**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 8 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 22 February 2021**  The minutes were approved as a correct record. |  |
| **2.**  2.1 | **UoA Environment Statements**  5 UOA Environment Statements are ready for uploading to the REF Submission. The remainder are still being worked on. |  |
| **3.**  3.1  3.2  3.3 | **Impact Case Studies**  42 ICS have been uploaded, with 18 outstanding that are back with the ICS lead/Impact Officers for further work. Focusing this week on getting all metadata (corroborators and grants) into the submission system. then we can see how many units are complete in terms of impact.  When all ICS aspects for a whole UOA are uploaded, TT will generate a submission system report for each unit and send it to the ADRE to provide validation.  Esmay is re-writing some aspects of 2 ICS. TT has given 12 March as a deadline for the final return of all outstanding impact case studies, which will need final review, editing if required and checking that the submission system will accept the documents (accessible PDF & Word are required). |  |
| **4.**  4.1  4.2  4.3 | **UoA Output Pools**  KT confirmed that all the outputs are logged in the submission system. Several outputs are to be submitted in hard copy format. She has spent time over the weekend discussing with Music and Art/Design academics the submission of their physical outputs as these are the most complex elements. There is one query in Music relating to the availability of a score in a suitable format for submission.  Technically the outputs and staff aspects can be submitted by 31 March. KT has now to collate the physical items to send to REF on 13 April. This is being catalogued and includes complicated multi-component outputs where the physical output submitted could be software, a video, a performance, a CD etc., and we have to decide on how to submit physically as a bundle. So there is still a lot of work to do to sort out all the physical outputs.  The information in validation reports has changed since the submission system was upgraded last week such that there are now validation errors where previously there were not, particularly around DOI links for outputs which that cannot be freely accessed. Further checks will need to be made and errors fixed. |  |
| **5.**  5.1 | **REF Submission System**  TT advised that communication from REF has been very poor, but she now has a contact in the REF IT team that she can use to check issues or raise problems with submission. |  |
| **6.**  6.1  6.2  6.3  6.4 | **Any Other Business**  TT asked that in terms of support, whenever there is something we discover that needs to be addressed, this needs doing quickly. AB advised if ICSs haven’t been received by the deadline given, then consideration will be given as to whether intervention via Deans is needed.  Washup meeting/s will be organised in the summer to focus on lessons learned and what changes might need to be made in order to prepare for the next REF.  KT reported that SRR will now have to be included every year in the HESA return. This will help drive our KPI measurement for 2\* and 3\* outputs and by next REF this element of work will be easier to manage. It will also help keep track of PhD starts and completions.  The next meetings will be held on 19th and 25th March 2021. |  |