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Minutes of the UK Committee on Research Integrity Business meeting 10 October 2022

Attendees	
Nandini Das	Claire Henderson, UK Committee on Research Integrity Senior Advisor (Secretariat)
Maria Delgado	Ralitsa Madsen
Louise Dunlop	Jil Matheson
Andrew George (Co-chair)	Sophie Robson, Operations Manager, UKRI (Secretariat)
Ian Gilmore (attended remotely)	Rebecca Veitch, Head of Research Integrity, UKRI
Rachael Goberman-Hill (Co-chair)	Ben Williams, UK Committee on Research Integrity Secretariat Lead (Secretariat)
Apologies¹	Miles Padgett

Time: 3pm to 4pm

Location: The Mazumdar-Shaw Advanced Research Centre, 11 Chapel Lane, Glasgow, G11 6EW

1. Welcome

- 1.1. The Committee on Research Integrity was welcomed to the third business meeting.
- 1.2. The committee expressed well wishes toward Suzanne Farley, who had formally stepped down as a committee member. The committee was very grateful to Suzanne Farley for her contributions.
- 1.3. Members declared no interests further to those already formally declared as members of the committee.

¹ Miles was present remotely for the workshop ahead of the business meeting

1.4. The committee was reminded that the minutes of the last meeting had been approved via circulation on 6 September 2022. The secretariat advised that all actions noted in the last meeting had been completed.

1.5. The Programme of work paper, CORI2022-08, was for discussion by exception and not discussed.

2. Draft strategy for consultation

2.1. The committee approved the draft 3-year strategic plan for external consultation.

3. Understanding research integrity

3.1. The committee approved the document “Understanding research integrity” for external consultation and agreed this should be incorporated into the draft strategic plan.

Action: Andrew George and Rachael Goberman-Hill to combine the documents as requested

Action: Secretariat to proof-read and ensure consistency and readability following the addition of “Understanding research integrity” to the strategic plan.

4. Annual report approach

4.1. The committee approved the structure of the annual report as presented.

5. UK Committee on Research Integrity website

5.1. The development of the committee’s website was being led by the communications working group.

5.2. Following the departure of Suanne Farley from the committee, Nandini Das was appointed to the communications working group, joining existing members, Maria Delgado, Ian Gilmore, and Rachael Goberman-Hill.

5.3. The committee noted the timeline for website development and agreed the proposed approval route of sign off by exception. The committee noted rapid turnarounds for website copy would be expected to enable a launch before the end of the calendar year.

6. Recruitment

- 6.1. The committee noted that 2 positions were held vacant during the first recruitment round. These were expected to be filled at a later opportunity to enable inclusion of further complementary experience and skills of relevance to the committee's work.
- 6.2. The committee agreed that it remained important to include a committee member with academic publishing knowledge and experience. It was agreed that recruitment would need to invite applications from individuals with expertise in academic publishing. In addition to this, the committee proposed and agreed a further 3 areas that would be of interest, as follows:
- communication and/or media experience
 - industry research
 - law

Action: Secretariat to circulate a short paper to the committee by correspondence outlining the proposed recruitment approach, for approval by exception.

7. Any other business

- 7.1. The committee raised whether the UKRI's new funding service and studentship funding mechanisms might present opportunities for further embedding focus on integrity in processes.

Action: Secretariat to report back to the committee with more information about UKRI's new funding service.

8. Standing items

8.1. Equality, diversity and inclusion (EDI)

The committee noted the following EDI considerations:

- *Relating to the new website* - The communications working group will request that the UKRI team building the website will consider accessibility in its design.
- *Relating to the annual report* - The committee agreed an approach to the development of the annual report that reflects a fair distribution of work.
- *Relating to the workstreams* - The committee requested that equality impact assessments be put in place for all workstreams with the secretariat drafting these and the workstream lead reviewing and approving.

Action: Secretariat to draft equality impact assessments for all workstreams.

8.2. Communication matters arising

The post meeting summary for the newsletter would be authored by Nandini Das, who would also chair the reflections agenda item.

8.3. Reflections on the meeting and ways of working

The committee thanked the secretariat for another high-quality provision of meeting papers. Members were pleased with the use of OnBoard and its simplicity of use. Members reflected that the committee was forming to be a strong team.

Virtual attendees commented that they were grateful for the extra efforts to ensure they were engaged and included in the discussions.

The committee requested that the risk register be brought back to a future meeting for discussion. Regular 6-weekly milestone emails, detailing forward looks for stakeholder engagement would also be trialled.

Action: Nandini Das to draft the post meeting summary for the UK Committee on Research Integrity newsletter.

Action: Secretariat to send 6-weekly emails to the committee detailing upcoming milestones, forward looks, working group updates.

9. Close, and date of next meeting

- 9.1. Members of the committee were thanked for their time and contributions. The next committee meeting will be held on 26 January 2022 hosted by Glaxo SmithKline in Stevenage.
- 9.2. The committee expressed their sincere gratitude to the University of Glasgow for their warm hospitality.
- 9.3. Members were reminded to contact the secretariat if their institution had space available in which to host a future meeting. Any future agenda items should be sent to the secretariat.
- 9.4. The co-chairs thanked members for their engagement, energy, and contributions and drew the meeting to a close.

Actions

- **Andrew George and Rachael Goberman-Hill** to incorporate the understanding research integrity document into the draft strategic plan
- **Secretariat** to proof-read and ensure consistency and readability following the addition of "Understanding research integrity" to the strategic plan.

- **Secretariat** to circulate a short paper to the committee by correspondence outlining the proposed recruitment approach, for approval by exception
- **Secretariat** to report back to the committee with more information about UKRI's new funding service
- **Secretariat** to draft equality impact assessments for all workstreams
- **Nandini Das** to draft the post meeting summary for the UK CORI newsletter
- **Secretariat** to send 6-weekly emails to the committee detailing upcoming milestones, forward looks and working group updates