UKCORI UK Committee on Research Integrity

Author: Claire Henderson

Minutes of the UK Committee on Research Integrity Business meeting, 24 April 2023

Time: 3pm to 4pm

Location: Translational Research Hub, Sbarc|Spark, University of Cardiff, Maindy Road, Cardiff, CF24 4HQ

Attendees	
Jane Alfred	Ralitsa Madsen
Nandini Das	Jil Matheson
Maria Delgado	Miles Padgett
Louise Dunlop	Gillian Rendle, UK Committee on Research Integrity Secretariat Lead
Andrew George (Co-chair)	Elizabeth Saunders, Senior Strategy Advisor, Research Integrity, UKRI
Ian Gilmore	Rebecca Veitch, Head of Research Integrity, UKRI
Rachael Gooberman-Hill (Co-chair)	Jeremy Watson
Claire Henderson, UK Committee on Research Integrity Senior Advisor	

1. Welcome and introductions

1.1. The UK Committee on Research Integrity was welcomed to the business meeting.

1.2. New member, Chris Graf, had sent apologies.

1.3.   The action log was reviewed. The following actions were complete

Secretariat	update and circulate the quick activity guide
Secretariat	update the term "risk owner" to "risk contact"
Secretariat	add risk to the forward look for annual discussion
Secretariat	circulate links to draft documents on the annual statement

1.4.   It was noted that EDI impact assessments had not yet been completed on the workstreams due to a lack of capacity. However, the committee was reassured that this was a priority for the secretariat and these would be undertaken in due course.

2.   Committee operations

2.1.   The committee noted the updates to the workstreams as follows:
- Case studies on track to be delivered to schedule
- The analysis has been completed on the HEI annual statements. Research Consulting are finalising the report which is on track to be published in parallel to the committee's annual statement
- The delivery of the mapping influences report has been delayed due to a lack of secretariat capacity

3.   Future programme of work

3.1.   The committee discussed and approved the relationship leads for key stakeholder organisations and approved the forward plan.

3.2.   The committee agreed to work with the secretariat to produce appropriate supporting materials, including slides with key bullet points to guide the discussion.

4.   Annual statement

4.1.   The committee discussed the annual statement's recommendations. The secretariat agreed to circulate the revised recommendations and Executive Summary and the committee was invited to make comments on the final draft by 27 April.

4.2.   The committee discussed how key stakeholder organisations could be approached to make them aware of the annual statement. Members agreed to discuss the communications plan and stakeholder engagement strategy at the next monthly meeting, including approach and supportive materials required.

Action: secretariat to circulate the Executive Summary and revised recommendations from the statement for comment by 27 April

Action: all members to discuss how to best liaise with key stakeholders in June to support the launch of the annual statement at next monthly meeting

5. Any other business

5.1.   The committee was informed that the Select Committee's report on the reproducibility consultation was expected to be published within the next few weeks.

5.2.   The committee was pleased to see Research England's recently published Research strategic delivery plan and welcomed the opportunity to engage further with Research England on Research Integrity.

6. Standing items

6.1. Equality, diversity and inclusion (EDI)

The committee noted the following EDI considerations:
- *Relating to the action log* – The committee was pleased that EDI impact assessments would be carried out on its workstreams
- *Relating to stakeholder engagement* – To ensure the committee is not only interacting with known and existing contacts, members discussed how other stakeholders and organisations could engage. The website was clear on how the committee could be contacted
- *Relating to the annual statement* – The committee discussed how accessibility would be considered on its externally facing written outputs and communications.

Action: secretariat to consider how to maximise the accessibility of the annual statement and other externally facing written materials.

6.2. Communication matters arising

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

Members were reminded to pass on feedback on the new committee website to the secretariat.

6.3. **Reflections on the meeting and ways of working**

The committee thanked Higher Education Funding Council Wales and University of Cardiff for their generous hospitality. New members thanked the committee for making them feel welcome.

6.4. Members suggested minor changes to the operational aspects of future meetings to provide more flexibility to members and ease of access to papers.

7. Close, and date of next meeting

7.1. Members of the committee were thanked for their time and contributions. The next committee meeting will be held on 4 July 2023 in London.

7.2. The co-chairs thanked members for their engagement, energy, and contributions and drew the meeting to a close.

Actions

- **Secretariat** to circulate the Executive Summary and revised recommendations from the statement for comment by 27 April
- **All members** to discuss how to best liaise with key stakeholders in June to support the launch of the annual statement at next monthly meeting
- **Secretariat** to consider how to maximise the accessibility of the annual statement and other externally facing written materials