

# KICK-OFF MEETING FOR THE UNIVERSITY RESEARCH INSTITUTE (URI) REVIEW OF [URI NAME]

[DATE,TIME]

Attendees:

XX (Chair), XX (PVC Research), XX (URI Director), XX (Review Co-ordinator)

URI Review due to take place on: [DATE]

1. **Key themes for the Review**

*Opportunity for the kick off group to discuss/agree the key themes and priorities for the Review (to include Partnership Working).*

1. **Review Programme [optional item]**

*The group may wish to reflect on the Review Programme in light of the themes discussed in item 1[[1]](#footnote-1). It may be helpful for the group to agree whether to prioritise a thematic or organisational approach to the sessions at this stage.*

*The Review Co-ordinator will draft a Review Programme, in liaison with the URI Review Team, following the meeting.*

1. **Panel membership**

*Opportunity for the group to discuss internal and external panel membership, including the Chair’s requirements for skills/experience in external members, if this has not already been agreed. The current Panel composition is:*

* + *DVC/PVC (or, exceptionally, another senior member of staff with relevant experience) to act as Chair [NAME]*
  + *PVC Research*
  + *An academic member of staff from a Faculty not connected to the work of the Institute*
  + *A member of senior professional services staff (usually a Faculty Manager from a Faculty not connected to the work of the Institute)*
  + *1-2 external subject-matter experts, as appropriate to the area [NAMES/tbc]*
  + *Where appropriate, a student representative selected by the Students’ Union [NAMES/tbc]*

*External Reviewers*

*The Chair should outline their requirements/preferred skills in prospective External Reviewers at this meeting. The URI Director should then go away from the meeting and propose a list of names possible external Reviewers, ideally 4-6, based on the Chair’s specific requirements[[2]](#footnote-2).*

1. **Data requirements**

*Where possible the Planning Team will provide a standard data pack of information for the kick off meeting. The group should discuss specific data requirements for the Review, including data that the URI can provide as part of/alongside the self-evaluation document (SED), or anything further to be requested from the Planning Team.*

1. **A.o.B**

*This may include any other logistics, any specific requirements for the SED, clarification of deadlines and responsibilities, etc.*

1. The Review Co-ordinator can provide a template Programme. [↑](#footnote-ref-1)
2. If preferred, this conversation can take place by correspondence ahead of the meeting, and the URI Director can then bring the list of potential External Reviewers, based on the Chair’s requirements, to the kick-off meeting. Equally, URI Directors may wish to start reflecting on possible names ahead of tiem in preparation for the kick-off meeting: however, they should bear in mind that the final list proposed must reflect the Chair’s specific preferences. [↑](#footnote-ref-2)