**University of Cambridge Open Access Project Board**

**Minutes - 5 March 2018**

Meeting held at 1100-1230 on Monday 5 March 2018

The Syndicate Room, The Old Schools

Present:

* Professor Chris Abell, Pro-Vice-Chancellor for Research (Chair)
* Professor Alan Blackwell, School of Technology (User Needs Committee representative)
* Professor John Danesh, School of Clinical Medicine
* Dr Matthew Day, Head of Open and Data Publishing, Cambridge University Press
* Professor Abby Fowden, Head of the School of Biological Sciences
* Professor Lindsay Greer, Head of the School of Physical Sciences
* Dr Peter Hedges, Head of University Research Office
* Dr Danny Kingsley, Deputy Director, Cambridge University Library (Scholarly Communication and Research Services)
* Professor Ian Leslie, Acting Director of Information Services
* Professor Richard Prager, Head of the School of Technology
* Dr Arthur Smith, Deputy Head of Scholarly Communication (Open Access)
* Dr Juergen Wastl, Head of Research Information
* Dr Nicholas White, School of Arts and Humanities
* Helen Jones, Research Strategy Analyst, Research Strategy Office (joint Secretary)
* Dr André Sartori, Open Access Research Assitant, University Library (joint Secretary)

Apologies:

* Dr Jessica Gardner, University Librarian and Director of Library Services
* Professor Peter Mandler, School of the Humanities and Social Sciences
* Professor Duncan Maskell, Senior Pro Vice Chancellor

Declarations of Interest: No new declarations were made.

**1. Minutes of previous meeting (22 November 2017) and matters arising – OAPB-85**

The minutes of the meeting held on 22 November 2017 were approved (OAPB-85). Actions from that meeting were complete or to be discussed during the meeting.

**2. Matters arising – report on actions from the last meeting (22 November 2017)**

1. Item 5. Consultation with training providers to explore options for data management training is in progress.
2. Item 6. Risks associated with poor research data management. Addressed in Research Data report (paper OAPB-87). Action complete.
3. Item 7. Progress of the Open Research Working Party. Discussed below at item 6. Action complete.

**3. Open Access Report – OAPB-86**

Dr Arthur Smith highlighted the key points from the Open Access Report (OAPB-86):

1. The University will soon run into deficit on the RCUK block grant and has not received an indication of how much or when the first instalment of the 2018/19 block grant would be made available. As this uncertainty appears to be recurrent, the Chair requested that the Open Research Working Group should consider the status and implications of this financial situation.

**Action: Open Research Working Group to consider the financial situation of the RCUK block grant and its implications.**

1. Approximately 10% of the RCUK block grant is currently allocated to staffing costs. RCUK has given indications that it will be reviewing the use of the block grants to pay for staff. Both RCUK and the Wellcome Trust have also suggested that they will review the use of their block grants to pay APCs in hybrid journals. The Chair requested that a short paper be prepared on a contingency plan if RCUK (UKRI) were to change their policy to disallow staffing costs. The paper should also cover the risks associated with discontinued support for hybrids in funders’ Open Access policies.

**Action: Dr Danny Kingsley to prepare a paper outlining (1) a contingency plan if RCUK (UKRI) were to change their policy to disallow the use of the block grant for staffing costs; (2) risks associated with the possible removal of support for hybrid journals from RCUK (UKRI) and Wellcome’s Open Access policies.**

1. Almost a quarter of submissions to Apollo are versions that cannot be deposited and require additional correspondence and processing. Choosing not to process these submissions could pose risks to REF performance, not only in terms of compliance of specific outputs but also of the general REF environment.

**4. Research Data Report – OAPB-87**

Dr Peter Hedges highlighted the key points of the Research Data Report (OAPB-87):

1. Risks to future funding resulting from poor research data management have been added to the University’s risk register. Conversations with Schools about risks associated with accidental data losses are ongoing.
2. Dr Busse-Wicher left her post of Research Data Coordinator at the end of February. This role will be advertised as an ongoing position.
3. Top-downloaded datasets represent a variety of research fields.
4. HEFCE has not yet confirmed how datasets are going to be counted for REF2021 (number of deposited datasets versus number of downloads).

**5. 2017 Annual Report of the Open Access Project Board – OAPB-88**

Dr Danny Kingsley highlighted the key points from the Open Access Project Board 2017 Annual Report (OAPB-88), including RPC approval of the change to the Project Board Terms of Reference to reduce the frequency of Board meetings to twice a year, outcomes of the review of OSC, revision of the University’s Open Access Publications Policy Framework and HEFCE compliance rates. The Annual Report will be forwarded to the Research Policy Committee for information.

**6. Progress report of the Open Research Working Group**

Dr Danny Kingsley reported on the first meeting of the Open Research Working Group (ORWG) on 28 February. Several members were absent due to travel disruption caused by snow and industrial action. The Working Group Terms of Reference were accepted. There was agreement that infrastructure will be needed to implement policies resulting from ORWG discussions, and that policies will need to be flexible enough to work with the different requirements of Schools and Departments. The next meeting of the Group will be scheduled after RCUK transitions to UKRI.

**7. Intellectual Property (IP) issues – OAPB-89**

Dr Peter Hedges updated the Board on IP Policy discussions from the Research Policy Committee (RPC). A paper discussing issues around IP and including a recommendation with regard to the UK Scholarly Communications Policy and Licence was sent to RPC on 8 March. Dr Danny Kingsley highlighted the key points of a recent update on the UK Scholarly Communications Policy and Licence (OAPB-89).

**8. Items to be referred to Research Policy Committee**

The following papers will be forwarded to the Research Policy Committee:

* 2017 Annual Report of the OAPB (OAPB-88) – for information
* Open Access Report (OAPB-86) – for information
* Research Data Report (OAPB-87) – for information

**9. Any Other Business**

The Board discussed what message should be conveyed to the research community in order to encourage deposits in Apollo. It was agreed that compliance with funders’ policies should be the primary message.

**Action: Project Board Secretary to arrange next meeting date in November 2018.**