**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 21 November 2019**

**PRESENT:** Prof Andrew Ball (AB), Prof Dave Taylor (DT), Tracy Turner (TT), Kirsty Taylor (KT)

**IN ATTENDANCE:** Deborah Wills (notes)

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|  |  | **ACTIONS** |
| **1.**  **1.1** | **APOLOGIES FOR ABSENCE**  Apologies for absence were received from Liz Towns-Andrews and Siobhan Moss. |  |
| **2.**  2.1  2.2  2.3 | **MINUTES OF THE MEETING 12 SEPTEMBER 2019 AND MATTERS ARISING**  The minutes were approved.  Item 4.4 – Cleaning up of grading of outputs - this is ongoing and will be completed soon.  Item 8.1 - LTA to discuss with SM problems relating to workload allocation for UoA Co-ordinators in terms of responsibility v authority. | **LTA/SM** |
| **3.**  3.1  3.2  3.3  3.4 | **SURVEY OF SUBMISSION OF INTENTIONS (SSI)**  KT has worked with the ADREs to identify as SRR/IR or not the 72 new staff appointed since mock REF2019. The outcomes will feed into the SSI alongside estimating the percentage of outputs in each UOA which are in sub-disciplines within a UOA and the percentage which are likely to be flagged as interdisciplinary.  All new staff have now received a letter and have until 22 November to appeal and following this, will receive a further invitation to declare circumstances.  AB will write to Schools to remind them of the importance of an evidence based approach to the identification of staff as SRR or IR.  In order to prepare for audit the evidence for staff identified as IR or not-IR or expected to be IR needs to be collected and recorded. KT therefore agreed to compile a list of all individuals identified as IR so far and ask the relevant ADRE to provide the required evidence for the record. | **AB/TT**  **KT** |
| **4.**  4.1 | **UPDATE ON PROCESS FOR SELECTION OF OUTPUTS**  TT circulated the document which has now been updated following discussion at the last meeting. |  |
| **5.**  5.1 | **ANY OTHER BUSINESS**  AB requested that work be undertaken to produce a Citation and Publications Strategy. KT and Ian Pitchford have undertaken work on this in the past and KT agreed to pull the information together for discussion at the next meeting. | **KT** |
| **6.**  6.1 | **NEXT MEETING**  9 December at 1.30pm. |  |