agenda

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	**2019-10-17**
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	**Building 115-1030**

SECTION 1   **NGĀ KUPU ARATAKI | PRELIMINARIES**

1. Opening Karakia
2. Welcome from the Chair
3. Membership (2019)
4. Terms of Reference (2019)

SECTION 2   **STANDING ITEMS**

1. Ngā Whakapāha | Attendance, Apologies & Quorate Status
2. Mahia Atu | Matters Arising
3. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting

SECTION 3   **ITEMS TO APPROVE**

1. Restructuring of Research Centres
2. Research Outputs – PhD Presentations

SECTION 4   **WHAKAWHITI KŌRERO | ITEMS TO DISCUSS**

1. Unitec Research Symposium
2. Review of the Conduct of Research Policy
3. Frequency of meetings

SECTION 5   **ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

1. Self-assessment
2. Closing Karakia

Item 1.1   Opening Karakia

KARAKIA TIMATANGA	BEGINNING PRAYER
Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
He mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi ē, Hui ē, Tāiki ē!	*Join it, gather it, it is done!*

Item 1.2   Welcome from the Chair

Item 1.3   Membership of Te Komiti Rangahau o Unitec

Associate Professor Marcus Williams	Chair - Director, Research and Enterprise
Professor Christian Probst	Director, High Technology Transdisciplinary Research
Heather Stonyer	Director Industry Partnerships or nominee
Dr Falaniko Tominiko	Director, Pacific Success or nominee
TBA	Director, Māori Success or nominee
Dr Helen Gremillion (Associate Professor)	Healthcare and Social Practice
Yusef Patel (New and Emerging)	Architecture
Roger Birchmore (Early Career)	Building Construction
Dr Lian Wu (Associate Professor)	Community Studies
Dr Iman Ardekani (Associate Professor)	Computing and IT
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Jonathan Leaver (Associate Professor)	Engineering and Applied Technology
Kristina Naden (Early Career)	Environmental & Animal Science
Gerry Ryan (New and Emerging)	Trades and Services
Dr Maryam Mirzaei (Early Career)	Business Studies
TBA	Bridgepoint
Susan Eady	Library Knowledge Specialist
Myles Durrant	One member nominated by the Student Council
Arun Deo	Research Advisor
TBA	ePress Editor (non-voting members)

In attendance: Brenda Massey   Acting URC Secretary

Item 1.4   **Te Komiti Rangahau o Unitec Terms of Reference**

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;

b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;

c. Provide expert advice on institutional policy;

d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;

e. Oversee the Grants Advisory Committee and the reporting of funded projects;

f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability;

g. Oversee the monitoring of research outputs and research reporting; and,

h. Foster transdisciplinary, collaborative and externally engaged research, enterprise and innovation.

SECTION 2   STANDING ITEMS

Section 2.1   **Ngā Whakapāha | Attendance, Apologies & Quorate Status**

RECOMMENDATION
That the Committee accept the Apologies of today's meeting.

Section 2.2   **Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting**
refer to pg5

RECOMMENDATION
That the Committee approves the Minutes of the meeting of 2019-09-19.

Section 2.3   **Mahia Atu | Matters Arising**
refer to pg10

SECTION 3   ITEMS TO APPROVE

Section 3.1   **Restructuring of Research Centres**
refer to attached;

- Memo *pg11*

Section 3.2   **Research Outputs: PhD Presentations**

refer to attached;

- Memo *pg13*

Section 3.3   **Application for ECR Support: DComp for PBRF Portfolio**

refer to attached;

- Application from Wajira Dassanayake *pg14*

SECTION 4   WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Section 4.1   **Unitec Research Symposium**

refer to attached;

- Memo *pg17*
- 2018 Unitec Research Symposium Programme *pg18*

Section 4.2   **Review of Conduct of Research Policy**

refer to attached;

- Memo *pg23*
- Conduct of Research Policy *pg24*

Section 4.3   **Frequency of meetings**

no attachment;

- Discussion facilitated by the Chair

SECTION 5   ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Section 5.1   **Self-Assessment**

refer to attached;

- Memo *pg34*

Section 5.2   **Closing Karakia**

TE KARAKIA WHAKAMUTUNGA	ENDING PRAYER
Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē, Hui ē, Tāiki ē!	*We are united, progressing forward!*

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2019-09-19
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Building 115-1030

MEETING OPENED:	1300h

SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1   Opening Karakia

KARAKIA TIMATANGA	BEGINNING PRAYER
Manawa mai te mauri nuku	*Embrace the power of the earth*
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Item 1.2   Welcome from the Chair

The Chair warmly welcomed the committee members, including Dipti Vora standing in for Susan Eady and Brenda Massey, Acting Secretary.

SECTION 2 – STANDING ITEMS

Item 2.1   Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams **(Chair)**
2. Jonathan Leaver (via Skype)
3. Yusef Patel
4. Heather Stonyer
5. Christian Probst
6. Leon Tan

7. Roger Birchmore
8. Maryam Mirzaei
9. Iman Ardekani
10. Arun Deo
11. Lian Wu
12. Dipti Vora (for Susan Eady)

Total members represented: 12 member/s

Apologies

1. Falaniko Tominiko
2. Kristina Naden
3. Susan Eady
4. Helen Gremillion

Total apologies: 4 member/s

MOTION
That the Committee accept the apologies for the meeting.
MOTION CARRIED

Quorate Status

A minimum of 9 representatives was required; the meeting was quorate.

Hunga Mahi | Staff in Attendance

1. Brenda Massey (Acting Secretary)

Item 2.2   Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

MOTION
That the Committee approve the Minutes for 2019-08-22 meeting as a true and accurate record.
MOTION CARRIED

Item 2.3   Mahia Atu | Matters Arising

The Chair informed the Committee of recent successes in the grants space: Prof Christian Probst won a $1m MBIE Smart Ideas grant for his project "Assessing Reidentification Risks with Bayesian Probabilistic Programming" and Professor Jenny Lee-Morgan won a $3.5m MBIE Research Programme grant for her project "Marae Ora, Kāinga Ora (MOKO): Marae-led housing interventions that develop kāinga". Professor Leonie Pihama joins Unitec at the end of the month and brings with her a $2.1m MBIE Research Programme grant for a project called "He Waka Eke Noa: Māori Cultural Frameworks for Violence Prevention and Intervention".

Brenda Massey will be Acting Secretary for the rest of the year, relieving Asma Munir during a busy time for Tūāpapa Rangahau's 'post-award' team.

Matter 4.3 from the previous meeting (2019 research KPI targets for Schools) is in progress. All other matters arising from the previous meeting were completed.

SECTION 3 - ITEMS TO APPROVE

Section 3.1   Application for Research Centre - Ngā Wai a te Tūī Māori and Indigenous Research Centre

The Committee unanimously supported the application to establish the centre noting it was a very strong application.

Section 3.2   Draft Terms of Reference - Early Career Research Support: PhD/Doctorate for PBRF Portfolio

The Chair clarified that:
- the support is aimed at those for whom the completion of a PhD would contribute to a standard PBRF portfolio, not just a New and Emerging portfolio;
- funds will come from the part of the research budget that seeks to support the development of more high quality PBRF portfolios (i.e. it is not professional development funding);
- all applications for support will come to the URC for review;
- the scheme is part of Tūāpapa Rangahau's commitment to increasing the range of support available to Early Career Researchers at Unitec, creating pathways that suit different disciplines for people to move from research independence into research leadership. Research leadership and succession planning is a high priority for Unitec.

Items discussed by the Committee were as follows:
- New and Emerging portfolios attract more funding, therefore applications should be encouraged from new and emerging researchers in particular.
- The completion of a PhD is a solitary pursuit; this scheme doesn't seem aligned with Unitec's drive towards the formation of new research groups.
- Once staff have a PhD their research is taken more seriously. In addition, PBRF ratings benefit the whole School (and institution), not just the individual.
- The scheme would encourage staff to obtain a PhD and submit a portfolio who otherwise might not.
- The scheme should be restricted to those who are at least a year into their PhD study already, as this demonstrates they are committed to the journey and are more likely to finish their study and submit a portfolio.
- A small contribution to an individual's PhD isn't likely to factor into their decision whether to start or continue a PhD, however the same amount of funding could be the difference between making something possible or not, e.g. funding towards a research project or research dissemination.
- Unitec excepts its staff to be research active, therefore it is reasonable for staff to expect some support from the organization. For new researchers in particular, this scheme demonstrates that Unitec is here to help them grow into this part of their job, and is supportive.

The majority of the committee supported the establishment of the scheme, subject to it being restricted to those who are at least a year into their PhD study.

Section 4.1   Research overheads

The Committee acknowledged that the contribution towards research and the costs associated with undertaking research is borne by many areas.

No concerns or misgivings were expressed with the proposal and the Committee was generally supportive of the solutions articulated.

Section 4.2   School Research Plans

The Committee were presented with the first completed School Research Plan from EAS. Discussion ensued as follows:

- Unitec is moving away from a model where individuals are resourced to present in contexts and fora one by one.
- The aim of these plans is to get staff to start forming collaborative groups that will evolve over time, and to get Schools involved in planning how they can support groups over time.
- Schools are encouraged to set goals against which they can track their performance and progress.
- Research Leaders, URC members and Heads of Schools are encouraged to initiate dicussions and consultations with staff around areas of potential strength and collaboration.
- The aim is that this is an organic process, not a deadline driven one. Not all plans may be as comprehensive as EAS' plan – they already had a number of groups formed when they started drafting their plan.
- Tūāpapa Rangahau acknowledges that establishing new groups takes time.
- Plans will serve the important purpose of identifying groups and nurturing them to become more sophisticated and capable to the point they could eventually form a Centre.
- There is no cap on the number of Centres Unitec can have.
- Once groups are identified and established, Tūāpapa Rangahau will organise funding structures to support them.
- Groups should aim to include a mix of researchers from professors to new and emerging. This will help spread workloads and encourage the development of new research leaders.
- Some members of the Committee expressed reservations about multi-authored publications. If multiple authors submit PBRF portfolios to the same panel then the impact for the authors is diluted and Unitec's PBRF income could potentially decrease. The contribution of seperate individuals will need to be carefully identified and articulated.
- The establishment of groups was seen as having the potential to benefit the research productivity traffic light, especially if groups include red lit staff. It is unlikely that red lit staff would submit a PBRF portfolio, thereby allaying the concern expressed above.
- Group membership will develop researchers' capability and networking opportunities and will enable busier researchers to utilise the capacity of the groups to which they are contributing members.

Jonathan Leaver volunteered Engineering as the next school after Construction to start a plan.

SECTION 5 - ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

More abstracts are required for the 2019 Unitec Research Symposium. There are excellent prizes on offer this year. The symposium includes the popular 3MT and undergraduate research competitions. The Committee are requested to contact people in their areas personally to encourage and support their participation.

Closing Karakia

TE KARAKIA WHAKAMUTUNGA	ENDING PRAYER
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Te harikoa	*Joyfully*
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MEETING CLOSED:	1415h

Agenda Item	Matter Arising	Responsible	Outcome
2.3	**2019 Research KPI Targets for Schools** **Action:** Circulate 2019 Research KPI Targets to relevant stakeholders.	Marcus Williams	
3.1	**Application for Research Centre - Ngā Wai a te Tūī** **Action:** Communicate the Committee's decision to Prof Jenny Lee-Morgan.	Marcus Williams	
3.2	**Draft Terms of Reference - Early Career Research Support: PhD/Doctorate for PBRF Portfolio** **Action:** Establish the scheme, subject to it being restricted to those who are at least a year into their PhD study.	Marcus Williams	
4.2	**School Research Plans** **Action:** Start drafting a plan for Engineering.	Jonathan Leaver	
5	**2019 Unitec Research Symposium** **Action:** Encourage staff to submit an abstract and students to enter the 3MT and undergraduate competitions.	All	Complete

Unitec

For Approval

To	Unitec Research Committee	**From**	Christian Probst
Title	Restructuring of Research Centres	**Date**	2019/10/11

Recommendation/s

That the URC approves the renaming of the Centre for Computational Intelligence and Cyber Security to the Research Centre for Cyber Security.

That the URC appoints Lecturer Dr Bashar Barmada as Director of the Research Centre for Cyber Security. The director will be mentored by Professor Christian Probst for the coming months.

That the URC also approves the disestablishment of the Research Centre for Computational Intelligence for Environmental Engineering, and that the activities of the centre become part of the newly established Research Centre for Environmental Solutions.

Purpose

The recommendations will simplify the structure of research centres, and they will broaden the scope, enabling the centres to be more inclusive across schools and towards our communities and stakeholders. As such the recommendations will increase visibility and sustainability of the centres.

Background

The two centres that are proposed to be changed, the Research Centre for Computational Intelligence and Cyber Security and the Research Centre for Computational Intelligence for Environmental Engineering should in reality have been merged in a single research centre for computational intelligence, but were established as epitomes of collaborations with partners in Japan and China, respectively. This resulted in two units too narrow in scope to develop sustainable partnerships or new initiatives.

The activities in the Research Centre for Computational Intelligence for Environmental Engineering have stagnated for some time, but fall in the area of the new Environmental Solutions Research Centre, and as such should not be followed independently. The activities in the Centre for Computational Intelligence and Cyber Security are currently dormant due to lack of skills in the area of computational intelligence, while cyber security itself is an active area of research and teaching, as exemplified by the ongoing STRATUS project, the Smart Ideas project won, the recently developed NZ L6 Diploma for Cyber Security, and the active researchers in the space.

The proposed recommendations will result in a much clearer relation between centres and activities, and it will hopefully result in a better sustainability of the centres. For the partners in Japan and China, the change will mean that MoUs will be signed with the Research Centre for Environmental Solutions and the Research Centre for Cyber Security. Since the "old" centres targeted subsets of these research areas by concentrating on computational intelligence, the scope and extent of the collaborations in research and teaching will not be

influenced by this change. For colleagues, students, and our communities and stakeholders it will become much clearer in which areas centres are active.

Next Steps

Once the recommendations have been approved, the external partners will be contacted to re-establish MoUs, and the Director of the Research Centre for Cyber Security will be tasked with establishing an advisory board in close collaboration with Professor Probst, who will also has volunteered to serve on the advisory board as an external member from January 2020.

Contributors

Professor Christian Probst – Head of School of Computing and Information Technology, Director of the Research Centre for Cyber Security

Lecturer Dr Bashar Barmada – Discipline Lead Cyber Security, School of Computing and Information Technology

Associate Professor Marcus Williams – Director Research & Enterprise

| **To** | Unitec Research Committee | **From** | Arun Deo, Research Advisor |
| **Title** | Research Outputs – PhD Presentations | **Date** | 2019 / 10/ 03 |

Recommendation/s

That the URC approve that presentations required as part of PhD course requirements, presented to an external audience, are acknowledged as a research output. The output will be categorized in the output type category as **Presentations (non-conference)**.

Purpose

The above recommendation will assist degree programmes to meet their goals in the Research Productivity Traffic Light. It will also help Unitec in achieving its targets with respect to quality assured research outputs.

Background

Unitec has two key performance indicators relating to research outputs. These are the **count of quality assured research outputs** and **the Research Productivity Traffic Light (RPTL)**.

Currently, the presentations required as part of PhD course requirements are not recognized as research outputs in their own right, even if they are presented to an external audience.

Next Steps

If this is approved by URC, the Research Advisor will include these outputs in ROMS and will verify them accordingly.

Contributors

Arun Deo – Research Advisor

Marcus Williams – Director, Research and Enterprise

1

Early Career Research Support
PhD/Doctorate for PBRF Portfolio
Application Template

Declarations

1. I am a member of the Early Career Researcher forum

Yes ☒   No ☐

2. I am undertaking a PhD/Doctorate at;

DCOMP at Unitec Institute of Technology

- **The topic is;** The scheme should be restricted to those who are at least a year into their PhD study already, as this demonstrates they are committed to the journey and are more likely to finish their study and submit a portfolio.

HYBRID MODEL FOR STOCK INDEX PREDICTION

3. The cost of PhD/Doctorate fees for one semester is;

4.

$4,500 for 2019 (both semesters)

5. I submitted a PBRF portfolio for the 2018 round;

Yes ☒   No ☐

6. I have attached my approved Individual Research Plan outlining a pathway toward submitting a PBRF portfolio for the 2024 round;

Yes ☒   No ☐

7. I have retrieved a report of my ROMS account from the Research Advisor, attached;

Yes ☒   No ☐

8. My Head of School, Academic Programme Manager, Research Leader and Research Partner are aware of this application;

Yes ☒   No ☐

9. I have an ORCID number;

Number 0000-0003-3092-3677

10. Research grants I have received in the last 5 years are;

Unitec –   Amount   Grant/Funder

External -   Amount   Grant/Funder

Summary of support request

11. Amount requested (maximum $3500 or relevant fees for one semester, whichever is the lesser amount)

$4,500 for 2019 (both semesters)

12. Proof of fees amount attached

Yes ☒   No ☐

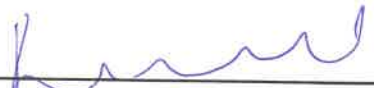# Declarations

Declaration (Early Career Researcher)

I declare that to the best of my knowledge the information I have provided is true and correct; that my PhD/Doctorate will be completed and included in my next PBRF Evidence Portfolio; and that I hold a permanent 0.1 FTE position at Unitec. I acknowledge that Tūāpapa Rangahau will be monitoring my progress on the project and the expenditure of my grant if I am allocated funding.

Signed: _~~Alassanayala~~_   Dated: <u>08/10/2019</u>

Declaration (Early Career Researcher's Head of School)

I have read and support this application and, if funded, will ensure that adequate time is given to meaningfully utilise the support proposed and that there are no impediments to a successful outcome.

Signed: _____   Dated: ___9/10/2019___

Email your completed, fully signed Application Form to <u>amunir@unitec.ac.nz</u>

You will be advised, in writing, of the outcome of your application following the Unitec Research Committee's meeting subsequent to your application.

Account Details   Return

ID: 1105493   Dassanayake, Wajira Kumara   **Business Unit:** UNITC

Account Number: TUITION001 - 2019-S2   **Account Balance:** 2,447.06

Debits:	2,447.06	Credits:		0.00	Applied:	0.00	Unapplied:	0.00

Find | View All First 1 of 1 Last

Item	Term	Taxes	Amount	Including Tax
Class	Installment ID	Last Activity Date	Balance	
Tuition Fees (Govt Funded) Thesis-Computing-Enr	2019-S2	0.00 27/03/2019	2,447.06 Item Details 2,447.06	

Return

Account Details   Return

ID: 1105493   Dassanayake, Wajira Kumara   **Business Unit:** UNITC

Account Number: TUITION001 - 2019-S1   **Account Balance:** 0.00

Debits:	2,368.13	Credits:	-2,368.13	Applied:	2,368.13	Unapplied:	0.00

Find | View All First 1-3 of 3 Last

Item	Term	Taxes	Amount	Including Tax
Class	Installment ID	Last Activity Date	Balance	
High Tech Research Scholarship	2018-S2	0.00 13/03/2019	-308.60 Item Details 0.00	
Payment Received	2019-S1	0.00 02/04/2019	-2,059.53 Item Details Receipt Details 0.00	
Tuition Fees (Govt Funded) Thesis-Computing-Enr	2019-S1	0.00 27/03/2019	2,368.13 Item Details 0.00	

Return

Unitec

For Discussion

To	Unitec Research Committee	**From**	Marcus Williams
Title	Unitec Research Symposium	**Date**	2019 / 10 / 02

Recommendation

That the approach to future Research Symposiums is reviewed.

Committee feedback is sought on the following points:

- Timing of the event (10 October, all day);
- Promotion of the event;
- Event programme (i.e. streams of short presentations and student competitions);
- Event audience (i.e. internal, staff and students);
- General.

Purpose

To assist Tūāpapa Rangahau to decide whether to hold a Research Symposium in 2020 and/or beyond and if so how to maximize the success of future symposiums.

Background

The 2019 Unitec Research Symposium was cancelled due to a lack of abstracts having been received. A fulsome programme requires at least 48 presentations. Considerably fewer than this number were being proposed by Unitec staff and students. The programme of the successful 2018 Research Symposium is attached for the Committee's reference.

Next Steps

Tūāpapa Rangahau will consider the Committee's feedback when deciding on the future of the annual Research Symposium.

Attachments

2018 Research Symposium Programme.

Whaowhia te kete mātauranga – Fill the basket of knowledge

UNITEC RESEARCH SYMPOSIUM 2018 PROGRAMME
Thursday 11 October, Building 23, Mt Albert Campus.
Proudly hosted by Tūāpapa Rangahau; Partnering Research and Enterprise

Time	Event	Location
8:30am - 8:55am	Registration Opens – Coffee, Tea and light snacks will be available	B23 - Foyer
9:00am - 9:10am	**Research Symposium Opening** Marcus Williams, Dean of Research & Enterprise	B23 – 1016
9:10am - 9:40am	**Guest Presentations** **MC:** Marcus Williams**,** Dean Research & Enterprise **Merran Davis** – Unitec Interim Chief Executive **Dion Sheppard** – Forensic Research & Development Programme Manager Environmental Science & Research, Ltd (ESR). **Reuben Smiler** – National Science Challenge (Te Puea Marae)	B23 - 1016

9:40am – 11:00am	**Research with Impact Award Finalist Presentations**
	MC: Marcus Williams, Dean Research & Enterprise
	
	Nominees:
	   o **Geoff Bridgman, Social Practice** *"I'll be happy and smiling all the time" The impact of safety and relational learning for 9-12-year-old children.*
	   o **Glenn Aguilar, Environmental & Animal Sciences** *Drone acquired imagery for characterising ecological restoration areas in Northland.*
	   o **Shannon Wallis, Engineering** *The Effect of Ventilation on Volatile Organic Compounds Produced in Residential Buildings Under Simulated Occupancy.*
	   o **Paula Buckley, Creative Industries** *Water Drone 6 year product design project.*
	
	Judging Panel:
	   o **Merran Davis (Head Judge)** – Unitec Interim Chief Executive
	   o **Kerry Francis** – Academic Leader Architecture
	   o **Denisa Hebblethwaite** – Academic Leader Business Practice
		B23 -1016

11:00am – 11:10am	Short Break	Foyer

11:10am – 12:30pm
Parallel Sessions
	Stream 1 (Yellow) – The Birds & the Bees – Our Natural Environment
	Chair: Nick Kearns, Business Practice
	   o **Mel Galbraith,** Environmental & Animal Sciences
	      The black-backed gull in northern New Zealand: evidence of changing diet from stable isotope analysis of bone and feathers.
	   o **Andrew Veale,** Environmental & Animal Sciences
	      Genomics detects unappreciated ocean-basin and island-scale structure in a circumpolar seabird: the white-chinned petrel.
		B23 - 1009

	o **Rui Peng,** Environmental & Animal Sciences *Health Monitoring of Beehives based on Intelligent Sound Processing.* o **Diane Fraser,** Environmental & Animal Sciences *Climate change and the threat of the invasive house crow (Corvus splendens) to New Zealand.*	
	Stream 2 (Red) – Taking Care of Us – Health & Wellbeing **Chair:** Tennille Stone, Research Partner o **Trevor Meiklejohn,** Community Development *How can governance design options be developed for new and emerging sports? The case of Stand Up Paddling in New Zealand.* o **Vimlesh Shukla,** Healthcare *Qualitative Approach to Improve cardiovascular health and Kava use Amongst Fijian Indians living in Auckland.* o **Alan Lockyer,** Business Practice *Is New Zealand's community water supply safe to drink?* o **Samantha Heath,** Healthcare *Factors influencing nurses' engagement with PDRP: Clues for transforming future outcomes.*	**B23 - 1016**
	Stream 3 (Green) – Creative Solutions to Real World Problems **Chair:** Gregor Steinhorn, Research Partner o **Paul Woodruffe,** Creative Industries *The Piki Project, progress and potential.* o **Joseph Aziz,** Medical Imaging *Drawing as an effective method in anatomy learning among medical imaging students.* o **Nadesa Goundar,** Business Practice *Rent to Buy – Solution to Housing affordability – Is it Really?* o **Danyon Robertson,** Landscape Architecture *A Martian ecology? The role of ecosystem design in the shaping human habitat on Earth and Mars.*	**B23 - 1008**
	Stream 4 (Blue) – Early Career Research **Chair:** Christian Probst, High Tech Transdisciplinary Research Network o **Ray Jauny,** Healthcare *What is the Lived Experience of Older Migrants with Mild Cognitive Impairment? A Proposed Phenomenological Study.* o **Nikki Hurst,** Community Development *Fruits of the Fig-Tree. A Counsellor's Role in Assisting Gifted and Talented Adolescents to Address Their Multipotentiality.* o **Kristie Cameron,** Environmental & Animal Sciences *A global dog ownership problem: 'Training' owners to know their dogs.* o **Tui Matelau,** Bridging Education *Exploring the identity of Māori and Pacific female creative practitioners: A study of life stories using vertical layers of discourse.*	**B23 - 1020**
12:30pm – 1:10pm	**LUNCH**	**Foyer**
1:20pm – 2:30pm **Parallel Sessions**	**Postgraduate 3 Minute Thesis (3MT) Competition** **MC:** Falaniko Tominiko, Director Pacific Success **Judging Panel:** o **David Glover (Head Judge),** ED Partnerships, Business Development & Marketing o **Vanessa Byrnes**, Head of Creative Industries	**B23 – 1016**

	o **Curtis Bristowe**, Pou Huritao Mātauranga Maori **Competitors:** o **Favsta Fernandez (Masters in Osteopathy)** *An exploration of whanau/family perspectives on a mobile application (app) for post-stroke care.* o **Beenal Kanji (Masters in Architecture)** *The space between: Defining the space between urban and rural.* o **Sianne Smith (Masters in Architecture)** *Architecture of Perception.* o **Xavier Francis (Masters in Computing)** *Predicting Wear Patterns on Footwear Outsoles.* o **Soheil Varastehpour (Doctorate Computer Science)** *Vein Pattern Recognition based on Deep Learning Algorithms for Forensic Investigation.* o **Emily Bowerman (Masters in Landscape Architecture)** *Reflecting Maori relationships with water in waterscape planning and landscape architecture.* o **Kashyap Venkatesh Subramany (Masters in Computing)** *Distinguishability of people in an ambient assisted living environment.* The 3MT Competition features students from Unitec's postgraduate programmes. The students present their research in 3 minutes using one slide, with the best presentations being awarded prizes at the Symposium Prize giving event. There will be an informal panel discussion facilitated by Marcus Williams at the end of the competition.	
	Undergraduate Research Competition **MC:** Alistair Kirk, General Manager - Marketing **Judging Panel:** o **Melanie Ooi (Head Judge),** Head of Engineering o **Mary Johnston,** ED People & Safety o **Lee Baglow**, Academic Leader Vehicle Systems & Materials **Competitors:** o **Rory Carter, Bachelor of Construction** *Analysis of the implementation of modular construction in the New Zealand construction industry.* o **Zainab Almubarak, Bachelor of Animal Management & Welfare** *Attitudes towards cats? A comparison between Saudi Arabia & New Zealand* o **Aiona Pamela Suliafu, ECE Bachelor of Teaching** *The heart that LISTENS is also HEARD.* o **Kayla Rench & Phoebe Andrews, Bachelor of Applied Science** *Dissemination of biosecurity information and compliance of ferry passengers travelling to selected islands in the Hauraki Gulf.* The Undergraduate Research Competition features students from Unitec's Bachelor's programmes. The students present their research using up to 3 slides and in 10 minutes, with the best presentation being awarded a prize at the Symposium Prize Giving.	B23 - 1008
2:35pm – 4:25pm **Parallel Sessions**	**Stream 1 (Yellow) – Transforming Policy & Governance** **Chair:** Kristie Cameron, Environmental & Animal Sciences o **Leslie Kistan,** Healthcare *Emergency Nurse Attrition Understanding the Emergency Nurse: A mixed methods study planned for Waitemata District Health Board(WDHB) Northshore Emergency Department to address Emergency Nurse Attrition,* o **Nick Kearns,** Business Practice	B23 - 1016

	A Model for understanding Third Age entrepreneurship (3AE) in New Zealand. o **Pauline Bishop & John Stansfield,** Social Practice *"Not just nice ladies" challenging assumptions about early childhood teachers.* o **Jennifer Huri,** Healthcare *The views of undergraduate student nurses to the proposed End of Life Choice legislation in New Zealand.* o **John Stansfield,** Social Practice *Establishing guidance in an empowering profession.*	
	Stream 2 (Red) – Living in the Matrix – High Technology **Chair:** Roger Birchmore, Building & Construction Services o **Mohammad Waqas,** Computer Science *Adaptive noise cancelation of audio recording drones.* o **Shamim Shaikh & Madhusudan Vyas,** Healthcare *Zebra app – an educational and screening tool to identify individuals at high risk of developing gastrointestinal neuroendocrine tumours (NETs).* o **Carsten Kudra,** Creative Industries *Looking Through the Eyes of Others: An exploration of Presence within 360-degree filmmaking.* o **Mirjana Bogosanovic,** Engineering *SIGFOX at Unitec: IoT implementation using dedicated LPWAN.* o **Clemens Zeidler,** Computer Science *LogSpider: A Distributed, Privacy-preserving and Tamper Resistant Backup System for Data Streams.*	**B23 - 1020**
	Stream 3 (Green) – Planning for our Future – Sustainable Development **Chair:** Ray Jauny, Healthcare o **Dan Blanchon,** Environment & Animal Sciences *The effect of commercial composting on Moth plant (Araujia hortorum) seed viability.* o **Shannon Wallis,** Engineering *Challenging Global Waste Management: Bioremediation to Detoxify Asbestos.* o **Dave Phillips,** Engineering *Sustainable Surfing Tourism in Fiji.* o **Magdalena Garbarczyk,** Architecture *From the Waste Up: Creating a shift in perception.* o **Aziz Ahmad,** Engineering *A platform to analyze controllers for solar hot water systems.*	**B23 - 1008**
	Stream 4 (Blue) – Teaching our Tamariki – Youth & Education **Chair:** Sinead Hart, Senior Legal Counsel o **Jayne Mercier,** Community Development *Using the Five C's model of positive youth development as a programme evaluation tool in a New Zealand context.* o **Sylvia Hach,** Community Development *A mood self-assessment tool for youth: First results.* o **Hoa Nguyen,** Social Practice *Formative Evaluation of the Financial Literacy Program for Youth in West Auckland.* o **Taija Puolitaival,** Building Construction & Services *Competence development through continuous professional learning in construction management in the era of fast paced digitalisation.*	**B23 - 1009**

	o **Patrick Dodd & Maryam Mirzaei,** Business Practice *Effectiveness of cross-disciplinary authentic assessment.*	
4:30pm – 6:00pm	**Research Symposium Prize Giving** **MC:** Marcus Williams, Dean Research & Enterprise o Research with Impact prize giving o Early Career Researcher prize giving o 3MT prize giving o Undergraduate Research Competition prize giving o Dean's Research Award ceremony o Drinks, Nibbles & Networking!	**B23 – 1016 Foyer**

For Discussion

To	Unitec Research Committee	From	Marcus Williams
Title	Review of Conduct of Research Policy	Date	2019 / 10 / 08

Recommendations

That the URC review the Conduct of Research Policy.

Purpose

The Conduct of Research Policy is due to be reviewed.

Background

The Conduct of Research Policy standards and provides a framework for the responsible conduct of research under the auspices of Unitec.

Next Steps

The Conduct of Research Policy will be updated where required.

CONDUCT OF RESEARCH POLICY

1 Purpose

This policy sets standards and provides a framework for the responsible conduct of research under the auspices of Unitec.

2 Scope

This policy applies to all Unitec staff members engaged in research and any contractor, consultant or other person engaged by Unitec to conduct research and research related activity on Unitec's behalf.

This policy must be read in conjunction with the policies and guidelines stipulated herein (see Section 5).

3 Policy Statement(s)

1. Research at Unitec is supported by Tuapapa Rangahau: the Research and Enterprise Office (REO).

2. Research at Unitec shall be conducted according to internationally-accepted principles of responsible research.

3. This policy enacts *Academic Statute* requirements to provide a framework to oversee effective research practice. The intent of this policy is to ensure research is conducted with:

    a. honesty and integrity;

    b. respect for human and animal research participants and the environment;

    c. good stewardship of public resources;

    d. acknowledgement of others' role in research;

    e. responsible communication of research results; and

    f. responsible financial, research, and project management.

4. Adhering to the standards outlined in this policy will help maintain and enhance the academic and commercial integrity of research at Unitec.

    a. Failure to do so has the potential to damage the investigator, their colleagues, Unitec, and could affect the professions, industries, and the communities with which Unitec interacts.

4 Process

This policy will be implemented in a way that honours the following principles of *Te Noho Kotahitanga*, Unitec's declaration of its commitment to the *Treaty of Waitangi/te Tiriti o Waitangi*.

- Rangatiratanga (Authority): Academic quality is governed and managed through appropriate delegation of authority and responsibility.

- Whakaritenga (Legitimacy): Academic decision-making processes legitimise the others' contributions and ensure ethics and integrity inform subsequent actions.

- Kaitiakitanga (Guardianship): Council delegates responsibility of guardianship over academic quality matters and maintenance of the administrative accuracy of this statute to the Academic Board.

- Mahi Kotahitanga (Co-operation): Academic quality systems and processes are developed in co-operation with appropriate partners with the understanding that all such partners share accountability for executing these in a way that supports educational performance and related evaluative questioning, development, and improvement.

- Ngākau Māhaki (Respect): These operating principles are conducive to a high-trust environment, based on: respect; transparency in decision-making; and consultative processes of policy development.

4.1 Research conduct

4.1.1 National and international standards of research conduct

1. Researchers have a duty to maintain the highest standards in research applicable to their discipline, profession, industry, and community. Unitec staff must ensure their conduct and behaviour complies with Unitec's *Code of Conduct – Taatai Tangata* and *Academic Integrity Policy*.

2. It is the investigators' responsibility to comply with national and international laws and standards of research conduct and to obtain the appropriate approvals required when researching internationally.

4.1.2 Human and animal ethics

1. Unitec operates under national and international standards for ethical research.

   a. The New Zealand Health Research Council-accredited Unitec Research Ethics Committee (UREC) is responsible for the review and approval of human ethics applications.

2. Prior to the start of any research project involving or affecting humans, written ethical approval must be obtained from the UREC.

3. Prior to the start of the project, research involving animals must have written ethical approval from an approved animal ethics committee.

4. Where ethics has been approved by an external ethics committee, a copy of the approval letter shall be lodged with the REO and the UREC.

4.1.3 Environmental impact

1. Researchers must consider the impact of their research on the environment and mitigate any risk, ensuring all research is carried out in accordance with Unitec's *One Planet Principles and Environmental Policy*.

4.1.4 Research involving or affecting Māori

1. Research that may involve or affect Māori must be undertaken responsibly through appropriate consultation and ethical approval.

4.1.5 Health and safety

1. Research leaders shall ensure those associated with a project are aware of and understand all health and safety requirements, processes, and procedures.

2. All incidents involving injury, non-injury, and any near-misses must be reported according to Unitec's *Health and Safety Policy* and associated procedures.

3. Investigators involving human participants in research must:

   a. mitigate the risk of psychological and/or physical harm; and

   b. comply with the *Research Ethics Policy* and any ethical requirements stipulated by the granting ethics committee.

4.1.6 Data collection, retention, and security

1. Staff are accountable for managing the retention of their data and other records and for overseeing the same for students for whom they are responsible.

2. Researchers should abide by any specific requirements for data retention specified by:

   a. the conditions of ethical approval; and

   b. as agreed in the research contract.

4.1.7 Research design and methodology

1. Researchers shall consult with peers and engage in constructive debate to ensure the most appropriate research design and methodological approach(es) is/are used.

4.1.8 Accurate representation of research

1. Investigators must use scholarly and scientific rigour in obtaining, analysing and recording information, and in reporting and publishing.

2. Results and methods will be open to scrutiny through appropriate publication or exhibition.

3. Investigators must not:

   a. manipulate the results of the work to meet the perceived needs or requirements of funding agencies or other interested parties; nor

   b. condone such manipulation by others.

4. Investigators must ensure all speculative and interpretive statements in their work are identified as such.

4.1.9 Dissemination, publication, and authorship

1. Researchers have an obligation to disseminate their research and ensure the outcomes of the research reach a wide audience.

2. Dissemination of research and findings must be undertaken in accordance with any contractual agreements.

3. Researchers must acknowledge the substantive contributions of collaborators, including between staff and students and/or Unitec and industry.

4. Researchers should agree on authorship and offer authorship to all contributors.

4.1.10 Duplication of outputs, self-plagiarism, and plagiarism

1. It is expected investigators will follow best-practice in their disciplines in regard to duplication of outputs.

2. It is not acceptable to include the same research findings in several publications, or to submit similar work to more than one publisher without appropriate reference.

    a. Work that is reproduced in whole or in part must be referenced appropriately and must not be misrepresented as new knowledge.

3. Researchers must avoid plagiarism by carefully referencing material in accordance with the protocols accepted by their discipline.

4.1.11 Conflicts of interest

1. Conflicts of interest may be material or perceived and, in all cases, must be reported to the REO for due consideration of any necessary action.

2. A conflict of interest exists where there is a discrepancy between the individual interests of a person and their professional responsibilities; such that the conclusion may be drawn that an individual's professional actions are unduly influenced by their own interests.

3. Conflicts of interest include:

    a. relationships where possible or potential power may be exercised over another; and

    b. issues of gender, sex, ethnicity/race, and/or age.

4.1.12 Intellectual property, commercial sensitivity, and confidential research

1. Issues of commercial sensitivity or requirements for confidentiality of results from research projects will require legal consideration.

2. The project must be subject to a specific agreement covering the exchange of information, publishing of results, or other dissemination.

3. Issues arising from research that relate to intellectual property, will be guided by the *Intellectual Property Policy*.

4. Staff shall consult with the REO around any real or perceived concerns relating to intellectual property, commercial sensitivity, and/or research confidentiality.

4.1.13 Staff Leaving Unitec

1. In the event of a staff member leaving Unitec's employment during the term of a research project, the staff member concerned must take all reasonable steps to ensure the research project is continued at Unitec to enable fulfilment of any contractual obligations that have been entered into.

4.2 Applying for and managing external research funding

4.2.1 External research funding and contractual obligations

1. Unitec is the contract holder for agreements arising from external research and related income, in the form of grants, contracts, and awards that its staff enter into and is legally accountable for the delivery of contracts.

2. The REO manages the contractual responsibilities on behalf of Unitec by supporting researchers to fulfil contractual obligations.

3. Staff will alert the REO of their intention to apply for external research funding at the earliest possible opportunity.

4. Staff shall notify the REO of any external research funding that has been awarded to Unitec staff members.

5. PeopleSoft codes for externally-funded research projects must only be initiated with the approval of the Dean: Research and Enterprise.

6. Unitec staff will not engage with contractors or third parties to provide assistance with external funding applications without consulting the REO.

4.2.2 Sign-off and support of funding applications

1. External research activity must be undertaken with the knowledge and support of line management and leadership of the relevant discipline.

2. The external research income process must ensure the relevant organisational engagement and approval where staff and resources are committed; including

   a. support of the proposed activity and subsequent sign-off as per the *Delegations Policy*.

   b. eligibility and availability of resources proposed, including researchers' time, space, administrative support, facilities, and other such resources required to meet the contractual requirements of the project.

3. Where a line manager has approved a staff member's participation in an externally-funded project, their continued participation will be required until the contracted deliverables have been met.

4. Funding applications over $1 million will require a pre-submission appraisal process, including assessment of the impact on Unitec's resources.

   a. The REO, in consultation with the discipline leadership will facilitate this process.

   b. Appropriate lead-in times are required to ensure due-consideration of the appraisal.

4.3 The Research Leader / Principal Investigator

1. Successful management and contract-delivery requires that many stakeholders work together effectively.

2. Effective administration and management begins with the Research Leader or Principal Investigator in conjunction with support from the REO.

3. The Research Leader has the responsibility for the design and conduct of a project. These responsibilities include:

   a. ensuring adequate consultation and compliance with this policy and relevant regulations including those of the funding organisation, Unitec, and other relevant sources;

   b. managing deliverables and meeting the funder's reporting requirements as per contractual arrangements in conjunction with any support required from the REO;

   c. informing and consulting with the REO around changes in research direction and/or project deliverables to ensure contract variations are negotiated within the scope of the original contract and funding stipulations;

d. sound financial management and the proper use of research funds;

e. managing and supervising employees, postdoctoral fellows, and students;

f. ensuring human resource protocols are advised and safe working environments are provided for employees and contractors;

g. ensuring all ethical approvals have been granted and associated conditions have been met; and

h. ensuring all conflicts of interest are disclosed to the REO and managed, including those of research staff and students.

4.4 Tuapapa Rangahau: Research and Enterprise Office (REO)

1. The REO is responsible for:

   a. assuring sound management of research and the resources entrusted to it by its research funders; and

   b. co-ordination of institutional research management capability and infrastructure.

2. The REO has responsibilities in the development of applications and proposals, which include:

   a. assisting with institutional approval through appropriate delegated authorities of all grant and contract research applications submitted to external agencies;

   b. assisting in proposal development, including development of work plans and budgets;

   c. negotiating research contracts and agreements and ensuring the consultation of proper legal advice;

   d. co-ordinating with other Unitec teams during project development and contract negotiation phases to assure any special requirements can be met;

3. The REO also has responsibility to monitor and provide assistance for on-going project and portfolio management to the Research Leader. This includes:

   a. advising staff on funders' requirements and terms and conditions;

   b. advising staff on the management of major and complex projects, including assistance with establishing appropriate project management plans;

   c. ensuring compliance with contractual requirements and, where risks have been identified, acting pro-actively on behalf of the institution; and

   d. managing project changes including contract variations.

4.5 Finance

1. Funds must be housed in a way that is able to be monitored by the REO.

2. Unitec's finance team manages policy, administration, and accounting systems within the institute.

3. To ensure research is conducted in compliance with all applicable financial management and accountability standards, the finance team is responsible for:

   a. providing reliable internal financial statements to investigators and administrators;

   b. advising on the accounting of research funds received by Unitec;

   c. assisting and advising the REO on preparation of financial reports for funding

agencies;

    d.   assisting with external audits as required; and

    e.   where required, overseeing financial forecasts and accounts receivable.

4.6 Human resources (HR)

1. In conjunction with support and advice from the RIO, the Research Leader is responsible for ensuring appropriate engagement with HR.

2. Unitec's HR team manages policy and procedures applicable to all Unitec staff and can provide advice on and assist with the following:

    a.   informing Research Leaders of their responsibilities in the areas of hiring, compensation and benefits, termination, occupational health, training, and employee relations;

    b.   overseeing and supporting the recruitment processes in a timely fashion aligned to the needs of projects and ensuring Unitec's employment standards and conditions are maintained; and

    c.   where required, providing advice to researchers and research administrators in HR management areas, including the supply of tools and templates to assist in the fulfilment of HR management functions.

4.7 Research outputs

4.7.1 Documenting research outputs

1. All staff engaged in research and the production of research outputs shall:

    a.   record this engagement in the centralised outputs-database; and

    b.   provide appropriate evidence for the purpose of research output verification and any statutory audit.

2. Staff are responsible for ensuring the accuracy of records and that all required information is supplied prior to submitting the output for verification.

4.7.2 Verification of research outputs by designated staff

1. Designated staff within disciplines shall have the authority to verify outputs from their area of responsibility as valid and accurate.

2. It is expected that the staff member verifying outputs will notify the RIO of any outputs that appear to be published by predatory publishers or other such publication dissemination repositories that do not adhere to the professional standards of the discipline.

3. Unitec's resources should not be used to engage with predatory publications or with other such publishers who diminish the professionalism of the discipline or do not comply with the policies and guidelines mentioned in this policy.

4.7.3 Output categories

1. The RIO will oversee the output collection process and determine the categories for research and academic outputs.

2. The Dean: Research and Enterprise may approve variations to these categories.

4.7.4 Staff research requirements for teaching Level 7-10 programmes

1. Unitec will comply with the staff research obligations set out in:

    a. the *Education Act* (1989); and

    b. the NZQA's *Programme Approval Guidelines*.

2. Verified research outputs will provide evidence of this requirement.

3. The REC will provide advice, support and assistance to help staff achieve compliance.

4.8 Misconduct in research

1. In the event research misconduct is alleged, contact must, in the first instance, be made with the Dean: Research and Enterprise.

2. The Dean: Research and Enterprise will ensure processes followed to respond to the allegation adhere to those outlined in staff *Disciplinary Policy* and associated procedures.

5 Associated Documents

5.1 Associated policies and procedures

- *Academic Integrity Policy*;

- *Academic Statute*;

- *Academic Workload Policy*;

- *Code of Conduct – Taatai Tangata*;

- *Delegations Policy*;

- Health and safety policies and procedures;

- HR policies and procedures;

- *Intellectual Property Policy*;

- *One Planet Principles and Environmental Policy*;

- *Research Centre Procedure*;

- *Research Ethics Policy*; and

- *Staff Disciplinary Policy* and associated procedures.

5.2 Associated guidelines

- *Applying for and Managing External Research Funding Guidelines*;

- *Documenting Research Outputs Guidelines*;

- NZQA *Programme Approval Guidelines*;

- *Research Ethics Guidelines*; and

- *Scholarly Communication Guidelines*.

6 Responsibilities

Role	Responsibilities
R	• Supports research across Unitec in accordance with this policy and related policies and procedures. • Undertakes responsibilities detailed in Section 4.4 of this policy.
Researchers Research contractors and/or consultants	• Undertaking research while adhering to this policy and related policies and procedures.
Research Leaders	• Undertaking the responsibilities outlined in Section 4.3 of this policy. • Adhering to all related policies and procedures.
UREC	• Review and approval of human ethics applications.
Finance Department	• Undertake the responsibilities outlined in Section 4.5 of this policy.
Human Resources	• Undertake the responsibilities outlined in Section 4.6 of this policy.

7 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

8 Reference Documents

• *Education Act* (1989)
• *Te Noho Kotahitanga*.

9 Document Details

Version Number	2.1	
Version Issue Date	August 2018	
	Amendment Date	**Amendment/s**
	December 2010	First edition
	January 2011	Formal review; replaced *Conduct of Research and Advanced Practice Policy*
Version History	September 2015	Updated to reflect new processes. Incorporation of the *External Research Funding Policy* and the *Documenting Research Outputs Policy*.
	August 2018	Updated as part of policy review project
Consultation Scope		
Approval Authority	Academic Board	

Original Date of Approval	7 December 2010
Document Sponsor	Executive Dean: Academic Development
Document Owner	Dean: Research and Enterprise
Contact Person	
Date of Next Review	September 2019

For Discussion

To	Unitec Research Committee	**From**	Marcus Williams
Title	Self-Assessment	**Date**	2019 / 10 / 02

Recommendations

That the URC take a few minutes to self-assess at the end of this and future meetings.

Purpose

NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

Background

NZQA's quality assurance integrates 'front-end' quality assurance with the ongoing self-assessment activities an education organisation undertakes to assure itself of the quality of graduate outcomes. NZQA uses an evaluative approach to reach judgements on a transparent, robust and credible basis, underpinned by the following principles:

- strategic and needs-based
- focused on outcomes
- quality as a dynamic concept – including ongoing improvement
- flexibility
- accountability.

Each TEO has the responsibility for demonstrating how its graduates will meet qualification requirements and outcomes through a programme of study. A TEO can show this through its self-assessment processes.

Next Steps

The Committee's self-assessment will be recorded into meeting minutes.

A longer period of self-assessment is required to be undertaken at the final meeting of the year to facilitate deeper self-assessment discussion.

The Chair should have a discussion framework ready to ensure quality outcomes and evidence, and to prevent scope creep.