

CITY RESEARCH & ENTERPRISE COMMITTEE

MEETING NO. 176 HELD ON 12nd February 2020

AT 15.00 – 17.00 IN RHIND BUILDING, ROOM D427

UNCONFIRMED MINUTES

Attendance List

Name		Meeting 175 09/10 2019	Meeting 176 12/02 2020	Meeting 177 15/07 2020	Meeting 178 0710 2020
Professor Andrew Jones (Chair)	AJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Dr Tawhida Ahmed	TA	N/A	N/M		
Dr Miguel Mera	MM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Professor Nicola Botting	NB	A	<input checked="" type="checkbox"/>		
Louise Doolan	LD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Professor Peter Ayton	PA	S	S		
Dr Lorna Ryan	LR	R	<input checked="" type="checkbox"/>		
Professor Elaine Fahey	EF	<input checked="" type="checkbox"/>	N/M		
Professor Ken Grattan	KG	<input checked="" type="checkbox"/>	N/M		
Professor Chris Hull	CH	<input checked="" type="checkbox"/>	N/M		
Professor Leanne Aitken	LA	N/M	<input checked="" type="checkbox"/>		
Professor Bobby Banerjee	BB	R	R		

Professor Panicos Kyriacou	PK	A	A		
Professor Stephen Cottrell	SK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Professor David Collins	DC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Dr Richard Goodey	RG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Professor Charles Baden-Fuller	CBF	<input checked="" type="checkbox"/>	A		
Mr Mark Hertlein	MH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Prof Laudan Nooshin	LN	A	A		
Dr Simone Stumpf	SS	<input checked="" type="checkbox"/>	A		
Mr Jon Deer	JD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Dr Sally Barlow	SB	A	<input checked="" type="checkbox"/>		
Dr Nicholas Behn	NB	A	A		
Dr Kathleen Mulligan	SW	A	A		
Professor Caroline Wiertz	CW	R	S		

In attendance: Dr Claudia Kalay, Head of Research Support Services (CK); Paul Marshall (PM), Interim Director of Strategic Planning & Performance (SP&PU); Christine Giroux (CHG), Senior Programmes Manager (SP&PU); and Joanna Short (JS), Research & Enterprise Office Administrator (Secretary).

1. Welcome and Apologies

AJ welcomed members to Meeting no 176 of the Research and Enterprise Committee.

The Chair welcomed new members; ADRE SHS Professor Leanne Aitken (LA), ADRE LAW Professor Richard Ashcroft (RA) (unable to attend)

Apologies received from Committee members were noted.

Professor Irene Scopelliti attended on behalf of Professor Bobby Banerjee (BB) Associate Dean for R&E Cass Business School.

Professor Chou attended on behalf of Professor Richard Ashcroft, Deputy Dean/ADRE CLS

Alex Elkins (AE), Head of Entrepreneurship sent his apologies, but provided a written update on Student Enterprise.

Professor Caroline Wiertz sent her apologies and nominated.

John Montgomery (JM), Head of Strategy and Compliance) sent apologies. His verbal update noted on the agenda was delivered by Jon Deer.

2. Minutes

The minutes of Meeting No.175 held on 09th October 2019 were approved.

3. Matters Arising

The table of actions from the last meeting was noted (Paper 2).

Item 3.1. Small working group will be established, a working paper to be presented at the next Committee meeting.

Action 1: JD to follow up on the promotions policy and role profiles with Mary Luckiram HR Director and Janet Westley Deputy Director of HR (Operations). Working paper to be presented by JD at the next meeting.

Item 3.2. Process to be reviewed and discussed further with Ethics Committee colleagues.

Action 2: JD will investigate with Dr Lorna Ryan (LR) Acting Chair of Senate Research Ethics Committee and Anna Ramberg (AR) Research Ethics & Integrity Manager on how the recruitment of staff and students for participants in research projects can be improved, specifically with regards to the ethical perspective.

Item 6.0: Terms of Reference (Agenda item 6).

Item 9.0: ARQM (Agenda item 10).

Item 10.0: Research Integrity Concordat (Agenda item 8).

Item 11.0: JD reported that the University considered signing up to the Declaration on Research Assessment (DORA) to remain compliant with requirements by the Wellcome Trust. A report would be brought forward in due course. DORA compliance document framework from 2021 needs to be presented to the Executive Team for consideration, based on the relative merit.

Open access criteria for publishing have been controversial. We have not received UKRI guidance around “Plans S” and its scheduled later this year in March, only as a consultation framework so far.

There were no other matters arising.

4. Conflicts of Interest

No conflicts of interest were declared.

5. Chairs Report

AJ reported that progress towards City’s submission to REF 2021 continues and is on track. The main focus of preparation continues to be development of institutional and UoA level environment statements. A successful series of workshops on drafting environment statements has been held. (See Item 9)

6. Terms of Reference

The Committee reviewed and approved the amendments to the Terms of Reference for Research and Enterprise Committee (Paper 3). The members observed that composition of the Committee is not aligned with Terms of Reference and suggested the changes.

A short discussion was had around those who are full members and those, representing the academic community in Schools, who are in attendance. It was agreed to seek amendment of the terms of reference for all to become members of the committee through the appropriate governance process.

Action 3: The composition membership section of the Research and Enterprise Committee meeting to be amended on page 4 to align with Terms of Reference on page 5.

Action 4: IPCB representative to be nominated at the next meeting to complete the composition and membership of the Research and Enterprise Committee.

7. London Space Institute (LSI)

The Committee reviewed and approved the London Space Institute proposal (Paper 4), subject to comments made by Committee members.

The London Space Institute will be an interdisciplinary research centre involving more than 30 researchers from 4 of the 5 schools at City. It will also offer a platform for City to collaborate with a number of external partners including; BAE Systems, Satelite Finance Network, Department of Aeronautics at Peking University, and School of Aeronautics and Astronautics at Shanghai Tao University.

The research programme is intended to be multidisciplinary covering fields which include; engineering and physical sciences, data analytics, computer science, artificial intelligence, economics and finance, law, social science and health sciences.

AJ confirmed that the proposal has gone to AGC for comments which are referring specifically to the students benefits with regards to this area of research.

Prof Charles Baden – Fuller; commented and supported the initiative. He suggested that in its first year of operation to makes some links with relevant people in Cass who are doing research in the areas of entrepreneurship (including business models) risk management.

JD noted that some funding will be drawn from the HEIF to support engagement with companies.

AJ reported approval will be sought by circulation to Senate, in due course.

8. Research Governance and Integrity Committee

The committee reviewed the report on Concordat to Support Research Integrity. (Paper 5)

The Concordat to Support Research Integrity “seeks to provide a comprehensive national framework for good research conduct and its governance”. Universities UK developed the Concordat to Support Research Integrity with the funding and research councils, the Wellcome Trust and a number of government departments.

LR commented on the potential additional burden the concordat will place on the SREC

Various Committee members also mentioned the need for resource support in training, development and online resource for this project is essential.

City has been able to demonstrate compliance with the Concordat since its inception in 2012, however, there are still a number of areas which need to be strengthened across the institution.

9. REF 2021

The Committee noted the report on mock REF2021. (Paper 6)

AJ further updated the committee on the progress of each element of the REF 2021 submission. HESA Staff return was submitted on 29th October 2019 and was signed off on 4th November 2019. The datasets were shared with R&E and Strategic Planning & Performance teams. There are a small number of ongoing discussions with the UCU about role profiles and contracts of a number of academics. These are expected to be confirmed in January and the updated list will be shared with R&E for ARQM purposes. HR and R&E will check allocation of staff to the correct REF UoAs for the next HESA return.

- The REF Strategy Group met in Nov2019, Dec2019 and Jan 2020 to plan the next steps in REF preparation.
- A second draft of the institutional level environment statement is underway.
- REF Survey of Submission Intentions was submitted on 6th December 2019.
- The next internal deadline for draft REF submission documents for all Units of Assessment are due on 14th February 2020.

AJ commented that the output models of ARQM have not been updated in this document as of yet, as we will have more data in due course.

MM and other members of the Committee commented on the need to ensure resource planning for REF happens at the beginning of the next cycle to ensure their application and efficient use.

10. Annual Research Quality Monitoring

The Committee considered report on Guidance and Timetable for ARQM. (Paper 7)

The Committee considered report on Special Circumstances for ARQM. (Paper 8)

JD mentioned the additional guidance for forming review panels to reflect the institutions EDI related policies. CK mentioned that in line with the Athena SWAN Award, senior management in Schools deciding on panel or sub-panel membership will consider matters of equality and diversity within their ARQM panels. CK requested to receive the panel members names as soon as possible. AJ confirmed those need to be reported to Senate.

To assist with REF2021 preparations staff may nominate additional outputs which have been accepted for publication and likely to be published by the end of REF publication period (cut-off point for publication of research outputs), 31 December 2020.

11. Academic Enterprise

IG reported that spend on HEIF 2019/20 was on target. Leveraged income was good, notably through KTP successes. Each of the Schools have received the same amount of the funding that they have received previously. We are halfway through the cycle and we still need to ensure expenditure of the budgets for this financial year.

Academic Enterprise student start up activities are sourced at the same level as last year.

The next year allocation is also on target. The focus is now on strategic expenditure of the budget in line with priorities for KEF.

12. Student Enterprise

AJ reported on the Student Enterprise activities and future plans of the expansion and activities with regards to their enterprise. We are operating in the top 5 of institutions in UK on Student Enterprise activities. Congratulations to Alex and his team on submitting the application for affordable workspace that is more likely to be approved.

An application has been submitted for accessing affordable workspace provided by Islington Council has been now submitted - if successful they would be creating a new commercial co-working space which supports social enterprises.

13. Doctoral College

The Committee Members received a verbal update on the Doctoral College activities from Professor Stephen Cottrell, Assistant Vice-President for the Doctoral College

SC confirmed that job adverts are going out this coming week: the first post-holder will be dealing with a range of administrative tasks, including community building activities. The second post-holder will be involved more in Research Development Programme including mental health training, careers training and many more targeting PhD students.

Doctoral College has acquired a replacement system to RaP, new system developed by Haplo that is a one stop shop from progression management system and tool for online training.

Doctoral College inauguration was planned for a 10th March 2020, which now falls onto a strike day, therefore it will be re-scheduled.

14. Research Funding Applications & Income

The Committee considered an update on status of funding and applications covering period 01st August 2019 to 31st January 2020. (Paper 9)

The report focuses on application activity in the first two quarters to help track initiatives to increase activity at School level. The level of activity in the first half of 2019/20 is improved compared to last year. The European Commission and the Research Councils remain key funders for big submissions and awards. Four applications to the European Commission (International Training Network scheme) and the UKRI Leaders Fellowship scheme were above £1M.

The total value of awards secured so far in 2019/20 is £6.35M. SMCSE has secured just over half of that amount (£3.77M) with notable awards from the European Commission and the EPSRC. A further 13 awards, totalling £845k are in the award negotiation stage (SASS: £134k, SHS: £327k, SMCSE: £384k).

Research England Research Development Fund; City has an application proceeding through the process and will be invited to the next, interview, stage on the 26th February 2020.

15. Compliance Matters

The committee members received a verbal update on the following:

- The KEF: Research England published a report on the KEF.
AJ reported that in our institutional cluster assessment of City's performance that is relative to the average of our peers within the cluster has been predicted to be a strong one.
- GDPR on research projects: JD reported that regulators have been involved in monitoring

different institutions on a basis of GDPR compliance.

- Policies: JD reported that the revised version of Intellectual Property policy was updated and approved by Senate last year.

16. School Research Committees

The Committee noted School minutes:

- CASS – AJ reported that CRO activities in Cass are on a good level.
- SHS – nothing beyond the submitted minutes to be noted.
- SASS - nothing beyond the submitted minutes to be noted.
- SMCSE - no representation at the meeting. Apologies received
- LAW- nothing beyond the submitted minutes to be noted.
- Doctoral College Board of Studies will start its operation from next Thursday.

17. Date of Next Meeting

- **15th July 2020; 10.00-12.00; online**
- **07th October 2020; 15.00-17.00; Room TBA**

Prof Andrew Jones

Chair of Research and Enterprise Committee

Secretary: Joanna Short

Email: Joanna.Short.1@city.ac.uk

City, University of London's Publication Scheme, produced in accordance with the Freedom of Information Act 2000, states that the approved minutes of the meetings of Council and Senate are routinely published on the web. Their agendas are also published on the web, if possible, in advance of the meeting. The Council minutes can only be agreed at the next meeting of Council.



CITY RESEARCH & ENTERPRISE COMMITTEE

MEETING NO. 173 HELD ON 18th February 2019

AT 10.30-12.30 IN RHIND BUILDING, ROOM D427

CONFIRMED MINUTES

Attendance List

Name		Meeting 171 25/06 2018	Meeting 172 23 /10 2018	Meeting 173 18/02 2019	Meeting 174 22/05 2019
Committee Members					
Professor Andrew Jones (Chair)	AJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dr Tawhida Ahmed	TA	N/A	<input checked="" type="checkbox"/>	A	
Dr Miguel Mera	MM	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	
Professor Charles Baden-Fuller	CBF	S	<input checked="" type="checkbox"/>	S	
Professor Nicola Botting	NB	A	<input checked="" type="checkbox"/>	A	
Louise Doolan	LD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Professor Peter Ayton	PA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dr Elaine Fahey	EF	A	A	A	
Professor Ken Grattan	KG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Professor Chris Hull	CH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	
Professor Paula Jarzabkowski	PJ	A	A	N/M	

Professor Bobby Banerjee	BB	N/M	N/M	<input checked="" type="checkbox"/>	
Professor Panicos Kyriacou	PK	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	
Dr Laudan Nooshin	LN	<input checked="" type="checkbox"/>	A	A	
Dr Simone Stumpf	SS	<input checked="" type="checkbox"/>	S	S	
Dr Karen Shaw	KS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	
Dr Sally Barlow	SB	A	<input checked="" type="checkbox"/>	A	
Dr Nicholas Behn	NB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dr Kathleen Mulligan	SW	<input checked="" type="checkbox"/>	A	A	
Professor Caroline Wiertz	CW	A	A	A	

Attendance key:

Present

A Apologies received

R Representative in attendance

N/M Period when not a member

N/A No apologies received

S Sabbatical

1. Welcome and apologies

The Chair welcomed members to the meeting of the Research and Enterprise Committee.

The Chair welcomed the new member Prof Bobby Banerjee (Associate Dean of Research & Enterprise, Cass Business School) to the Committee. Prof Bobby Banerjee succeeds Prof Paula Jarzabkowski as Associate Dean of Research & Enterprise.

Apologies received from Committee members:

Dr Karen Shaw (KS), Director of Research & Enterprise;

Prof Chris Hull (CH), Associate Dean for Research and Enterprise School of Health Sciences;

Prof Tawhida Ahmed (TA), Associate Dean for Research City Law School;

Prof Caroline Wiertz (CW), Professor of Marketing and Associate Dean for Entrepreneurship Cass Business School;

Dr Laudan Nooshin (LN); Reader in Music and Head of Department of Music,;

Apologies from representatives, usually in attendance:

Dr Claudia Kalay (CK), Head of Research Support (Research & Enterprise),

John Montgomery (JM), Head of Strategy and Compliance (Research & Enterprise);

Rebecca Sudworth, Director of Strategic Planning & Performance (SP&PU);
Mark Hertlein, Head of International Relations (International),
Alex Elkins (AE) Head of Entrepreneurship.

2. Minutes

The minutes of the meeting No.172 held on 23rd October 2018 were approved.

3. Matters Arising

The Chair reported on a proposal to partition the agenda so that matters of Research and Enterprise 'quality' are dually reported to Senate and ExCo and all other matters are reported to ExCo only, without dividing the Research & Enterprise Committee into two entities. No decision has been reached. The Chair will report to this Committee after discussion in Senate.

The Committee also noted that research promotion events still needed to be arranged in all Schools, excluding MCSE who have held an event previously.

Action 1: The Chair to liaise with ADREs to arrange research grant events.

4. REF 2021

The Committee noted a report on preparations for the Research Excellence Framework 2021, submitted to ExCo in January 2019. The submission to the next Research Excellence Framework (REF2021) is due by 27 November 2020, with the results expected for December 2021.

The Committee noted that the REF exercise should be as a guide to inform each School's future approach to research, not only a periodic measure of our research quality.

The Chair reported verbally on progress of REF preparations, noting that City is in 'a good place' operationally. All Unit of Assessment Leads were now fully engaged.

It would be a strategic priority for City to increase the number of research-excellent staff submitted into REF 2021 (the precise definition varied according to the percentage of 4* entries in each UoA). This aligned with the new REF2021 requirement for institutions to submit 'all staff with a significant responsibility for research'. The university was committed to supporting academic staff to become 'REF ready' (with internationally significant 3* quality, or better, outputs).

This was central to School strategic plans in implementation.

Action 2: Chair to request draft Environment Statements from all Unit of Assessment

Leads.

The Committee noted the following developments on REF 2021 preparations:

- John Montgomery (JM) was currently drafting City's REF Code of Practice.
- SASS Impact Case Study Manager had been recruited and would be in post early June 2019.
- Second Impact Officer had yet to be recruited, but a second round of interviews would be scheduled shortly
- Miguel Mera (MM) noted that the proposed mock Research Excellence Framework would focus the minds of Unit of Assessment Leads.
- The Chair noted that external reviews of the Research Excellence Framework cases should be sought as a means of calibrating City's internal modelling.

5. Research Funding Applications & Awards

The Committee received a report and considered next steps on Research Grant Applications and Awards.

Notable developments considered from the report were as follows:

- SASS was leading in grant application activity with a boost in performance; Cass and SHS are at similar levels to previous years;
- Cass and SHS were the top Schools in terms of winning grants
- All schools had major awards pending;
- Research income in SASS is still very dependent on ESS ERIC, which presents some risk in view of uncertainties around Brexit;
- Due to increasing success with NIHR and the KTP programme the UK government had become an important funding source (e.g. Innovate UK)
- Activity in SMCSE appeared low but has recently picked up, which is manifest in an increase in EPSRC applications; research centres were developing plans for future applications.

The Chair reported that whilst application levels were slightly increased, there remained a need to significantly increase application levels.

The Committee noted that there was a need to identify which individuals were actively submitting to which funding calls and agencies.

The Chair reported that City's research income was below sector averages,

It was noted that Claudia Kalay (CK) could provide details of specific applications and success levels if requested.

Miguel Mera (MM) suggested the need to think strategically approaching academics to increase grant submissions with a need to acknowledge differing expectations on ECRs and Professors.

6. Research Investment

The Committee received a verbal update on disbursement of the REF Investment Fund. City University had committed to an injection of £1m before 2021. This fund would be predominantly spent on academic staff planning: recruiting key academic staff with internationally competitive research profiles, stimulating research activity, and developing interdisciplinary research centres.

City was also committed to match-funding large collaborative and consortium based bids in response to new calls which were being announced by Research England/UKRI.

Miguel Mera (MM) noted that staff needed to be made fully aware of City's position on Match-funding major applications.

Ian Gibbs (IG) suggested a future Interdisciplinary Centre might focus on the Industrial Strategy Grand Challenges.

7. Annual Research Quality Monitoring

The Chair reported that The ARQM exercise was important for the purpose of generating data to inform academic KPI setting and monitoring. At the same time City needed to dovetail the ARQM process with the REF preparations as far as possible.

It was noted that the ARQM process would continue as agreed by Council as a KPI metric for City. Miguel Mera (MM) noted the need to make strategic decisions about City's research pipeline, and to focus on what could be achieved before the REF submission.

The Committee also noted that publishers (e.g. OUP) could be influenced to publish pre-REF submission deadline however care should be given to publishing restrictions in grant agreements.

Action 3: The Secretary to circulate the copy of the report provided by Claudia Kalay (CK) "Update on ARQM" to Committee members.

8. Compliance matters

The Chair reported that Research England had published detailed proposals on the Knowledge Exchange Framework (KEF) for consultation. Sector responses on the consultation document had been invited. The Committee noted a report on the forthcoming Knowledge Exchange Framework ('KEF') process and Committee members were asked to feedback any views on the consultation questions before the submission of the institutional response.

The consultation would be open until midday, Thursday 14 March 2019.

The paper set out what the process and performance metrics of KEF is, In the consultation, eligible HEIs were asked for their views on:

- The KEF Conceptual framework (i.e. the rationale for which data were selected to perform the cluster analysis).
- Variables chosen (i.e. the various data sources used, such as the discipline mix and research profile of an institution) to perform the analysis and assign similar institutions to a cluster.
- Resulting membership of the clusters themselves (e.g. whether the member of a cluster would identify themselves as having similar characteristics as other cluster members).

The Committee noted that it was too early to fully understand the nuances of the Knowledge Exchange Framework ('KEF') process.

Peter Ayton (PA) reported that City's legal team had produced GDPR Guidelines which City Ethics team would not sign off due to their complexity.

The Committee also noted that City's HEBCI submission for 2018 had been submitted.

9. Academic Enterprise

The Committee received a verbal update from Ian Gibbs (IG) emphasising a significant increase in Enterprise activity.

The Committee noted that the IPCB Board meeting minutes from 25th September 2018.

The Chair reported that the Research and Enterprise Directorate was developing an improved process and standard template for the establishment of spin – out companies.

10. Student Enterprise

The Committee noted apologies from Alex Elkins (AE). A summary was received to report on major activities within Student Enterprise:

- City startups won the first prize and the people's choice for the recent UoL Gradventure competition..

- Student Enterprise was currently establishing two advisory boards to help develop the new strategy for the Launch Lab and the entrepreneurship strategy more broadly.
- City Ventures had just recruited for the next intake of the Launch Lab accelerator programme with twelve new companies.

11. Graduate School

The Committee noted that planning for the Graduate School continued and that a Head of the proposed Graduate School had yet to be identified.

The Graduate School Proposal would be presented to this Committee at the next meeting on 22nd May 2019.

12. R&E Progress Relative to V&S 2026

The Committee noted that a major commitment and focus for City was to ensure higher levels of grant applications.

City had successfully secured a Doctoral Training Centre through the EIT Initiative.

The Committee noted that Research and Enterprise would be submitting several high value commercial applications through EIT.

13. Date of Next Meeting

Wednesday 09th October 2019, 15.00-17.00

Room TBC

Prof Andrew Jones

Chair of Research and Enterprise Committee

Secretary: Joanna Short email:

Joanna.Short.1@city.ac.uk

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PAPER 1

CITY RESEARCH & ENTERPRISE COMMITTEE

MEETING NO. 174 HELD ON 22nd May 2019

AT 13.00 – 15.00 IN RHIND BUILDING, ROOM D427

UNCONFIRMED MINUTES

Attendance List

Name		Meeting 171 25/06 2018	Meeting 172 23 /10 2018	Meeting 173 18/02 2019	Meeting 174 22/05 2019
Professor Andrew Jones (Chair)	AJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr Tawhida Ahmed	TA	N/A	<input checked="" type="checkbox"/>	A	N/A
Dr Miguel Mera	MM	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professor Charles Baden-Fuller	CBF	S	<input checked="" type="checkbox"/>	S	S
Professor Nicola Botting	NB	A	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>
Louise Doolan	LD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professor Peter Ayton	PA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professor Elaine Fahey	EF	A	A	A	A
Professor Ken Grattan	KG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professor Chris Hull	CH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	A
Professor Paula Jarzabkowski	PJ	A	A	N/M	N/M
Professor Bobby Banerjee	BB	N/M	N/M	<input checked="" type="checkbox"/>	A
Professor Panicos Kyriacou	PK	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr Laudan Nooshin	LN	<input checked="" type="checkbox"/>	A	A	A
Dr Simone Stumpf	SS	<input checked="" type="checkbox"/>	S	S	S

Dr Karen Shaw	KS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>
Dr Sally Barlow	SB	A	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>
Dr Nicholas Behn	NB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr Kathleen Mulligan	SW	<input checked="" type="checkbox"/>	A	A	<input checked="" type="checkbox"/>
Professor Caroline Wiertz	CW	A	A	A	R

Attendance key:

- Present
- A Apologies received
- R Representative in attendance
- N/M Period when not a member
- N/A No apologies received
- S Sabbatical

In attendance: Dr Claudia R Kalay, Head of Research Support Services (CK); Joanna Short (JS), Research & Enterprise Office Administrator (Secretary).

1. Welcome and apologies

AJ welcomed members to Meeting no 174 of the Research and Enterprise Committee.

Apologies received from Committee members were noted.

John Montgomery (JM), Head of Strategy and Compliance and Ian Gibbs, Acting Head of Academic Enterprise (Research & Enterprise) sent their apologies. Their verbal updates noted on the agenda were delivered by KS.

Alex Elkins (AE), Head of Entrepreneurship, represented CW to report about Student Entrepreneurship.

Paul Marshall, Interim Director of Strategic Planning & Performance (SP&PU); Mark Hertlein, Head of International Relations (International Office); and Christine Giroux, Senior Programmes Manager (SP&PU) were invited to attend but sent their apologies.

2. Minutes

The minutes of Meeting No.173 held on 18th February 2019 were approved.

3. Matters Arising

The table of actions arisen from the last meeting was noted (Paper 2). Item 3.1: The chair reported that an engagement event with SHS was planned for June. Following that, an engagement event with SASS would be arranged. Those events were driven by the need to widen the circle of academics applying for grants in pursuit of the strategic goal to increase research income as tracked by one of the Performance Indicators

in Vision and Strategy 2026. A first event in SMCSE was initiated by the particular need to retain a steady stream of EPSRC applications and successes.

At least one representative of each research centre/ group would be expected to attend and make a short presentation on the help provided to new colleagues, support available for early career researchers and the pipeline of grant applications. AJ confirmed that the event was open to all.

PK reported that the event in SMCSE had been well received. AJ added that it was also attended by school supporting staff and helped to create a forum for colleagues to learn more about each other's work.

Item 4.2: This matter was covered under item 9 of the agenda.

Item 7.3: This action was complete. The ARQM paper "Update on ARQM" had been circulated.

Item 11.4: This matter was covered under item 16 of the agenda.

No other matters arose.

4. Conflicts of Interest

No conflicts of interest were declared.

5. Student Enterprise.

Item 15 on the agenda was brought forward.

AE reported on success in the last Higher Education Business and Community Interaction (HEB-CI) survey in the categories 'Investment raised by graduate start-ups' and 'People employed'. The University ranked 5th in the country and 2nd in London in the former category and 10th in the country in the latter category.

Student Enterprise submitted an application to Research England to the RED Fund call for University Enterprise Zones. A strong bid was submitted which focussed on scale-up support for companies more likely to create economic benefit. Results will be announced mid-June. AE thanked all contributors.

Student Enterprise was in the process of putting together an advisory group to shape the future strategy of Student Enterprise.

AE, CW and AJ would enter Student Enterprise for the Times Higher Education University Awards. The chair of the judging panel had recently visited the incubator.

6. Proposal for the establishment of a new interdisciplinary Centre in Cybersecurity

The committee noted the proposal which had been instigated by the new Dean in the SMCSE to consolidate existing activity (Paper 3). Senate had approved the proposal. AJ emphasised the formation of the new centre was still work in progress and other interested parties in the University could still join. No budget had been allocated. A previous call for interdisciplinary centres related to funding not establishment of centres. AJ confirmed that establishment of a centre was open to other research groups. However, the University would always examine the rationale in light of the competitive landscape.

7. Review of support for PhD students

The Committee noted the report to Executive Team and Deans. AJ explained that a transitional period would be needed to settle all operational issues. An Assistant Vice-President would be recruited to lead the implementation.

AJ noted that the establishment of a PhD Board of Studies was a key feature of the proposal to ensure consistency and coherency across the University. KS underlined that current operation would expose students to inequality in treatment and admissions. There was a need for a common blueprint of operation. Compliance issues drove this need but there was flexibility within the compliance constraint.

Committee members voiced concern that idiosyncrasies in different disciplines needed acknowledgement and that supervisors would not wish to be micro-managed. Management not giving enough time to staff members to pursue their PhD study also affected completion rates.

AJ noted the comments made.

8. HR Excellence in Research Award

The Committee considered the internal review report (Paper 5) and the action plan (Paper 6).

CK explained that historically the Committee had been named as the monitoring body for progress on the action plan even though most of the matters to be discussed related to human resource policies. AJ underlined the necessity to review the monitoring arrangements as proposed in the action plan.

KM noted that the promotions policy did not explicitly support a route from researcher to senior researcher. The absence of role profiles did not help the process.

MM noted that the revised proposal for hiring researchers lacked a mechanism for delivery. KS related this to an operations gap in HR. KG noted that arrangements for PhD students taking on work other than teaching were lacking.

AJ stated that these matters could not be resolved in the Committee.

Action: AJ to follow up on the promotions policy and role profiles with HR

9. Recruitment of staff and students for participation in research projects

PA introduced Paper 7 highlighting that the current inefficient process required each researcher to organise his/her own process. Recruitment requests from external bodies could not be advertised easily. The paper tried to address the coordination gap. The proposal did not seek a change in the Ethics approval process nor a system, which would store GDPR sensitive information. The Committee was asked to consider the proposal and advise on the best way to take it forward.

The Committee supported the proposal. AJ stated that the Committee was not the place to agree on the implementation of the proposal. The Committee advised to look at the systems in other universities. KS advised PA to task Anna Ramberg, the Research Governance & Integrity Manager, with doing an options appraisal to investigate possible routes and necessary resources as first step in the implementation.

Action: PA to take implementation forward with Anna Ramberg in the Research and Enterprise Directorate

10. REF 2021

AJ updated on progress. All submissions for the mock REF rehearsal had been received and

would be reviewed by the REF Strategy Group and selected externals. Output modelling would be updated with ARQM 2019 results.

Progress on impact case studies was mixed. Impact Officers were now in place. A REF Manager had been appointed. An Assistant Vice-President for REF would be appointed.

ExCo had considered the Code of Practice. Schools had made comments. A further round of discussions with the Unions was scheduled before the final Senate discussion to finalise the document for submission to Research England on 7th June.

Action: AJ to circulate latest Senate version to Committee for comment.

11. Research Funding Applications & Awards

The Committee considered Paper 9. AJ emphasised the need to increase application levels. The picture was improving but more success was needed to hit strategic targets.

Cass had seen some improvement. The position of SMCSE had gone down. SASS income did not yet show the new ESS ERIC funding.

NB noted that SHS award success had risen from £2M to £8M.

PK noted that some research centres had little incentive to seek funding and that submissions to Horizon 2020 had declined considerably. The volume of awards was down but the value of awards increased. Research income in SMCSE should hit the target. KG inquired about a strategic drive to replace EC funding with other sources.

MM noted that SASS had a larger number of smaller grant applications.

NB noted that funder visits had been useful.

AJ asked for the report to be cascaded in schools.

Action: ADREs to cascade report to their School ExCo

12. Research Investment

No particular issues were reported. AJ confirmed that annual reports of IDCs funded through the previous IDC call would be presented to the Committee.

13. Annual Research Quality Monitoring

CK reported that most departments / schools had completed grading and a final report for ExCo was in preparation.

MM noted that one departmental panel in SASS had taken a loose view on the rules and actively engaged in grade inflation to help promotion of colleagues.

AJ commented that the issue needed to be addressed locally. Grades should be recalibrated for REF purposes with external advice.

14. Compliance matters

KEF: no updates to report.

GDPR: KS reported that work on the GDPR triage process for research projects had stalled

due to Jules Spain's departure and had to wait for his successor. Lawyers would be hired to give training. Dates would be circulated once agreed.

Policies: AJ noted that the IP policy was going through University committees. The open access policy would be updated in the near future and presented to this Committee once available.

AJ reported that the University considered signing up to the Declaration on Research Assessment (DORA) to remain compliant with requirements by the Wellcome Trust. A paper would be brought forward in due course.

AJ noted that University did not have a Research Governance and Integrity Committee as such. EF chaired a group which would be strengthened to remain compliant with the Concordat for Research Governance and Integrity.

15. Academic Enterprise

KS reported that HEIF allocations for 2019/20 had not yet been announced. Spend on HEIF 2018/19 was behind. Leveraged income was good, notably through KTP successes. Enrolments for short courses were on track with the exception of language courses.

AJ reminded the Committee that HEIF allocations could not be carried forward. Once received the new HEIF allocation would be discussed with schools.

KS informed the Committee that HEIF allocations would incur a 10% penalty or enhancement depending on the last HEB-CI survey, which was not favourable for City.

16. Graduate School

KG reported that a paper had gone to Senate on conference support for PhD students. A paper on research training was under review by Boards of Study. A paper on supervisor training was in preparation.

17. R&E Progress Relative to V&S 2026

AJ noted that progress update could not be done at every meeting. Progress was reported through Senate and Council.

18. AOB

LD informed the Committee about movement in open access requirements to possibly include monographs. UKRI policy on Plan S was postponed to the end of the year, to be followed by a period of consultation. Implementation was not to start before March 2020. Only the EC had signed up so far. It was not clear whether the UK would sign up.

KS announced that the University would host a visit by the Australasian Research Management Society on 5th June 2019.

PK reminded Committee members of an event in SMCSE that evening hosted as part of the Clerkenwell Design Week.

PK reported that recruitment of the EIT doctoral training centre in AI had started with 10 industry co-sponsored places. Discussions with EIT on a training centre in cybersecurity were under way.

19. Date of Next Meeting

**09th October 2019 15.00-17.00
Rhind building, D427, Fourth floor**

Prof Andrew Jones
Chair of Research and Enterprise Committee

Secretary: Joanna Short
Email: Joanna.Short.1@city.ac.uk

City, University of London's Publication Scheme, produced in accordance with the Freedom of Information Act 2000, states that the approved minutes of the meetings of Council and Senate are routinely published on the web. Their agendas are also published on the web, if possible, in advance of the meeting. The Council minutes can only be agreed at the next meeting of Council.

PAPER 1

CITY RESEARCH & ENTERPRISE COMMITTEE

MEETING NO. 176 HELD ON 12th February 2020

AT 15.00 – 17.00 IN RHIND BUILDING, ROOM D427

UNCONFIRMED MINUTES

Attendance List

Name		Meeting 175 09/10 2019	Meeting 176 12/02 2020	Meeting 177 24/06 2020	Meeting 177 24/06 2020
Professor Andrew Jones (Chair)	AJ	<input checked="" type="checkbox"/>			
Dr Tawhida Ahmed	TA	N/A			
Dr Miguel Mera	MM	<input checked="" type="checkbox"/>			
Professor Nicola Botting	NB	A			
Louise Doolan	LD	<input checked="" type="checkbox"/>			
Professor Peter Ayton	PA	S			
Dr Lorna Ryan	LR	R			
Professor Elaine Fahey	EF	<input checked="" type="checkbox"/>			
Professor Ken Grattan	KG	<input checked="" type="checkbox"/>			
Professor Chris Hull	CH	<input checked="" type="checkbox"/>			
Professor Bobby Banerjee	BB	R			
Professor Panicos Kyriacou	PK	A			
Professor Stephen Cottrell	SK	<input checked="" type="checkbox"/>			
Professor David Collins	DC	<input checked="" type="checkbox"/>			
Dr Richard Goodey	RG	<input checked="" type="checkbox"/>			

Professor Charles Baden-Fuller	CBF	<input checked="" type="checkbox"/>			
Mr Mark Hertlein	MH	<input checked="" type="checkbox"/>			
Dr Laudan Nooshin	LN	A			
Dr Simone Stumpf	SS	<input checked="" type="checkbox"/>			
Mr John Deer	JD	<input checked="" type="checkbox"/>			
Dr Sally Barlow	SB	A			
Dr Nicholas Behn	NB	A			
Dr Kathleen Mulligan	SW	A			
Professor Caroline Wiertz	CW	R			

Attendance key:

- Present
- A Apologies received
- R Representative in attendance
- N/M Period when not a member
- N/A No apologies received
- S Sabbatical

In attendance: Dr Claudia Kalay, Head of Research Support Services (CK); Paul Marshall (PM), Interim Director of Strategic Planning & Performance (SP&PU); Christine Giroux (CHG), Senior Programmes Manager (SP&PU); Alex Elkins (AE), Head of Entrepreneurship, represented CW to report about Student Entrepreneurship; and Joanna Short (JS), Research & Enterprise Office Administrator (Secretary).

1. Welcome and Apologies

AJ welcomed members to Meeting no 176 of the Research and Enterprise Committee.

Apologies received from Committee members were noted.

Professor of Finance Meziane Lasfer (ML) attended on behalf of Professor Bobby Banerjee (BB) Associate Dean for R&E Cass Business School.

Dr Nicolas Drey (ND) attended on behalf of Dr Lorna Ryan (LR) Acting Chair of Senate Research Ethics Committee.

John Montgomery (JM), Head of Strategy and Compliance and Ian Gibbs (IG), Head of Academic Enterprise (Research & Enterprise) sent their apologies. Their verbal updates noted on the agenda were delivered by Jon Deer.

2. Minutes

The minutes of Meeting No.174 held on 22nd May 2019 were approved.

3. Matters Arising

The table of actions from the last meeting was noted (Paper 2).

Item 8.0: This matter will be moved to the next meeting as action to be completed. CK explained that historically the promotions policy did not explicitly support a route from researcher to senior researcher. The absence of generic role profiles did not help the process.

Action 1: AJ and JD to follow up on the promotions policy and role profiles with Mary Luckiram HR.

Item 9.0: This matter will be moved to the next meeting as an action to be completed.

Action 2: JD will investigate with Dr Lorna Ryan (LR) Acting Chair of Senate Research Ethics Committee and Anna Ramberg (AR) Research Ethics & Integrity Manager on how the recruitment of staff and students for participants in research projects can be improved.

Item 10.0: This action was completed. The latest version of REF2021 Code of Practice had been circulated to committee members and it is now also available on staff webpages. AJ also reported that Research England had accepted it with no corrections.

Item 11.0: This matter was completed. ADREs have cascaded the newest version of the Research Funding Applications & Awards report to their School ExCo.

There were no other matters arising.

4. Conflicts of Interest

No conflicts of interest were declared.

5. Student Enterprise

Item 11 on the agenda was brought forward.

AJ reported that City Spark has been nominated in the THES annual awards as entrepreneurial University of the year. AJ wished successful outcome in this year's competition.

Student Enterprise submitted an application to Research England to the RED Fund call for University Enterprise Zones. AE has reported that unfortunately we were not successful in securing the grant. There is however a positive take on the experience in helping to learn about specific requirements when bidding for grants in the

Student Enterprise worked closely in co-operation with Islington Council on delivering affordable workspaces. The Government scheme in London requires developers to set aside

some spaces for commercial use that are affordable for the community. Student Enterprise and Islington Council are in the process of costing the project and preparing a business plan for the next 3 to 10 years. The aim is to be able to use it to deliver a series of training sessions to local residents and supporting them in creating successful start -up business and to run short courses on related subjects.

Student Enterprise has successfully established two new advisory boards and both boards comprise of considerably experienced entrepreneurs; the first providing expert advice and guidance to Launch Lab and the second to input into City's entrepreneurship programme hosted by Student enterprise.

AJ reported to the Committee members that City researchers have been nominated to two major awards:

- The entrepreneur University of the year;
- The supervisor of the year - Professor Tong Sun from School of Mathematics, Computer Science and Engineering has been shortlisted for this award.

6. Terms of Reference

The committee noted the amendments to the Terms of Reference for Research and Enterprise Committee.

Composition; a number of new members have joined the Committee, Professor David Collins (Assistant Vice-President REF) and Professor Stephen Cottrell (Assistant Vice-President Doctoral College).

A short discussion was had around those who are full members and those, representing the academic community in Schools, who are in attendance. It was agreed to seek amendment of the terms of reference for all to become members of the committee through the appropriate governance process.

Action 3: AJ and respective colleagues in Research and Enterprise Directorate to present draft Terms of Reference to Academic Governance Committee.

7. REF 2021

The Committee noted the report on mock REF2021. (Paper 4)

AJ further updated the committee on the progress of each element of the REF 2021 submission.

At this point in the REF cycle (Sept-Oct) City is focussed on three key aspects; identifying eligible staff, identifying and developing the Impact case studies and progressing the drafting of both institutional and UoA level environment statements.

The current list of ICS have agreed 'project plans' for the development of each. The plan will focus on the evidence required to support each ICS. Also, whether the ICS author will require additional help with drafting a strong narrative. This exercise will be coordinated by the REF Impact Manager and Impact Officers. Resourcing for the development of each ICS will be secured by R&E.

In this period the main task will be to organise an initial 'writing workshop' to brief the authors of UoA level environment statements and to complete the first draft if the institutional level environment statement.

The REF Operations Group has been reconvened and will meet in early October. The Group is comprised of representatives of professional services who are the ‘owners’ of specific REF data. The group will support REF Strategy Group, provide assurance of both data quality, and resolve issues of data conflict and inconsistency.

Impact Officers were now in place, but extra resources are in provision as well. The REF Manager and an Assistant Vice-President for REF had been appointed.

The REF Strategy Group has been bolstered with more members that have recent REF Panel experience, most notably Professor Sylvia Walby.

ADREs requested some clarification on submission of staff to REF 2021. AJ confirmed that the academic staff members that have a significant responsibility, those on and education and research role profile, would be included in HESA return ahead of REF 2021.

8. Research funding applications & income

The Committee considered the internal review report prepared on a quarterly basis by CK (Paper 5).

AJ reported that need to increase the number of applications across all parts of the institution to mainstream programmes (UKRI, EU, Charities). The overall picture was improving but work would be done to improve the success rate of applications. This was needed to hit strategic targets.

The report shows high levels of activity in SMCSE and SHS. SHS was awarded a large programme grant through NIHR. The committee members congratulated the school. SASS had a large number of smaller grant applications. AJ suggested that the school would be encouraged to seek funding in the form of medium and larger scale. JD suggested more data analysis could help to show where more support is needed, focussing on improving application success rates and average sizes of awards. The Committee also expressed the view that more reporting of the data at the School level would aid transparency. CASS is an active participant in applications the success rate shows just how much competition there is in this field.

AJ encouraged committee members to share this report between colleagues across the institution.

9. Annual Research Quality Monitoring

The Committee considered the internal review report (Paper 6).

ARQM 2019 shows an increase in KPI 4 from 50% to 53% (proportion of academic staff at City with a grade point average (GPA) of 3 or more). Whilst this is a continued positive movement in relation to the target of 60% for KPI 4, the figure is a little below the milestone of 55% set out in Vision and Strategy 2026.

With respect to REF2021 the picture is slightly different. REF2021 requires that all academic staff with a significant responsibility for research are submitted. While ARQM includes a wider pool of staff those returned to REF2021 will include only those with a ‘significant responsibility for research’. In this group there has been a significant increase in the absolute number of academic staff at City producing internationally excellent and world leading research. This should deliver a significant positive impact on overall REF performance.

EF drew the committee's attention to the need to include female academic staff in ARQM review panels. The discussion arose around the significantly higher numbers of male academic's staff to female academic staff on review panels. The gender inequality on the review panel needs to be addressed as it stands at the moment over 50% of the panels do not reach institutional threshold meaning wherever possible

CK has raised the issue of what constitutes as a review panel, as it might differ in schools. AJ accepted this issue and proposed introducing a mandated step to address it, he will take this away as an action point.

Action 4: AJ will raise gender inequality on review panels with AGC and ET Deans.

10. Compliance matters

The committee members received a verbal update on the following:

- The KEF: Research England is due to publish a report on the KEF in the next 3 months. AJ reported that in our institutional cluster assessment of City's performance that is relative to the average of our peers within the cluster has been predicted to be a strong one.
- GDPR on research projects: CK reported on successful delivery of the training on GDPR practices and issues by Intellectual Property Lawyers. JD reported that regulators have been involved in monitoring different institutions on a basis of GDPR compliance. MD representing Research Ethics Committee reported that GDPR in research poses massive concern to researchers and a challenge to Research and Ethics committee. MD agreed with CK that the training delivered by lawyers was very useful and outlined the areas of concern for the future. A small working group has been established within the Research Ethics Committee area where researchers have been asked to feedback their concerns trying to establish where the specific issues are confabulated.
- AJ reported that new Data protection Officer, Information Technology is due to start in November.
- Policies: AJ reported that the revised version of Intellectual Property policy was approved by Senate. JD reported that Intellectual Property policy connects with Commercialisation Policy and also Spin-Out policy. AJ also reported that the route to allowing creating Spin-Out has also been revised and approved and should alleviate a long approval stages in forming one.
- LD updated committee that the Open Access policy, including all REF requirements would be updated in the near future and presented to this committee once available.
- AJ reported progress on Research Governance and Integrity. The REIS Board needs to consider oversight of research integrity at City. The Research Integrity Concordat was published. City's priority sits mainly with regards to compliance in areas of training and awareness of research misconduct. Paper 7 provided a comprehensive update on all aspects of implementation.

Action 5: AJ, JD and Research & Enterprise respective team members to propose a paper to AGC on the governance and oversight of research integrity at City.

11. Academic Enterprise

JD reported that spend on HEIF 2019/20 was on target. Leveraged income was good, notably through KTP successes. The next year allocation is also on target. The focus is now on strategic expenditure of the budget in line with priorities for KEF.

AJ reported that the University considered signing up to the Declaration on Research Assessment (DORA) to remain compliant with requirements by the Wellcome Trust. A report would be brought forward in due course.

Action 6: AJ to present a report at the next committee meeting.

12. Doctoral College

Professor Stephen Cottrell has been appointed as Assistant Vice-President of Doctoral College.

AJ reported to the committee members that there is extensive work undertaken with regards to forming the new Doctoral College. The Terms of Reference paper for the Board of Studies is due to be submitted to AGC in November then submitted to Senate in December. The extensive work has been undertaken to enable strategic development of the Doctoral College and business case for investment will be submitted to secure a professional service support. The prediction is that by January 2020 the new Doctoral College will be fully operational and

ND reported to the committee that Senate Research Ethics committee is reviewing the Terms of Reference in order to assess if it is aligned with what has been happening in terms of GDPR, series of recommendations to be brought to the next meeting.

13. School Research Committees

The Committee noted School minutes:

- CASS – Professor of faculty of finance Meziane Lasfer (ML) reported that school is in the process of preparing for REF2021 and has a very good portfolio of 3-star papers.
- SHS – nothing beyond the submitted minutes to be noted.
- SASS - MM reported on Research Centres proposals where two new ones have been approved. AJ reported on the forward planning of the review of the Research Centres.
- SMCSE - In terms of strategic planning AJ reported that in order to prepare for REF2021 submission, the review and policy concerning Research Centres is necessary, but also tailored to needs of each school.
- LAW- nothing beyond the submitted minutes to be noted.
- SEMS- no representation at the meeting. Apologies received.
- Doctoral College former known as Graduate School is due to be fully operational from January 2020.

14. Date of Next Meetings:

Date:	Time:	Location:
24th June 2020 (Wednesday)	15.00-17.00	
07th October 2020 (Wednesday)	15.00-17.00	Rhind building, D427, Fourth floor
2021 (Wednesday)	15.00-17.00	Rhind building, D427, Fourth floor
2021 (Wednesday)	15.00-17.00	Rhind building, D427, Fourth floor
2021 (Wednesday)	15.00-17.00	Rhind building, D427, Fourth floor

Prof Andrew Jones
Chair of Research and Enterprise Committee

Secretary: Joanna Short
Email: Joanna.Short.1@city.ac.uk

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