



# RESEARCH GOVERNANCE COMMITTEE

Monday 14 November 2011

## MINUTES

*PRESENT:*

Professor David Price (*Chair*)  
Professor Daniel Alexander  
Dr Joe Cain  
Dr Andrew Clark  
Mr Andrew Cooper  
Dr Sylvie Delacroix  
Professor Raymond MacAllister  
Dr Nick McNally  
Mr Tim Perry  
Professor Claire Warwick  
Mr Nigel Waugh

*In attendance:* Ms Rachel Port (*Secretary*)

Apologies were received from Dr Brian Balmer, Professor Shelley Channon, Professor Mary Collins, Lord Hart of Chilton and Dr Arad Reisberg.

*Key to abbreviations used in these Minutes*

GCP	Good Clinical Practice
RGC	Research Governance Committee

1 **TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**

[RGC Min.24A, 02.06.11]

**Received:**

- 1.1 At APPENDIX RGC 1/01 (11-12) – RGC's terms of reference.
- 1.2 At APPENDIX RGC 1/02 (11-12) – RGC's constitution and membership for 2011-12.

**Noted:**

- 1.3 RGC was asked to note that sections 1 and 2 of its terms of reference had been amended by the insertion of the underlined text as follows, and approved by the Director of Academic Support in October 2011:

1. to oversee and co-ordinate the operation of research governance processes at UCL, according to the principles set out in the UCL research ethics framework, and to approve, subject to appropriate consultation, research governance policies and procedures

2. to monitor developments in the area of research governance within the UK higher education research community and to determine, subject to appropriate consultation, mechanisms to ensure that the relevant UCL policies and procedures are reviewed and revised as necessary to take account of such developments

1.4 Dr Mary Phillips had retired from UCL. Dr Andrew Clark had succeeded Dr Phillips as the Director of Research Planning, Office of the Vice-Provost (Research).

1.5 Dr Brian Balmer would be on sabbatical leave for the 2011-12 session. Dr Joe Cain, Head, UCL Department of Science and Technology Studies, would serve in his place on RGC for the current session.

**Reported:**

1.6 The Chair welcomed Dr Cain and Dr Clark to the Committee. It was noted that RGC's terms of reference had been amended in order to make its role in determining UCL's research governance policies and procedures more explicit.

**Discussion:**

1.7 The Chair proposed that a representative from the Office of the Vice-Provost (Enterprise) be added to RGC's *ex officio* membership, and that Professor Steve Caddick be invited to serve on the Committee or to nominate a colleague to serve in his place.

**RESOLVED:**

1.8 That the RGC Secretary arrange for the constituency of 'Vice-Provost (Enterprise) (*or nominee*)' to be added to the *ex officio* membership of the Committee and invite Professor Caddick to confirm the identity of the person who would serve on RGC.

**[ACTION: RGC Secretary]**

**2 MINUTES**

**Approved:**

2.1 The Minutes of the RGC meeting held on 2 June 2011 [*RGC Mins.23-30, 02.06.11*], issued previously, were confirmed by the Committee and signed by the Chair.

**3 MATTERS ARISING FROM THE MINUTES**

**Noted:**

3.1 There were no matters arising from the last meeting.

4 **GCP INSPECTION – NOVEMBER 2011**

**Reported:**

- 4.1 Under 'Any Other Business', it was reported that UCL underwent its routine GCP inspection on 1-3 November 2011 and the outcome was very positive with no critical or major findings, which was considered to be a significant improvement on the previous inspection.

5 **DATE OF NEXT MEETING**

**Noted:**

- 5.1 The next meeting of RGC would take place on **Thursday 9 February 2012** at **11.00am** in the **Ground Floor Meeting Room, 2 Taviton Street**.

RACHEL PORT

Academic Support Officer

Academic Support

[Telephone: 020 7679 8879; internal extension: 28879; fax: 020 7679 8595; e-mail: r.port@ucl.ac.uk]

January 2012