

Research Operations Group (ROG): Terms of Reference

Purpose

- To deliver effective oversight of research operations (any process, service or function that supports or impinges upon any activity across the whole research lifecycle) to ensure that they are prepared for the 2020/21 academic year.
- 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 co-ordinate with the Research Strategy group and Deans on issues related to research operations.
- To make recommendations to the Research & External Engagement Delivery Group and the Education & Operations Delivery Group as appropriate.

Terms of Reference

1. To solicit and consider the research community's needs and aspirations regarding research operations.
2. To deliver responses to issues identified, and to monitor their implementation; and to identify and act on lessons learned from issues arising in research operations.
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, especially in response to the impact of the COVID-19 pandemic.
5. To ensure that equality, diversity and inclusion is recognised and integral to research operations.
6. To ensure that management information on research operations is relevant and appropriate.
7. To consider: the harmonisation of research operations across professional and academic-support service divisions; the interaction between local and central arrangements; and the development of relevant communities of practice.
8. To review responsibility, standards and processes for communication with external partners, including funders.
9. To commission and receive reports:
 - from its two Working Groups
 - from the Research and Innovation Support Transformer
 - from the ODA Operations Group
 - on due diligence processes
 - on progress and constraints regarding operational aspects of the implementation of the UCL Research Strategy and the UCL Doctoral Education Strategy
 - as required from other bodies involved in research operations (where possible, drawing on existing reports).

10. To make recommendations and provide reports to the Research & External Engagement Delivery Group, the Education & Operations Delivery Group, and other bodies as appropriate.

Membership

Prof Alan Thompson (Chair)	Dean, Faculty of Brain Sciences
Kevin Argent	Deputy Director UCL Estates
Dr Paul Ayriss	Pro-Vice-Provost (UCL Library Services)
Dr Henriette Bruun	Director of Research Facilitation, Coordination and Planning SLASH/IOE
Andrew Cooper	Director of Research Evaluation and Director of Strategic Planning
Donna Dalrymple	Director of HR Business Partnering
James Davis	Deputy Director of Alumni Relations
Dr Matt Davis	Director of Research Facilitation, Coordination & Planning (BEAMS)
Claire Glen	Director of Operations, Faculty of Medical Sciences
Mark Hopwood	Assistant Director, Research Operations (Research Services)
Dr Sinéad Kennedy	Director of Research Coordination and Planning (SLMS)
Dr Owain Kenway	Head of Research Computing
Prof Tony Kenyon	Vice-Dean Research, Faculty of Engineering Sciences; Chair, Research Finance/Funding WG
Dr Nick McNally	Director of Research Support, Joint Research Office
Jim Onyemenam	Postgraduate Students' Officer, Students' Union
Prof David Price	Vice-Provost (Research)
Prof Geraint Rees	Dean, Faculty of Life Sciences
Dr Karen Sergiou	Director of Research Services
Dr Bella Vivat	Principal Research Fellow, Division of Psychiatry (UCU)
Dr Kathryn Walsh	Director of Knowledge Exchange Policy & Practice
Dr Sally Wilson	Interim Director of Research Contracts

Jeremy Barraud (Convenor)	Director of Research Operations Governance
Liz Almond	Head of Research Communications & Events, OVPR
Chad Ferguson	Research and Innovation Support Transformer Programme Manager
Alison Williams	Research Operations Committee Officer

Meeting frequency

Fortnightly

Quorum

50%

Circulation of papers

Agenda and papers before a meeting: at least five days before a meeting.

Minutes and actions: within five days after a meeting.

Working Groups

Research Funding and Finance Opportunities*

Research Students

Organogram (including specific areas of oversight)

Research & External Engagement Delivery Group	
Education & Operations Delivery Group	
Research Operations	
Research Funding and Finance Opportunities*	Research Students
Research Services	Doctoral Training Centres and studentships
Research Contracts	Co-ordination with Research Strategy Working Group: People
External audits	

*Joint Working Group with Research Strategy & Implementation Group