

Acton Edward Prof (VCO)

From: ALASTAIRMUIR RUSSELL [REDACTED]
Sent: 20 May 2010 13:42
To: Acton Edward Prof (VCO)
Cc: Williams Lisa Ms (VCO)
Subject: Yesterday's Conversation

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

Edward

I thought it would be sensible to set out my understanding of what we agreed yesterday afternoon.

In confidence, the target launch date is Tuesday 15 June.

ICCER has no wish to keep UEA in the dark and spring the report on them.

The Select Committee appeared to be suggesting this because of a concern that the independence of the review should not be called in question. You readily agreed that this must not happen, so there must be no leaks, no media contact at all, and circulation of any draft must be very carefully and tightly controlled.

Factual checking by UEA must be just that, with no comment on and no attempt to influence the conclusions.

UEA should not seek to issue a fully formed response at the same time as the report is published: to do so would fuel the suspicion that there had been consultation on the conclusions. We agreed that a brief response on the day would be appropriate, with the full response coming later.

Any circulation within the University should be to a small number of named individuals, and should be by paper copy. That process should be controlled by the V-C's office. They would receive an electronic copy to start the process off and to facilitate the return of any factual comments on the text. The timeline for this should be: text to UEA V-C, midday, Friday 11 June; factual comments in tracking mode to ICCER by first thing Monday 14 June.

I hope this accords with your understanding.

I have reported in these terms to the Review Team, and will come back to you if aspects of this need to be clarified or developed.

Muir