

# RESEARCH OUTCOMES MANAGEMENT BOARD TERMS OF REFERENCE

Last updated: October 2020

## 1. PURPOSE OF THE RESEARCH OUTCOMES MANAGEMENT BOARD

The Research Outcomes Management Board (ROMB) has responsibility for research outcomes policy development and data collection management. ROMB oversees the use of UKRI's nominated online research outcomes collection system (currently researchfish provided by Interfolio UK Ltd). It is supported operationally by the UKRI Research Outcomes Support Team, for which it has oversight, for the benefit of all seven UKRI Councils that use the research outcomes collection system.

## 2. ROLE

ROMB sets its own agenda but reports to the Senior Responsible Officer (SRO) who is a member of UKRI's senior management. Where appropriate, the SRO may escalate issues arising from ROMB discussions with the wider UKRI Governance structure.

ROMB's key roles are:

- UKRI research outcomes data collection:
  - Collection of output information on UKRI Research Council-funded projects active since 2006
  - Collection of UKRI-funded studentship outcomes data
  - Co-ordination and planning of outcome data collection exercises
  - Advising on dates of outcome data collection exercises
  - Monitor and review UKRI research outcomes data collection risks.
  - Promoting the use of research outcomes data: share data, analyse outputs, publish results, realise benefits. It is essential that UKRI fully leverages the outcomes data collected.
  - Improve data quality, through the introduction of processes to review data, simplify and explore new ways to discuss/validate with researchers
  - Coordinate UKRI input into the research outcomes collection service governance structure (currently, this is the Researchfish Steering Board and the various Researchfish User Sub-Groups)
  - Promote and prioritise improvements to the research outcomes collection system to streamline entry of data and reduce the number of fields that need to be entered.
  - Promote interoperability with other sources of research outcomes information. In particular, support the capability for data to be exchanged with UKRI back office systems, with University central research information systems (CRIS), and automated export of data for re-use by Universities.
- Management of the research outcomes collection system contract
  - Renewal of UKRI contract for research outcomes collection service
  - Conduct service review meetings with research outcomes collection service provider

- Monitor the research outcomes collection service contract, including an annual effectiveness review.
- Research Outcomes Support Team
  - Advise and Steer the Research Outcomes Support Team (ROST)
  - Develop the ROST workplan
- Outcomes Support Group
  - Oversee the work of the Outcomes Support Group (OSG), which deals with operational matters relating to UKRI's use of the research outcomes collection system.
- Research Outcomes Data Group
  - Oversee the work of the Research Outcomes Data Group (RODG), which deals with technical and data issues relating to UKRI's use of the research outcomes collection system.

### **3. MEMBERSHIP**

ROMB membership will be drawn from the UKRI Councils that use the research outcomes collection system. Additional membership may be drawn from relevant areas of the UKRI centre.

ROMB will be chaired by a member of the Board. The ROMB Chair responsibility will be reviewed annually, with the option for the status quo to remain or a new Chair to be nominated.

Attendance at Board meetings would normally be restricted to a maximum of one representative per Research Council or UKRI centre functional area (excluding the Chair). However, other staff with specific areas of interest/expertise may be invited to attend where appropriate at the discretion of the Chair.

Members may nominate an alternate representative if (i) they are unable to attend or (ii) the subjects for consideration at a particular meeting would be better served by the alternate. Such decisions are at the discretion of the individual Council.

### **4. MEMBERS' RESPONSIBILITIES**

Members are responsible for:

- cascading information on the Board's activities to colleagues in their respective Councils
- seeking information and consulting with respective spheres with a view to communicating back to the Board and informing discussions at the meetings
- ensuring agreed actions are communicated and implemented within their Council as appropriate
- actively engaging in the development of new ideas as well as taking forward activities and actions to effectively deliver shared objectives

- giving careful consideration, individually and collectively, to governance issues and their implications prior to embarking on joint projects
- having the necessary level of actual or delegated authority to commit resources and make agreements on behalf of their organisation
- ensuring that this responsibility is included in their job plan and a suitable proportion of time is allocated for the work.

## **5. SENIOR RESPONSIBLE OFFICER**

The senior responsible officer is ultimately responsible for the delivery of UKRI's research outcomes collection and the activities of ROMB. The role of SRO is held by the UKRI Deputy Director of Analysis and Performance. The Chair of ROMB will engage with the SRO on behalf of ROMB and the SRO will engage with the Executive Committee and other senior management on behalf of ROMB when required. ROMB will engage with the SRO in the following circumstances:

- The ROMB Chair will provide visibility of ROMB decisions and performance metrics to the SRO, in a format and frequency agreed with the SRO.
- The SRO may draw on ROMB's expertise to support decisions and feeds back any decisions that require action from ROMB.
- To agree substantial or high-profile outcomes policy changes that may result in significant external interest or changes to the operation of UKRI.
- To agree UKRI outcomes related policy responses or key messages to significant external events.
- To agree and monitor risks associated with outcomes collection; outcome risks are owned by the SRO and are managed by ROMB.
- To agree the procurement of a research outcomes collection service; the SRO is responsible for signing off the business case for the procurement exercise and budget (but the budget is owned by DDaT).
- To agree the dates for the annual outcomes reporting period.
- Engaging with audits and resolving subsequent actions.

## **6. FREQUENCY OF MEETINGS**

The Board will meet monthly, with meetings lasting for two hours.

Additional meetings may be held on an ad-hoc basis to address specific issues; these meetings may involve a sub-group of the full membership

## **7. MINUTES AND MEETING PAPERS**

ROST will provide secretariat support. The minutes will record key points of discussion, decisions made and actions agreed.

In general, the meeting agenda and papers will be circulated seven days before the scheduled meeting date. Any late papers will be by exception and agreed in advance by the Chair.