

From: ALASTAIRMUIR RUSSELL [REDACTED]
Sent: 23 March 2010 21:22
To: [REDACTED]; Williams Lisa Ms (ACAD); David Eyton; [REDACTED]
Cc: Churchill Jacqui Mrs (VCO); Jim Norton
Subject: Re: Schedules for Fri 26 and Tues 30 March

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Lisa

Many thanks. This reply is about 26 March. The schedule is shaping up well.

I am copying this to David Eyton and [REDACTED] so they can give any feedback on logistics.

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To enable us to see if there are things to add in, the following is a note of what we wanted to cover, that I had drafted before getting your schedule.

The starting point is the fourth of our Terms of Reference, especially “review and make recommendations as to the appropriate management, governance and security structures for CRU”. We feel we need to learn what the current arrangements are, looking very much from the perspective of the University’s policies and controls on: what staff take on; what the University expects them to deliver, subject to what requirements on quality, standards, processes and procedures; and what are the associated financial disciplines.

In more detail we think we need to look at:

1. The organisation charts for CRU itself and for its relationships with other key UEA players within the framework described in the preceding paragraph.
2. The overall structure of formal controls – their current status, how they have evolved, how they are communicated, how they are verified. Within that in particular
 - Employment contracts
 - Research contracts –
 - o What is bid for and accepted
 - o What obligations are undertaken
 - o Policy on who owns the outputs, agreements with third parties
 - o Are University standards set
 - o How is performance monitored/managed
 - Financial approvals and monitoring
3. The standards/codes that apply, for example to:
 - Ethical conduct
 - Records management
 - Security classification
 - Research practices

4. Provision of training to underpin the above

On 30 March Jim Norton and I will be covering similar ground as it relates to IT systems and security and FOI/EIR/Data Protection issues, so David and I will not cover them in detail, though UEA colleagues may want to set them in the context of the overall control framework.

We are very much in your hands on whom it is best to see. Your initial suggestions of:

- Trevor Davies (PVC Research)
- Alan Walker (Manager of Research Services)
- David Russell (Associate Dean Research in Science)

seemed good to me. Now that you have been able to include Ian McCormick (Director of Research Services) it may not be necessary to trouble Alan Walker, though given the range of what I have set out above you may want to bring him in, either with Ian or in the afternoon. I think there would be advantage in seeing David Russell if he is free in the afternoon, to get a Faculty perspective. You have covered the finance aspects already. Please add on any others that you think it would be useful for us to hear from.

It would of course be good to see the VC as you suggest. We'll want to round up the day with his central perspective, and also to touch base on the Oxburgh work.

I have asked William Hardie to liaise with you and David Eyton's office to firm all this up.

One final point: as we begin to think about the shape of our report, it would be helpful if you could point us to a "potted history" of the CRU, with names of key people and when they served, the Centre, mission/vision, landmark achievements etc. I guess this will be in annual reports, brochures, articles etc. I wouldn't want anything special to be written, but given a few pointers we can do the editing ourselves.

Muir Russell

--- On Tue, 23/3/10, Williams Lisa Ms (VCO) <Lisa.Williams@uea.ac.uk> wrote:

From: Williams Lisa Ms (VCO) <Lisa.Williams@uea.ac.uk>
Subject: Schedules for Fri 26 and Tues 30 March
To: "ALASTAIRMUIR RUSSELL" [REDACTED]



Cc: "Churchill Jacqui Mrs (VCO)" <J.Churchill@uea.ac.uk>

Date: Tuesday, 23 March, 2010, 17:37

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Dear both

Please find attached draft schedules (timing slightly changed since I last wrote - so please use these versions).

These are totally draft. I have got people provisionally holding these times but anything is moveable, so just let me know what you would like.

I've put myself in to meet you first thing on arrival to finalise format of the day/any housekeeping matters but happy to dispense with that if you wish to go straight into meetings.

For the Friday 26 meeting, the VC is out in the morning so we can use his office. I have suggested lunch at the Sainsbury Centre which is about 5-10 mins walk across campus.
<http://www.uea.ac.uk/catering/restaurants/sainsburyrestaurant>

For Tues 30 meeting, I would suggest a base in Information and Services Division. Lunch either at Sainsbury Centre or buffet lunch.

Do let me know what you prefer and I look forward to hearing from you soon.

Best,

Lisa

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