. One is a pdf version which will be provided to the assessment panel – these will be straightforward and without issues. However, the word versions are input into a database which requires them to be in a specific format, but on inspection following upload, formatting errors appear such as symbols \*&s etc and bolding/underlining of bits of text which shouldn’t be etc. This is requiring a thorough and time-consuming checking exercise and referring to the master document to manually fix the issues. Some case studies that have not been put onto the up to date, correct template, have been moved onto a new template as the database won’t accept the document at all without the correct header styles.  TT will review progress of all case studies and the fixing of issues within the submission system as at 1st March and will then consider whether it will be necessary to apply for an extension if required to give sufficient time to fix all issues in all case studies. TT has emailed the REF Submission System mailbox to inform them of the system issues. Environment statements are not uploaded to the REF submission system, just as attachments, so the same issues do not arise. |  |
| **4.**  4.1  4.2  4.3 | **UoA Output Pools**  KT has begun transferring info to the submission system and every UoA has thrown up errors. 5 UoAs are now complete, 7 almost complete and another 7 remain to be transferred. The aim is by end of this week to have the least complex UoAs finalised.  Some of the issues include individuals originally identified as SRR that no longer have this status. Other problems include outputs that have not been formally published so the output cannot be used. Gender balance exercises now need to be re-done for some UoAs.  The deadline for receipt of physical outputs by REF is 13 April so ordering resources as required. |  |
| **5.**  5.1 | **REF Submission System**  Ts&Cs have been formally received. REFOC noted the content of the paper. |  |
| **6.**  6.1 | **Any Other Business**  There was no other business. The next meeting will be held on 8 March 2021. |  |