

**SOAS, UNIVERSITY OF LONDON  
RESEARCH AND ENTERPRISE COMMITTEE**

**To be held on Wednesday, 20<sup>th</sup> May 2015 at 10:00am in Room 116**

**AGENDA**

**Please note that items marked with an Asterisk are for note and will NOT be discussed unless the Secretary is informed at least 24 hours in advance of the REC that you wish to do so and the asterisk will be removed.**

- I Minutes**  
To note: Minutes of the meeting held on 18<sup>th</sup> February 2015 previously circulated
- II Action taken**  
To receive: Updates on action taken
- III Matters Arising**
- IV Progress against the HR Excellence in Research Award**  
To discuss: Report from Staff Development Manager  
**Appendix A**
- V Departmental Research Plans**  
To recommend to Academic Board  
**Appendix B**
- VI External review of REF (History, Impact, Area Studies)**  
To Receive: Oral Report from Research Manager and Pro-Director for Research  
**Appendix C**
- VII School funded research leave**  
To recommend to Academic Board  
**Appendix D**
- VIII ESRC demand management**  
To consider: Report from Research Manager  
**Appendix E**
- IX Review of SOAS journals**  
To recommend: Report from Director of Research and Enterprise  
**Appendix F**
- X Research Ethics update on implementation\***  
To note: Report from the Research Ethics Panel  
**Appendix G**
- XI Doctoral School Management report\***  
To receive: Report from Doctoral School Manager  
**Appendix H**
- XII Doctoral Training Partnerships**  
Oral Report from Head of the Doctoral School

<b>XIII</b>	<b>R&amp;E report*</b> To note: Report from the Research Finance Manager, Research Manager and Enterprise Manager	<b>Appendix I</b>
<b>XIV</b>	<b>Centenary Research Themes*</b> To note: Report from Pro-Director Research and Enterprise	<b>Appendix J</b>
		<b>Appendix K</b>

**These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.**

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

**RESEARCH & ENTERPRISE COMMITTEE**

Held on Wednesday, 20<sup>th</sup> May 2015 at 10.00am in Room 116

**MINUTES**

**Members:** Professor Richard Black (Chair)

Ms Silke Blohm  
Professor Matt Craven  
Professor Richard Fardon  
Dr Rachel V Harrison  
Professor Stephen Hopgood  
Professor Anne Pauwels  
Dr Mandy Sadan  
Professor Gurharpal Singh  
Mr Mohamed Taha

**In Attendance:** Mr Marcus Cerny  
Dr Alex Lewis (Secretary)  
Ms Louise Roberts  
Mr Robert Whiteing  
Ms Serena Yeo

**Apologies:** Professor Nirmala Rao  
Mr John Robinson  
Professor Harry West  
Dr. Yoriko Ottoman

**1 Minutes**

The minutes of the previous meeting, held on 18<sup>th</sup> February 2015, were **approved**.

**2 Action taken**

- (i) Minute 2(iii) – The Committee noted that a report on the review of SOAS Journals was on the agenda.
- (ii) Minute 3 – The Chair reported that enhanced publicity for the SOAS Centenary Fellows was forthcoming and that Laura Hein had accepted the invitation to become a Fellow from September 2016.

- (iii) Minute 4 – The Committee noted that the minor amendments to the REF paper had been made.
- (iv) Minute 4 – The Chair reported that Professor Simon Dixon of the School of Slavonic & Eastern European Studies at UCL has been commissioned to conduct an external review of a possible future area studies submission by SOAS.
- (v) Minute 5 – The Committee noted that a paper on School funded research leave was on the agenda
- (vi) Minute 6 – The Committee noted that an update on the implementation of research ethics was on the agenda
- (vii) Minute 7 – The Enterprise Manager reported that potential “enterprise champions” had been identified and approached. Their role would be to promote enterprise activities amongst colleagues, provide case studies and conduct workshops.
- (viii) Minute 9 – The Doctoral School Manager reported that a management information system had been assessed and that others would be investigated before putting together a proposal in time for the arrival of the new Director of Planning. It was also noted that discussion of new management information systems was also being discussed with REO.

### 3 Matters Arising

The Pro-Director (Research & Enterprise) reported that:

- The REF Steering Group had met the day before and tabled the first draft of the REF Action Plan for consideration.
- Mavis Owusu-Gyamfi (Save the Children, UK) had agreed to act as a lay member of the Research Ethics Panel.
- The Enterprise Manager and the Doctoral School Manager would be made full members of the Research Committee.

### 4 Progress against the HR Excellence in Research Award

The Staff Development Manager presented an update on progress that had been made during 2014/15 against the published action plan for 2014-2016.

The Committee **approved** the formation of a working party to ensure that SOAS remained on track to complete the 2012-2016 action plan and was prepared for the external review of that process and to prepare the action plan for 2016-2020.

It was **agreed** that the working party would be comprised of one member of academic staff from each Faculty, a member of Research Office staff, a member of the Careers Service, a member of the HR, the Diversity Advisor and convened by the Staff Development Manager at the beginning of the next academic session.

The Chair emphasised the importance of this work and how crucial it was to ensure that best practice was embedded and disseminated throughout the School.

## **5 REF Action Plan (First Draft) & Departmental Research Plans**

The Committee discussed the REF Action Plan (First Draft) and the Departmental Research Plans.

The Committee **agreed** that it was important that mentoring and career development advice be available not only to early career researchers but also to staff in mid and later career.

It was **agreed** that the Chair would speak to the Staff Development Manager about how the mentoring system was organised and monitored across the School and to formally ensure that any member of academic staff that had not been included in the REF submission had been designated a trained mentor.

Under item 6.7 of the REF Action Plan (First Draft) it was **agreed** that the reference to a possible opt out clause from the internal peer review college for departments operating their own system be deleted and that a Peer review college would be established.

The Committee **agreed** that a steering group would be convened to ensure that every Departmental Research Plan was re-read and re-drafted by the Chair, the Research Manager, the Enterprise Manager and two other authors of research plans from two other departments. The Enterprise Manager would ensure that all relevant enterprise activity was included; the Research Manager would ensure that information relating to external research funding was accurate and comprehensive, with the overarching intention of making the plans more concise and consistent with concrete and specific short, medium and long term objectives clearly described. It was hoped that this process would produce summary documents for approval by Academic Board and Research Committee. These documents would then form the basis of a list of strategic research objectives and aspirations for each department to put before Governing Body.

It was **agreed** that, in the run up to REF2020, each year, each department would complete an environment template (REF5), impact template (REF3a), potential case study areas and a list of publications indicating which were considered to be of 3\* or 4\* quality. This information could then be presented to Governing Body and, in two years, a School level panel would be convened to make the final quality judgements internally. It was noted that internal judgements of quality would have to be informed by careful analysis of any discrepancies between internal predictions and actual outcomes in REF2014.

## **6 External review of REF (History, Impact, Area Studies)**

The Committee received an oral report from the Research Manager and Pro-Director for Research.

The Research Manager reported that the Research Office had received the external reviews of the impact case studies submitted by the School to REF2014. The review had provided valuable feedback which would be used to inform the process of preparing impact case studies for REF2020. The most significant lesson to learn was the importance of being able to quantify and demonstrate any claims relating to the impact of research. A new Impact Officer was due to take up their post in the Research Office in the next few weeks and would be asked to use the findings of the reviews as the starting point for their work.

## **7 School funded research leave**

The Chair presented a paper on school funded research leave.

The Committee discussed the need to include the Head of the Doctoral School as an additional principal role holder.

It was **agreed** that the Chair would take the policy to Academic Board but will express the Committee's concerns over point 9-13 on p.3 to Academic Board.

## **8 ESRC demand management**

The Research Manager presented a report detailing the success rates and quality of SOAS applications to the ESRC for external funding between 1<sup>st</sup> June 2011 and 30<sup>th</sup> November 2014.

The Research Manager stressed the importance of allowing ample time to prepare a research proposal and of contacting the Research Office at the earliest possible opportunity to avoid rushed and unsatisfactory applications which would only serve to damage SOAS' institutional reputation with the funder.

The Chair urged colleagues to spread the message that it was important to participate in ESRC peer review by responding positively to requests to review proposals and ensure that SOAS was seen to be pulling its weight in this collegiate process.

## **9 Review of SOAS Journals**

The Director of Research & Enterprise presented a report on the review of SOAS Journals.

The report highlighted that the Journals had inadequate governance and out-dated terms of reference.

It was proposed that new terms of reference be drafted, new editors appointed with a requirement that they report annually to this committee.

It was **agreed** that the Head of the Doctoral School would send the details of the Research Students Association Journal to the Chair to check whether it should be included in the review.

The review was **approved**.

## **10 Research Ethics update on implementation**

The report from the Research Ethics Panel was noted.

## **11 Doctoral School Management report**

The report from the Doctoral School Manager was noted.

## **12 Doctoral Training Partnerships**

The Head of the Doctoral School reported that SOAS remained part of the CHASE Consortium and that he was going to attend a network event at Goldsmiths to gather information about the consortium's current priorities.

Details of the ESRC Doctoral Training Partnerships would be made available in September 2015 with the deadline for submissions in March 2016. At this stage it seemed likely that SOAS would remain in the Bloomsbury Consortium which had been recently augmented by the addition of UCL. The understanding was that the ESRC looked favourably on larger consortia and so there was a possibility that a number of post-1992 institutions would also be added.

The Chair commented that, in preparation for the bidding process, Faculties needed to think carefully about any budgetary implications that would incur as a result of making commitments to provide specialist training or matched funding.

It was noted that, as a contingency in the event of the Bloomsbury Consortium falling through, an alternative option for SOAS was the so-called "Doughnut" Consortium led by the University of Sussex.

## **13 R&E report**

The report from the Research Finance Manager, Research Manager and Enterprise Manager was noted.

## **14 Centenary Research Themes**

The report from the Chair (Pro-Director Research & Enterprise) was noted.

<b>Minute</b>	<b>Item</b>	<b>Action</b>	<b>Deadline</b>	<b>By</b>	<b>Comment</b>
4	HR Excellence in Research	Formation of working party to ensure action plan is implemented	31-10-15	SY	In progress
5	REF Action Plan & Departmental Research Plans	Chair to speak to Staff Development Manager about mentoring system	31-08-2015	RB	?
5	REF Action Plan & Departmental Research Plans	Delete reference to opt clause in relation to School wide peer review college (REF Action Plan 6.7)	22-05-15	RB	Completed
5	REF Action Plan & Departmental Research Plans	Convene steering group to re-draft Departmental Research Plans	30-06-2015	RB/AL	Completed
7	School funded research leave	Chair to take concern about the inclusion of all principal role holders back to Academic Board	22-05-15	RB	Completed
9	Review of SOAS Journals	Head of Doctoral School to pass details of the Research Students Association Journal to the Chair	21-10-2015	RF	Completed