Vision

For the UK to lead the world in conducting and promoting rigorous research.

Purpose

The UK Reproducibility Network (UKRN) is a peer-led consortium that aims to ensure the UK retains its place as a centre for world-leading research, by investigating the factors that contribute to robust research, promoting training activities and disseminating best practice, and working with external stakeholders – organisations that are part of the wider research ecosystem – to ensure coordination of efforts across the sector. UKRN's activities span multiple levels, including researchers, institutions and other external stakeholders (e.g., funders and publishers).

UKRN originated from activity across the UK seeking to understand the factors that contribute to poor research reproducibility and replicability, and to develop approaches to counter these and improve the quality of the research we produce. These issues affect all disciplines, so UKRN aims for broad disciplinary representation. UKRN's position is that ongoing efforts to address these issues represent an opportunity to improve our research by reforming culture and practice.

Our primary aim is to support the *coordination* and *integration* of relevant activity between Local Networks, Institutions and Stakeholders.

Definition of terms

There are several terms that have been used to refer to the broad issues that the UK Reproducibility Network aims to address, and these are often used interchangeably. Our focus is on ensuring the UK produces robust, rigorous research. Below we list various terms and definitions that are widely used. When terms are used, it is important to be clear which meaning is intended by that word. In the context of the UK Reproducibility Network, the definition of reproducibility closest to our meaning is "results reproducibility" as defined by Goodman et al. (2016), but this is not to suggest that it is the "correct" definition. We provide a more complete definition of terms at Annex 1.

Organization and membership

UKRN consists of a Steering Group, Local Networks (led by Local Network Leads), Institutions (represented by Institutional Leads) and a Stakeholder Engagement Group (comprising full and affiliate external stakeholders). The Steering Group is advised by an external Advisory Board comprising senior academics from the international research community. A schematic of the structure of UKRN is shown below, and is intended to reflect the mutually supporting elements of the Network.

The Steering Group, which currently comprises Marcus Munafò, Chris Chambers, Alexandra Collins, Laura Fortunato, Nicole Janz and Malcolm Macleod, is responsible for the overall coordination of UKRN activity and strategy. It is supported by a part-time administrator. The Steering Group reports to the Local Network Leads and Institutional Leads, and to the Stakeholder Engagement Group, by means of an annual report (in July) and meeting (in March). The current Steering Group will

continue until March 2022; the membership of the Steering Group and a process for appointing new members will be developed from March 2021.

Local Networks provide a mechanism through which the aims of the UKRN can be promoted within that institution (e.g., by establishing open research working groups, running training workshops, advocating for the wider adoption of best practice within the institution, etc.). A Local Network Lead provides the point of contact for UKRN, and represents the grass-roots network of researchers at that institution. It is intended that these Local Networks will grow, both in number and size, over time, as researchers elect to participate in UKRN activity. Local Networks are self-organising, but we encourage them to ensure their membership is open to academic and research staff (at all levels) and professional services staff.

Institutions can join the UKRN by formally committing to supporting the aims of the Network, creating a formal role within the senior management team (an Academic Lead for Research Improvement or similar), and supporting the delivery of UKRN activities (training, workshops etc.) within the institution (e.g., via undergraduate, postgraduate, postdoctoral and senior training programmes). This Institutional Lead is independent of the Local Network Lead, and is the institutional point of contact for UKRN, representing that institution's senior management team. Logos of participating institutions are displayed on the UKRN website. The criteria for joining UKRN are provided at Annex 2, and model role descriptions for the Institutional Lead at Annex 3, and for the Local Network Lead at Annex 4.

External stakeholders (e.g., funders, publishers, learned societies) who support the UKRN (either directly or via access to resources and other forms of support in kind) form the Stakeholder Engagement Group. This ensures that UKRN activity is aligned with the strategy and activity of the external stakeholders, and allows the exchange of ideas. In addition, the relationship between the Stakeholder Engagement Group and the UKRN provides stakeholders with a mechanism for obtaining feedback on new initiatives from the research community. External stakeholders may be full or affiliate members (these categories are described in more detail at Annex 5).
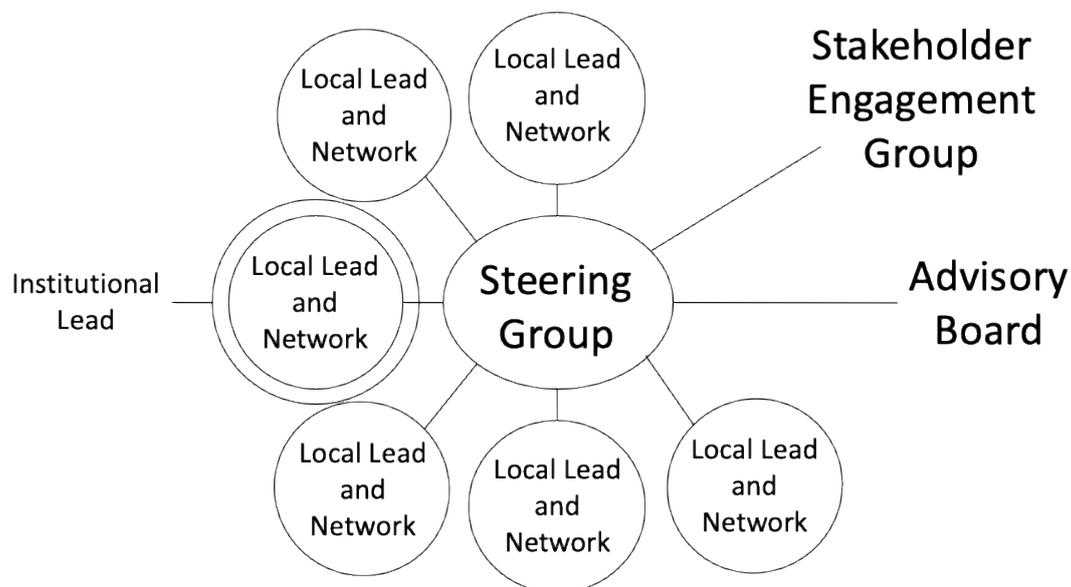
UKRN structure, with Local Network Leads (coordinating local network activity), Institutional Leads (working in partnership with Local Network Leads), Steering Group, Stakeholder Engagement Group and Advisory Board.

Elections

The UKRN Steering Group was formed in order to establish UKRN, and current members of the Steering Group are therefore currently unelected. Members of the

Steering Group have been identified on the basis of broad disciplinary representation. The Steering Group chair was chosen collectively by the Steering Group. We intend to serve a term ending March 2022 (the end of year 3 since the formal establishment of UKRN in March 2019), and to transition to model whereby Steering Group members are elected by Local Network Leads and Institutional Leads. We will also review the process for electing the Steering Group chair.

Local Network Leads initially comprised individuals who volunteered to establish local networks within their institutions, and are therefore also currently unelected. Institutional Leads are nominated by their institution, or appointed via an internal process, as part of the process of formally joining UKRN. We ultimately hope that all partner institutions will have both Institutional Leads and Local Network Leads, and in time will develop internal processes for the appointment of these.

Accountability

UKRN Local Network Leads work with and through the Steering Group, which is advised by the Advisory Board and the Stakeholder Engagement Group. Individual members report to their Local Network Leads, and Local Networks are responsible for their internal governance (which may vary depending on the size of the Local Network, geographical distribution of the institution, etc.). The Steering Group and the Local Network Leads operate with the consent of the individual members.

Institutional Leads are independent of Local Networks, but are expected to work in partnership at an institutional level, to ensure coordination of activity and that any local initiatives are developed with the input of Local Network Leads and members. Conceptually, the intention is that Local Network Leads represent researchers directly and organise activity within the local network, whilst Institutional Leads represent the institution and organise institutional efforts. Both liaise independently with the Steering Group.

The Steering Group meets with the individual Local Network Leads, Institutional Leads and Advisory Board annually to review progress, agree on strategy and direction, and formulate objectives for the forthcoming year. Following this meeting, the Steering Group and Advisory Board meets with the Stakeholder Engagement Group to review the strategy and annual plan, and identify specific projects where the UKRN and individual external stakeholders may work together.

We prepare an annual report for our Stakeholder Engagement Group in July that we publish on our website, and discuss at our annual meeting in March (see below). We have a Code of Conduct, which is available at Annex 6.

Review

Members of the Advisory Board are invited by the Steering Group to serve a three-year term in the first instance, with the option to renew this for a further three years at the end of this term. The Steering Group, with the input of the Advisory Board, reviews the governance structures of UKRN annually, and any proposed changes are submitted to the Local Network Leads and Institutional Leads for approval.

Ways of working

UKRN coordinates activity across Local Networks in three broad areas: 1) meta-research (including evaluation of innovations intended to improve research quality); 2) promoting training (e.g., delivery of short courses to early career researchers, preparation of online materials; coordination of virtual seminars and journals clubs); and 3) engagement with relevant external stakeholders (e.g., funders, publishers, learned societies, policymakers, etc.) to align and coordinate strategy and activity. It also supports less formal activities (e.g., ReproducibiliTea journal clubs).

UKRN follows a distributed model, where Local Networks can be supported by individuals acting as advocates for the work of the UKRN, or formally by their institution following a commitment of support for the aims of UKRN by that institution (as described in Annex 2). UKRN is currently supported by financial and in-kind contributions from external stakeholders and institutions. Financial support for UKRN is listed on the UKRN website for transparency. Meta-research activity is supported separately by grant funding, philanthropic donations, and institutional support.

Information about the Network is presented on the UKRN website at www.ukrn.org, which includes a list of supporters (external stakeholders and institutions), as well as Local Network Leads and their institution, and Institutional Leads and their institution. It also provides links to resources (e.g., training materials), information about joining the Network (either as an individual with an interest in forming a local network, or as an institution) or supporting the Network (as an external stakeholder), and links to relevant external resources.

Working groups are formed as required to lead on individual initiatives. UKRN also, subject to funding, holds a UK-based conference, to bring together researchers from the UK and beyond engaged in meta-research questions. Any income from the conference or UKRN workshops is used to support the work of the network, with a view to eventually place the UKRN on a sustainable financial footing.

While the focus of UKRN is on improving UK research, an important role is to work with those in other countries who share our objectives of improving research.

Meetings

The Steering Group meets at least once every quarter via teleconference / Skype to discuss new / emerging evidence, training etc. of relevance to UKRN, feedback from Local Networks, and input from external stakeholders and institutions.

The Steering Group also meets in person every year with the Advisory Board. This forms part of a larger meeting to which the Local Network Leads, Institutional Leads and the Stakeholder Engagement Group are invited.

These meetings are not formally minuted, but the Steering Group Chair reports back to the Local Network Leads on key points arising from meetings with the Advisory Board, external stakeholders, institutions, etc.

The UKRN annual meeting is held on a date and at a place determined by the Steering Group, usually in March, with the location rotating annually to cover the geographical spread of UKRN.

The focus of this meeting is to discuss the work of UKRN and coordinate future activity, both within the UKRN, and between the UKRN and the individual external stakeholder organisations. It serves as our Annual General Meeting, and allows members of the Steering Group to report to, and be questioned by, Local Network Leads and Institutional Leads.

Where appropriate, proposed initiatives or partnerships, changes to our Terms of Reference and other issues can be voted on at the annual meeting by simple majority. Every member of the Steering Group, and every Local Network Lead and Institutional Lead has one vote.

Sharing of information

The primary means of communication between the Steering Group and Local Network Leads, Institutional Leads and external stakeholder representatives is email, supplemented by the schedule of meetings described above. The primary means of communication between Local Network Leads and members of Local Networks

varies depending on the size of the Local Network, geographical distribution of the institution, etc.

We aim for the majority of information shared being in the public domain (e.g., research articles). Any information that is not in the public domain is clearly marked as confidential and not for sharing. The Steering Group and Local Network Leads are provided with a password-protected online shared drive to enable the sharing of materials (e.g., research articles).

Annex 1: Definition of Terms

There are several terms used to refer to the broad issues that the UK Reproducibility Network aims to address, and these are often used interchangeably. Our focus is on ensuring the UK produces robust, rigorous research. Below we list various terms and definitions that are widely used. When terms are used, it is important to be clear which meaning is intended by that word. In the context of the UK Reproducibility Network, the definition closest to our meaning is "results reproducibility" as defined by Goodman et al. (2016), but this is not to suggest that it is the "correct" definition.

The Concordat to Support Research Integrity (Hale et al., 2019)

Honesty in all aspects of research, including in the presentation of research goals, intentions and findings; in reporting on research methods and procedures; in gathering data; in using and acknowledging the work of other researchers; and in conveying valid interpretations and making justifiable claims based on research findings.

Rigour, in line with prevailing disciplinary norms and standards: in performing research and using appropriate methods; in adhering to an agreed protocol where appropriate; in drawing interpretations and conclusions from the research; and in communicating the results.

Transparency and open communication in declaring potential competing interests; in the reporting of research data collection methods; in the analysis and interpretation of data; in making research findings widely available, which includes publishing or otherwise sharing negative or null results to recognise their value as part of the research process; and in presenting the work to other researchers and to the public.

Care and respect for all participants in, and subjects, users and beneficiaries of research, including humans, animals, the environment and cultural objects. Those engaged with research must also show care and respect for the integrity of the research record.

Accountability of funders, employers and researchers to collectively create a research environment where individuals and organisations are empowered and enabled to own the research process. Those engaged with research must also ensure that individuals and organisations are held to account when behaviour falls short of the standards set by this concordat.

Reproducibility and Replicability in Science (National Academies of Sciences, Engineering and Medicine, 2019)

Reproducibility is defined as obtaining consistent computational results using the same input data, computational steps, methods, code, and conditions of analysis.

Replicability is defined as obtaining consistent results across studies aimed at answering the same scientific question, each of which has obtained its own data

Generalizability refers to the extent that results of a study apply in other contexts or populations that differ from the original one.

Goodman et al. (2016)

Goodman and colleagues propose a new terminology to distinguish between the various interpretations of reproducibility. Rather than offer new technical meanings for words whose common language interpretations are nearly identical (such as reproducibility, replicability, and repeatability), they propose to ally the word reproducibility—currently the most widely used single term in this domain—with descriptors for the underlying construct. This yields three terms: methods reproducibility, results reproducibility, and inferential reproducibility.

Results Reproducibility refers to obtaining the same results from the conduct of an independent study whose methods are as closely matched to the original as possible.

Methods Reproducibility refers to the provision of enough detail about study procedures and data so the same procedures could, in principle or actuality, be exactly repeated.

Inferential Reproducibility refers to the drawing of qualitatively similar conclusions from either an independent replication of a study or a re-analysis of the original study.

References

Goodman S., Fanelli D., Ioannidis J. (2016). What does research reproducibility mean? Translational Medicine doi:10.1126/scitranslmed.aaf5027

Hale et al. (2019). The Concordat to Support Research Integrity.

National Academies of Sciences, Engineering and Medicine (2019). Reproducibility and Replicability in Science.

Annex 2. Criteria for Joining UKRN

Overview

The UK Reproducibility Network (UKRN) is a peer-led consortium that aims to ensure the UK retains its place as a centre for world-leading research, by investigating the factors that contribute to robust research, promoting training activities and disseminating best practice, and working with external stakeholders to ensure coordination of efforts across the sector. It is led by Marcus Munafò (Bristol), Chris Chambers (Cardiff), Laura Fortunato (Oxford), Malcolm Macleod (Edinburgh), Nicole Janz (Nottingham), and Alexandra Collins (Imperial).

UKRN originated from activity across the UK seeking to understand the factors that contribute to poor research reproducibility and replicability, and to develop approaches to counter these and improve the quality of the research we produce. These issues affect all disciplines, so UKRN aims for broad disciplinary representation. UKRN's position is that ongoing efforts to address these issues represent an opportunity to improve our research by reforming culture and practice.

Membership

UKRN members currently form Local Networks at individual institutions (consisting of individual researchers who come together informally and are represented by a Local Network Lead) and external stakeholders (funders, publishers and other elements of the academic ecosystem such as learned societies and service providers).

For UKRN, this will complement the activities of our Local Networks and external stakeholders, and allow greater coordination of activity across these. For institutions, this will provide peer support from colleagues across a community of institutions who are engaged with efforts to improve the quality of UK research, and ensuring we retain our international competitiveness.

Criteria for institutional membership

The primary criterion for membership is that the institution creates a senior academic role with responsibility for research improvement and research integrity (e.g., promoting adoption of open research practices and other relevant initiatives), reporting to the PVC (Research) or their equivalent, with an appropriate level of support. We expect this role will require a minimum commitment of 1 day per week.

Importantly, the role should be structured in such a way as to enable the role holder to provide critical input to the senior management team on these issues, and therefore should be independent from other responsibilities that may conflict with this.

We expect that institutions seeking membership of UKRN will want to develop capacity to deliver a research improvement strategy, and to work with UKRN to develop a strategy for ensuring the sustainability of the Network in the medium- and long-term, and to build a community of institutions focused on research improvement (for example, through sharing examples of best practice).

Annex 3: Model Role Description – Institutional Lead

Note: We particularly encourage institutional leads that capture the diversity of the researchers that we represent (e.g., gender, ethnicity, etc.), and we would ask that institutions bear this in mind when identifying institutional leads.

The Institutional Lead will take the lead for the following activities to enhance a positive culture of research integrity and improvement across all Faculties, and serve as the Institutional lead for <INSTITUTION> within UKRN.

1. Ensure the availability of an integrated training and development programme for staff and students at all stages of their research career, to be delivered in collaboration with colleagues from doctoral training entities, staff development, human resources, the research governance team and educational course leaders.

    This training will make use of available e-learning and harness current training provisions, with a view to offering a variety of development opportunities including areas highlighted in the recent [Royal Society 'Integrity in Practice' toolkit](#).

    -   Creating a dialogue around research improvement and research culture, including promoting the adoption of open research practices and other relevant initiatives, and embedding this into the institutional culture

    -   Creating informal channels to openly discuss research improvement (e.g., open research working groups, ReproducibiliTea journal clubs); and supporting UKRN Local Network Leads to deliver these.

    -   Working with senior colleagues to establish, review and improve (on an ongoing basis) institutional Key Performance Indicators relating to research practice, and establishing audit systems to monitor performance

    -   Scoping the availability of learning materials related to improving research practice and, where such materials do not exist, working, internally or externally, to facilitate the production of such materials

    -   Fostering an environment that nurtures ongoing training including training in specialist areas (e.g., human participant research, human clinical trials, Human Tissue Act awareness, mental capacity awareness, research that involves animals) where appropriate.

    -   Supporting the creation and maintenance of infrastructure and support to ensure appropriate software and data management and data analysis, including institutional repositories, training in software development and data management, training in data protection and governance, etc.

2. Support policy framework development especially linking to national activity in this area, including working closely with the UK Reproducibility Network (UKRN) and representing the institution at UKRN meetings.

3. Ensuring dedicated expert academic and research professional support and mentoring at all career stages, including support for the UKRN Local Network Lead and promotion of UKRN and UKRN-supported activities.

Annex 4: Model Role Description – Local Network Lead

Note: We particularly encourage institutional leads that capture the diversity of the researchers that we represent (e.g., gender, ethnicity, etc.), and we would ask that institutions bear this in mind when identifying local network leads.

The role of the UKRN Local Network Lead is to build an informal group of multidisciplinary researchers at all career stages interested in issues of research reproducibility and improvement. This includes facilitating communication on reproducibility-related issues between teams within the institution, and linking the institution to the wider UKRN community, partly through engagement in UKRN activities and partly through communication with the UKRN steering group.

The Local Network Lead at each institution should be motivated towards improving reproducibility and Open Research within their institution. In order to achieve this, they should have a good level of understanding (or a willingness to learn) about the institution's processes and how various teams within the institution work and interact. Where an institution is a formal member of UKRN, the Local Network Lead will work closely with the Institutional Lead where one exists.

As the structure and function of different local networks is likely to differ considerably between institutions, activities performed by the Local Network Lead will be context-dependent. However, specific responsibilities may include:

- Disseminating information from UKRN to its members on events, new initiatives, etc.
- Gathering information and views from local network members to feed back to UKRN
- Sending regular updates to the UKRN coordinator with any news from the local network
- Initiating or coordinating local initiatives to promote reproducibility (e.g., ReproducibiliTea Journal Club, Open Research Working Group)
- Communicating regularly (either via meetings, email or teleconference) with other UKRN representatives and Local Network Leads to share knowledge on what works/doesn't work at other UKRN-affiliated institutions
- Maintaining dialogue with other key groups within their institution that may promote Open Research (e.g., Institutional Lead, Library Services, Research Governance Teams, Data Repository Teams)

Annex 5: Stakeholder Engagement Group

External stakeholders (e.g., funders, publishers, learned societies) who support and work closely with UKRN (either directly or via access to resources) currently form the Stakeholder Engagement Group. This ensures that UKRN activity is aligned with the strategy and activity of the stakeholders, and allows the exchange of ideas.

The range of potential external stakeholders is diverse, including funders (both governmental and charity), non-profit organisations that are part of the academic environment (e.g., UKRIO, ARMA, Jisc, learned societies), non-profit organisations that are part of the wider research environment (e.g., PLOS) and for-profit organisations (e.g., Nature).

Our structure allows for two types of Stakeholder Engagement Group membership – full membership for organisations that are part of the academic environment (funders, learned societies, professional organisations), and affiliate membership for organisations that are part of the wider research environment (e.g., publishers).

Full members provide direct financial support or support in kind to UKRN, whilst affiliate members only provide support in kind. All members are required to agree to our mission and values. We review our affiliate members annually to ensure their activities remain aligned with our mission and values.

Full members are listed on the UKRN website, with their logos displayed and any financial contribution noted. Affiliate members are listed on the website, but their logos may not be displayed. Our website also includes a statement that we do not take financial contributions from affiliate members.

The relationship between the Stakeholder Engagement Group and UKRN provides external stakeholders with a mechanism for obtaining feedback on new initiatives from the research community. The UKRN Steering Group will determine whether a current or potential external stakeholder should be a full or affiliate member of the Stakeholder Engagement Group.

Annex 6: UKRN Code of Conduct

Introduction

The UK Reproducibility Network (UKRN) is a peer-led consortium that aims to ensure the UK retains its place as a centre for world-leading research, by investigating the factors that contribute to robust research, providing training and disseminating best practice, and working with external stakeholders to ensure coordination of efforts across the sector. It is led by the UKRN Steering Group ("the Steering Group"), which currently comprises Marcus Munafò (Bristol), Chris Chambers (Cardiff), Alexandra Collins (Imperial College), Laura Fortunato (Oxford), Nicole Janz (Nottingham), and Malcolm Macleod (Edinburgh).

The UKRN originated from activity across the UK seeking to understand the factors that contribute to poor research reproducibility and replicability, and to develop approaches to counter these and improve the quality of the research we produce. These issues affect all disciplines, so the UKRN aims for broad disciplinary representation. UKRN's position is that ongoing efforts to address these issues represent an opportunity to improve our research by reforming culture and practice. Consistent with this, all participants in our activity, events and communications are expected to show respect and courtesy to others.

To this end, everyone participating in UKRN-related activity is required to adhere to the Code of Conduct. This Code of Conduct applies to all UKRN activity including, but not limited to, meetings, email, and online space. Meeting hosts are expected to assist with the enforcement of the Code of Conduct. By taking part, participants indicate their acceptance of the procedures by which the UKRN resolves any Code of Conduct incidents, which may include storage and processing of their personal information.

The UKRN Steering Group is responsible for enforcing the Code of Conduct. It can be contacted by emailing UKRN-admin@bristol.ac.uk, or via an anonymous form available at the UKRN website (www.ukrn.org). All reports will be reviewed by the Steering Group and will be kept confidential.

The UKRN Code of Conduct

The UKRN is dedicated to providing a welcoming and supportive environment for all people, regardless of background or identity. As such, we do not tolerate behaviour that is disrespectful or that excludes or intimidates others. We do not tolerate discrimination or harassment based on characteristics that include, but are not limited to, sex, gender identity and expression, sexual orientation, disability, physical appearance, body size, citizenship, nationality, ethnic or social origin, pregnancy, familial status, veteran status, genetic information, religion or belief (or lack thereof), membership of a national minority, property, age, education, socio-economic status, technical choices, and experience level.

Expected Behaviour

All participants in our events and communications are expected to show respect and courtesy to others. All interactions should be professional regardless of platform (i.e., either online or in-person).

To foster a positive and professional environment we encourage the following kinds of behaviours in all UKRN events and communications:

- Use welcoming and inclusive language
- Be respectful of different viewpoints and experiences
- Gracefully accept constructive criticism
- Focus on what is best for the community
- Show courtesy and respect towards other community members

Unacceptable Behaviour

Examples of unacceptable behaviour by participants at any UKRN event/platform include:

- Written or verbal comments which have the effect of excluding people on the basis of membership of any specific group
- Causing someone to fear for their safety, such as through stalking, following, or intimidation
- Violent threats or language directed against another person
- The display of sexual or violent images
- Unwelcome sexual attention
- Non-consensual or unwelcome physical contact
- Sustained disruption of talks, events or communications
- Insults or put downs
- Sexist, racist, homophobic, transphobic, ableist, or exclusionary jokes
- Excessive swearing
- Incitement to violence, suicide, or self-harm
- Continuing to initiate interaction (including photography or recording) with someone after being asked to stop
- Publication of private communication without consent

Consequences of Unacceptable Behaviour

Participants who are asked to stop any inappropriate behaviour are expected to comply immediately. This applies to any UKRN events and platforms, either online or in-person. If a participant engages in behaviour that violates this Code of Conduct, the organizers may warn the offender, ask them to leave the event or platform (without refund, if applicable), or engage the Steering Group to investigate the Code of Conduct violation and impose appropriate sanctions if necessary.

Incident Reporting Guidelines

Contact points

If someone violates the Code of Conduct during a UKRN-related event we ask that you report it to the event host, organiser, or a designated incident response person. The person you have talked to should make a report to the UKRN about the incident by emailing the Steering Group UKRN-admin@bristol.ac.uk. If this is not possible for some reason, we would be very grateful if you could report the incident yourself.

If a violation occurs in an online space outside of organised events, please email UKRN-admin@bristol.ac.uk about the incident, or complete a report via the anonymous form available at the UKRN website (www.ukrn.org).

What to do if someone is in physical danger

If you believe someone is in physical danger, please ask a staff member or volunteer to contact appropriate emergency services. All event organizers should, before the event, determine who it would be appropriate to contact in case of an incident. Once the incident has been resolved, we ask that it be reported to the Steering Group in the same way as all other incidences.

Code of Conduct Enforcement

A detailed enforcement policy is available in the Enforcement Manual below.

Enforcement Manual

This is the enforcement manual followed by the Steering Group. It is used when we respond to an issue to make sure we are consistent and fair. It should be considered an internal document, but we are publishing it publicly in the interests of transparency. Enforcement of the Code of Conduct should be respectful and not include any harassing behaviours.

The Steering Group

All responses to reports of conduct violations will be managed by the Steering Group. The Steering Group may jointly establish a Review Group, made up of independent representatives drawn from the Stakeholder Engagement Group. One member will be designated chair of the Review Group and will be responsible for all reports back to the Steering Group.

How the Steering Group will respond to reports

When a report is sent to the Steering Group they will immediately reply to the report to confirm receipt. This reply must be sent within 24 hours, and the Steering Group should strive to respond much more quickly than that. If a report does not contain enough information, the Steering Group will attempt to obtain all relevant data before acting. The Steering Group is empowered to act on behalf of the UKRN in contacting any individuals involved to get a more complete account of events. The Steering Group is also empowered to act if any of its members become aware of ongoing behaviours that, when taken individually, do not meet a threshold for reporting, nonetheless when considered in aggregate are disrupting or harassing or unacceptable in other ways.

Urgent Situations: Acting Unilaterally

If the incident involves physical danger, or involves a threat to anyone's safety (e.g. threats of violence), any member of the Steering Group and/or the event host, organizer, or a designated incident response person ("the respondent") may – and should – act unilaterally to protect safety. This can include contacting law enforcement (or other local personnel) and speaking on behalf of the UKRN.

If the act is ongoing, the respondent may act immediately, before reaching consensus, to diffuse the situation. In ongoing situations, the respondent may at their discretion employ any of the tools available to the Steering Group, including bans and blocks. In situations where the respondent acts unilaterally, they must inform the UKRN Steering Group members as soon as possible, and report their actions to the Review Group for review within 24 hours.

Less-Urgent Situations

Upon receiving a report of an incident, the Steering Group will inform the Review Group, who will review the incident and determine, to the best of their ability:

● whether this is an ongoing situation;
● whether there is a threat to anyone's physical safety;
● what happened;
● which part of the Code of Conduct (if any) was violated;
● who (if anyone) violated the Code of Conduct.

This information will be collected in writing, and whenever possible the Review Group's deliberations will be recorded and retained (i.e. email discussions, recorded voice conversations, etc.).

These records will be made available to the Steering Group and UKRN members via Local Network Leads, suitably redacted if necessary (e.g., to retain anonymity).

The Review Group should aim to have a resolution agreed upon within one week. In the event that a resolution cannot be determined in that time, the Review Group will respond to the reporter(s) with an update and projected timeline for resolution.

Resolutions

The Review Group must agree on a resolution by consensus of all members investigating the report in question. If the Review Group cannot reach consensus and deadlocks for over a week, they will turn the matter over to the Steering Group for resolution.

Possible responses may include:

● Taking no further action (if the Review Group determines no violation occurred).
● A private reprimand from the Review Group to the individual(s) involved. In this case, the Review Group chair will deliver that reprimand to the individual(s) over email, cc'ing the Review Group.
● A public announcement of an incident, ideally in the same venue that the violation occurred (i.e. on the listserv for a listserv violation, GitHub for a GitHub violation, etc.). The Review Group may choose to publish this message elsewhere to create a permanent public record.
● An imposed suspension (i.e., asking someone to "take a week off" from a listserv or the UKRN GitHub or OSF repositories). The Review Group chair will communicate this suspension to the individual(s). They'll be asked to take this suspension voluntarily, but if they do not agree then a temporary ban may be imposed to enforce this vacation.
● A permanent or temporary ban from some or all UKRN spaces (listservs, GitHub, OSF groups, in-person events including workshops, etc.). The Steering Group will maintain records of all such bans so that they may be reviewed in the future, extended to new UKRN communication forums, or otherwise maintained.
● Assistance to the complainant with a report to other bodies, for example, institutional offices or appropriate law enforcement agencies.

Once a resolution is agreed upon, but before it is enacted, the Review Group will contact the original reporter and any other affected parties and explain the proposed resolution. The Review Group will ask if this resolution is acceptable and note

feedback for the record. However, the Review Group is not required to act on this feedback.

Finally, the Review Group will make a report to the UKRN Steering Group in the event of an ongoing resolution, such as a ban.

The Review Group will never publicly discuss the details of the issue; all public statements will be made by the Steering Group.

Conflicts of Interest

In the event of any conflict of interest (a Steering Group member, their family member, or someone with whom the Steering Group member has a close academic, personal or employment relationship is involved in a complaint), the Steering Group member must immediately notify the other members, and recuse themselves if necessary.

Maintaining Confidentiality

The Steering Group and Review Group will take care to maintain the confidentiality of information they receive as members of the Code of Conduct enforcement team. This includes names and contact information of the reporters and the reportees (i.e., the people about whom a report has been made).

Information will be held on file so that repeated violations and small violations over a long period may be recorded, and used to inform appropriate action. This information will be stored securely for 10 years, and accessible only to those with a strict need to know. It will not be used for any other purpose or shared with anyone else. Future members of the Review Group may have access to this information. In some instances, information may be shared with the Steering Group.

All members of the Steering Group and Review Group commit to treating all members of the UKRN community fairly and with respect at all times. Information they have access to as a result of being a member of the code of conduct enforcement team will not be used for making decisions outside of this role.