



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2024-02-08
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

MEETING OPENED:	1300h
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SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1 Karakia Tīmatanga | Opening Prayer

Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Kristie Cameron
3. Nora Md Amin
4. Arun Deo
5. Hamid Sharifzadeh
6. Helen Gremillion
7. Leon Tan
8. Daisy Bentley-Gray
9. Lian Wu (from 1.30pm)

Total members represented: 9 members

Apologies

1. Yusef Patel
2. Tanya White
3. Lian Wu (for lateness)

Total apologies: 3 members

Absent

1. Carly Van Winkel

Total absent: 1 member

MOTION

That the committee accepts the apologies for today's meeting.

Moved: Kristie Cameron

Seconded: Helen Gremillion

MOTION CARRIED

Quorate Status

A minimum of six representatives is 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 approves the minutes of the 2023-11-09 meeting as a true and accurate record.

Moved: Hamid Sharifzadeh

Seconded: Nora Md Amin

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Agenda Item(s)	Action	Responsible	Outcome
3.1	Attend to filling the current vacancies on the committee.	Marcus Williams	In progress
3.1	Amend the committee's composition requirements as follows: <ul style="list-style-type: none">• Change "Nominee of Director Pacific Success" to "Nominee of Interim Manager Pacific Success".• Change "Nominee of Director Māori Success" to "Nominee of Director (Acting) Māori Success".	Brenda Massey	Complete
3.1	Add a reassessment of the committee's membership to the 2024 Work Plan (for March).	Brenda Massey	Complete

In addition to the two vacancies on the committee representing the School of Building Construction and the School of Applied Business, the committee needs to replace its student rep, as the current rep is no longer available to sit on the committee. Brenda Massey is progressing recruitment for a new rep.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 Nomination for appointment of an Honorary Research Fellow – Joanne Low, School of Environmental and Animal Sciences

The nomination for the appointment of an Honorary Research Fellow within the School of Environmental and Animal Sciences was approved.

MOTION

That the committee approves the appointment of Joanne Low as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Moved: Daisy Bentley-Gray

Seconded: Kristie Cameron

MOTION CARRIED

Action: Marcus Williams to advise the nominator, Professor Terri-Ann Berry, of this outcome.

Section 3.2 Nomination for appointment of an Honorary Research Fellow – Shannon Wallis, School of Environmental and Animal Sciences

The nomination for the appointment of an Honorary Research Fellow within the School of Environmental and Animal Sciences was approved.

Kristie Cameron is part of the Environmental and Animal Sciences Research Committee and that committee has drafted some guidelines for its Honorary Research Fellows to ensure that fellowship arrangements are mutually beneficial. Both Shannon and Joanne are participating in a programme of guest lectures within the School.

MOTION

That the committee approves the appointment of Shannon Wallis as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Moved: Hamid Sharifzadeh

Seconded: Helen Gremillion

MOTION CARRIED

Action: Marcus Williams to advise the nominator, Professor Terri-Ann Berry, of this outcome.

Section 3.3 Research Centres Update – Centre of Research in Education for Healthcare Professionals and Environmental Solutions Research Centre

Marcus Williams will be meeting with the Head of the School of Healthcare and Social Practice to discuss potential ways forward for the Centre of Research in Education for Healthcare Professionals. In the meantime, the committee agreed to put the Centre of Research in Education for Healthcare Professionals and the Environmental Solutions Research Centre on hold for one year.

MOTION

That the committee approves that the operations of the Centre of Research in Education for Healthcare Professionals and the Environmental Solutions Research Centre be paused for one year.

Moved: Marcus Williams

Seconded: Leon Tan

MOTION CARRIED

This matter will be scheduled by Brenda Massey to be revisited by the committee in 12 months' time.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

There were no items scheduled for discussion.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 2024 Unitec Early Career Researcher Contestable Fund Outcomes

The Committee noted the outcomes of the 2024 Unitec Early Career Researcher (ECR) Fund.

Section 5.2 Update on Unitec Research Ethics Committee

The Committee noted the Unitec Research Ethics Committee's (UREC's) new Terms of Reference and membership, and that UREC is no longer accredited by the Health Research Council (HRC). If UREC receives an ethics application that it is not mandated to consider, it will need to be submitted to HDEC (Health and Disability Ethics Committee) for assessment.

The comment was made that it would have been good if the memo covering this agenda item had included an overview of the implications of UREC no longer being HRC-accredited. This means that there will be less independent oversight of the committee outside of Unitec. It was queried whether any concerns have been expressed at an institutional level about this.

The Chair responded that the decision around accreditation was mandated by Te Komiti Mātauranga (TKM). The item is therefore presented to the committee for its information and is not contestable.

TKM has asked for oversight of UREC and will be requiring annual reports. That's in addition to the monthly reports and the provision of minutes that UREC has always provided to TKM. 2023 UREC activity still needs to be reported to the HRC.

While it is true that there will be less institutionally independent oversight of UREC, most ITPS are operating internal ethics committees like the one Unitec now has.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

Tūāpapa Rangahau has now been allocated a research budget for 2024. Marcus Williams and his team are working on articulating the various research support products that will be available this year and will be publicising these in due course.

The committee only has one item scheduled in its workplan for next month: reassess URC membership/composition requirements. This was scheduled due to the imminent changes associated with becoming Te Pūkenga. It was proposed that this item be paused and considered when it becomes clearer what, if any, changes could necessitate a change to the committee's current composition. Unless agenda items come from committee members themselves, it is possible that the March committee meeting will be cancelled.

Section 6.2 **Komiti Self-Assessment**

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee is reminded that feedback on any aspect of the committee's operation can be emailed to the Chair or the Secretary at any time (in confidence if requested).

Section 6.3 **Karakia Whakamutunga | Closing Karakia**

MEETING CLOSED: 1335 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
3.1 & 3.2	Advise Professor Terri-Ann Berry of the approval of the appointment of Joanne Low and Shannon Wallis as Honorary Research Fellows within the School of Environmental and Animal Sciences.	Marcus Williams	