UCL Research Operations Committee (ROC) ToR and membership (2019-06-21)

Purpose

To provide consistent governance of research operations (any process, service or function that supports or impinges upon any activity across the whole research lifecycle). To set standards for and hold to account all aspects of UCL research operations, on behalf of those engaged with research (faculties, departments, researchers and professional services staff). To make recommendations to the Research Governance Committee, the Provost via SMT and other bodies as appropriate.

Terms of reference

1. To solicit and consider the research community’s needs and aspirations regarding research operations.
2. To devise responses to issues identified, and to monitor their implementation (including through TOPS); and to identify and act on lessons learned from issues arising in research operations (including through analysis of case studies).
3. To instigate, where appropriate, internal audits of research operations; to oversee the delivery of actions in response to previous external audits; and to oversee future external audits (institutional or high-risk) and responses to them.
4. To ensure that research operations respond and adapt to new opportunities in – and new requirements of – the external research landscape.
5. To consider: the harmonisation of research operations across professional services divisions; the interaction between local and central arrangements; and the development of relevant communities of practice.
6. To review responsibility, standards and processes for communication with external partners, including funders.
7. To contribute, where appropriate, to enhancing the complementarity and harmonisation of research operations and research-related operations.
8. To commission and receive reports:
   - on progress and constraints regarding operational aspects of the implementation of the UCL Research Strategy and the UCL Doctoral Education Strategy
   - from its working groups
   - on ROC-instigated activities being implemented through TOPS
   - as required from other bodies involved in research operations (where possible, drawing on existing reports).
9. To make recommendations and provide reports to the Research Governance Committee, the Provost via SMT, and other bodies as appropriate.

Membership

Chair: Vice-Provost (Research): Prof David Price
Vice-Chair: Prof Alan Thompson
Vice-Provost (Innovation & Enterprise): Dr Celia Caulcott
Chief Operating Officer: Fiona Ryland
Director of Legal Services: Natasha Lewis
Director of Planning: Dean Stokes
One Dean from each of SLASH, IOE and BEAMS – Prof Becky Francis, Prof Sasha Roseneil and Prof Nigel Titchener-Hooker
Four Faculty Directors of Operations: Claire Glen, Loren Moyse, Julie Smith and Donna Williamson
Secretary: Director of Research Operations Governance

In attendance

Chad Ferguson
Karen Sergiou
Ella Sivyer
Nicholas Tyndale
Alison Williams

TOPS
Research Services
OVPR
OVPR
OVPR
<table>
<thead>
<tr>
<th><strong>Current Working Groups</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WG2</strong></td>
<td>Institutional due diligence framework policy (Nigel Titchener-Hooker and Fiona Ryland, Helen Crutzen, Alison Fuller, Sinead Kennedy)</td>
</tr>
<tr>
<td><strong>WG3</strong></td>
<td>Post-award financial management (Nigel Titchener-Hooker and Fiona Ryland)</td>
</tr>
<tr>
<td><strong>WG4</strong></td>
<td>Culture change (Paul Ayris, Karen Sergiou, Sian Christine, Collette Lux/ Joelle Burford, Jane Botros)</td>
</tr>
<tr>
<td><strong>WG5</strong></td>
<td>Equipment portfolio (Sinead Kennedy and Matt Davis)</td>
</tr>
<tr>
<td><strong>WG6</strong></td>
<td>Training (Karen Sergiou, Catherine Stow, JRO Rep)</td>
</tr>
<tr>
<td><strong>Worktribe</strong></td>
<td>(Celia Caulcott)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Previous Working Groups</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WG1</strong></td>
<td>Criteria for risk and complexity; pathways for ‘specialist’ and ‘standard’ research management and support; sign-off and accountability policies, pathways and processes; delegated authorities (Alan Thompson)</td>
</tr>
</tbody>
</table>