

# Annex A

## Provisional timetable and workload for panels

1. The provisional timetable for REF 2021 is as follows:

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<b>11 October 2017</b>	Deadline for applications for sub-panel chairs
<b>20 December 2017</b>	Deadline for nominating panel members
<b>Autumn 2017</b>	Decisions on staff and outputs
<b>Winter 2017</b>	Sub-panel chairs appointed
<b>Early 2018</b>	Panel members for criteria phase appointed Panels begin meeting
<b>Mid 2018</b>	Draft guidance on submissions published Panels consult on criteria
<b>Winter 2018-19</b>	Panel criteria and methods published
<b>Early 2020</b>	Submission system operational
<b>2020</b>	Panels meet to prepare for the assessment Further nominations sought, members and assessors appointed
<b>Late 2020</b>	Submissions deadline
<b>2021</b>	Panels assess submissions
<b>December 2021</b>	Outcomes published

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2. The workload implications for panellists are as follows:

- a. During 2018 (the criteria-setting phase) each main and sub-panel will meet three or four times to develop and finalise the criteria and working methods. Panellists will also be involved in consulting stakeholders about these through their routine contacts and attending meetings of subject associations or other stakeholder groups, ensuring appropriate input into these by research users, beneficiaries and audiences.

- b. During 2020 we anticipate each main and sub-panel will meet up to three times to prepare for the assessment, to consider institutions' submission intentions and the need for additional assessors, and to undertake initial calibration exercises.
  - c. During 2021 (the assessment phase) we anticipate that each main panel will meet around six times and each sub-panel around seven times to assess submissions. Some of the sub-panel meetings during this phase may be held over several days each, and may involve staying away. In preparation for meetings during this phase, sub-panel members and assessors will be expected to review a range of submitted material. This will involve a substantial workload for individual members, especially in reviewing outputs.
3. Panel members appointed for the criteria-setting will be expected to attend meetings throughout this stage of the exercise in 2018. All sub-panel members will be expected to participate in all meetings of the sub-panel at the assessment stage, including initial meetings for briefing and to calibrate their standards of assessment with the sub-panel, and all assessment meetings. Assessors will be expected to attend initial briefing and calibration meetings in 2020, and those meetings during 2021 at which the material they have reviewed is to be discussed. Further details about the workload for members with expertise in the use and benefits of research are available on our website [www.ref.ac.uk/about/researchuser](http://www.ref.ac.uk/about/researchuser).
  4. Main and sub-panel members will receive fees covering the criteria-setting and assessment phases of the exercise, to be paid at regular intervals. The fees for the criteria-setting phase have been set at £3,000. Panel members will be provided with a full schedule of fee payments on appointment. Travelling and subsistence expenses will be reimbursed according to an agreed scheme.
  5. Main and sub-panels will be supported by panel advisers and panel secretaries, who will assist panels in planning and managing their work; co-ordinate the schedule of meetings; provide guidance and advice on the rules and procedures; prepare agendas, relevant papers, reports and feedback; and record the discussions and assessment outcomes. The panel advisers will also report the progress of the main and sub-panels' work to the REF team. Panel advisers and secretaries will be seconded from HEIs or other organisations involved in the funding, management or conduct of research.