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Minutes of the UK Committee on Research Integrity Business meeting, 26 January 2023

Time: 3pm to 4pm

Location: GSK, Gunnels Wood Road, Stevenage, SG1 2NY

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

1. Welcome and introductions

- 1.1. Co-chairs, Andrew George and Rachael Goberman-Hill welcomed members of the Committee on Research Integrity and observer, Malcolm Skingle, to the business meeting.
- 1.2. There were no apologies, but Miles Padgett and Nandini Das joined the meeting remotely.

2. Committee operations

- 2.1. The committee noted the programme paper and agreed it should continue to be included in the meeting paper pack and updated and circulated between formal committee meetings as is current process. The committee noted the updates on the

workstreams and agreed a 1-page summary of key lines on the workstreams would be helpful to keep members briefed on the committee's activities.

22. The committee reviewed the risk register. The secretariat had added committee members as contacts for their assigned risks. The secretariat emphasised that the risks would continue to be managed by the secretariat and the committee would continue to be collectively accountable for all risks. The committee approved the risks and risk contacts and requested to formally review the risk register on an annual basis.

Action: Secretariat to update and circulate the quick activity guide

Action: Secretariat to update the term "risk owner" to "risk contact"

Action: Secretariat to add risk to the forward look for annual discussion

3. UK Committee on Research Integrity's 3-year strategic plan

- 3.1. The committee approved the revised strategic plan for publication subject to the following amendments:
 - an updated visual that matches the text (pillars)
 - a reflection of the research misconduct workstream outputs added to the tables

4. Annual statement

- 4.1. The committee received an update on the annual statement. The first text was expected to be drafted by 13 February, with the full draft statement completing by the end of February. The committee would have an opportunity to ask procedural questions at the monthly meeting. Members were reminded to input into the documents. The secretariat would circulate links to the drafts and working documents.

Action: Secretariat to circulate links to draft documents on the annual statement

5. Any other business

- 5.1. The committee received an update that UKRIO would be launching their review of research misconduct on 27 January. Members suggested this work would be very useful to the committee and the sector.

6. Standing items

6.1. Equality, diversity and inclusion (EDI)

The committee noted the following EDI considerations:

- *Relating to the strategic plan* – The wording has been updated to make it more relevant for everybody working in research (for example, findings and outcomes as well as results)

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 GSK for their generous hospitality and tour. Members reflected that work was beginning to take shape and there were many opportunities to learn from different parts of the research sector.

Action: Ian Gilmore to draft the post meeting summary for the UK Committee on Research Integrity newsletter

Action: All members to send feedback on the committee’s website to the secretariat

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 24 April 2023 hosted by Higher Education Funding Council for Wales (HEFCW).

7.2. Members were reminded to forward any future agenda items to the secretariat.

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

Actions

- **Secretariat** to update and circulate the quick activity guide
- **Secretariat** to update the term “risk owner” to “risk contact”
- **Secretariat** to add risk to the forward look for annual discussion
- **Secretariat** to circulate links to draft documents on the annual statement
- **Ian Gilmore** to draft the post meeting summary for the UK Committee on Research Integrity newsletter
- **All members** to send feedback on the committee’s website to the secretariat